

## **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: February 1, 2023**

## **ATTACHMENT D**

### **Fulton County Conservation District Dirt , Gravel and Low Volume Road Maintenance Program POLICY & PROCEDURES**

Updated February 2023

The purpose of the Quality Assurance Board (QAB) in Fulton County is to assist the Fulton County Conservation District in carrying out the Administrative, Educational and Contractual responsibilities of the Dirt, Gravel and Low Volume Road Maintenance Program (DGLVR).

The QAB will establish priorities and requirements for funding through the DGLVR Program. The QAB responsibilities will include review of applications submitted for funding, conducting site visits (as necessary and determined by the QAB) and recommend eligible applications to the Fulton County Conservation District Board of Directors for funding that will address non-point source pollution in affected areas.

The QAB will be comprised of one voting member and one non-voting chair appointed from the Fulton County Conservation District Board, one member from the Natural Resources Conservation Service (NRCS) and one member from the Pennsylvania Fish & Boat Commission (PFBC).

The established meeting schedule will be on an as-needed basis as determined by the Chairman.

Minutes of the QAB meeting will be kept on record and available to the public pursuant to the open records policy.

#### **Equal Access**

All potential applicants will receive equal notification on topics such as: funding availability, application deadlines, availability of CD owned equipment (such as leaf blower), training, etc.

#### **Project Ranking**

The Fulton County Conservation District will rank all DGLVR Program projects with the approved evaluation form, which will be reviewed at least every other year and may be amended at the discretion of the Quality Assurance Board, with a simple majority vote.

#### **Application Retention**

The Fulton County Conservation District will retain applications on file for one (1) year from the date of submittal, without need for resubmission. After that period, applicants will be required to re-submit applications. In each funding cycle all applications will be scored and ranked.

**Conflict of Interest**

Any member of the Quality Assurance Board of the Fulton County Conservation District will not evaluate, prioritize or vote on any project of the DGLVR Program in which they or any direct family member has a financial tie or stand to benefit from the completion or lack of completion of a project funded by the DGLVR Program

**Demonstration Project**

The Fulton County Conservation District will develop, design and conduct demonstration projects only when no projects are applied for in Fulton County or the district directors determine a need for a project that is unique to a particular situation.

**Environmental Performance**

The Fulton County Conservation District will not pay for or allow the use of products on DGLVR Program funded projects that have not been approved by the State Conservation Commission as being environmentally acceptable.

**Number of Applications**

The Fulton County Conservation District will allow an eligible participant to submit as many applications for DGLVR Program funding as they wish during any grant year.

**Discrimination Clause**

The Fulton County Conservation District shall prohibit the discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

**In-Kind Match**

Grant applicants **may be** required to provide in-kind contributions of at least 10% of the total project costs. If funded, project sponsors will be contractually responsible for a minimum of the in-kind percentage as submitted in the application.

**Contract Duration**

To ensure the prompt implementation of DGLVR Program project funds in Fulton County, funds awarded to Fulton County municipalities, or other qualified applicants, will be contracted for a 16-month period. If extenuating circumstances have delayed project implementation, contract extensions will be granted at the discretion of District Staff or the Conservation District Board of Directors.

**Product Placement**

**For sites that propose the placement of Driving Surface Aggregate (DSA) must follow the guidelines outlined in the most up to date Handbook. In addition, the QAB has established that any site greater than 300 feet in length must be placed in a single pass with a paver.**

**For sites that propose filling the road profile a roller must be used to adequately compact the fill material.**