

## **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 LOW VOLUME 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. Applications will be accepted from qualifying applicants from April 1<sup>st</sup> thru April 30<sup>th</sup> each year. (QAB 12/18/14 and Board 1/5/15)
3. Applications will be modified and finalized based on results of a field visit by a QAB representative. (QAB 12/18/14 and Board 1/5/15)
4. Applications must be re-submitted each year. Written requests to reconsider a previous year's application will no longer be accepted. (QAB 12/18/14 and Board 1/5/15)
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 12/18/14 and Board 1/5/15)
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 12/18/14 and Board 1/5/15)
9. Each application can only identify one (1) site. Applications with more than one (1) site will be rejected. (QAB 12/18/14 and Board 1/5/15)
10. Maintenance is the responsibility of the applicant. The program will not allocate maintenance assistance through funding but will offer technical assistance. (QAB 12/18/14 and Board 1/5/15)

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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 12/18/14 and Board 1/5/15)
2. QAB will rank all applications for contracting priority. 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 12/18/14 and Board 1/5/15)
3. First time applicants with a qualified site will receive 10 bonus points to be added to their adjusted score. (QAB 5/28/19 and board 6/3/19)
4. Only one project per applicant per year will be contracted, unless all requests have been filled. (QAB 12/18/14 and Board 1/5/15)
5. No applicant may have multiple open contracts from a previous year's allocation. Contract(s) must be completed by September 1<sup>st</sup> of the new application year before consideration will be given for a new contract. (QAB 12/18/14 and Board 1/5/15)
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 12/18/14 and Board 1/5/15)
7. The environmental evaluation considers road sediment in stream, wet site conditions, pavement conditions, 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 12/18/14 and Board 1/5/15)
8. In the case of a tie, in-kind contributions will be the deciding factor. (QAB 12/18/14 and Board 1/5/15)
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 12/18/14 and Board 1/5/15)
10. Applicants must maintain all projects completed after 2014 to the standards set forth by the QAB as outlined in the BCCD Low Volume 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 12/18/14 and Board 1/5/15)
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 12/18/14 and Board 1/5/15)
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 12/18/14 and Board 1/5/15)
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 12/18/14 and Board 1/5/15)
6. Applicants awarded contracts will be notified. (QAB 12/18/14 and Board 1/5/15)
7. All environmental needs must be considered before contract can be finalized. (QAB 12/18/14 and Board 1/5/15)
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 12/18/14 and Board 1/5/15)
9. Grantees are responsible for securing all Right-Of-Way agreements prior to contract execution. (QAB 12/18/14 and Board 1/5/15)
10. Grantees are responsible for replacing any existing drainage structures (i.e. culverts). (QAB 12/18/14 and Board 1/5/15)
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. (*requests and approvals will be documented on a standard form developed by the staff and kept in the official project file*) (QAB 12/18/14 and Board 1/5/15)
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. (*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 Low Volume Roads Bradford County Conservation District Program Policy Manual is to be included with all project contracts as Attachment E. (QAB 12/18/14 and Board 1/5/15)
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 12/18/14 and Board 1/5/15)
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 12/18/14 and Board 1/5/15)
4. No funds will be released to the grantee until a pre-construction meeting has occurred between applicant and QAB representative. (QAB 12/18/14 and Board 1/5/15)
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 road surface material to qualify for surface material cost share. (QAB 12/18/14 and Board 1/5/15)
7. A qualified QAB representative will approve all materials and methods of construction. (QAB 12/18/14 and Board 1/5/15)
8. The District will maintain a cash reserve in the local program of \$10,000.00 to cover any unanticipated costs to the projects. (QAB 12/18/14 and Board 1/5/15)
9. No Program funds will be allocated for asphalt, “tar and chip”, “chip seal”, bitumen, concrete, or other asphalt-like coating. (Board 1/5/15)

## **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 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 12/18/14 and Board 1/5/15)
3. Project completion report and all required documentation, must be submitted to the District prior to project end date. (QAB 12/18/14 and Board 1/5/15)
4. Final payment will be approved at an advertised District Board meeting after final QAB representative approvals. (QAB 12/18/14 and Board 1/5/15)

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## **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 2016 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, 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.

## **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**  
**Low Volume 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 low volume 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 Low Volume Road Program projects:

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