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: March 23, 2023

Attachment D
To contract

Dirt, Gravel and Low Volume Road Maintenance Program Quality Assurance Board (QAB) Policy and Procedures

Adopted by the Adams CCD Board of Directors on July 28, 2016
Revised June 22, 2017
Revised April 26, 2018
Revised March 28, 2019
Revised November 18, 2021
Revised March 23, 2023

The guidelines and criteria for the Dirt and Gravel Maintenance Roads Program were developed by the QAB in accordance with Section 9106 of the Pennsylvania Vehicle Code.

QAB Members

The QAB shall consist of four members appointed by the Conservation District Board of Directors. The members consist of a non-voting chairperson, a Natural Resources Conservation Service Representative, a Fish and Boat Commission Representative and a Conservation District Appointee. Terms for all members are not limited and resignations must be in writing to the Conservation District Board of Directors.

Conflicts of Interest

In selection of the QAB, all attempts were made to eliminate the potential for conflicts. However, on a specific project, if a potential conflict should arise with a QAB member, that member will abstain from discussion of that project and not participate in the ranking of that project. If necessary, the chairman will vote to break a tie.

Environmental Standards for Products and Procedures

No road maintenance practices and road materials utilized on projects will be permitted if their use is harmful to the environment or ecosystem. The non-pollution standards established in the Dirt and Gravel Road Administrative Manual will be referenced with regard to materials used. Quality Assurance Board members will determine if a maintenance practice is detrimental to the environment or an ecosystem.

Equal Access to Funding

Equal access to funding shall be facilitated by the following means:

- Correspondence on program updates, including applications, shall be sent to eligible applicants
- Special effort shall be made when needed to enlist the cooperation of potential participants through a telephone call or site visit

- Information, including any application deadlines, shall be publicized through multiple means (website, emails, etc.)
- Quality Assurance Board meetings having formal actions shall be open to the public and follow the requirements of the Sunshine Law.

The QAB shall prohibit discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. All eligible applicants can submit project proposals which will be ranked using the Adams County Dirt, Gravel and Low Volume Road Grant Application Ranking form which was approved at a public meeting of the Adams County Conservation District Board after recommendation from the QAB. The QAB will be bound by the policies established by the State Conservation Commission for the administration of this program statewide.

Application Submittal Times

Applications can be submitted to the Conservation District Office at any time. The QAB will meet three times a year, until all funds are committed, to review and rank all applications received during the application period or carried over from previous submissions. Application deadlines are February 1, May 1 and August 1 of each year. Applications that are received after the deadline dates will be retained and considered for future allocation periods. Once all funds are committed for a given year, all applications received will be retained and reconsidered for future allocations for up to a year.

Advertising

The Conservation District staff will notify all municipalities and other eligible entities informing them of the Dirt Gravel and Low Volume Roads Program including information on eligibility, deadlines for application submittals, funding status, and a contact for further information. Announcements will be sent to eligible entities concerning any scheduled training sessions to ensure that all eligible entities have the opportunity to attend.

Eligibility and Responsibilities

I. The person in charge of work plan development and project implementation from the entity that has applied for funds from the Program must have attended environmentally sensitive maintenance (ESM) training within the past five (5) calendar years to become “ESM Certified” to apply for funding. A re-certification can also be obtained by attendance at the Program’s Annual Maintenance workshop.

II. The applicant must completely fill out the Dirt Gravel and Low Volume Roads Grant Application. Included in this application will be a breakdown of projected costs including all materials used, equipment used and labor. On the back of the application will be a simple sketch drawing outlining the work that will be performed. This sketch will include dimensions of the project including length and width of roadway work, footage of road ditch cleaning, feet of cross pipes installed, etc. Also included with the application will be a location map of project area on the USGS topographic map.

III. FEMA equipment rates are to be used to estimate the cost of in-kind equipment used by the applicant. Actual rental charges should be used for the cost estimation of rental of equipment. If the project exceeds the costs the applicant will be given the opportunity to provide justification for the costs to the QAB. If the justification is acceptable to the QAB, the application will continue to be processed. If the justification is not acceptable to the QAB, the applicant will be given the opportunity to submit the application with the costs adjusted.

IV. The Administrative Manual has a section dedicated to the Applicant's Role and Responsibilities. The information in this section should be reviewed and followed by the applicant.

Criteria for Site Selection

I. Following the application deadlines, all applications will be evaluated for eligibility, and then they will be scored and ranked according to the ***Adams County Dirt, Gravel and Low Volume Road Grant Application Ranking*** form.

A. Any application that is incomplete will be reviewed with the applicant for corrections and changes. The application will continue to be ranked and will be considered for funding as long as the application can be corrected before the QAB's recommendations are presented to the Board of Directors for action.

B. In the event that an applicant needs and has applied for permits, but, has not yet received permits for the proposed project(s), the QAB will continue to review and rank the application(s). Contracts may be entered into before permits are approved but construction cannot begin until permits are approved and proof of approval has been submitted to the ACCD.

C. Written landowner agreements are required for projects that have off- Right-of Way construction and long-term maintenance for BMPs that require maintenance. Until these permanent easement agreements are signed and verified by the Conservation District, a contract must not be entered into with the applicant. If temporary construction easements are required, a contract may be entered into prior to the agreement being signed but construction cannot begin until the agreements are signed and proof provided to the ACCD.

D. In the event that the highest ranking applications exceeds the current allocation, the applicant will be informed of the situation by QAB chairperson and given the option to accept the lesser amount of funding or defer for consideration during a later allocation period. If they choose to defer, the moneys will be offered to the next highest ranking application. If no decision is made by the applicant within 45 days, the moneys will automatically be offered to the next highest ranking application.

E. In the event of a tie in ranking, priority will be given to projects based on the calculated soils savings or erosion reduction (in cubic feet) expected by completion of the project as determined by the QAB.

II. The QAB will present recommendations to the Conservation District Board of Directors at a regularly scheduled meeting according to the final ranking received by each project including any of the considerations listed in section I.

Site Inspections

I. When possible a site evaluation of all application sites will be made by at least one QAB member in order to more accurately rank the project. This inspection should be made with the applicant's representative or employee responsible for the grant submittal present.

II. On sites approved for funding, inspections can be made by Conservation District Staff at any time during construction. All inspection will be documented using the Dirt Gravel and Low Volume Program's "Event Log". Every effort must be made to have at least one municipal/agency representative present at the time of inspection. As is the policy of the Conservation District, every effort will be made to obtain voluntary compliance for any project that is discovered to have Chapter 102 violations.

III. Final inspection of a project site must be made prior to final payment and documented on the ***Project Completion Report***. This inspection will be made with at least one municipal/agency representative present.

Program Disbursement of Funds Policy

The District maintains separate accounts specifically for the Dirt and Gravel Road and the Low Volume Road program.

For the purposes of disbursing funds to a project participant under a project agreement, the district may process a payment as follows:

Advance Payments

1. Upon the full execution of the project agreement with a municipality, ACCD can provide, upon written request with documented reasons to the Quality Assurance Board for approval, an advanced payment to the project participant in an amount up to 50% of the grant, to be applied toward payment of eligible expenses incurred by the project. The road owning entity is responsible for retaining receipts, weigh slips, labor accounting, etc. to document the expenditures of the entire grant amount (100%).
2. ACCD will process subsequent payments to the project participants on an actual cash expended basis.
3. ACCD will withhold at least 30 percent of approved project expenses until satisfactory completion of the project as determined by the QAB or ACCD. Final payment for the project expenses shall be made only after a final inspection by the QAB/ACCD determines

that the work was performed in a manner consistent with the project application and the work plan and to the satisfaction of ACCD.

4. All claims submitted by the program participant pursuant to the agreement shall be submitted to ACCD in accordance with the schedule and terms and contained in the approved project agreement. Claims shall include receipts, weigh slips, and/or other supporting information to document actual expenditures.
5. If work has not begun on the worksite by the end of 12 months from the date of the executed contract, any advanced funds must be returned in full to ACCD unless an extension is granted.

Partial Payments based on completed work with receipts

1. Once the applicant has completed a minimum of 50% of the project, then 50% to a maximum of 70% of the grant amount can be requested to be paid to the project participant with submission of receipts showing actual costs for work completed. A site inspection of the site to verify that the portion of the site that is requesting payment has been completed will be conducted by the Conservation District.
2. Subsequent payments to the project participant will be made once the permanent stabilization is established and approved by the Conservation District along with final receipts showing actual costs up to the contracted amount.

Budget

Expenses for the administration of the program are set at a maximum of 10% of the allocation. Education and training expenses are also a maximum of 10% of the allocation. Administrative and Education/Training expenses will be tracked according to being either associated with the Dirt and Gravel Road worksites or the Low Volume Paved Road work. At least 80% of the allocation must be used for projects.

Demonstration projects, where the "typical application process" is not used, must use administrative or education/training funds, not project funds. The two categories of demonstration projects are Category 1) educational/training demonstration, Category 2) new techniques and materials demonstration.

Driving Surface Aggregate (DSA)Testing Requirement

For program funded projects placing Driving Surface Aggregate (DSA) of 500 tons or more, in-place density and water content testing consistent with the Pennsylvania State Conservation Commission DSA Standards and Specifications is required. The testing shall follow the protocols set forth as specified in ASTM D6938 [AASHTO T310] – Standard Test Methods for In-Place Density and Water Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth). http://www.astm.org/Standards/D6938 Testing costs should be included in the project grant application if the proposed DSA placement is 500 tons or more.

Paving Policy

Projects proposed on low-volume paved roads must primarily focus upon impacts to waterbodies that originate from such roads. Correction of these problems shall be addressed through practices similar to projects on unpaved roads, e.g. drainage, road bank and ditch erosion, etc. Applications for projects that are solely focused on repaving (asphalt, chip-seal, or concrete) will not be considered for funding. Repaving costs to repair disturbances to existing paving from pipe replacement and other drainage corrections are eligible for funding. When drainage and erosion issues are accompanied by large-scale road deterioration due to poor sub-base composition or saturation that must be corrected, paving costs can be funded but shall be limited to the length that is required to address the water quality issues.

Statewide Policies

Stream Crossing Replacement Policy (Excerpt from 7.1 of DGLVR Administrative Manual)

7.1 Stream Crossing Structural Replacements

This section applies to stream crossing replacements (not road drainage "cross pipes") funded by the Dirt, Gravel, and Low-Volume Road (DGLVR) Program on both Low-Volume and Dirt and Gravel roads. Refer to Chapter 1 of the DGLVR Stream Crossing Replacement Technical Manual for additional discussion of the background, purpose, and intended benefits of the policies detailed here.

Background Replacement Structures:

One of the DGLVR Program's major goals of stream crossing replacements is to ensure that structures that are funded by the DGLVR Program are designed and implemented properly to achieve stream continuity through the roadway. Stream continuity refers to the connectivity and continuation of typical streambed features (profile, slope, width, composition, grade controls, pools) along its length upstream, downstream, and through a road crossing structure. DGLVR projects often reconnect segments of stream that have been disconnected and vertically offset by an undersized road crossing. New structures funded by the DGLVR Program must be wide enough to allow for construction of a functional stream channel through the crossing. This includes bank margins, low flow channel, grade controls, and other stream features. Construction of a bank-full width stream channel through wider-than-bank-full width structures will not only accommodate the hydraulic capacity of the stream but will also allow for better stream function through the road regarding flood resiliency, sediment and debris transport, and aquatic organism passage.

Existing Structure Eligibility for Replacement: Another major goal of the DGLVR stream crossing replacements is to limit paying for replacement of stream crossing structures to locations that are negatively impacting streams and the aquatic environment. The best overall approximation of environmental impact from a crossing is the width of the existing structure opening related to the bank-full width of the channel. A channel's bank-full width is the width of flow at a "dominant channel forming flow stage" where sediment and bed material is moved most effectively through the stream system, typically associated with a one-to-two-year recurrence interval for Pennsylvania. Stream crossing structures that are significantly less than the channel's bank-full width are typically associated with many problems, including gravel deposition upstream of the road, excessive stream scour and erosion downstream of the road, flooding, and washouts. DGLVR site eligibility policy (detailed in section 7.1.2.2) limits paying for structural replacement on existing pipes over 4' in diameter to only those locations where the existing structure is less than 75 percent of the bank-full channel width. These structures are most likely to be causing negative stream impacts and are most likely to be sources of perpetual maintenance and road impacts to road owners (gravel bar removal, erosion, etc.).

7.1.2 DGLVR Stream Crossing Replacement Policy

This section details the DGLVR Stream Crossing replacement policy for eligibility, new structures, and additional responsibilities of the conservation district.

7.1.2.1 Policy for Structure Installation

All stream crossing replacements funded in whole or in part with DGLVR funds, or listed as in-kind on a DGLVR Project, must follow the DGLVR Stream Crossing Design & Installation Standard, unless an "Exemption from DGLVR Stream Crossing Standard" (see section 7.1.3) is applicable. The Standard and its attachments are available online at https://www.dirtandgravel.psu.edu/ For projects receiving an Exemption from DGLVR Stream Crossing Standard, other site-specific requirements apply (see section 7.1.3).

7.1.2.2. Policy for Stream Crossing Eligibility for Replacement

Eligibility criteria for replacing stream crossings, in whole or in part, with DGLVR funds:

- **Small Pipes:** Existing stream crossing structures with an opening width less than or equal to 48" are automatically eligible for replacement regardless of their relationship to the bank-full channel width, as long as they are replaced according to DGLVR Policy.

- **Multiple Pipes:** Existing stream crossings consisting of multiple (side-by-side) pipes are automatically eligible for replacement regardless of their relationship to the bank-full

channel width, as long as they are replaced according to DGLVR Policy. This automatic eligibility applies to multiple pipes only, not multi-cell or multi-opening bridges.

• **All Other Structures**: For existing single-opening structures with an opening width over 48", only structures with a "structure opening width to bank-full channel width" ratio of 75% or less are eligible for replacement with DGLVR Program funds.

• **SCC Notification:** Conservation districts are required to notify the State Conservation Commission (SCC) of proposed stream crossing replacements as soon as practical before a contract is signed. An online notification system is available by logging in to the Center for Dirt and Gravel Road Studies website (same log-in as accessing the GIS system) at www.dirtandgravelroads.org.

Note: When measuring the width of an existing structure, measure the most limiting width (for example: the narrowest pipe in a series of "necked-down" pipes, or the narrowest point perpendicular to the flow between abutments of a skewed bridge).

7.1.2.3 Where the DGLVR Stream Crossing Policy Applies

All stream crossing replacements funded in whole or in part with DGLVR funds, or listed as in-kind on a DGLVR Project, must follow the DGLVR Stream Crossing Design & Installation Standard, unless an "Exemption from DGLVR Stream Crossing Standard" (see section 7.1.3) is applicable. The Standard and its attachments are available online at https://www.dirtandgravel.psu.edu/.

For projects receiving an Exemption from DGLVR Stream Crossing Standard, other site-specific requirements apply (see section 7.1.3).

For DGLVR Program purposes, the stream crossing policy outlined here applies to situations where streams, including intermittent channels, with identified bed and banks are flowing into the road or the uphill ditch. See section 7.1.3 for more information on Automatic and SCC-requested exemptions from the DGLVR Stream Crossing Standard. Contact the State Conservation Commission in questionable circumstances.

Routine maintenance of stream crossing structures is not eligible for DGLVR funding. This applies both to stream crossing structures that are ineligible to be replaced with DGLVR funds or are eligible for replacement with DGLVR funds but are not being replaced. For these structures, no work may be performed directly on the stream crossing structure or its components unless the structure is replaced according to DGLVR Program Policy. "Work" includes, but is not limited to, culvert lining, extending undersized stream crossings, bridge deck repairs, and adding or replacing headwalls and endwalls to an existing stream crossing structure. The policies

and qualifications for replacement with DGLVR Program funds outlined here and in the DGLVR Stream Crossing Design & Installation Standard do not exempt projects from any permitting or engineering requirements.

7.1.2.4 Policy Limiting Engineering and Consulting Costs

As outlined in section 3.7.4.7, Program funds can be used to cover engineering, permitting, or similar consultant costs, but such costs are limited to a combined maximum of 20 percent of the total contract amount between the district and the grant recipient, not to exceed $25,000. A Request for Proposals (RFP) is available on the Center for Dirt and Gravel Road Studies website. This document is highly recommended for use in hiring an engineer/consultant for stream crossing projects.

7.1.2.5 Conservation District Education Requirements Education Requirements

Education Requirements for Conservation Districts: Effective July 1, 2023, at least one conservation district staff member must have completed the DGLVR Program's "Stream Crossing Replacement Certification Training" and received a certificate of completion before the QAB can recommend or the conservation district Board can approve a contract for a project involving a stream crossing replacement. A Stream Crossing Replacement Re-Certification Training must be taken once every three years to maintain staff certification. This training requirement does not apply to crossings that qualify for an automatic exemption from the DGLVR Stream Crossing Standard (see section 7.1.3.1).

7.1.2.6. Conservation District Requirements

• Conservation Districts are required to hold meetings including:

- o **Pre-application:** Meeting, typically held with grant applicant before application submittal.
- o **Pre-design**: If an engineer is required by permitting or DGLVR standard, then a predesign meeting must be held. On-site meeting, typically held with grant applicant and project engineer, occurs after the grant applicant signs a contract with the conservation district for DGLVR funding and hires an engineer, and before design and permitting.
- o **Pre-construction:** On-site meeting, typically held with grant recipient, project engineer, and sub-contractor (if applicable), prior to starting construction.

• Conservation Districts are required to attend a bid site showing (if held): On-site meeting, typically held with the grant recipient, project engineer, and potential bidders/contractors, for structure installation before bids are due. These meetings are highly recommended but at the discretion of the grant recipient.

• A "Stream Crossing Eligibility Determination" (Appendix H) must be completed by the conservation district and kept in the project file for all stream crossing replacements, even those with an exemption from the DGLVR Stream Crossing Standard. This form requires measurement of the bankfull channel and existing structure to determine DGLVR Program eligibility.

• Stream crossing replacements nearly always extend outside the road right-of-way. Applicants are strongly encouraged to get verbal permission from landowners for off right-of-way work before contracting. Before working outside the right-of-way, the grant recipient must obtain written permission from the landowner. Landowner permission should be sought as early as possible in the funding process, ideally before contracting, to ensure the project can be implemented as planned. A sample landowner agreement is provided at www.dirtandgravelroads.org. Districts and grant recipients can use their own landowner agreements as long as they are in a form and manner similar to the sample provided. Districts must keep a copy of the signed landowner consent form with the project file for any work performed off the right of way. If landowner permission is required to achieve stream continuity and meet the DGLVR Stream Crossing Standard, but cannot be obtained, the project cannot be completed. Contact the SCC in questionable circumstances. This off ROW policy is detailed in section 3.7.4.8 of the *DGLVR Administrative Manual.*

• A site assessment must be completed for each stream crossing prior to the QAB recommending the project for funding. This site assessment must be completed by the conservation district or their designee and must be used to support development of cost estimates and the grant application. A site assessment includes obtaining a longitudinal profile and a minimum of two cross-sections of the existing stream channel. The longitudinal profile and cross sections can be used by the conservation district to review future surveys and project plans to ensure they meet DGLVR Program policies and the DGLVR Stream Crossing Standard. The longitudinal profile and cross sections must be completed in accordance with section IV. K of the DGLVR Stream Crossing Design and Installation Standard. Additional details for completing longitudinal profiles and cross sections are available in Chapter 4 of the Stream Crossing Technical Manual and in the technical bulletins attached to the Stream Crossing Technical Manual. If, later in the design process, the design engineer completes their own site assessment to support their project design, the conservation district staff is required to be on-site while the site assessment is being performed by the engineer and/or surveyor. The conservation district's role during the engineer's

site assessment is to observe and assist with the longitudinal profile and cross sections and ensure that all important data points are obtained. The site assessment requirement does not apply to sites that are eligible for an automatic Exemption from the DGLVR Stream Crossing Standard but does apply to sites that may later receive an Exemption from the DGLVR Stream Crossing Standard through the SCC (see section 7.1.3.2).

• If a project is required to be designed by an engineer, the grant recipient or engineer must provide all permit applications, Site Assessment, and design plans and specifications (per DGLVR stream crossing replacement standard) to the conservation district. The conservation district must review the documents and provide written confirmation to the grant recipient or engineer that these submitted documents comply with DGLVR policy and the Stream Crossing Standard before they are submitted (or resubmitted) for permit review. The purpose of this review is to verify consistency with DGLVR policies and the Stream Crossing Standard, not to review engineering calculations or permit completeness. “Consistency” and “deficiency” form letters for conservation district use can be found on the Center’s website.

• If a project is required to be bid out for construction, the grant recipient or engineer must provide all draft bid packages to the conservation district. The conservation district must review the draft documents and provide written confirmation to the grant recipient or engineer that those draft bid documents comply with DGLVR policy and the Stream Crossing Standard before they are provided to potential bidders. The purpose of this review is to verify consistency with DGLVR policies and the Stream Crossing Standard, not to review engineering calculations or bidding requirements. It is up to the grant recipient to comply with applicable bidding requirements. “Consistency” and “deficiency” form letters for conservation district use can be found on the Center’s website.

• Conservation districts must be on-site regularly during construction to ensure that DGLVR Program policies and the Stream Crossing Standard are being met. At a minimum, the conservation district must be onsite during the installation of “Critical Stages of Construction” as defined in the DGLVR Stream Crossing Standard.

• In situations where no current stream crossing exists and a new crossing is to be installed, DGLVR Program policy must still be followed. The conservation district must contact the SCC for eligibility guidance. This requirement does not apply to sites that receive an exemption from the DGLVR Stream Crossing Standard (see section 7.1.3).

• Conservation districts must complete the “Project Lifecycle Checklist” (Appendix J) during the planning and implementation of stream crossing replacements, and the form must be kept in the project file. This requirement does not apply to sites that receive an exemption from the DGLVR Stream Crossing Standard (see section 7.1.3).

7.1.3 Exemptions from the DGLVR Stream Crossing Standard: Site Specific Exemptions to Following the Standard

The State Conservation Commission (SCC) recognizes that it is not always practical, cost effective, or biologically beneficial to complete a comprehensive stream continuity project in certain situations. Stream crossing replacements vary drastically around the state, and this section on exemptions from the DGLVR Stream Crossing Standard is designed to provide maximum leeway for the conservation district and SCC to adapt to unique situations. The exemptions from the DGLVR Stream Crossing Standard discussed in this section only exempt projects from DGLVR requirements and do not exempt projects from any applicable permit requirements from DEP or other entities.

7.1.3.1 Automatic Exemptions from the DGLVR Stream Crossing Standard

The following existing conditions may be, at the discretion of the conservation district, considered "Exempt from the DGLVR Stream Crossing Standard" without SCC approval for channels with a bankfull width of 4' or less and:

• The defined bed and bank coming to the road does not extend more than 500' upslope of the road ditch, or

• The drainage area of the bed and bank coming to the road is 20 acres or less.

Complete the "Automatic Exemption from the DGLVR Stream Crossing Standard" form (Appendix I) and keep it in the project file. Automatic exemptions still need to be reported in the SCC notification system.

7.1.3.2 SCC Approval for Exemptions from the DGLVR Stream Crossing Standard

Occasionally, circumstances may exist where a conservation district would like to request an exemption from the DGLVR Stream Crossing Standard from the SCC on a larger stream that does not qualify for an automatic exemption as outlined in 7.1.3.1. These situations must be handled individually, and a signed "SCC Exemption from the DGLVR Stream Crossing Standard" form must be obtained from the SCC and kept in the project file. Examples of some conditions where an exemption from the DGLVR Stream Crossing Standard may be requested:

- Small channels that fall outside the automatic exemptions above.
- Crossings with extensive outlet drops that would make establishing connectivity impossible or prohibitively expensive for the amount of habitat improvement it would provide.

• Other stream crossings with special circumstances.

A signed “SCC Approval for Exemption from the DGLVR Stream Crossing Standard Request” form (Appendix I) must be kept in the project file.

7.1.3.3 Details for Exemptions from the DGLVR Stream Crossing Standard What is waived with an Exemption from DGLVR Stream Crossing Standard (either automatic or SCC):

• The need to follow the DGLVR Stream Crossing Design and Installation Standard,

• The need to achieve stream continuity as it relates to slope, streambed material depth, and establishing grade control within the structure, and

• The need to establish a low-flow channel and bank margins through the structure. Requirements for projects covered by an Exemption from DGLVR Stream Crossing Standard (either automatic or SCC).

Requirements for projects covered by an Exemption from DGLVR Stream Crossing Standard (either automatic or SCC).

If continuity cannot be achieved, the following steps must be taken to ensure stream crossings that receive an exemption from the DGLVR Stream Crossing Standard will still result in a stable crossing that will not lead to accelerated erosion or other issues:

• Any requirements from local, state, and federal laws and all applicable permits are not waived as part of this exemption and must be followed.

• New structures must still be a single span at a minimum of 1.25 times or 125% of the bankfull channel width unless otherwise approved by the SCC.

• Ensure the stability of the channel upstream and downstream. Grade controls must be shown on plan drawings if drawings are required.

o Upstream: Grade control(s) are required immediately (between one and two bankfull widths) upstream of the inlet of the new structure to prevent headcutting (headward erosion lowering channel elevation that moves upstream over time). These grade controls are typically installed at the existing streambed elevation. If a larger structure is installed in a channel with road height limitations, installing a larger structure below the existing streambed elevation without grade control(s) will likely cause a headcut.

o Downstream: Outlet stabilization is required in the form of grade controls, bank armoring, and/or filling in scour holes. Any grade controls are typically installed at the existing streambed elevation. Pipes may need to be extended further off the road, and the erosion potential caused by any elevation drops must be considered.

• New structures must be properly aligned with the channel, unless this is not feasible due to permitting restrictions or other constructability restraints.

• Consider floodplain connectivity when necessary (e.g., high water by-pass, overflow pipes, etc.).

• If permits and engineered plans are required, conservation districts are required to review all plans and specifications to ensure the project complies with DGLVR policy and requirements before they are submitted for permit review.

• Divert surface runoff and road drainage away from the stream and structure in a manner that prevents erosion and prevents discharges to the stream.

• For projects receiving an exemption from the DGLVR Stream Crossing Standard, other site-specific requirements may apply. If applicable, these will be identified by the SCC on a project-specific basis.

Traffic Count Policy (for low volume paved roads)

Traffic Counts for Low Volume Roads

Before a contract can be signed for a low volume road project, the applicant is responsible for validating that the road has 500 vehicles per day or less consistent with Commission and any local QAB policy.

- Applicant is responsible for providing traffic counts before a contract can be signed.
- A traffic count is not required in order to submit an application, unless required by local QAB policy.
- The conservation district is responsible for verifying that a count exists, and that the count meets the criteria established in state and local policy.
- Traffic counts are considered valid for a period of 5 years, provided there are no new significant changes in traffic flow volumes or patterns.
- Documentation of traffic counts using a signed "Traffic Count Validation Form" must be retained with project files according to the Commission's record retention policy. Districts may opt to include the completed traffic count validation form as an attachment to the project Contract.
- Conservation districts may, at their discretion, use administrative and education funding to facilitate or support traffic counts for applicants. Districts should insure that all

potential applicants have equal access to any traffic count facilitation measures they may employ.

• Traffic counts only apply to a segment of road between intersections, not to an entire length of road. Application sites that include intersections may require multiple counts.

• Traffic counts should be done on the proposed project location, or on a road that insures that traffic on the project location can be determined.

OPTION A: Validate with Existing Traffic Count Data or Extrapolation

Use of Existing Data

Existing traffic counts can be used to verify road eligibility for LVR funding.
Existing Data must have been collected within the previous 5 years and conform to the Program's Level 2 count protocol at a minimum. "Estimated" traffic counts that exist for many municipal roads cannot be used.

Extrapolation of Existing Data

It is permissible to use existing data for roads with 500 vehicles per day or less to logically extrapolate to subsidiary roads. (For example, a spur road between two State Roads where both state roads have less than 500 vehicles per day must also have less than 500.) This extrapolation of data can be used to verify that a road has 500 vehicles per day or less without performing a count. This extrapolation of traffic counts must prove the ADT on the road is 500 or less to be eligible for LVR funding. Potential sources of existing traffic count data include:

• State Roads:
http://www.dot.state.pa.us/Internet/bureaus/pdplanres.nsf/infoBPRTrafficInfoTraffic Volume Map

• Local Roads: PennDOT regional offices or County Planning Commissions.

OPTION B: Validate with Level 1 Count: 2 Hour Count

An applicant may do a Level 1 count to determine the traffic count on a potential project site. This involves counting traffic for a two-hour period, either by hand tally, video recording, or an automated traffic counter. A Level 1 traffic count of 500 vehicles per day or less will qualify the road for LVR funding. A Level 1 traffic count must meet the following criteria:

• It must be conducted between March 1 and the week before Thanksgiving.

• It cannot be conducted on a holiday, or the day before or after a holiday.

• It must be conducted on a Tuesday, Wednesday, or Thursday

• It must be conducted for a minimum of two consecutive hours between 3:00 pm and 6:00 pm.

• Only the number of vehicle passes is counted, regardless of direction of travel or type of vehicle.

• The traffic count for the time period will be adjusted to a 24 hour period by simply multiplying the 2 hour count volume times twelve (12)

• Applicants may skip the Level 1 count and go straight to a Level 2 count if desired

• Only licensed motor vehicles should be counted.

If a Level 1 Traffic Count produces a count of 500 vehicles per day or less, the project on the road is considered eligible without a Level 2 Traffic Count. If a Level 1 Traffic Count produces a count of more than 500 vehicles per day, it does not disqualify the road, but necessitates a Level

2 Traffic Count because of its increased accuracy. The purpose of a Level 1 count is to provide a reasonably accurate traffic count with minimal time investment.

Level 1 Count Examples
Example 1: A traffic count for two consecutive hours between 4:00 pm and 6:00 pm produces a count of 25 vehicles. 24hours (per day) / 2hours (per study) = 12
12 x 25 =300 average daily count.
This worksite would be eligible (no Level 2 Count needed).
Example 2: A traffic count for two consecutive hours between 3:30 pm and 5:30 pm produces a count of 53 vehicles. 24hours (per day) / 2hours (per study) = 12
12 x 53 = 636 average daily count.
This does not disqualify the road. It simply means that a more accurate Level 2 Count is required if the applicant wants to continue to pursue Program funding.

OPTION C: Validate with Level 2 count: 24 hour Automated Count
A Level 2 Count involves the placement of an automated traffic counter on the road for a minimum period of 24 hours. Note that these are the minimum criteria for a count. More comprehensive or longer counts can be substituted as long as they meet the minimum requirements below for a "Level 2 Count". A Level 2 traffic count of 500 vehicles per day or less will qualify the road for LVR funding. Level 2 counts supersede Level 1 counts if there is a discrepancy. A level 2 traffic count must meet the following criteria:

- It must be conducted between March 1 and the week before Thanksgiving.
- It cannot be conducted on a holiday, or the day before or after a holiday.
- It must be conducted between 12 AM Tuesday and 12 AM Friday.
- It must be conducted for a minimum of 24 consecutive hours.
- Only the number of vehicle passes is counted, regardless of direction of travel or type of vehicle.

If a Level 2 Traffic Count produces a count of 500 vehicles per day or less, the project on the road is considered eligible. If a Level 2 Traffic Count produces a count of more than 500 vehicles per day, a project on that road is not eligible for LVR funding. 24 hour counts do not have be broken up by hour or any smaller time unit.
The criteria described in the Level 2 traffic count represent a "minimum acceptable criteria". Counties may use or adopt more stringent traffic count requirements as long as it meets or exceeds the requirements here. (A more stringent requirement is a count that provides more statistically accurate data. For example: requiring Level 2 counts for all roads; requiring 48 hour counts or requiring hourly totals on counts to provide information to PennDOT.)

Seasonal Activities and Special Circumstances

A traffic count survey cannot be conducted in a timeframe or manner that intentionally causes artificially low average daily traffic counts on a particular road segment.
This includes conducting a traffic count during summer recess for a school access road, or conducting a traffic count when access to a road segment is temporarily or partially restricted or

reduced (i.e. detoured, weight, or size restricted, etc.) or conducting a traffic count in any other timeframe or manner that intentionally causes low average daily traffic counts.
The Program's Traffic Count Verification Form can be found in Appendix L of the Administrative Manual.