

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 1, 2022

**Greene County Conservation District
Quality Assurance Board
Dirt, Gravel & Low Volume Road Program
Policies and Procedures**

Revised October 2022

The purpose of the Quality Assurance Board (QAB) in Greene County is to assist the Greene County Conservation District in carrying out the administrative, educational, and contractual responsibilities of the Dirt, Gravel & Low Volume Road Program.

The QAB will assist with establishing priorities and project requirements for funding through the Dirt, Gravel & Low Volume Road Program. The QAB responsibilities will include review of applications submitted, conduct site visits as necessary, and recommend eligible applications to the Greene County Board (GCCD) of Directors for funding that will address non-point source pollution.

The QAB is to be comprised of at a minimum three voting members and one non-voting chairman. The QAB serves in an advisory capacity only to the conservation district board. The QAB makes recommendations to the board but the authority for project approval and spending is with the district directors. Only the district board may approve spending of Program funds. One voting member shall represent and be appointed by the Natural Resources Conservation Service; one voting member shall represent and be appointed by the PA Fish and Boat Commission. The Conservation District Board shall appoint at least one voting district member and one non-voting chairman that votes only to break a tie. The District, NRCS and Fish and Boat Commission may appoint alternates to vote in their absences.

A quorum of the QAB consists of the chairman and 2 voting members and all votes are to be recorded in minutes. In the event an alternate is present and the QAB member that they are appointed to represent is also present, only the non-alternate member may vote.

Current QAB Members-

William Wentzel, Conservation District Director- Appointment

David Shipman, Conservation District Director Alternate- Appointment

Phil Evans, Natural Resources Conservation Service Representative

Dorian Seibel, PA Fish and Boat Commission Representative

Lisa Snider, District Director, Conservation District Appointed-non-voting
Chairman

Lindsay Kozlowski, District Office Manager, Program Support

The established meeting schedule will be at a minimum on an annual basis, usually in June and October, and on an as-needed basis determined by the QAB. As needed meetings will be conducted prior to the Greene County Conservation District meeting at

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9 am, the GCCD meeting is every third Tuesday of each month. Public notice of this meeting will be posted on the County of Greene Web site and advertised in the Community Events Section of the Observer-Reporter. Minutes of the QAB meeting will be taken by the non-voting staff member and will be kept on record and available to the public pursuant to the open records policy. Field visits are not subject to the Sunshine Act as long as no deliberations of the QAB business occurs and no official actions or recommendations are made during the visit.

Conflict of Interest

No District Director, QAB member, or District employee shall, as a result of his/her affiliation with this program, be permitted to obtain financial benefits for him/herself, a family member, or a business with which he/she is associated. This shall not exclude the payment of salary and benefits to employees provided in their normal course of employment, as outlined in the Dirt, Gravel & Low Volume Road Program Administrative Manual.

Finance

Interest accrued in the D&G Road checking account and the Low Volume Road checking account will be used to fund on- the-ground projects. Administrative and educational allotments not used in any one program year will be carried over to the next program year also for on- the-ground projects.

Any eligible applicant within Greene County may apply for grant funding provided the following conditions are met:

1. The certified municipal official or supervisor in charge of day-to-day decisions and oversight of the project that has attended the 2-day Environmentally Sensitive Maintenance of dirt and Gravel Roads training within the preceding 5 years. Certification must remain current during the project duration.
2. Have worksites identified within their eligible applicant (original or new).
3. A 20% match is required for all projects

Application for Funding

The one-page Dirt, Gravel & Low Volume Road Program Grant Application developed by state-wide use, will be distributed to all eligible applicants and considered the only acceptable method of application.

The Conservation District will keep all non-funded project applications on file. The eligible applicant may resubmit and/or revise the application, without prejudice, for reconsideration during any future program year. There is no restriction on the number of applications that an eligible applicant may make in any one program year. Eligible applicants are allowed to pre-rank their projects based on the eligible applicants list of priority projects. Though this will not factor into the ranking, it will allow the QAB flexibility when making recommendations of funding to the GCCD Board.

Project Ranking and Criteria

The QAB will receive applications, schedule a field inspection of potential sites, and rank sites based on several criterion:

- 1) Pollution potential
- 2) High Quality Watershed
- 3) In-Kind contribution
- 4) Collective QAB ranking

Non-Pollution Standards

Section 9106(lft7) of the PA Motor Vehicle Code requires Quality Assurance Boards to adopt standards that prohibit use of materials or practices that are environmentally harmful. The Statement of Policy 83.613(1)(b) formalizes that requirement. The QAB hereby prohibits the use of materials or practices which are harmful to the environment or do not meet the programs' non- pollution standard.

District Staff Requirements

- 1) ESM training is mandatory for at least one district representative on the QAB, and for the district staff person(s) most involved with the Program. ESM training must be taken once every five years to maintain certification.
- 2) At least one conservation district staff member must have completed the DGLVR Program's "Stream Crossing Replacement Certification Training" and received a certificate of completion before the QAB can recommend or the conservation district can approve a contract for a project involving a stream crossing. A Stream Crossing Replacement Re-Certification Training must be taken once every three years to maintain staff certification.
- 3) Administrative training is required for staff person(s) most directly responsible for administering the Program. Identified district personnel responsible for administering the Program must attend the administrative training at least once every three years.
- 4) The Conservation District Board gives the District Director authority to extend contracts.

QAB Requirements

- 1) The GCCD DGLVR committee members (board and associate board members) and QAB shall attend at a minimum, one ESM Training while representing the District Board on such committee or the QAB.

**Greene County Conservation District
Application Policy and Funding Requirements
for the
Dirt and Gravel Low Volume Roads Program**

Equal Access

The Greene County Conservation District will notify all eligible applicants in Greene County which contain Dirt, Gravel & Low Volume Roads that funding is available through the Dirt, Gravel & Low Volume Road Program and applications are being accepted. The Greene County Conservation District will notify all eligible applicants at the same time and provide the same information to all eligible applicants.

Application Procedures

- 1) The one-page Dirt, Gravel & Low Volume Road Program grant application developed for state-wide use will be distributed to all eligible applicants and considered the only acceptable method of application.
- 2) Any eligible applicant within Greene County may apply for grant funding provided the following conditions are met:
 - a. The Municipal official and/or supervisor in charge of day-to-day decisions and oversight of the project that has attended the 2-day Environmentally Sensitive Maintenance of dirt and Gravel Roads training within the preceding 5 years. Certification must remain current during the project duration.
 - b. Have worksites identified within their eligible applicant (original or new)
 - c. 20% match is provided for the project
- 3) For normal ESM (non-stream crossing related) program projects applications will be accepted up to the bi-annual deadlines, June 30th and October 31st. All stream crossing projects must undergo the stream crossing notification form for each stream crossing to be approved and a mandatory site visit with the district is required at least 6 months prior to submission of the project for application. Applications received after the deadlines will be held until the next application round. The District has the right to limit the number of stream crossing projects per calendar year.
- 4) Pre-application site visits are **REQUIRED** prior to submission of an application. This will ensure projects that meet the program requirements and potentially make better projects. The DGLVR project coordinator may be the only person familiar enough with the project to explain it to the QAB at the time of ranking. Any application received without prior site visits with the district staff are

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deemed incomplete and will be held for the next round after a site visit is conducted. Applications will be reviewed for deficiencies prior to the QAB project evaluation by a QAB district staff representative. Any modification needs will be addressed at a site visit by a QAB district staff representative.

- 5) Any stream crossing and/or large project that requires engineering assistance deemed necessary by the conservation staff must utilize the districts engineer for application purposes only. If a project is approved for funding the applicant will be responsible to pay for the engineering expense, if the project is not approved for funding the district will pay for the engineering expense. Applicants may utilize the districts engineer to complete their projects, but may utilize another qualified engineer. Applicants that receive funding may use the engineering expense as in-kind towards their project total.
- 6) Field inspections will be conducted by the QAB between June-July and October-November district meeting for project evaluation, ranking and award.
- 7) Projects will be awarded at the July and November Greene County Conservation District Board Meetings if funding is available, if not then when it becomes available.
- 8) Eligible applicants may resubmit and/or revise any unfunded project application, without prejudice, for reconsideration during any future program year. Only resubmitted and/or revised applications will be considered the next year for funding.
- 9) There are no restrictions on the number of applications submitted by any one eligible applicant per program year.
- 10) Structurally supported bridges may be considered by the DGLVR program, if the crossing is deemed eligible by the PA Dirt Gravel and Low Volume Road Program Stream Evaluation Form. GCCD DGLVR Program will not cover any costs associated with permitting or engineering of structurally supported bridges.
- 11) District staff will notify applicants within 5 business days of receiving applications of any deficiencies in the original application. The applicant will have 10 business days to return a corrected application to qualify for funding consideration.
- 12) The District Board may restrict the number of active contracts per year per applicant. If a contract has been granted to an applicant and no work has commenced the contract is considered active and no new contract may be considered for this applicant at this time. If work has begun at the contracted

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- site according to the project scope and is not completed, then the applicant is eligible for new contract considerations.
- 13) Projects can be phased. This can be done to accommodate eligible applicants with limited resources, as well as enable the Conservation District to address especially critical aspects of projects for which total funding is temporarily unavailable.
 - 14) BONDING-project sites that are bonded prior to application need to be revealed during the application process. If an eligible applicant is aware of any bonding issue that might arise in the upcoming year they need to be addressed on a case-by-case basis prior to funding.
 - 15) Low Volume Road projects will follow the same guidelines as Dirt and Gravel Roads, all LVR project funds are to be accounted for separately and will be awarded separately.
 - 16) LVR traffic counts are solely the responsibility of the eligible applicant and must meet the PA Dirt Gravel and Low Volume Road Maintenance Program Traffic Count as approved by the State Conservation Commission. 10 business days prior to contract execution the eligible applicant is responsible to provide GCD with all required forms and certifications so they may be reviewed. District staff may assist with technical assistance on an as needed basis or as available.
 - 17) No bagged concrete may be used as headwalls and/or end walls for crossings.
 - 18) The eligible applicant will submit a General Permit application for any project which involves Chapter 105 Regulations (in-stream work and/or water encroachments). Projects may not commence until all permitting is obtained. No funds will be disbursed until permits and/or erosion and sedimentation control plans are received.
 - 19) All DSA projects are to be coordinated with the DSA Clearinghouse staff. No contracts are to be bid until coordination has commenced. DSA projects are rarely funded through the Greene County program due to the lack of certified DSA material available.
 - 20) Any project over \$25,000, including in-kind match, may be subject to prevailing wage rates and is the responsibility of the eligible applicant to contract, bid and advertise accordingly as per eligible applicant code. Eligible applicants must show that prevailing rates were applied for through Labor and Industry if the \$25,000 threshold is met and a certified payroll will be submitted along with the

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awarded bid documents prior to final payment. Only contracted work must follow prevailing wage requirements.

- 21) Program funds can be used to cover engineering, permitting, or similar consultant costs, but such costs are limited to a maximum of 20 percent of the total contract amount between the district and the grant recipient, with a maximum of \$25,000 total for engineering, permitting, or similar consultant costs. Note this limit is defined as up to 20 percent of the contract amount (Program contracted funds), not 20 percent of the total project value (which could include in-kind or other funds).

Grant Funding and Contractual Procedures

After the QAB conducts a field inspection and ranking of all potential sites and identifies the order of ranking priority, the QAB will make recommendations to the Greene County Conservation District at the next regularly scheduled meeting for final approval. The eligible applicants will be notified and a proposed contract will be drafted. All approved contracts between the Conservation District and the eligible applicant will be signed by the District Manager and executed in the following manner.

1. Upon execution of the project contract, the District will deliver working capital, not exceeding 50 percent of the contract amount if requested by the eligible applicant. The District must withhold 30 percent of the approved grant amount until the project is complete, the site has been stabilized and inspected, all project documentation is reviewed and the QAB has determined that the work is satisfactory and meets the specifications outlined in the contract and application. In addition to advancing up to 50 percent of funds in advance of project work, it is also acceptable to provide additional funding (up to 70 percent of the project funds) after the project is underway. Subsequent payments are only to be made on a cash expended basis.
2. Stream crossing projects approved for funding must follow the DGLVR policies and procedures as outlined in the DGLVR Administrative Manual and Stream Crossing Manual. Grant recipients receiving funding to replace stream crossings will be expected to be engaged and involved in every aspect of the process. Each crossing will require a Project Lifecycle Checklist to be completed.
3. The grant recipient is responsible for the collection of receipts, pay slips, 811 receipts (for all project phases i.e. design, prior to construction), certified payroll, approved bid packages, permit approvals and any relevant project documentation.
4. Upon project completion the grant recipient and district staff shall conduct a final inspection on site. Once the final inspection is conducted and the project is

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deemed complete the grant recipient shall provide the district with financial documentation supporting project costs and in-kind costs associated with the project. This information will be utilized to complete and sign the project performance report (attachment G to the contract) that will finalize the contract between the district and applicant.

5. The grant recipient has one year from the contract execution date to complete the approved contract. If unable to complete within this time, the eligible applicant may request a one-year extension. Stream crossing projects will be given 2 years to complete projects.

Grant Recipient Responsibilities

1. Grant Recipients are required to contact the District staff according to their current contract prior to project commencement. The grant recipient is responsible to notify district staff prior to the beginning of a new phase of a contracted project.
2. Grant recipient is responsible for oversight of any contractors or subcontractors working on site. Work must be performed within the contracted scope, budget and timeframe. If an increase, change of scope or timeframe change is needed the grant recipient is to contact the district immediately.
3. All approved projects that are to be put out for bid **must** conduct a pre-bid meeting that includes the engineer, district and township supervisors.
4. All approved projects requiring bid package development must have the bid package reviewed by the Conservation District prior to advertising. Some bid packages may require SCC approval prior to advertising.
5. All bid projects must conduct a bid site showing.
6. The grant recipient is required to obtain any and all off ROW consent for any project work outside of ROW including but not limited to parking, outlets, grading, stream work, etc. All stream crossing and fill projects must obtain landowner permission prior to contracting.
7. Traffic counts are required prior to signing contract with the grant recipient for ALL LVR projects. The grant recipient must be aware of restrictions of times of day and calendar days for conducting traffic counts.

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8. The grant recipient and their professional engineer shall attend all required bid, construction, design and permit meeting for all projects. Mandatory meetings for each project will accompany each signed contract.
9. The grant recipient is the only entity that can approve change orders or design changes for approved projects after consultation with GCCD.
10. The grant recipient must work with neighboring municipalities to ensure bonding requirements are met. Grant recipients are responsible for potential road damage outside of project area.

Environmental Performance

The Greene County Conservation District will not pay for or allow the use of products on Dirt, Gravel & Low Volume Road Program funded projects that have not been approved by the State Conservation Commission as being environmentally acceptable.

Greene County Conservation Dirt and Gravel Road Maintenance Program Incentives

The QAB may authorize an incentive payment of up to \$150 per day for expenses incurred by road managers or equipment operators attending The Annual DGLVR Maintenance Workshop. Payments will be made upon receipt of invoices documenting expenses and proof of attendance at the event. Priority will be given to eligible applicants who have trained personnel. A budgeted amount of funding to support this incentive will be authorized each year in the Conservation District budget approved by the District Board. Contact district staff for further information.

By signing below,

I _____ of _____
(Supervisor Name) (Municipality)

have reviewed and understand the current GCCD DGLVR QAB Policy. All policy practices and procedures will be implemented on this project.

Signature _____