

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: May 10, 2023

SULLIVAN COUNTY CONSERVATION DISTRICT

LOW VOLUME ROAD PROGRAM

STATEMENT OF POLICY

(Approved 1/13/2015)

(Revised 11/10/2015), (Revised 4/12/2016),

(Revised 5/10/2023)

Policy #1 Conflict of Interest:

1. No District Director, Quality Assurance Board member, or District employee, shall, as a result of this program, be permitted to obtain financial benefits for himself, a member of his/her immediate family, or an associate. This shall preclude the payment of normal salary and benefits to employees provided in their normal course of employment.
2. If a Low Volume Road Project Grant application involves a township and/or municipality in which a QAB member resides in, this QAB member will exclude abstain from voting, and the District Manager will be the alternate vote.

Policy #2 Equal Access: All eligible townships will have equal access to all Low Volume Road Program Funds. This will be accomplished through:

1. Written notification to all townships 30 days prior to the deadline of submission of project applications;
2. Ranking all applications according to established written criteria.
3. The highest ranking application from each participant, starting from the highest and working down, will be allocated projects funds in the first round.
4. The remaining project funds will be allocated from highest remaining ranking until monies are accepted or refused in the second round.

Policy #3 Projects shall be ranked by the following criteria:

1. "Modified" Worksite Assessment.
2. Classification of Stream or Waterbody Impacted.
3. Degree to Which Project Remedies Impact to Waterbody.
4. Degree to Which Project Improves Road.
5. Did Applicant Contact CD about this Specific Project Before Submitting Application.
6. In-Kind Contribution from Applicant.
7. Is this a Part of a Larger Area of Concern (Not Phased).

Policy #4 LVR Funding Categories: The Low Volume Road funds will be divided into the following categories:

1. Road maintenance projects – 80%
2. Education/Training – 10%
3. Administration – 10%

Any and all permits required to construct the designed project will be obtained by the sponsor prior to the release of any funding from the program. Once proof has been shown that all required permits have been obtained, funds will be dispersed in the following manner: 50% of the total grant amount upon approval of the project by the QAB. Subsequent payments can be made for the project on an actual cash expended basis that has been approved up to 20% of the grant. Final payment of approved project expenses shall be withheld until the satisfactory completion of the project as determined by the Q.A.B. or the district. Receipts must be compiled and summarized by the applicant to be accompanied with the "Project Performance Report" before final payment process can begin. Costs related to education and training will be calculated separately. Unused education or administrative funds may be used for approved Low Volume Road projects.

Policy #5 Training Incentives for Road Managers and Equipment Operators: The QAB may authorize an incentive for expenses incurred by road managers or equipment operators attending ESM Training or other LVR training events. Priority will be given to townships who currently do not have trained personnel.

Policy #5A ESM Certification: Sullivan County Conservation District will reimburse each of the 13 municipalities with one hotel room up to \$200.00 per fiscal year for ESM Certification.

Policy #6 Environmentally Harmful Practices/Materials: The Sullivan County Conservation District LVR Program will not fund the use of any materials that are not approved by the Center for Dirt and Gravel Roads nor any practices that may be harmful to the environment. The use of any unapproved materials or practices used on a trial basis must be approved by the Center for Dirt and Gravel Roads prior to use.

Policy #7 Meeting Schedule and Procedures: Specific dates and times will be determined by the members. Additional meetings may be held or meetings may be cancelled at the discretion of the QAB. The QAB will consist of one representative from the Fish and Boat Commission, NRCS, the Sullivan County Conservation District, and a non-voting chairman. The District Manager will act as an alternate if a member is unable to attend. Minutes of the QAB meeting will be available to the public. All recommendations of the QAB must be presented to the District Board for final approval.

Policy #8 DSA Non-Purchase Practice: The Sullivan County Conservation District LVR Program will not fund DSA or the Placement of DSA. DSA can be included as an in-kind cost but is not required for a project to be considered complete.

Policy #9 Contract Amendment %: The district will pay up to 10% of the original contract cost, if funds are available, and only after the Q.A.B. has reviewed and approved amended work plans or project cost changes.

Policy #10 Project Completion: Applicants that have incomplete LVR or D&G projects from prior funding rounds, that are not associated with phased projects, are ineligible to receive grants from current funding round until prior projects are complete or contract is cancelled and monies returned.

Policy #11 Contract Time Return: Municipalities have 60 days to return a signed contract back to the Sullivan County Conservation District. After the 60 days it becomes void and the applicant must reapply for the same project.

Policy # 12 Purchasing Road Surface Replacement: The Sullivan County Conservation District LVR Program may pay to replace the surface area that was damaged from LVR project; it can be included as an in-kind cost but is not required for a project to be considered complete.

Policy #13 Replacement of Road/Stream Crossing Structures – Follow the program’s guidelines.

Policy #14 Installation Approval - Applicants are required to inform a Q.A.B. representative before installation of key components to obtain approval of proper installation of that component to qualify for reimbursement.

Policy #15 Minimum In-kind Percentage – The grant sponsors is to be contractually responsible to provide in-kind contributions at minimum of 10% of the total project costs, (In-kind% = In-kind\$ amount divided by Total \$ amount). Sponsors will be contractually responsible for a minimum of the in-kind percentage as submitted in the application.

Policy #16 Other Requirements – Any and all other program guidelines and policies as set by the Pennsylvania State Conservation commission, written and un-written, will be followed. This includes all guidelines and policies that may be initiated after the date of this policy.

Policy #17 Application Carry Over - Applications must be re-submitted each new grant cycle.

Policy #18 Emergency Project: An Emergency DEP Permit would be needed to call it an Emergency Project. If funds are available; 1.) Offer current year eligible applicants that did not get funded those monies with stipulation that they must meet all other policies. If funds are still available: 2.) Offer money to Emergency Project, will still have to meet all other policies.

Policy #19 Stream Crossings: Applications that do not contain stream crossings will be given priority. The Sullivan County Conservation District will entertain stream crossing applications depending on availability of staffing and program funding.