

## **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: April 4, 2023

**DELAWARE COUNTY CONSERVATION DISTRICT**  
**LOW VOLUME ROAD PROGRAM (LVR)**  
**QAB STATEMENT OF POLICY**

**Purpose**

The purpose of the Quality Assurance Board (QAB) in Delaware County is to make recommendations to the Delaware County Conservation District Board of Directors (Board) regarding the Low Volume Road Program. The QAB will assist the Board in carrying out the administrative, educational, and contractual responsibilities of the Low Volume Road Program. The QAB will establish priorities and requirements for funding through the Low Volume Road Program. The QAB responsibilities will include review of applications submitted for funding, conducting site visits (as necessary and determined by the QAB) and recommending eligible applications to the Board of Directors for funding that will address pollution in eligible affected areas. The QAB will be updated annually on program and project expenditures.

**Board Composition**

The QAB in Delaware County will be comprised of four members as follows: One non-voting chairman appointed by the Board, one voting member appointed by the Board, one voting member appointed by the Natural Resources Conservation Service (NRCS), and one voting member appointed by the Pennsylvania Fish & Boat Commission (PAFBC).

**Meetings**

QAB meetings will be held as needed, at 2:30 PM on the first Tuesday of each month (one hour prior to the District Board of Directors meetings) at the Delaware County Conservation District office (1521 N. Providence Road, Rose Tree Park – Hunt Club, Media, PA 19063). Meeting dates may vary depending on holidays, election days, and availability of Board members. QAB meeting dates will be posted according to Pennsylvania's Sunshine Act.

**REQUIRED POLICIES**

**A. Equal Access:**

In order to ensure that eligible entities have equal access to funding, the QAB will:

- a. Provide program updates to potential applicants. These include funding availability, application deadlines, availability of district-owned equipment, and training opportunities.
- b. Prohibit discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.
- c. Accept and review applications year-round with one annual application deadline of June 1<sup>st</sup>. If all available funds have not been committed after this deadline, the QAB will accept and review applications on a rolling basis until all funds have been committed or until the following year's deadline.

**B. Conflict of Interest:**

No officer, member, or employee of the Delaware County Conservation District or the Quality Assurance Board who exercise any function or responsibility under any agreement or contract related to the Low Volume Road Maintenance Program, shall participate in any decision relating to any agreement

or contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested. In the event of such a conflict, the QAB member shall abstain from voting. The two remaining QAB members shall vote, and in the case of a tie, the non-voting chairperson of the QAB shall break the tie with a vote.

**C. Project Ranking:**

In the event that more than one (1) application is received prior to each deadline, eligible applications will be ranked according to the attached “Grant Evaluation Form.”

**D. Incentive for training:**

More than one ESM Certified individual from the applicant organization will result in a higher ranking on the Grant Evaluation Form.

*\*\* To be eligible for funding under the LVR program, applicants MUST have at least one employee certified through the Environmentally Sensitive Maintenance (ESM) training within the past 5 years.*

**E. Non-Pollution Standards:**

The Delaware County Conservation District LVR Program will not fund the use of any materials that are not approved by the State Conservation Commission nor any practices that may be harmful to the environment. The use of any unapproved materials or practices used on a trial basis must be approved by the Commission prior to use.

**LOCAL POLICIES AND PROCEDURES**

**A. Project Funds:**

This grant is on a 100% reimbursement basis after project completion.

- a. In certain situations, 50% of the awarded grant amount *may* be advanced upon pre-construction site visit and mobilization of equipment to cover the project’s initial costs. The municipality must submit a written request for an advance, and it must be approved by the QAB.
- b. After advancing up to 50 percent of funds, the grantee can request additional funding (up to an additional 20 percent of the project funds) after the project is underway.

*\*\* Note that this subsequent payment is only to be made on a cash expended basis upon submission of invoices or receipts documenting spending of funds.*

- c. If an advance is paid, DCCD must retain at least 30% of the grant award amount until the project has been completed and all final paperwork has been reviewed and approved.

Final payment for the project expenses shall be made only after a final on-site inspection by DCCD, and it is determined that the work was performed consistent with the project application and the work plan, and to the satisfaction of the district.

**B. Project Match:**

Cash and/or in-kind match is not required from the applicant but encouraged.

**C. Paving:**

Grant funds cannot be used to pave unpaved road or replace pavement on low volume roads. Funding will NOT be granted for solely repaving roads. Paving costs may only be covered where required due to implementation of additional stormwater best management practices to address a resource concern.

**D. Traffic Counts**

The applicant is responsible for providing traffic counts before a contract can be signed. The applicant has up to 30 days to provide traffic counts after submitting an application for funding. Completed traffic count validation forms may be submitted along with the grant application.

**E. Addenda to Project Application**

Applicants must submit a brief one-page summary that describes both the proposed road benefit *and* the environmental benefit that are expected to result from this project.

Applicants must also designate, in their sketch plan, the drainage area to the project site (in acres) to help the QAB accurately complete the Grant Evaluation Form.

**F. Project implementation timeline:**

The applicant has up to one year from the date of contract execution to complete the approved contract. If unable to complete in the allotted time, the applicant may request, in writing, a time extension. Such request must include justification for the extension. The QAB shall consider the written request and approve or disapprove the extension.

In certain circumstances, the District's Low Volume Road staff may amend a contract without requiring a written request from the applicant nor QAB / District Board approval. Such circumstances include but are not limited to the need for additional time to finish construction that has already started or is scheduled to start within a reasonable amount of time or to review project completion documentation.

For projects which are not completed within the time frame in the contract or an approved extension, the QAB may, at its discretion, take any actions it deems necessary. Including, but not limited to, any of the following actions:

- a. Recommend that the Board terminate the contract and withhold any additional payments to the applicant.
- b. Require the applicant to return any expended and /or unexpended grant funding as determined by the Quality Assurance Board.