

## **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: January 9, 2019



### **DIRT & GRAVEL/ LOW VOLUME ROADS PROGRAM CRITERIA FOR EQUAL ACCESS**

- Correspondence on program updates shall be sent to all municipalities and agencies.
- Application announcement with specific deadlines shall be sent to all municipalities and agencies. Information, including any application deadlines, shall be publicized in newspapers and various agency newsletters.
- Quality Assurance Board Meetings shall be open to the public and follow the requirements of The Sunshine Law. Shall prohibit discrimination on the basis of race, color, nationality, origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.
- As public officials and public employees members of the QAB, District Board and District Staff will abide by the Pennsylvania Public Official and Employee Ethics Act.

### **DIRT & GRAVEL and LOW VOLUME ROADS PROGRAM PRIORITIES**

- Impact to water quality
- Treat problem areas based on long term effect to water quality
- Projects will be evaluated on a cost effective basis depending on sediment reduction.
- Emphasize the protection of exceptional value and high quality watersheds
- Use Environmentally Sensitive Techniques and Products
- Commitment of the participants

### **DIRT & GRAVEL ROADS PROGRAM POLICIES**

- To qualify for application submission, an applicant must have personnel that have received the Environmentally Sensitive Maintenance of Dirt & Gravel Roads Training within five (5) years of the application date. Person with ESM training is required to be present during project. Applications that do not meet this criterion will be rejected.
- Applications must be submitted by September 1<sup>st</sup> of each year.



- Unfunded applications must be re-submitted each year for reconsideration.
- QAB will rank all applications for contracting priority. The QAB will have evaluated and assigned a funding order to that year's applications for action by the District Board by the scheduled December District Board meeting.
- Contracting will start with the #1 funding ranked application and continue down the list as funding permits. No contract will be authorized prior to the District receiving funds for implementation of the program.
- Grant applicants are responsible for securing all Right-Of-Way agreements prior to contract execution.
- No work shall be started on a project, until a pre-construction meeting has occurred between applicant and QAB representative.
- The District reserves the right not to fund projects if they are started without the applicant notifying the District. District needs to be given a 10 day notice prior to beginning construction.
- One applicant may not receive more than 2 projects in one calendar year.
- Any and all permits required to construct the designed project will be obtained by the applicant prior to the release of any funding from the program.
- A qualified QAB representative or District staff person will certify the completion of the project based on a final inspection (through the filing of a "Project Performance and Grant Financial Status Report.")
- DSA jobs under 1,000 tons can be tailgated, the grader should have a carbide tip to spread DSA to reduce separation of fines.
- Receipts must be received, compiled and summarized by the applicant prior to submission to the District, after final certification, for final payment accompanied by the "Project Performance and Grant Financial Status Report".
- Project performance report and all required documentation, must be submitted to the District prior to project end date.
- Final payment will be approved at the next convened District Board meeting after final QAB representative approvals.
- Applicants must notify Conservation District at least 30 days prior to placing DSA.
- All new pipes must be put in at a 45 degree angle, No pipes being replaced can be at a 90 degree angle.



- DSA must be paver placed in a single pass (entire road width).
- 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 manual.
- The ESM certified individual must be the person in charge of the project design and implementation for the applying entity. Individuals not directly involved with the project design and implementation do not qualify as an applicant to be eligible for funding. Engineers or other who serve multiple municipalities are welcome to attend the ESM training, but their attendance does not count as “ESM Certification” for the municipalities they represent.

#### **LOW VOLUME ROAD POLICIES**

- SAME AS DIRT AND GRAVEL ROAD PROGRAM POLICIES
- Tioga County Conservation District will not be funding paving or tar and chipping for entire segments of roads. Instead, we will be patching only. Any area where drainage improvement have been completed on a Low Volume Road will be eligible to be patched.
- 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 manual.

#### **STREAM CROSSING POLICIES**

- Any 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 manual.