



COMMONWEALTH OF PENNSYLVANIA
STATE CONSERVATION COMMISSION

Date

District Manager
Conservation District
Address
City, State, Zip

Dear Conservation District,

Thank you for participating in a Dirt, Gravel, and Low Volume Roads Program Quality Assurance / Quality Control (QAQC) visit. The QAQC team will be visiting your District on **DATE**. The purpose of the visit will be to ensure the Dirt, Gravel, and Low Volume Roads Program is being administered properly and completing environmentally beneficial projects, and to work jointly to improve the Program at both the local and state level.

We are requesting that your District complete some preliminary actions prior to the team's visit. This will allow the team to review some basic information beforehand so they can make better use of the limited time during the QAQC visit. Please make sure to review **Attachment A** for a list of these requested actions. Please also review **Attachments B-D** to further prepare for the QAQC visit and get the most out of the QAQC process.

Please find the following documents attached for further details:

- **Attachment A: Pre-Visit Checklist for the District**
- **Attachment B: QAQC Visit Agenda** (schedule of what to expect for visit)
- **Attachment C: Expectations** (what the QAQC team will be looking for)
- **Attachment D: Ratings Overview** (criteria that help inform QAQC ratings)

Sincerely,

Conservation Program Specialist
Dirt, Gravel, and Low Volume Roads Program
PA Department of Agriculture / State Conservation Commission
2301 N. Cameron Street, Harrisburg, PA 17110