

Important Information Regarding the Contents of this Document

Please note that the policies and information presented in this document are current through the date given below. The documents made available within the [Center's Conservation Districts web pages](#) are intended to serve as a guide for the policies set by each Conservation District. While these policies may in fact be current at the time of your viewing, it is strongly recommended to contact the relevant Conservation District for the most current version.

Document Current Date: January 5, 2016

**Snyder County
Dirt, Gravel Roads and Low Volume Road Program
Statement of Policy and Procedures
Quality Assurance Board (QAB)**

Adopted January 5, 2016

Origin

The Snyder County Conservation District entered into an agreement with the Pennsylvania State Conservation Commission to administer the Dirt, Gravel and Low Volume Roads Program. The program is conducted in accordance with Section 9106 of the Vehicle Code.

Purpose of the QAB

The QAB shall be bound by the policies established by the PA State Conservation Commission and will assist the Snyder County Conservation District by establishing priorities and requirements for funding through the Dirt, Gravel and Low Volume Road Program. The board will review grant applications, make site visits as necessary, establish priorities, and make funding recommendations to the district board.

QAB Membership

The QAB shall be comprised of two members appointed by the Snyder County Conservation District, one member representing the Natural Resources Conservation Service (NRCS), and one member representing the Pennsylvania Fish and Boat Commission. The District Manager shall serve as Chair of the QAB.

Meetings

The QAB will meet as deemed necessary by the influx of grant applications from municipalities. Meeting minutes shall be kept on record and made available to the public pursuant to the open records policy. The QAB meetings shall be conducted according to Roberts Rules of Order.

Eligibility



Any state and local entity that owns and maintains public roads is eligible to apply for DGLVR Program funding. Any entity submitting an application for funding must have at least one person who has completed the ESM trainings to be eligible to participate. Participants may include municipalities, county government, PA Game Commission, PA Fish and Boat Commission, DCNR Bureau of State Parks and PA Department of Transportation.

No District Director, QAB member or District employee shall be permitted to obtain financial benefits as a result of the DGLVR Program.

Ranking and Scoring

Funding priority shall be given to those applicants that provide factual data to the QAB of a need to correct a site that possesses a potential or an ongoing pollution occurrence. The Snyder County Conservation District will accept applications up to September 1st for the following year's projects on a rolling basis. If there are any remaining funds, a second round of applications will be accepted up to March 1st. Higher ranking will be given to those applicants that exhibit severe stream impacts such as bank and ditch erosion, loss of road fines, outlet stability, distance to stream, road slope and shape, condition of cross pipes/culverts and saturation of area. Other priorities are given to in-kind contributions of labor, materials and/or equipment.

Funding Procedures

Upon full execution of the project contract, the district may provide an advanced payment of up to 50% of the grant amount. This advanced payment is to be used for eligible expenses incurred by the project. The conservation district will withhold the remaining 50% of the approved grant amount until the project is complete and has passed final inspection by the QAB or authorized district staff. The district may, if requested by the contract holder, allocate an additional 20% and withhold the remaining 30% until approval. The entity has two years from the date the contract was signed to complete the approved contract. The entity will be held to their in kind match percentage upon final payment. ***Failure to obey all requirements in the Dirt, Gravel, and Low Volume Road maintenance program administrative manual will jeopardize project funding.***

Entity Responsibilities

The municipality or contract holder is responsible for retaining receipts, weigh slips, labor, etc. and submit these documents prior to the final payment of the grant. Compliance with all existing environmental laws is the responsibility of the municipality including Chapter 102 and 105.

