

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: July 17, 2019

ATTACHMENT D

To Contract



Montour County Dirt, Gravel & Low Volume Road Program Quality Assurance Board -Policies & Procedures-

PURPOSE:

The purpose of the Quality Assurance Board (QAB) in Montour County is to establish and recommend to the Montour Conservation District Board of Directors a grant program for Section 9106 of the PA Motor Vehicle Code. The QAB will assist the Montour Conservation District in carrying out the administrative, educational and contractual responsibilities of the Dirt, Gravel & Low Volume Road Program. The QAB will establish priorities and requirements for funding through the Dirt, Gravel & 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 recommended eligible applicants to the Montour Conservation District Board of Directors for funding that will address non-point source pollution in affected areas.

MEMBERSHIP:

The QAB shall be comprised of two members appointed by the Montour Conservation District, one member representing the Natural Resources Conservation Service (NRCS), and one member representing the Pennsylvania Fish and Boat Commission (PAFBC).

Members may nominate a substitute to attend meetings in their place in the event of a scheduling conflict, etc. Substitutes should be knowledgeable about the program and their representative's role on the board.

MEETINGS:

The established meeting schedule will be on an as needed basis as determined by the Chairman. There will be a minimum of one QAB meeting per calendar year. Minutes of the QAB meeting will be taken by the Manager of the Conservation District and will be kept on record and available to the public pursuant to the open records policy. The QAB meetings will be conducted according to Robert's Rules of Order.

EQUAL ACCESS:

The QAB is committed to managing a program that increases the quality of the environment through sound road maintenance practices. The QAB has adopted the following policies to ensure equal access to the benefits of the Dirt, Gravel & Low Volume Road Program.

The actions of the QAB will be approved by the Montour Conservation District Board of Directors at its monthly meetings. These meetings are open to the public and follow the requirements of the Sunshine Law.

All potential applicants will be given a list of the dates and locations of the ESM training sessions on an annual basis.

All potential applicants will be notified when grant applications are being accepted and when the applications are due.

Requests to review applications by third parties will be required to follow the District's right-to-know policy.

CONFLICT OF INTEREST:

No District Director, QAB member, or District employee shall, as a result of this program, be permitted to obtain financial benefits for him/herself, a member of his/her immediate family or a business with which he/she is associated. This shall preclude the payment of normal salary and benefits to employees provided in their 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 his or her property or the property of relatives or businesses in which he or she has an interest. In the event of such a conflict, the QAB member will temporarily assume the role of the non-voting Chairman, and the Chairman will vote in his or her place. The member can also be barred from voting, as determined at the meeting.

FILING APPLICATIONS FOR FUNDING:

The District will begin accepting applications each year at a time determined by the District. All applicants will be notified of these dates via letter by the Conservation District on a yearly basis. The District will allow sufficient time for all applicants to access potential projects, meet with the District and complete their applications.

All applications submitted must contain a signature from the applicant. The applications will be evaluated, scored, and ranked according to the QAB's Dirt, Gravel & Low Volume Road Program Ranking Form (Attachment).

The Dirt, Gravel & Low Volume Road grant application, developed for statewide use, will be distributed to all municipalities and agencies each year. Each application will be for one (1) verified work site, or continuous project area. Projects can be resubmitted in subsequent years if not initially accepted for funding. There is no restriction to the number of applications that can be submitted by a municipality at any time.

The annual QAB meeting will be held shortly after the application deadline for that year. At that time, all submitted applications will be reviewed, ranked and recommended for funding. Municipalities or agencies that have open contracts at the time of the QAB annual meeting will not be considered for further funding until the existing contract is completed. These recommendations will be given to the District Board of Directors at the next regularly scheduled board meeting for final approval. Once approved, municipalities or agencies will be notified via letter along with a proposed contract of their grant application approval.

ELIGIBLE MAINTENANCE PRACTICES:

It will also be the policy of the QAB to allow the inclusion of work outside of the municipality's or agency's road right-of-way provided the work is necessary for the successful completion and continued maintenance of non-point source pollution problem corrected on the site.

All projects that require fill material must use a vibratory roller to provide a uniform surface before DSA placement. A paver will be used for placement of DSA on all projects. Tailgating of the DSA material is not a permitted method of placement.

At least one (1) person from the municipality or agency must be on-site each day to observe the construction phase of the project. This person must have attended the Environmentally Sensitive Maintenance (ESM) training within the past five (5) years and be knowledgeable of the practices that are accepted by the Dirt, Gravel & Low Volume Road Program.

FUNDING DISTRIBUTION PROCEDURES:

All approved contracts with municipalities or agencies will be signed by the Chairman of the Conservation District Board of Directors. The Conservation District will disburse the funds in the following manner:

The municipality or agency has two (2) years from the date the contract was approved to complete the project. Grant monies that are unspent by the municipality at the end of the two (2) years from the date of the executed contract must be returned in full to the Conservation District.

Upon execution of the project contract, the District may forward up to 50% of the grant funding to be applied towards payment of eligible expenses incurred by the project. The project participant is responsible for keeping receipts, weight slips, etc. to document proper expenditure of advanced payments prior to receiving additional payments under the project agreement.

The Conservation District can also provide additional funding (up to 70% of the project funds) after the project is underway. These payments are only to be made on a cash expended basis. The Conservation District will withhold the remaining 30% of the approved grant amount

requested until the project is complete and has passed the final inspection by the QAB and/or District personnel.

The municipality or agency is responsible for retaining receipts, weight slips, labor accounting, etc. to document expenditure of the entire grant amount (100%). All receipts, weight slips, labor accounting, etc. must also meet or exceed the total grant amount requested prior to the remaining funds being released. If totals equal less than the remaining funds forwarded to the municipality or agency, only the lesser amount will be forwarded upon project completion.

All required permits must be applied for by the municipality or agency seeking the Dirt, Gravel & Low Volume Road Maintenance Program grant at the time the grant application is submitted. All required permits must be obtained and in hand by the municipality or agency prior to commencing work on the portion of the project related to the permit.

PROJECT PERFORMANCE:

Any changes to work in contracts should be mutually agreeable and confirmed in writing by a letter from the municipality or agency to the Conservation District or vice versa.

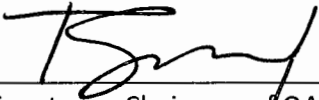
Project inspections can be made anytime during construction by the Conservation District. A final inspection will be made prior to final payment and documented on the Project Performance Report. For the contract to be considered complete, all site work must have been accomplished as indicated in the contract in a manner considered satisfactory to achieve the purpose it was designed to, as determined by the QAB and the Conservation District. The work site shall be stabilized according to methods proposed in DEP's Erosion and Sediment Pollution Control Program Manual. (ie: seeding, mulching, etc.)

NON-POLLUTION STANDARDS:

Section 9106 (f)(7) 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. In response, the QAB has adopted standards prohibiting the use of materials or practices which are environmentally harmful or do not meet the program's "non-pollution" standards. These materials include but are not limited to: noxious weeds, fugitive emissions, and dust control products which may pose a problem if they enter a waterway. Bank protection guidelines and materials should conform to those identified under Chapter 105 in the BDWW-GP-3 for Bank Rehabilitation, Bank Protection and Gravel Bar Removal. Compliance with all existing environmental laws is a condition of purchase under the contracting agreement between the Conservation District and the municipality. An environmentally suitable substitute for dust control, as determined by the State Conservation Commission, may qualify for payment.

DISCRIMINATION CLAUSE:

The Quality Assurance Board shall prohibit discrimination on the basis of race, color, gender, national origin, religion, age, disability, political beliefs, sexual orientation, and marital or family status.



Signature - Chairman of QAB

7/17/2019

Date

Tyler Servose

Print Name



Signature - Chairman of MCD Board

7/17/2019

Date

Matthew Derr

Print Name