

## **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 30, 2023

**Dirt & Gravel/Low Volume Roads Quality Assurance Board Policies**  
**Bucks County Conservation District**  
**Updated January 30, 2023**

**Purpose:** The purpose of the Quality Assurance Board is to recommend Dirt & Gravel and Low Volume Road Projects to the District Board for implementation and to assist the Bucks County Conservation in carrying out its administrative responsibilities. The QAB will establish funding categories, funding priorities, and project competition requirements for the Dirt & Gravel and Low Volume Road Program.

**Board Composition:** The QAB Board shall be comprised of two members appointed by the Bucks Conservation District, one member representing the Natural Resources Conservation Service, and one member representing the Pennsylvania Fish and Boat Commission. The District Board, NRCS or PFCB may nominate a substitute to attend the meeting in their stead in the event of a scheduling conflict, etc. Substitutes should be knowledgeable about the program and their representative's role on the board.

**Meeting Schedule:** The QAB board will meet monthly, as needed, and operate on a rolling admission for applications. The meetings will be held in the BCCD or via zoom and posted to the public on our website, in addition to an annual public notice in the local newspaper. The meeting agenda will be posted on the BCCD website in advance of the meeting.

**Conflict of Interest:** Any QAB member, Conservation District Board Member, or staff member, will be excluded from voting on actions that might benefit a road or stream adjacent to his or her property or the property of relatives or businesses in which he or she has an interest.

**Equal Access to Funding:** All county citizens, through their municipal representatives, shall have equal access to the funding provided by the Dirt & Gravel and Low Volume Road Program. Decisions on funding allocation will be made on the basis of maximizing the reduction of pollution to county systems in a cost effective manner, and prioritizing the most ecologically sensitive streams. No discrimination will be made concerning race, religion, gender, economic status or political standing of citizens affected by the improvements achieved through this program. All municipalities that have a representative attend a mandatory Environmentally Sensitive Maintenance Course every five years are eligible to submit project proposals which will be judged solely by a published set of criteria approved at a public meeting of the QAB. The QAB will be bound by the policies established by the State Conservation Commission for the administration of the Dirt & Gravel and Low Volume Roads program statewide.

**Filing of Applications:** Applications for funding will consist of a one page form entitled "Dirt, Gravel and Low Volume Road Maintenance Grant Application", optional two attachments showing a detailed estimate of requested and in-kinds funds, a project work plan sketch, and a traffic count validation (for low volume roads only). These forms are made available to the public on Penn State's DGLVR website and BCCD's website.

Each application submitted should be for one grant and refer to one contiguous project location or one type of work through an area.

There is no restriction on the number of grants that can be submitted by one applicant at any time or over a period of time. A pre-application meeting is mandatory to discuss the potential project with the applicant.

**Funding Procedures:** All contracts with grant participants will be signed by the Dirt & Gravel/Low Volume Administrator or District Manager of the Bucks County Conservation District. The conservation district agrees to disburse funds under this project in the following manner:

1. The district will maintain two separate accounts specifically for the Dirt & Gravel and Low Volume Road Program expense.
2. Upon the full execution of the project agreement, the district will provide an advanced payment to the project participant in an amount of 50% (if the funds exist) of the grant to be applied towards payment of eligible expenses incurred by the project. The project participant is responsible for keeping receipts, weigh slips, etc. to document proper expenditure of advanced payments prior to receiving additional payments under the project agreement.
3. The district shall withhold final payment of approved project expenses until the satisfactory completion of the project as determined by the QAB or the district.

**Ranking & Eligible Criteria:** Each application will go through the same ranking and voting process when received.

1. The application will be evaluated by the Dirt & Gravel/Low Volume Roads administrator during a pre-application meeting and on paper to make sure it satisfies the general requirements of improving both the road and drainage issues, all while highlighting a reduced environmental impact.
2. The QAB has decided that the DGLVR funds distributed through the Bucks County Conservation District will only be used to pay for paving when it is directly related to fixing a drainage issue. The act of repaving a road to simply better the surface is not acceptable.
3. Each application will be ranked using the attached ranking sheet and projects will qualify for funding based on the highest scoring first and the lowest last.