

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: August 17, 2023

ENVIRONMENTALLY SENSITIVE MAINTENANCE OF DIRT & GRAVEL ROADS & LOW VOLUME PAVED ROADS SUSQUEHANNA COUNTY CONSERVATION DISTRICT PROGRAM POLICIES

(August 2023)

Statement of Policy:

- The Quality Assurance Board in Susquehanna County will assist the Susquehanna County Conservation District in carrying out the Delegated Administrative, Educational, and Contractual responsibilities of the Dirt and Gravel Road Maintenance Program as contracted with the Pa Department of Agriculture through the State Conservation Commission.
- This program is a pollution prevention program. The purpose of the Quality Assurance Board (QAB) in Susquehanna County is to recommend to the Susquehanna County Conservation District Board those projects that pose the greatest potential to pollute the waters of the commonwealth.
- No District Director, QAB member, or District Employee, shall as a result of this program, be permitted to obtain financial benefit 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.
- This policy supersedes all other policies dated prior to the approval of this policy dated March 21, 2018.
- The Susquehanna County Conservation District does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin , disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

APPLICATIONS:

- All eligible entities will have equal access to all Dirt and Gravel Road Program funds. To be eligible, entities must have attended the two-day Environmentally Sensitive Maintenance Training within the past 5 calendar years
- Initial applications will be solicited from eligible entities and submitted to Conservation District.
- The applicant is to be contractually responsible to provide in-kind contributions at a minimum of 10% of the total project costs
- Applicants may submit as many applications as they wish.

- Applications will only be accepted during a preannounced application period.
- Applications may be modified and finalized based on results of a field visit by QAB representative and/or ESM certified staff member from the Susquehanna County Conservation District.
- Applications must be submitted new for each round.
- There may be more than one round of applications per year if there are sufficient funds.
- During each application round, eligible applicants may apply for and receive contracts for both D&G and LVR monies.

RANKING CRITERIA

- QAB will rank all applications for contracting priority using a scoring system approved by the SCCD Board of Directors.
- First time applicants will be awarded 10 points on Grant Evaluation score sheet.
- In the case of a tie, in-kind contributions will be the deciding factor.
- Applicants will be responsible for maintaining a completed project. It is expected these projects will be maintained for seven years unless there is a compelling reason the QAB may change the time period. Failure to do so may be cause for the District to refuse future project requests until maintenance is performed.

CONTRACTING WITH THE APPLICANT:

- Applicants awarded grants will be notified.
- All environmental needs must be considered before contract can be finalized.
- Contracts will be for a one year period unless extended through documented Approval by the Susquehanna County Conservation District SCCD Board of Directors.
- Contract modifications will require review by the QAB and the approval of the SCCD Board of Directors.

CONSTRUCTION:

- If requested, advance payment of up to 50% of the contract amount will be made to the applicant.
- A qualified QAB representative will approve all materials and methods of construction. A qualified QAB representative should also be on site during delivery of the first load of DSA to ensure the material meets Program specifications.

- DSA materials may only be laid with a spreader or paver, if either method is not practical an alternate method may be utilized. Alternate methods must first be approved by the D&G staff responsible for the program.
- Trucks without tarps are ineligible to deliver DSA. If a truck attempts to deliver material that has not been tarped it may be refused.
- The D&G program will pay for no more than 18' width for DSA
- The D&G program may pay for guard rails, driveway pipes, off right-of-way additions and full depth reclamation on a case by case situation by decision of the QAB.
- On LVR the QAB will not pay for extensive areas of asphalt paving, but will pay for areas disturbed by needed environmental practices.
- All QAB meetings are subject to the sunshine laws.
- No funds will be released to the grantee until a pre-construction meeting has occurred between applicant and QAB representative
- Grantees must inform the Conservation District as to which DSA supplier will be utilized 30 days prior to the placement of DSA

CERTIFICATION & PAYMENT:

- A qualified QAB representative will certify the completion of the project based on a final inspection through the filing of a "Project Performance and Grant Financial Status Report."
- Receipts must be received and compiled by the applicant until submission to the District, after final certification, for final payment.
- Project performance report and all required documentation, must be submitted to the District prior to project end date.
- Final payment.