

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: October 3, 2022

**ENVIRONMENTALLY SENSITIVE MAINTENANCE
OF DIRT AND GRAVEL ROADS
BRADFORD COUNTY CONSERVATION DISTRICT
PROGRAM POLICIES**

(Updated October 3, 2022)

APPLICATIONS:

1. Initial applications will be solicited from qualifying entities and submitted to the Conservation District. Applicants may submit as many applications as they wish. (QAB 12/18/14 and Board 1/5/15)
2. Applications for each funding year will only be accepted during a pre-announced application period. (QAB and Board 6/04) Applications will be accepted from qualifying applicants from April 1st thru April 30th each year. (QAB 6/05, Board 6/27/05)
3. Applications will be modified and finalized based on results of a field visit by a QAB representative. (QAB Minutes, 10/23/98; Board Minutes, 11/98)
4. Applications must be re-submitted each year. Written requests to reconsider a previous year's application will no longer be accepted. (QAB and Board 6/04)
5. To qualify for application submission, an individual in charge of work plan development and/or project implementation for the applying entity must have attended the Environmentally Sensitive Maintenance of Dirt, Gravel, and Low Volume Roads Training within five (5) years of the application date. Applications that do not meet this criterion will be rejected. (QAB and Board 2/1/16)
6. Bridges or major stream alignments will not be funded through the Program. The applicant is required to address the bridge or major stream alignment problem before funds are allocated for the road project. (QAB Minutes, 9/03; Board Minutes, 9/03)
7. Applications that are not completed in full will be rejected. (QAB 12/18/14 and Board 1/5/15)
8. District staff will notify applicants of any rejected applications within 5 business days of receiving the application. Applicants will have 10 business days to return a complete and corrected application to qualify for consideration. (QAB and Board 6/04)
9. Each application can only identify one (1) site ID number. Applications with more than one (1) site will be rejected. (QAB and Board 6/04)
10. Applications will be accepted for originally identified sites or sites that impact water quality as verified by a QAB representative. (QAB Minutes, 5/29/18 and Board 6/18)
11. Maintenance is the responsibility of the applicant. The program will not allocate maintenance assistance through funding but will offer technical assistance. (QAB and Board Minutes 9/04)

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RANKING CRITERIA:

1. A field visit by a qualified QAB representative will be conducted to evaluate stream impact (such as sediment delivery) and to discuss the feasibility and/or practicality of the applications. (QAB Minutes, 10/23/98; Board Minutes, 11/98)
2. QAB will rank all applications for contracting priority. (QAB Minutes, 10/23/98; Board Minutes, 11/98) The QAB will have evaluated and assigned a funding order to that year's applications for action by the District Board by the scheduled June District Board meeting. (QAB 6/05, Board 6/27/05)
3. First time applicants will receive 10 bonus points to be added to their adjusted score. (QAB 5/19 and Board 6/19).
4. Only one project per applicant per year will be contracted, (QAB Minutes, 7/30/01) unless all requests have been filled. (QAB and Board 6/04)
5. No applicant may have multiple open contracts from a previous year's allocation. Contract(s) must be completed by September 1st of the new application year before consideration will be given for a new contract. (QAB 1/14, Board 2/3/2014)
6. The original environmental scoring system, as developed by the Dirt and Gravel Program, will be used to establish a priority list for applications. (QAB Minutes, 7/2/01, 7/30/01, and Board Minutes, 7/01, pg. 2)
7. The environmental evaluation considers road sediment in stream, wet site conditions, road surface material, road slope, road shape, slope to stream, distance to stream, outlets to stream, outlet stability, road ditch stability, road bank stability, and average canopy cover. This evaluation will prioritize applications from the worst environmental pollution potential first to the least potential last. (QAB Minutes 7/2/01) (Board 6/04)
8. In the case of a tie, in-kind contributions will be the deciding factor. (QAB Minutes, 7/30/01) (Board 6/04)
9. An additional .5 ranking points will be awarded to the applicant for each additional 1% of inkind contributions committed above the required minimum 10% (all percentages will be rounded off to the nearest whole number). (Committed Inkind EQUALS Total Inkind \$ DIVIDED by Total Project \$) (QAB 11/17/06 and Board 12/4/06)
10. Applicants must maintain all projects completed after 2010 to the standards set forth by the QAB as outlined in the BCCD Dirt & Gravel Roads Program Maintenance Policy to be eligible for future contracts. (QAB 12/18/14 and Board 1/5/15)
11. Applicants agreeing to complete a stream crossing project on their own meeting Bradford County design criteria, as determined by a qualified QAB representative, will receive 5 bonus points to be added to their adjusted score. (QAB 9/29/22 and Board 10/3/22)

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CONTRACTING WITH THE APPLICANT:

1. Contracting will start with the #1 funding ranked application and continue down the list as funding permits. No contract will be authorized prior to the District receiving funds for implementation of the program. (QAB and Board 2/1/16)
2. All contract proposals will be checked for mathematical errors and expense eligibility by a qualified QAB representative prior to contract execution. (QAB 7/17/06 and Board 8/7/06)
3. As part of the design and contracting phase of each project, the staff will develop a materials / quantities list to assist the applicant in preparing contract figures. (QAB 11/17/06 and Board 12/4/06)
4. The applicant is to be contractually responsible to provide inkind contributions at minimum of 10% of the total project costs. (Inkind % = Inkind \$ ÷ Total \$) (QAB 11/17/06 and Board 12/4/06)
5. Applicants will be contractually responsible for a minimum of the inkind percentage (Inkind \$ amount divided by Total \$ amount) as submitted in the application. (QAB 7/17/06 and Board 8/7/06)
6. Applicants awarded contracts will be notified. (QAB Minutes, 10/23/98; Board Minutes, 11/98)
7. All environmental needs must be considered before contract can be finalized. (QAB Minutes, 9/03) (QAB and Board 6/04)
8. QAB approved environmental design consideration checklist shall be utilized during the design phase and will also be a component of the contract with the grantee. (QAB 7/17/06 and Board 8/7/06)
9. Grantees are responsible for securing all Right-Of-Way agreements prior to contract execution. (QAB 7/16/06 and Board 8/7/06)
10. Grantees are responsible for replacing any existing drainage structures (i.e. culverts). (QAB and Board 6/04)
11. Contracts will be for a one year period unless extended through documented approval by two QAB members and the assigned district staff person working on the contract at the written request of the grantee detailing reasoning for the request and the proposed length of extension (QAB 6/05, Board 6/27/05). *(requests and approvals will be documented on a standard form developed by the staff and kept in the official project file)* (QAB and Board 6/04)
12. Contracts may be modified through the documented approval by two QAB members and the district staff person working on the contract at the written request of the grantee detailing any requested alterations. (QAB 6/05 and Board 6/27/05) *(requests and approvals will be documented on standard forms developed by the Center for Dirt and Gravel Roads and the BCCD and kept in the official project file)* (QAB and Board 2/1/16)
13. A maximum one-year extension is available upon request with QAB and District Board approval. (QAB 5/21/2020 and Board 6/1/2020)
14. The Environmentally Sensitive Maintenance of Dirt and Gravel Roads Bradford County Conservation District Program Policy Manual is to be included with all project contracts as Attachment E. (QAB 11/17/06 and Board 12/4/06)
15. Inkind contributions will be waived for those applicants who have completed a stream crossing project on their own meeting Bradford County design criteria as determined by a qualified QAB representative. (QAB 9/29/22 and Board 10/3/22)

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CONSTRUCTION:

1. Grantee must notify the Conservation District 10 days prior to starting construction of the project. (QAB and Board 2/1/16)
2. If needed with a written request, advance payment of up to 50% of the contract amount will be made to the grantee after a required pre-construction meeting. (QAB Minutes, 10/23/98; Board Minutes, 11/98)
3. Any and all permits required to construct the designed project will be obtained by the grantee prior to the release of any funding from the program. (QAB 7/17/06 and Board 8/7/06)
4. No funds will be released to the grantee until a pre-construction meeting has occurred between applicant and QAB representative. (QAB and Board 6/04)
5. For municipal projects, all written notifications will be mailed to the sponsoring township supervisors and not solely the individual responsible for the implementation of the contract. For other qualifying entities notifications will be mailed to the appropriate administrator. (QAB 12/18/14 and Board 1/5/15)
6. All projects are required to obtain an inspection, by a qualified QAB representative, and written certification of the correct and effective installation of all components of the environmentally sensitive design prior to the placement of DSA to qualify for DSA cost share. (QAB 7/17/06 and Board 8/7/06)
7. A qualified QAB representative will approve all materials and methods of construction. A qualified QAB representative will also be on site during delivery of the first load of DSA to ensure the material meets Program specifications. (Board Minutes, 7/00, pg. 2)
8. When the delivered material is in question, a sample of driving surface aggregate will be taken from each project directly from the truck. If there appears to be a change in material composition, a second sample will be taken and archived. Required certification of materials will accompany the delivery of the first load. (QAB Minutes, 4/13/01) (Board 6/04)
9. DSA material may only be laid with a paver capable of meeting program standards; if this method is not practical other methods may be utilized upon approval of a qualified QAB representative. (QAB 12/18/14 and Board 1/5/15)
10. Grantees may request limestone DSA without question when projects are located within the boundaries of the Schrader Creek Watershed to facilitate the improvement of acid mine drainage and atmospheric acid deposition. (QAB 7/17/06 and Board 8/7/06)
11. The District will maintain a cash reserve in the local program of \$25,000.00 to cover any unanticipated costs to the projects. (QAB Minutes, 7/30/01) (Board 6/04)
12. Trucks without tarps are ineligible to deliver any aggregates for Dirt and Gravel Road Program Projects. If a truck attempts to deliver material that has not been tarped it may be refused. (QAB and Board 6/04)
13. Grantees must inform the Conservation District as to which DSA supplier will be utilized 30 days prior to the placement of DSA. (QAB 12/18/14 and Board 1/5/15)
14. Dirt and Gravel Road Program Funds will not cover costs associated with the testing and shipping of DSA. (QAB 1/4/17 and Board 1/9/17)

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CERTIFICATION & PAYMENT:

1. A qualified QAB representative will certify the completion of the project based on a final inspection completed with the grantees' authorized project representative (through the filing of a "Project Completion Report.") (QAB Minutes, 10/23/98; Board Minutes, 11/98) (QAB 12/18/14 and Board 1/5/15)
2. Receipts must be received, compiled, and summarized by the grantee prior to submission to the District, after final certification, for final payment accompanied by the "Project Completion Report". No payment can be authorized after the contract end date. (QAB Minutes, 6/23/98) (Board 6/04)
3. Project completion report and all required documentation, must be submitted to the District prior to project end date. (QAB and Board 6/04)
4. Final payment will be approved at an advertised District Board meeting after final QAB representative approvals. (QAB Minutes, 10/23/98; Board Minutes, 11/98)

MAINTENANCE

1. Grantees will be required to maintain the original project objectives and functions for a period of 10 years.
2. Grantees must contact Conservation District staff prior to (when applicable) or after a significant alteration or disturbance of the site within the 10 year maintenance period to be sure changes are consistent with program goals.
3. The Conservation District Staff will conduct a full inventory of each completed project every two years beginning in 2010 in order to assess the continued functions of the project.
4. Projects will be evaluated on a scale of 1 to 4 with 4 being excellent, for the following criteria: functional road shape / surface drainage, continued mitigation of water quality impacts, continued effectiveness of road drainage, proper maintenance of driving surface aggregate, maintenance of original project practices and features, and continued overall project function.
5. Those project sites that receive a score of 2 or less for "Continued Mitigation of Water Quality Impacts", or a score of 2 or less as a "Project Average Score" (the average of the scores for all 6 criteria), will be re-evaluated by a second staff person and at least one QAB member to confirm scoring.
6. Grantees will be notified of results and can request Conservation District staff assistance with improvements to be sure maintenance activities are consistent with program goals.
7. Grantees will have one year to make necessary improvements. If the Municipality grantee fails to make the improvements within this timeframe it will be ineligible for future project funding until identified improvements are made and verified by the District.
8. Projects damaged by significant wet weather events or other "acts of God" and awaiting emergency repair funds or permits for restoration will be exempt from the maintenance policy penalties.
9. If any completed projects are significantly altered by another project or agency the grantee is still responsible for maintaining the project to the maintenance standards above.

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OTHER REQUIREMENTS:

1. Any and all other program guidelines and policies as set by the Pennsylvania State Conservation Commission, written and un-written, will be followed. This includes all guidelines and policies that may be initiated after the date of this policy manual.

Bradford County Conservation District
Dirt and Gravel Roads Program
Maintenance Policy
(Updated January 5, 2015)

Overview:

The Bradford County Conservation District provides significant funding each year to county municipalities and other qualifying entities to address identified water quality issues related to dirt and gravel roads and their maintenance. To qualify for these funds, each qualifying entity is required to attend a two-day training in environmentally sensitive maintenance (ESM) for dirt, gravel, and low volume roads, developed and held by the Center for Dirt and Gravel Roads. The funds are provided to demonstrate the economic and environmental values of these ESM principles not only-contributing to water quality impacts, but also in the hope of avoiding the degradation of other road sites. Maintenance is a key principle in both the training and site improvements. As an integral part of the program, Conservation District staff is available to assist municipalities in both maintenance of existing projects as well as any road maintenance sites. Considering this, the Conservation District is adopting the following policy to be incorporated in the contracts with qualifying entities for Dirt and Gravel Road Program projects:

Maintenance

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