

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.

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LEBANON COUNTY CONSERVATION DISTRICT

2120 Cornwall Road * Suite 5 * Lebanon, PA 17042-9788

(717) 277-5275

FAX (717) 272-5314

www.lccd.org

email: info@lccd.org

DGLVR Program

Local Procedures & Policies

Purpose

The purpose of the Lebanon County Conservation District (LCCD) Quality Assurance Board (QAB) is to establish and recommend policies, funding priorities, and project requirements consistent with Section 9106 of the Pennsylvania Motor Vehicle Code, which establishes the Dirt, Gravel, and Low-Volume Road (DGLVR) Program. The QAB assists the district in carrying out the administrative, educational, and contractual responsibilities of the Program while promoting responsible stewardship of public funds and the protection of local natural resources.

Program Overview

The QAB will establish priorities and requirements for funding through the Program and will review grant applications submitted by eligible entities. In evaluating applications, the QAB will prioritize projects that effectively address non-point source pollution, improve road-related environmental conditions, and provide long-term benefits to local streams, waterways, and surrounding natural resources.

The QAB will be comprised of four members: One non-voting chairperson and one voting member appointed by the LCCD Board of Directors; one voting member appointed by the Natural Resources Conservation Service (NRCS); and one voting member appointed by the Pennsylvania Fish & Boat Commission (PFBC). QAB members are not required to be employees of the agency responsible for their appointment. However, members are ordinarily employees or representatives of their respective appointing agencies. If circumstances require, the chairperson may vote to decide a tie.

The QAB will meet on an as-needed basis as determined by the chairperson. Public notice of the meetings will be in accordance with the PA Sunshine Law, with a posting in a local newspaper and LCCD's website.

Minutes of the QAB meeting will be taken by LCCD staff, filed with the Program administrative files, and available to the public pursuant to the LCCD's Open Records Policy.

All policies, procedures, and requirements contained in the most current version of the Pennsylvania State Conservation Commission's (SCC) DGLVR Maintenance Program Administrative Manual shall govern the administration of the Program by the LCCD. In the event of any conflict or inconsistency between this policy and the Administrative Manual, the provisions of the most current Administrative Manual shall prevail unless otherwise specified.

The LCCD Board of Directors may vote to deviate from this policy at its discretion, provided that any such deviation remains consistent with applicable DGLVR policies, requirements, and guidelines. Any and all policies adopted by the QAB will be posted on the LCCD website at www.lccd.org. Written copies of these policies are available upon request.

QAB Rules of Conduct & Conflict of Interest

No LCCD Board member, QAB member, or LCCD employee shall, as a result of participation in the DGLVR Program, obtain financial benefits for themselves, a member of their immediate family, or a business with which they are associated. This provision shall not preclude the payment of normal salary and benefits to LCCD employees provided in the normal course of their employment, as outlined in the most current version of the Program's Administrative Manual. Members shall disclose any actual, potential, or perceived conflict of interest involving a Program application or project.

Any QAB member, LCCD Board member, or LCCD staff member shall be excluded from voting on actions that may directly or indirectly benefit a road or stream adjacent to their property, the property of a relative, or a business in which they have an interest. In the event of such a conflict, the individual shall abstain from voting, and the conflict shall be documented in the official meeting minutes. All members are expected to act impartially and in the best interest of the Program, ensuring that funding decisions are made fairly, transparently, and for the intended conservation purposes.

Equal Access to Funds

To encourage and promote equal access to funding, any eligible state or local public entity, as outlined in the most current version of the Pennsylvania SCC's DGLVR Program Administrative Manual, that owns and maintains public roads within Lebanon County is eligible to apply for Program funding. To be eligible to apply for funding, the applicant has at least one current elected/appointed or employed individual that has attended and completed the two-day Environmentally Sensitive Maintenance (ESM) Training within the last 5 years.

At least annually, LCCD staff will notify all potential applicants by email of ESM workshop opportunities and of the opportunity to apply for Program grants and inform them of the application process. LCCD staff and/or QAB members will attend the annual local municipal officials conference to explain and promote the Program.

Applications for Funding

The one-page Program Grant Application, developed for statewide use, will be made available to all Potential Applicants. The fully completed application including the front with all applicant, project, and financial information completed and the back providing a simple project sketch and any additional

project details as necessary is required. Each application shall be for one road grant project and shall refer to one contiguous project location or one type of work across a defined area.

Applicants shall comply with all applicable federal, state, and local laws, regulations, and procedures governing the purchase of materials and services and the solicitation and award of contracts for Program projects. For any project that exceeds \$25,000.00, it shall be the responsibility of the applicant to follow the requirements of the PA Prevailing Wage Act regarding soliciting bids for contracted work and to provide any necessary or requested documentation to the LCCD.

The QAB may allow work outside of the entity's road right-of-way when such work is necessary for the successful completion and continued maintenance of a project addressing a non-point source pollution problem. Prior to contracting the project, the grant recipient must obtain written permission from all affected landowners, at the discretion of the LCCD.

Any required permit or plan approval (e.g. PA One Call, State Permits, NPDES Permits, PNDI, etc.) shall be the responsibility of the grant recipient and will need to be obtained prior to construction. The LCCD will require a copy of the applicable document providing proof of authorization.

The QAB will usually have one or two grant rounds per year. Applications may be submitted at any time to be considered for the next grant round. All potential applicants will be notified of the deadline to submit their grant applications for consideration in each grant round 30 days in advance. This information will be posted on the LCCD's website. QAB meetings will be held shortly after the grant application period closes. At that time, all submitted applications will be reviewed, ranked, and recommendations for funding will be made to the LCCD Board of Directors. Successful applicants will be sent a proposed contract in conformity with their grant application and Program requirements. If deemed necessary by the QAB Chairperson, a second QAB meeting may be called to make recommendations for awarding any remaining funds not allocated during the previous grant round. All applicants will be informed of funding decisions, regardless of project acceptance by the Program.

Projects may be resubmitted in subsequent grant rounds if not initially accepted for funding. The LCCD will not keep non-funded project applications on file for future funding allocations. Resubmittal is necessary for future grant consideration. There is no restriction on the number of applications that can be submitted by one eligible entity.

For awarded grant funded projects the LCCD will keep a copy of the completed application, project sketch, and location map on file during the project and for seven years after its completion.

Project Ranking & Consideration of Grant Applications

After verifying applicant eligibility, LCCD staff will rank each grant application using the ranking criteria and form approved by the QAB. Ranked applications will be presented to the QAB at a public meeting for review and verification of project eligibility and ranking. The QAB may modify a project's eligibility determination or ranking as appropriate based on the applicable DGLVR Program requirements, local policies, and approved ranking criteria.

The QAB will review the applications and make funding recommendations to the LCCD Board of Directors. All funding recommendations made by the QAB are advisory and are subject to approval by the LCCD Board of Directors.

The QAB may consider factors in addition to the application ranking when evaluating projects and making funding recommendations. Such factors may include, but are not limited to, the applicant's past performance and cooperation with the Program, project readiness, available funding, project cost, environmental benefits, and the overall value of the project to the Program.

Funding Procedures

The LCCD will maintain 20% of its funds for each fiscal year to support the administrative and educational requirements of the DGLVR program with 10% set aside for administrative and 10% set aside for educational. Upon the end of the fiscal year, any unused administrative and educational funds will be used to support project funding.

Project, administrative, and educational funds for the DGLVR program will be held in one, interest-bearing bank account. Interest accrued in this bank account will be put toward project implementation funds.

Contract Amendments

Contract amendments may be considered when a project cannot be completed within the original contract period or when additional funding is necessary to complete the approved project. No work completed after the expiration of the contract shall be eligible for reimbursement unless the contract has been properly amended before the contract expiration date.

Time Extension Requests

An applicant may request a time extension when additional time is needed to complete an approved project. The request must be submitted to the district in writing or by email before the existing contract expires. The request must include the reason additional time is needed and the requested completion date.

The QAB may allow up to two six-month time extensions per contract. Time extensions shall be granted in six-month increments by LCCD staff in accordance with this policy. Any request for additional time beyond the two authorized six-month extensions shall require Conservation District Board approval.

Funding Amendments

An applicant may request additional funding when additional eligible costs are necessary to complete the approved project. The request must be submitted to the district in writing and must include the reason for the additional funding and the amount requested.

Funding amendments shall be limited to twenty percent (20%) or less of the original executed contract amount.

All funding amendments require approval by the Conservation District Board before additional funds are authorized.

Project Performance

Any changes to the approved work must be mutually agreed upon by the applicant and LCCD and documented prior to the initiation of the changed work. Changes requiring a contract amendment must be approved in accordance with the District's Contract Amendment Policy.

LCCD will conduct a final site inspection, with or without the applicant present, to verify completion of the contracted work prior to issuing final reimbursement.

A contract will be considered complete when all contracted work has been completed in accordance with the approved contract and in a manner that satisfactorily achieves the intended purpose of the project, as determined by LCCD staff and the QAB.

Any unused advanced funds shall be returned to LCCD upon completion or termination of the contract. LCCD may also require the return of advanced funds if the funds were used for ineligible or unauthorized project costs or if the project is not completed in accordance with the contract.

Environmental Standards for Products and Practices

Pursuant to Section 9106(f)(7) of the Pennsylvania Motor Vehicle Code and the Pennsylvania SCC's DGLVR Maintenance Program requirements, the Quality Assurance Board (QAB) shall adopt and enforce standards that prohibit the use of materials or practices that are environmentally harmful.

The use of any material or practice that is environmentally harmful or that does not meet the Program's applicable non-pollution standards is prohibited on projects funded through the DGLVR Maintenance Program.

Prohibited materials and practices include, but are not limited to noxious or invasive weeds, practices that result in fugitive emissions, dust control products that may adversely affect water quality if they enter a waterway, and any other materials or practices prohibited by applicable federal, state, or local environmental laws, regulations, or Program requirements.

Compliance with all applicable environmental laws, regulations, permits, and Program requirements is a condition of funding and shall be incorporated into the contracting agreement between the LCCD and the grant recipient.

Low Volume Paved Road - Specific Considerations

Resurfacing paved roads, including sealing or paving, is not a primary focus of the Low Volume Road (LVR) component of the Program. To be considered for funding, a project must address both road-related needs and environmental concerns. Road improvements may include improved drainage, a more durable surface, reduced erosion, improved stability, or reduced maintenance needs. Environmental benefits may include improved water quality, reduced stormwater flows, or reduced sedimentation.

Resurfacing may be considered as part of a larger Environmentally Sensitive Maintenance (ESM) project that addresses drainage, base instability, bank stability, road entrenchment, vegetation, or other necessary and appropriate improvements. The QAB will consider the balance between road improvement and environmental benefits on a case-by-case basis.

Program funds will not be used for the specific purpose of converting unpaved roads to paved or “tar and chip” surfaces. The QAB may consider funding projects involving the conversion of poorly constructed or poorly maintained gravel roads to a low-volume paved surface when the project meets applicable DGLVR Program requirements and provides demonstrated environmental benefits.

Low-volume paved road projects must meet all applicable DGLVR Program eligibility requirements. Applicants shall provide the required documentation, including verification of an average daily traffic count of 500 vehicles or less.