

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: November 29, 2023

Bedford County Dirt, Gravel, and Low Volume Road Program
Local Program Policies

1. Equal Access

- a) Correspondence on program updates, training opportunities, application deadlines and other issues relevant to applicants shall be sent to all Bedford County municipalities and eligible agencies.
- b) Technical assistance with project applications, work plans, designs, and BMP installations shall be available upon request for all eligible applicants.
- c) QAB meetings having formal actions shall be open to the public and follow the requirements of the Sunshine Law.
- d) Program administration shall not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

2. Applicant Qualifications

Municipalities and other entities applying for program funding must have a minimum of one supervisor or roadwork crewmember that has attended Environmentally Sensitive Maintenance (ESM) Training within the last 5 years. It is strongly recommended that the Roadmaster should have ESM training. Office personnel completing ESM training will not meet this requirement.

3. Applications

- a) Pre-application meeting: Pre-application meetings, preferably at proposed project site, are required.
- b) Application Evaluation: The Bedford County Conservation District will use a numerical scoring system to rank the priority of projects submitted for funding approval. The scoring system will reflect the need to evaluate projects based on the anticipated reduction or prevention of erosion and sediment pollution to Bedford County waterways. All projects will be scored using the same criteria.
- c) Application Submittal: Applicants may submit any number of project proposals during the open period for applications. Proposals (applications) must include a plan drawing that includes distance to a mapped road intersection, bridge, etc. The drawing should also mark the location of pipes, underdrains, geofabric and geotextile, grade breaks, and other work elements that relate to addressing problems noted in section 3 of the application. A copy of the relevant USGS topo quad with project site delineated can be used to indicate location but a plan drawing with work elements marked is still required. Incomplete or deficient applications will not be considered.

- d) Application deadlines: Applications will be accepted from July 1 through September 15 with proposed projects being evaluated for approval at the following BCCD Board of Directors meeting. Applications not funded due to funding considerations or other circumstances, as well as those received after the deadline, may be considered during a supplemental application period in the spring of the following year if available project funds allow. The spring deadline for applications is March 1.
- e) Deficiency Notification: Applications that score well based on preliminary site evaluation but do not adequately address problems will be returned, with an explanation, for correction. District staff will consult with the applicant to achieve an adequate work plan when requested by the applicant. Resubmittals must be received by the Conservation District prior to the scheduled QAB project evaluation for consideration in a current funding round.
- f) Application Retention: The Conservation District will retain applications for one application period after receipt. This will allow consideration in the supplemental period of the spring following the initial deadline and in the following fall application period.
- g) Non-funding Notification: Applicants who are unsuccessful in a funding round will be notified of the QAB decision not to fund. The notification will include an explanation that will allow the applicant to consider retaining the proposal for consideration in a future funding round, modify the proposal to achieve a better score, or withdraw the application.
- h) The work plan attached to the approved application becomes part of the contract. Changes to the work plan must be approved and documented by BCCD Staff and grantee (and sub-contractor if applicable).

4. Prevailing Wage

- a) Proof of project registration with the Bureau of Labor and Industry is required to be provided to BCCD prior to construction beginning.
- b) The first weekly hour sheet and notarized certification is required to be submitted to BCCD within two weeks after construction beginning.

5. Conflict of Interest

Members of the Quality Assurance Board will not evaluate, prioritize, or vote on any project of the county Dirt, Gravel and Low Volume Road program where they or any family member has a financial tie or would stand to benefit from the completion or lack of completion of that project.

6. Environmental Standards

The Bedford County Conservation District will not pay for or allow the use of materials or products on DGLVR projects that are environmentally harmful or do not meet the program's "non-pollution" standards.

7. Sub-contracting

- a) Townships that do not perform the Dirt and Gravel Road ESM work themselves and sub-contract the work to third parties must inform the Conservation District of this at the time of the application. A township employee with current ESM training must be on-site during all work performed by the sub-contractor.
- b) Pre-bid meetings, preferably on site, with prospective sub-contractors, are required.
- c) Pre-construction meetings, preferably on site, with approved sub-contractors, are required.

8. Off Right-of-Way Construction

When off-ROW elements are essential to the complete a project, the applicant must secure signed landowner agreements prior to contract execution.

9. Paving of Low-Volume Roads

Projects proposed on low-volume paved roads must 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 focused on repaving (asphalt, chip-seal, or concrete) will not be considered for funding. Costs to repair disturbances to existing paving from pipe replacement and other drainage corrections are eligible for funding but are limited to the area disturbed.

10. Funding Limits

Grants for Dirt and Gravel Road projects are limited to \$200,000.00 or less and Low-Volume Road projects are limited to \$100,000.00 or less.

11. Full depth reclamation and surface profiling

Full depth reclamation and surface profiling of either unpaved or sealed surface roads will **not** be funded by the Bedford County DGLVR program.