

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 7, 2016

**Wayne Conservation District
DIRT AND GRAVEL and LOW VOLUME ROAD PROGRAM
OPERATIONAL POLICIES**

The following policies and information are for the operation and coordination of the Wayne Conservation District(District) Dirt, Gravel and Low Volume Road Program. The information provided outlines responsible parties involved and their functions in the program. The District and program participants must also meet any other necessary requirements for state contracts, construction and bidding.

Conflict of Interest Statement

No District Director, Quality Assurance Board Member, or District Employee, shall as a result of this program, be permitted to obtain financial benefits for him/herself, a member of his/her immediate family or a business with which he/she is associated. This shall preclude the payment of normal salary and benefits to employees provided in their normal course of employment.

Conservation District Board of Directors

1. Receive and manage the funds apportioned by the Commission.
2. Management and Administration of the Program, including the supervision of personnel associated with the program.
3. Appoint and impanel a four-member QAB comprised of representatives of the following:

A non-voting Chairperson appointed by the district
The Federal Natural Resource Conservation Service
The Fish and Boat Commission
The District

4. Final approval of funding recommended projects.
5. Final approval of documentation or procedures adopted by the QAB.
6. Enter into an agreement with project participants.
7. Work completion by project participants will be subject to final approval by the district under the performance standards adopted by the QAB.
8. The district shall conduct an annual audit of Program expenditures in accordance with guidance provided by the Commission.
9. The district shall report Program accomplishments to the Commission on prescribed forms at times as specified by the Commission.
10. The district shall maintain a separate account of funds received under the Program.

11. Records shall be retained by the district for three years after completion of work.

Quality Assurance Board Role

1. Administer the program under the direction of the Board of Directors and in accordance with PA state guidelines and requirements
2. QAB Meetings will be scheduled on an as needed basis. These meetings will follow the requirements of the States Sunshine Law and will be advertised and open to the public.
3. All records including minutes will be available for public review upon request.

IMPLEMENTING THE PROGRAM

1. Sign-up periods will be established for applications from eligible applicants. Correspondence will be sent to each eligible applicant. The District will also offer assistance, to eligible applicants for completion of the application, if necessary.
2. All guidelines standards and practices must be within accordance with the States administrative guidelines and specifications approved by the State Conservation Commission or developed by the Center for Dirt and Gravel Roads.
3. After applications are received, the District will review them for completeness and also make a site visit with the QAB to assess the proposed work plan. Only complete clearly defined applications will be considered. The QAB will determine:
 - a. If the site has an erosion problem/water quality impact.
 - b. If the proposed plan will fix the entire problem.
 - c. If other work elements need to be added to the plan.
4. From this site visit, the QAB will utilize the developed ranking form in prioritizing the projects
5. After projects are approved for funding, eligible applicants will be notified. They will be sent the following information; Contract, Schedule of Payments, Statement of Policy and other pertinent information
6. The eligible applicant will be responsible for all work elements. The District will assist as requested with determination of materials and changes to the project.
7. District Staff will inspect the site according to QAB requirements.

Program Funding

Funding priority will be for activities that correct water quality related problems. For Low Volume Road projects paving or tar and chipping will only be funded to repair sections damaged during installation of measures that correct water related issues, ie cross culverts.

Project Participant/Eligible Applicant

1. Conduct the dirt, gravel or low volume road maintenance project in accordance with the project agreement with the district, the bidding procedures, the work plan for the project, the standards established by the QAB for the district, and the policies adopted by the Commission.
2. May not use materials or practices that are environmentally harmful.
3. Project participants will contact the Conservation District to complete a site evaluation of their project/s. The site visit is required for application in this program.
4. Apply for necessary local, State and Federal permits required for the project and provide the district with suitable documentation of permit issuance and requirements.
5. Secure Off Right of Way agreements with any and all landowners where work will occur off the existing right of way. This includes new culvert discharge locations. Copy will be provided to Conservation District.
6. Follow all required bidding procedures and guidelines, including prevailing wage requirements.
7. No work may occur after November 1st or before May 1st unless approved by the District.
8. Notify the District of site showing date and time for bidding – Provide the District with a copy of the bid package prior to the meeting.
9. Notify the District upon award of contract and schedule a preconstruction meeting with eligible applicant, contractor and District represented.
10. ESM trained representative from the eligible applicant must be on site at all times during construction of project – have the capacity to shut a project down if necessary.
11. Claims for payment must be submitted to the district in accordance with the schedule contained in the agreement. The claims must be itemized and show that the utilization of funds are in accordance with the budget outline in the agreement. The claims must also include receipts, with slips or other appropriate supporting information, as determined by the District, to document actual expenditures by the project participant.
12. The district and the Commission reserve the right to audit project related accounts and records to determine if funds were expended in conformance with the agreement.
13. Maintain a separate accounting of the funds received under the program.
14. Records shall be retained for three years following the last payment for the project.
15. Upon the request of the district or the Commission, or both, project participants shall provide access to all records, files and documents related to program projects.
16. The District will not provide additional funds should the project costs exceed those proposed by the eligible applicant in the grant application. Funds spent by the eligible

applicants in excess of the grant amount will count as an in-kind contribution by the applicant.

17. All work identified on the project application, including In-Kind contributions must meet Dirt and Gravel Road Program standards and are considered part of the overall project, therefore notification and contract provisions apply.
18. Any activity that occurs after an application submission for a project must be reported to the District. The activity may affect the assessment and ranking for funding.

In order to better control start up on approved sites eligible applicants will not receive any reimbursement until our office receives a firm starting date. We feel that it is important that we have an opportunity to observe the installation or activity at all the sites that receive funding from this program.

Wayne Conservation District Board Approved July 8, 2015, edited Jan 7, 2016