

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 28, 2025

Conservation District Dirt and Gravel / Low Volume Paved Road Program Guidelines

Dirt and Gravel/Low Volume Paved Road Program Project Considerations:

As applications are being presented to the District by all potential applicants, the District Board will consider these applications on a first come/first serve basis. The projects will be approved based on the minimum criteria (project eligibility) as outlined in the DGLVP Administrative Program Manual.

Applications will be recommended for funding by the QAB and approved for funding at a following District board meeting prior to project contracting. In the event that multiple applications are received within the same time period and the District has limited funds, the locally adopted ranking criteria will be utilized by the QAB board to determine which projects are recommended for approval by the District Board.

All guideline standards and practices must be within accordance with the States administrative guidelines and specifications approved by the State Conservation Commission and the Center for Dirt and Gravel Road Studies.

A pre-application field visit will be scheduled with the District Manager to review the scope of work and make a preliminary determination as to whether or not the project meets the goals and policies of the DGLVP Program.

After applications are received, the District will review them for completeness and also make a site visit to assess the proposed work plan. The District Manager will present the project the QAB to determine:

- If the site has an erosion or drainage problems that effect Waters of the Commonwealth
- If all necessary supporting documentation is included in the application. (proposed budget for the project, traffic counts, off-right-of-way easements, etc.)
- If the proposed plan will adequately address all on-site drainage and erosion issues.
- If other works elements or best management practices need to be added to the plan.
- If the plan follows the requirements outlined in the DGLVP Program Manual.

After projects are approved for funding, the applying entity's representative will be notified. They will be sent the following information: Contract, Schedule of Payments, Statement of Policy and other pertinent information.

The applying entity will be responsible for all work elements. The District will assist with determination of materials and changes to project. If a project amendment is needed, a site meeting will be held prior to the approval of the amendment to discuss funding availability and necessity of the proposed amendment.

District staff will conduct site inspections during the construction phase of the project. All work elements that need to be addressed or remediated, as deemed necessary by the district, must be completed prior to the final project reimbursement.

Conflict of Interest Policy

The following Conflict of Interest Policy Statement will be followed by the Carbon Conservation District QAB Board: “No District Director, Quality Assurance Board member, or District employee, shall, as a result, of this program, be permitted to obtain financial benefits for themselves, a member of their immediate family, or a business in which they are associated with. This shall preclude the payment of normal salary and benefits to employees provided in the normal course of employment.” In addition, 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 their property, a relatives property, or any businesses in which they have interests in. In the event of such a conflict, that QAB member will have to abstain from the vote and the alternate voting member will vote in his/her place. The non-voting chairman can only cast a vote in the event of a tie.

Equal Access to Funding Guidelines

All county citizens, through their municipal or state appointed representatives, shall have equal access to the funding provided through the Carbon Conservation District’s Dirt, Gravel, and Low Volume Road Maintenance Program. Decisions on funding allocation will be made on the basis of maximizing the reduction of pollution to our county streams in a cost-effective manner, targeting the most ecologically sensitive, special protected, high-quality streams first. No discrimination will be made concerning race, religion, gender, economic status or political standing of citizens affected by the improvements achieved though this program. The QAB will be bound by the administrative/program policies established by the State Conservation Commission

Conservation District Board of Directors Expectations:

- 1) Receive and manage DGLVP funds apportioned by the State Conservation Commission.
- 2) Management and Administration of the Program, including the supervision of personnel associated with the program.
- 3) Appoint and maintain a five member QAB comprised of the following: (** represents that they are required by the DGLVP State Policy)
 - A non-voting Chairperson appointed by the District **
 - A representative from the Natural Resource Conservation Service (NRCS) **
 - A representative from the PA Fish and Boat Commission**
 - One District Voting Member**
 - One District Alternate Voting Member
- 4) Final approval of funding recommended DGLVP projects.
- 5) Final approval of documentation or procedures reviewed and recommended by the QAB as needed must be done by the District Board at a regularly scheduled monthly Board meeting.

Conservation District Board of Directors Expectations (continued):

- 6) Enter into a contractual agreement with project participants
- 7) Work completion by project participants will be subject to final approval by the District under the performance standards adopted by the QAB.
- 8) The District (through the annual audit procedures) shall conduct an annual audit of Program expenditures in accordance with guidance provided by the State Conservation Commission.
- 9) Financial records, supporting documents, and all other records pertaining to the program shall be retained and made available upon request or a period of 7 years after the apportionment payment is made and the agreement has expired, and all other pending matters have been resolved.
- 10) The District shall report Program accomplishments to the State Conservation Commission with the appropriate forms at times specified by the Commission.
- 11) The District shall maintain all program funding in separate accounts for the Dirt and Gravel and Low Volume Paved Road programs.

QAB/Conservation District Board Interactions:

- 1) The QAB will work under the direction of the Carbon Conservation District Board of Directors and follow the guidelines/requirements outlined by the State Conservation Commission and the Dirt, Gravel, and Low Volume Roads Maintenance Program.
- 2) The Dirt, Gravel, and Low Volume Roads Maintenance Program recommends that project applications are reviewed by the DGLVP QAB Board, it is understood that due to scheduling/inclement weather issues the QAB Board may not be able to meet at the regularly scheduled time. If the QAB Board cannot meet prior to the regularly scheduled District Board meeting, applications will be put on hold and reviewed by the QAB the following month.
- 3) All DGLVP applications will be reviewed and recommended by the QAB Board prior to application approval by the District Board.
- 4) As per recommendations under the DGLVP program, at least one member of the QAB Board will be certified by attending the two-day Environmentally-Sensitive Road Maintenance (ESM) training. Certifications must be renewed every 5 years

Project Participant Expectations:

- 1) Prior to applying for a Dirt, Gravel, and Low Volume Road (DGLVR) Program grant, applicants must be certified by attending a two-day Environmentally-Sensitive Road Maintenance (ESM) training. Certifications must be renewed every 5 years. This certified individual should be on-site every day during construction.
- 2) The training is free to all DGLVR Program eligible entities in Pennsylvania. Eligible entities include any state or municipal institution that owns and maintains a road, or roads, open for public use.
- 3) Conduct the Dirt, Gravel, and Low Volume Road project in accordance with the project agreement with the District and follow the bidding procedures of municipality and/or guidelines set by the qualifying state/municipal institution. Project participants must also follow the approved work plan and follow all DGLVP policies adopted by the State Conservation Commission.

Project Participant Expectations (continued):

- 4) May not use materials or practices that are environmentally harmful.
- 5) Apply for necessary local, state and federal permits required for the project and provide the District with suitable documentation of permit issuance and requirements.
- 6) Report program accomplishments to the District in a manner prescribed in the agreement.
- 7) Participants must be present on-site at all times during the construction of the project. Project participants have the ability to shut down a project if necessary.
- 8) Claims for payment must be submitted to the District in accordance with the schedule contained in the agreement. The claims must be itemized and show that the utilization of the funds are in accordance with the budget outlined in the agreement. The claims must also include receipts, with slips, invoices, or other appropriate supporting documentation as determined by the District, to document actual expenditures by the project participant.
- 9) The District and State Conservation Commission reserves the right to audit project related accounts and records to determine if funds were expended in conformance with the agreement.
- 10) Must maintain separate accounting of the project funds received under the program.
- 11) Records shall be retained for 7 years following the last payment for the project.
- 12) Upon the request of the District, State Conservation Commission, or both, project participants shall provide access to all records, files and documents related to the DGLVP program.