

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: August 12, 2015

ATTACHMENT E

Dirt, Gravel, and Low Volume Road Program

Union County Conservation District Policies and Procedures – Adopted August 12, 2015

OBJECTIVES

The objectives of the Quality Assurance Board (QAB) in Union County are to provide the conservation district directors with information to allow the directors to make informed decisions related to the Dirt, Gravel, and Low Volume Road Program (DGLVRP), to involve local individuals in the pollution prevention efforts of the DGLVRP, to ensure that the local decision making process includes environmental expertise and to ensure fairness in the review and recommendation of projects. The QAB will also establish priorities and requirements for program funding, review applications submitted for funding and conduct site visits as necessary and determined by the QAB.

QAB COMPOSITION

Section 9106 of the Pennsylvania Motor Vehicle Code requires a four-member QAB to be established within the Union County Conservation District.

The Quality Assurance Board will be comprised of two members appointed by the Conservation District, one member representing the Natural Resource Conservation Service (NRCS), and one member representing the Pennsylvania Fish and Boat Commission (PFBC). The non-voting Chairperson of the QAB will be the District's DGLVRP administrator. If circumstances require, the Chairperson may vote to decide a tie.

Members may nominate a substitute to attend meetings in their stead in the event of a scheduling conflict etc. Substitutes should be knowledgeable about the program and the member's role for whom they are representing.

QAB RULES OF CONDUCT/CONFLICTS OF INTEREST

The Chairman will be responsible for establishing the meeting agenda and running the proceedings. Voting members will establish policy for the program's operation and distribution of allocated funds consistent with Section 9106. The QAB will make recommendations to the Union County Conservation District Board of Directors. All actions of the QAB will require that a quorum of the voting members be present. Meetings will be conducted according to Robert's Rules of Order.

The meeting schedule will be determined on an annual basis and be "Sun-shined" by advertisement of said schedule in a newspaper of general circulation in the county. Additional

meetings may be scheduled by the chairperson as needed and publicly advertised at that time. Work sessions where no formal action is taken do not require advertisement.

Meeting minutes will be taken by the program administrator and kept on record and be available to the public pursuant to the District's Open Record Policy.

No District Director, Quality Assurance Board member or District Employee shall as a result of this program and their action obtain financial benefit for themselves, their immediate family or business interests for which they are associated. This shall not preclude the payment of normal salary and benefits to employees provided in their normal course of employment as outlined in the DGLVRP Administrative Manual.

EQUAL ACCESS FOR ALL ELIGIBLE APPLICANTS

All county citizens, through their municipal and/or agency representatives, shall have equal access to the funding provided through the Union County DGLVRP. Decisions on funding allocation will be made on the basis of maximizing the reduction of pollution to county streams in a cost effective manner, and targeting the most ecologically sensitive streams first. No discrimination will be made concerning race, religion, gender, economic status or political standing of citizens affected by the improvements achieved through this program. All eligible municipalities and agencies may submit project proposals which will be judged solely by a published set of criteria approved at a public meeting of the QAB. The QAB will be bound by the policies established by the State Conservation Commission for the administration of this program as follows:

1. Municipalities and agencies must have inventoried and evaluated the dirt, gravel, and low volume roads within their jurisdiction.
2. Municipalities and agencies must have created worksites within their jurisdiction.
3. One current elected/appointed or employed individual must attend and complete the two day Environmentally Sensitive Road Maintenance training workshop once every 5 years.

NON-POLLUTION STANDARDS

Section 9106 (f)(7) of the PA Motor Vehicle Code requires Quality Assurance Boards to adopt standards that prohibit use of materials or practices that are environmentally harmful. The Statement of Policy 83.613(1)(b) formalizes that requirement.

The QAB will prohibit the use of materials or practices which are environmentally harmful or do not meet the programs' "non-pollution" standard. These materials include, but are not limited to: noxious weeds, fugitive emissions, and dust control products, which may pose a problem if they enter a waterway. Compliance with all existing environmental laws is a condition of purchase under the contracting agreement between the Union County Conservation District and the

municipality/agency. An environmentally suitable substitute for dust control, as determined by the Environmentally Sensitive Maintenance for Dirt, Gravel, and Low Volume Roads Reference Guide and/or the State Conservation Commission or their appointee, may qualify for payment.

APPLICATIONS FOR FUNDING

Applications for funding will consist of the one page form entitled *Dirt, Gravel, and Low Volume Roads Grant Application*, developed for statewide use for this program. This form will be provided to all municipalities/agencies by the program administrator. The front of the form will include information on the name, address, and location of the applicant and the affected road or roads and stream, as well as a projected list of costs and the requested grant amount. The back of the form is blank and the applicant should add a simple drawing and written description of the proposed project. The application may include work outside of the applicant's road right of way provided that this work area is necessary for the successful completion of the project and continued maintenance of non-point source pollution problems corrected on the site.

Each application should be for one grant and refer to one contiguous project location or one type of work through an area (e.g. bank seeding on a series of roads in a township).

Projects can be resubmitted in subsequent years if not initially accepted for funding. There is no restriction on the number of grants that can be submitted by one applicant at any time or over a period of time.

The QAB will have an open sign up period year round. Periodically the program administrator will close a given application round for ranking. All municipalities/agencies will be notified by letter from the program administrator about application round closing dates.

Applicants are required to obtain all necessary local, State, and Federal permits that may be required for the project and provide the QAB with suitable documentation of permit issuance and compliance.

PROJECT RANKING/EVALUATION

Please refer to Appendix A (attached)– *Dirt, Gravel, and Low-Volume Road Ranking Form*

The DGLVRP administrator will compile all applications for funding into a spreadsheet. The spreadsheet will contain specified data from the application. The spreadsheet, ranking form and a copy of the application will be made available to all QAB members. The QAB will review all applications for completeness and also schedule a site visit to the proposed project location as necessary.

FUNDING PROCEDURES

Upon the full execution of the project contract, the District may provide an advanced payment to the project participant in an amount of up to 50% of the grant to be applied towards payment of

eligible expenses incurred by the project. The project participant is responsible for all work elements, keeping receipts, weigh slips, etc. to document proper expenditure of advanced payments prior to receiving additional payments under the project agreement. Total payment to the participant will be based on actual eligible costs not to exceed the total grant amount.

All claims submitted by the program participant pursuant to the contract shall be submitted to the district in accordance with the schedule, terms and conditions in the approved project contract. The request for reimbursement shall be itemized and show that the utilization of funds is in accordance with the project cost summary contained in the application and work plan.

The participant has 6 months to complete the approved contract. If unable to complete in 6 months, the participant may request, in writing, a one year extension. The QAB will evaluate the request for extension. If approval for an extension is denied, any grant monies received under that particular contract must be reimbursed to the Conservation District.

In all cases, the Conservation District shall withhold payment of at least 30% of the approved project expenses until the satisfactory completion of the project. Final payment for the project expenses shall be made only after a final inspection by the district determines that the work was performed consistent with the project application and the work plan, and to the satisfaction of the district.

PAYMENT FOR PAVING

The Low Volume Road Program is not a paving program; therefore, the UCCD will consider funding pavement on a case by case basis.

TRAFFIC COUNTS

The District may purchase vehicle counters which may be made available to the municipalities for use in verifying volume of traffic on Low Volume sealed roads.

PROJECT PERFORMANCE

Any changes to work in contracts should be mutually agreeable and confirmed (prior to initiation), in writing, by a letter from the participant to the Conservation District or vice versa.

Site inspections of construction activities will be conducted by Conservation District staff according to the requirements of the QAB. The Conservation District will perform a final site inspection to verify satisfactory completion of work prior to issuing the final funding reimbursement. The work site shall be stabilized. (i.e. - final seeding done, etc.). A Project Completion Report form shall be completed, signed, and kept in the contract files at the close-out of the contract.

Appendix A

DIRT, GRAVEL, LOW VOLUME ROAD RANKING FORM

APPLICANT NAME:

ADDRESS:

PHONE:

EMAIL:

PROJECT TITLE:

DATE:

Type of Application (check which applies:

Unpaved (Dirt and Gravel): _____

Paved (Low Volume Road): _____

SECTION 1: APPLICATION ELIGIBILITY

Circle Choice

Does this road site negatively impact a stream, lake, wetland, or other water body? Yes No

Will the proposed project reduce environmental impacts to a water body? Yes No

Is someone from the applying entity "ESM Certified" within the past 5 years? Yes No

Does the proposed application meet all SCC requirements (non-pollution, pipe size, etc.) Yes No

Does the proposed application meet all policies adopted by the local County QAB Yes No

Has the applicant identified and agreed to obtain all necessary permits? Yes No

LVR ONLY: If the traffic count is known as this point, is it 500 vehicles per day or less? Yes No N/A

SECTION 2: APPLICATION RANKING

1. Road Drainage to Stream: none-0 Slight-5 Moderate-10 Severe- 15 _____

2. Wet Site Conditions: Dry -0 Saturated Ditches-3 Roadside Springs-5
Flow in Ditches-7 Saturated Base-10 _____

3. Road Surface Condition
i. **D&G Evaluation:** Hard Gravel-0 Mixed Stone-5 Soft Stone-7
Mixed stone/dirt/dust-10 Severe Dust-15 _____
ii. **LVR Evaluation:** Pavement Condition: good-0 fair, some cracking-5
Poor, cracking, unevenness-7 Damaged-10 Severely Damaged-15 _____

4. Road Slope: <5%-0 5-10%-5 >10%-10 _____

5. Road Shape: (cross-slope/crown) Good-0 Fair-3 Poor-5 _____
6. Slope to Stream: <30%-0 30-60%-3 >60%-5 _____
7. Distance to Stream: >100'-0 50'-100'-3 <50'/crossing-5 _____
8. Outlets to Stream: None-0 Near Stream-3 Directly to stream-5 _____
9. Outlet/Bleeder Stability: Stable-0 Moderate-3 Unstable-5 _____
10. Road Ditch Stability: Stable-0 Fair-3 Poor-7 Unstable-10 _____
11. Road Bank Stability: Stable-0 Fair-3 Poor-7 Unstable-10 _____
12. Average Canopy Cover: Moderate-0 Minimal-3 Heavy-5 _____
13. Off-ROW Impacts: None-0 Minimal-3 Some-7 Many-10 _____
14. Classification of stream or waterbody impacted:
 Warmwater Fishery -10 Coldwater Fishery-20 HQ/EV/drinking water-30 _____
15. Degree to which project remediates impact to waterbody:
 Slightly-0 Moderately-10 Highly-30 Almost completely-50 _____
16. Degree to which project improves road:
 Slightly-0 Moderately-5 Highly-10 Extremely High-15 _____
17. Cost effectiveness: How much "environmental benefit per dollar" (benefit per cost):
 Low ben/\$-0 Moderate ben/\$-10 High ben/\$-30 Very high ben/\$-50 _____
18. In-Kind Contribution from Applicant:
 1-10%-5 10-25%-10 Over 25%-15 _____
19. Is applicant maintaining recently funded program projects properly:
 No-0 Recent projects still functional -10 Yes (or first project)-15 _____

Total Score: _____