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 1, 2026

Pike County
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Pike County Conservation District
Dirt, Gravel, and Low Volume Road Maintenance Program Policies
(Adopted by the Pike County Conservation District Board of Directors on April 20, 2015; Revised by the Board on May 16, 2016, Revised by Board on May 15, 2017, Revised by Board on October 21, 2019, Revised by Board on June 15, 2026 - Effective July 1, 2026)

Purpose: The Dirt, Gravel, and Low Volume Road (DGLVR) Maintenance Program in Pike County will be implemented in accordance with the policies and guidance outlined in the agreement between the Commonwealth of Pennsylvania through the State Conservation Commission (Commission) and the Pike County Conservation District (District). These policies are set forth in conjunction with or in addition to the DGLVR Guidelines. Districts have the ability to adjust this document to fit the needs of their specific county.

1. **Criteria for Equal Access.**
    a. All qualifying entities, as defined in Section 9106 of Pennsylvania Vehicle Code (as amended) and the DGLVR Maintenance Program Administrative Manual (as amended), shall have equal access to funds administered through the Pike County Dirt, Gravel, and Low Volume Road Maintenance Program. Funding decisions shall be based on maximizing pollution reduction to County streams in a cost-effective manner, prioritizing projects that protect ecologically sensitive streams.
    b. All qualifying entities are eligible to submit project applications which will be evaluated solely by a published set of criteria approved at a public meeting of the Quality Assurance Board (QAB). The QAB will be bound by the policies established by the State Conservation Commission for the administration of this program statewide.
    c. Program and project updates, guidance, and examples shall be distributed to all qualifying entities.
    d. Application packets, including any applicable deadlines, shall be provided to all eligible Grant Applicants.
    e. The District shall make reasonable efforts to engage qualifying entities through telephone calls, emails, and/or site visits.
    f. Information, including any application deadlines, shall be publicized in newspapers, social media, radio, and various agency publications.
    g. All Pike County qualifying entities are eligible to apply for funding as approved by the State Conservation Commission.
    h. No discrimination shall be made based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

i. No District employee or District Director shall evaluate, rank, deliberate, or otherwise participate in any decisions for which they or any direct family member has financial interest or could otherwise benefit from the application approval or denial.

2. Program Education and Training Opportunities.

Pike County Conservation District staff may participate in Pike County Road Task Force meetings and may offer additional informational and educational sessions relating to the Dirt, Gravel, and Low Volume Road (DGLVR) Maintenance Program. Grant Applicants are highly encouraged to attend these opportunities to improve their understanding of Program requirements, environmentally sensitive maintenance practices, and available resources.

To further support participation, the District offers a DGLVR Education Reimbursement Grant, which may offset a portion of the costs associated with attending approved Program training events. The District will annually budget DGLVR education and training funds for this incentive. Qualifying entities may contact the District for additional information about the grant requirements and application form.

3. Pre-Application Site Visit.

A pre-application site visit is required prior to submitting an application. The Grant Applicant must have current Environmentally Sensitive Maintenance (ESM) certification prior to applying. During the site visit, District staff will:

a. Review the project location with the Grant Applicant.
b. Provide technical assistance and discuss potential design considerations.
c. Identify potential permitting needs and confirm program eligibility.
d. Evaluate any proposed stream crossing replacements or work outside the right-of-way.

4. Application Process.

Applications will be accepted from qualifying entities from December 15 through February 15 within each fiscal year. The District may extend deadlines at its discretion.

Pursuant to Act 34 of 2023, December 13, 2023, no money appropriated from the Motor License Fund for maintenance and improvement of dirt, gravel, and low volume state and municipal roads under 75 PA. C.S. § 9106 (relating to dirt, gravel, and low-volume road maintenance) may be used on land owned or otherwise under the control of the Pennsylvania Game Commission. Any updates to this provision will be shared on the DGLVR Maintenance Program website.

The individual from the qualifying entity that is responsible for developing the work plan and overseeing project implementation must have attended Environmentally Sensitive Maintenance (ESM) training within the past five (5) calendar years to be considered “ESM Certified.” Individuals not directly involved with project design and implementation (e.g., interns, administrative staff) do not qualify as ESM Certified applicants but are welcome to attend trainings. Engineers on retainer or individuals serving multiple municipalities may attend the ESM training, but their participation does not fulfill the ESM Certification requirement for any municipality they represent.

All applications must comply with all applicable environmental laws as a condition of acceptance. Each application must be for one grant and refer to one contiguous project location or one uniform type of work across multiple locations (e.g., bank seeding on several municipal road segments). There is no restriction on the number of applications that can be submitted by one Grant Applicant. In-kind contributions are not required but will be considered by the Quality Assurance Board (QAB) during project evaluation and prioritization.

Costs for Driving Surface Aggregate (DSA) may be included in the application if the DSA requirements outlined in the DGLVR Maintenance Program Administrative Manual applicable sections are followed.

The QAB will consider reimbursement of paved or sealed surfaces on a case-by-case basis.

All application packages for program funding received by the District must include:

- A completed DGLVR grant application, signed by the Grant Applicant.
- A location map identifying the project site.
- A Traffic Count Validation Form (required for Low Volume Road funding applications).
- DGLVR Program-Stream Crossing Eligibility Determination, as applicable. Note: To determine project eligibility, this form may be completed in coordination with the District prior to application submittal.
- Relevant Technical Bulletins from the Center for Dirt and Gravel Roads, as applicable.

District staff will review applications for administrative completeness and compliance with established program policies and guidance. Grant Applicants will receive a letter identifying the status of the application and if the application was approved for funding. Unfunded grant applications will not be retained for future funding rounds unless the Grant Applicant submits a written request within 30 calendar days after being notified the application was not funded. If additional funding becomes available, the District will notify those Grant Applicants for potential re-application.

District staff will work with Grant Applicants to revise any scope of work that does not fully meet program policies. Minor revisions may be noted on the application and confirmed by the Grant Applicant's initials and date. Where significant revisions are necessary to the application work plan, such as changes to project scope, design recommendations, or engineering or permitting considerations, the District will work with the Grant Applicant to develop a new application that represents an acceptable project.

5. Project Evaluation and Prioritization.

All complete applications will be evaluated using the Pike County Dirt, Gravel, and Low Volume Road Program Evaluation and Prioritization Form.

a. Administrative Review.

District staff will review applications for completeness and confirm the application meets program eligibility requirements. Applications deemed complete and potentially eligible will be forwarded to the Quality Assurance Board (QAB).

b. Quality Assurance Board Review.
The QAB will evaluate, score, and rank applications based on the established written criteria and will make funding recommendations to the District Board.

c. District Board Action.
All funding recommendations will be acted upon by the District Board at its next regularly scheduled meeting. All Grant Applicants will be notified in writing of the Board's decision.

d. Annual Review of Evaluation and Prioritization Form.
The Evaluation and Prioritization Form will be reviewed annually and updated as needed to reflect new priorities or statewide program changes.

6. Traffic Count Policy for Low Volume Roads.
Grant Applicants must verify the proposed project road has 500 vehicles per day or less, consistent with the State Conservation Commission requirements.

a. Grant Applicants are responsible for conducting the traffic count in accordance with the procedure outlined in the DGLVR Maintenance Program Administrative Manual.
b. A Traffic Count Validation Form must be submitted with the application for all Low Volume Road projects.
c. The District is responsible for verifying that the count meets the criteria established in state and local policy.
d. Traffic counts are considered valid for 5 years unless there are significant changes to traffic flow volumes or patterns.
e. Signed Traffic Count Validation Forms must be retained with project files in accordance with the Commission's record retention policy.
f. The District may use administrative or education funds to assist with traffic counts for Grant Applicants and must ensure all Grant Applicants have equal access to such assistance.

7. Stream Crossings.
For stream crossing replacements, the District will ensure compliance with the DGLVR Stream Crossing Design & Installation Standard and Commission's requirements. The District will:

a. Maintain Staff Certification.
Ensure at least one staff holds Stream Crossing Replacement Certification (recertified every 3 years).

b. Notify the State Conservation Commission.
Notify Commission of proposed replacements prior to contracting.

c. Conduct Required Meetings.
Conduct pre-application, pre-design, and pre-construction meetings.

d. Complete Site Assessment.
Complete a site assessment per the DGLVR Standard, including appropriate measurements, profiles, and documentation.

e. Maintain Required Documentation.
Retain the Stream Crossing Eligibility Determination and the Project Lifecycle Checklist in the project file.

8. Engineering Costs.
Engineering, permitting, and similar consultant costs are eligible for Program funding. If competitively bid, they may be reimbursed up to 75% of the eligible engineering costs per Contract

Agreement (Contract) at the District's discretion. If not competitively bid, reimbursement is capped at $25,000 per Contract. Pre-contract costs are not reimbursable but may be counted as in-kind.

9. Prevailing Wage.

It is the responsibility of the Grant Recipient to register the project with the Pennsylvania Department of Labor and Industry and include prevailing wage notifications in any solicitation for bids for the Contract. The Grant Recipient, as defined in the Contract, must ensure that prevailing wages are paid when applicable under the Pennsylvania Prevailing Wage Act and must obtain copies of certified payrolls from any contractors subject to prevailing wage requirements. A Prevailing Wage Notification Letter, included as an attachment to the DGLVR Contract, must be completed and retained in the project file.

10. Contracting.

Once an application is approved by the District Board, the District will enter into a Contract with the Grant Recipient. The Contract, when signed by both parties, is a legally binding document outlining the responsibilities and obligations of each party. No project work may begin, and no funds may be transferred until a fully executed Contract is in place. All Contracts must use the Contract form approved by the Commission.

After the District Board approves the Contract, a copy will be provided to the Grant Recipient. The Grant Recipient must sign and return the Contract within 30 calendar days of receipt. If the signed Contract is not returned to the District within this timeframe, it will be considered withdrawn by the Grant Recipient for the current allocation. The project may be considered for future allocations at the Grant Recipient's request.

Upon the full execution of the Contract, the District will provide the Grant Recipient with an advance payment up to 50% of the approved grant amount. This advance may be used for eligible project expenses.

The Grant Recipient is responsible for maintaining all receipts, weigh slips, in-kind match documentation, and any other records necessary to demonstrate proper expenditure of the advance payment prior to receiving additional payments under the Contract. The District shall withhold a minimum of 30% but no more than 50% of the approved project expenses (Contract plus any amendments) until a final onsite inspection, completion report, and all receipts are received and the completed project is deemed satisfactory.

11. Erosion and Sediment (E&S) Control Plans.

An approved Erosion and Sediment (E&S) Control Plan is required for all projects funded under the Pike County DGLVR Maintenance Program. The plan must be reviewed and approved prior to the release of the 50% Contract advance. Each E&S plan shall include a Preparedness, Prevention, and Contingency (PPC) Plan. A copy of the approved E&S Plan must be kept on-site and made available at all times during earth disturbance activities.

12. Off Right-of-Way (ROW) Agreements.

Project applications may include work located outside the existing road right-of-way when such work is necessary for the successful completion and continued long-term maintenance of the non-point

source pollution issue(s) on the eligible public road site.

For any work conducted off the right-of-way, an Off ROW agreement must be completed and signed by both the landowner and the Grant Recipient prior to the release of the 50% Contract advance. The agreement must specify long-term operation and maintenance responsibilities, as well as provide access rights for future maintenance needs. An Off ROW Agreement is required for each new discharge location.

13. Project Work.

The following is a list of general pre-project work requirements:

a. PA One Call.

PA One Call must be notified at the required stages of the project, including during the design phase and prior to the start of construction. PA One Call assigns a unique serial number to the project. These serial numbers must be documented and retained by the Grant Recipient as part of the project record.

b. Permits.

Some projects may require environmental permits. Grant Recipients are encouraged to consult with the District early in the planning process to determine what environmental permits are necessary. Any required permits must be obtained by the Grant Recipient before work can begin on the portion of the project related to the permit. The District reserves the right to withhold advance payment and/or request that construction of the non-permitted project components is delayed until the Grant Recipient obtains all required permits.

c. Pre-Construction Meeting.

A pre-construction meeting is required prior to the beginning of a project. This meeting allows the District to meet with the Grant Recipients and any contractors or subcontractors to discuss each Contract item or element of the approved plan to avoid any misunderstanding about how the plan is to be implemented and how payment will be made.

d. Notification of Project Work.

Grant Recipients must notify the District before beginning work on a project and prior to starting each new phase of the project. Failure to comply with notification requirements may result in payment being withheld and/or cancellation of the Contract.

To ensure project and program requirements are met, Grant Recipients and their contractors are required to notify the District at the following times throughout project planning and implementation:

i. Pre-Bid Meetings or Bid Openings (if applicable).
Notify the District at least 7 business days prior to any scheduled meeting or bid opening.

ii. Pre-Construction Meeting.
Notify the District at least 7 business days prior to scheduling the pre-construction meeting.

iii. Driving Surface Aggregate (DSA) Notice.
Notify the District as soon as Driving Surface Aggregate installation is scheduled but no later than 30 business days prior to installation. Provide the supplying quarry's contact information so the District can conduct material testing and coordinate with quarry operators on material preparation and hauling.

iv. **Drainage Work.**
Notify the District at least 3 business days prior to installing culverts, underdrains, French mattresses, broad-based dips, or similar drainage structures.

v. **Subbase/Base Preparation.**
Notify the District at least 3 business days prior to beginning subbase or base preparation and before placing any base course or Driving Surface Aggregate.

vi. **Driving Surface Aggregate Placement.**
Notify the District at least 7 business days prior to placement of DSA on the project.

vii. **Permanent Stabilization.**
Notify the District at least 3 business days prior to installing permanent stabilization such as seeding, matting, or bank/swale stabilization.

viii. **Project Completion.**
Upon completing the project and prior to the project completion deadline, notify the District to schedule a final site visit and to complete the Project Completion Report before submitting the final invoice for payment. It is beneficial to hold the final inspection meeting prior to demobilization from the project site.

ix. **Stream/Wetland Crossings – Plan Development.**
Coordinate plan development with the District prior to any permit submission. Provide all plans intended for bid advertisement to the District for comment before issuing Request for Proposals (RFPs) or Bid Notices.

x. **Stream Crossings – Additional Required Notifications.**
For projects involving the replacement or maintenance of stream crossings:

1. **Upon receipt of Chapter 105 Authorization/Permit.**
Provide the District with a copy.
2. **Geotechnical Results.**
Provide the District with a copy upon receipt.
3. **Prior to Structure Placement.**
Notify the District at least 3 business days in advance.
4. **Prior to Placement of Grade Controls or Other In-Stream Work.**
Notify the District at least 3 business days in advance.
5. **Critical Stage Inspections.**
The District must be notified to schedule and attend the following inspections with the project engineer:
    a. **Inspection 1**. Confirm subgrades and elevations of the foundation and bedding for footers or the invert of replacement structure; verify dimensions of all structural elements.
    b. **Inspection 2.** Confirm final constructed stream channel conditions, including channel cross-section, restored upstream/downstream channel extents, materials, elevations, and locations of bank margins and grade control features.
    c. **Inspection 3.** Conduct the final project certification site visit.

e. **Performing Project Work.**

All work must be performed in accordance with the accepted application, work plan, and/or design unless Grant Recipient and the District agree to project changes in writing. Work must be performed within the contracted scope, budget, and timeframe.

Grant Recipients are responsible for ensuring all project activities comply with all applicable local, state, and federal permits, regulations, and authorization requirements.

f. Nonpollution Standard.

The QAB has adopted standards prohibiting the use of materials or practices that are environmentally harmful or that fail to meet the Program's non-pollution standard. Prohibited materials include, but are not limited to, noxious weeds, fugitive emissions, and dust control products which may pose a risk to waterways.

Compliance with all applicable environmental laws is required under the Contract agreement between the District and the Grant Recipient.

Environmentally acceptable dust control products, as determined by the State Conservation Commission, may qualify for payment.

g. Amendments.

If an increase in costs or extension of time is needed, the Grant Recipient must contact the District as soon as possible. A written amendment request must be submitted to the District before the Contract is completed. At the District's discretion, in accordance with existing policies and available funding, Contracts may be amended for cost overages or to extend the timeframe for completion.

i. Cost Overages of up to 5%

District Staff, in consultation with the District Manager and District Board Chairperson, may approve Contract funding increases up to 5% of the original DGLVR Contract amount. District Staff will notify the District Board of any such approvals at the next scheduled District Board Meeting.

ii. Cost Overages of 5% to 40%.

Amendments requests that seek an increase in funding between 5% and 40% of the original Contract amount must be reviewed by the QAB and then submitted to the District Board for final approval.

iii. Cost Overages Greater Than 40%.

For cost overages exceed 40% of the original Contract amount, prior approval from the Commission is required before the funds may be allocated or an additional or new Contract will be required. Note: If the original Contract amount is below the prevailing wage threshold of $25,000, any amendment increasing the total value above that threshold may trigger prevailing wage requirements for contractor work. Multiple amendments may be issued, provided the combined total does not exceed 40% of the original Contract amount without Commission approval.

iv. Time Amendments.

District Staff, in consultation with the District Manager and District Board Chairperson, may approve time extension amendments. District Staff will notify the District Board of any approved time extensions at the next scheduled District Board

Meeting.

14. Inspections.

DGLVR funded projects are subject to inspection by the Commission and the District.

15. Certification and Final Payment.

Payment shall be made upon satisfactory completion of the project for actual services performed consistent with the project application, the work plan, and satisfaction of the District.

Payment may be withheld on account of defective work not remedied, liens filed, and damage by the contractors to others.

All claims submitted by the Grant Recipient pursuant to this agreement shall be submitted to the District in accordance with the Schedule of Payments and the terms and conditions contained in the approved project agreement. The claims shall be itemized and show the utilization of funds is in accordance with the approved project application and work plan. Claims shall include receipts, and/or other appropriate supporting information to document actual expenditures on the project. Payments will be addressed to the Grant Recipient.

16. Financial/Recordkeeping.

Interest earned on DGLVR Program funds must be used exclusively for DGLVR Program purposes. All interest earned must be reported quarterly in the Program's Geographic Information System (GIS).

All financial and program-related records must be retained for a minimum of seven years from the date of final payment on the project and from the end of the fiscal year, whichever is later.

17. Procedures for DGLVR Quality Assurance Board (QAB) Formation and Conduct

a. Board Purpose.

The purpose of the Quality Assurance Board (QAB) in Pike County is to establish and recommend to the District Board a grant program under Section 9106 DGLVR Maintenance of the Pennsylvania Motor Vehicle Code. The QAB assists the District in fulfilling its administrative, educational, and contractual responsibilities of the Program. The QAB is responsible for establishing local funding priorities, reviewing applications submitted for funding, conducting site visits as needed, and recommending eligible applications to the District Board for approval and funding, and recommending local DGLVR policies to the District Board for approval.

b. Board Composition.

The QAB is appointed by the District Board to provide program guidance and identify local priorities and opportunities to complement other programs. The QAB shall include:

i. One non-voting Chairperson appointed by the District Board and

ii. One voting local representative appointed by each of the following entities:

- Pike County Conservation District
- United States Department of Agriculture Natural Resource Conservation Service
- Pennsylvania Fish and Boat Commission.

The non-voting chairperson may cast a vote only in the event of a tie. To broaden citizen involvement, the QAB may enlist any individual or organization to be non-voting advisors.

c. Meeting Schedule and Procedures.

All QAB meetings shall be publicly advertised and open to the public in accordance with the Sunshine Law (Act 84 of 1986 and any amendments thereafter). The QAB may meet monthly or on an as needed basis with specific dates and times determined by the members. Meetings may be added or canceled at the discretion of the QAB and may be held virtually.

Minutes of the QAB meeting shall be recorded by the Chairperson, or designee, and maintained as public records consistent with the District's Right to Know Policy and Procedure for Public Access to Information Policy. The QAB meetings will be conducted according to Robert's Rules of Order. All QAB recommendations shall be presented to the District Board for final approval.

d. Conflict of Interest.

If a DGLVR Program application or decision involves a grant applicant that is a District Director, Quality Assurance Board member, or District staff member, an immediate family member of any of the aforementioned, or a business with which they are associated, that individual shall not participate in the evaluation, ranking, deliberation, or decision-making related to the application or approval of a reimbursement payment of grant funds. This individual will recuse themselves from voting on the matter. This requirement does not restrict the payment of normal salary and benefits to employees provided in their standard employment.