

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 13, 2024

Wyoming County Dirt & Gravel Roads Program

Quality Assurance Board Policy:

Statement of Policy:

The Quality Assurance Board in Wyoming County will assist the Wyoming County Conservation District (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 Wyoming County is to recommend to the Wyoming County Conservation District Board those projects that pose the greatest potential to pollute the waters of the commonwealth. The Wyoming County QAB compositions is as follows:

Dave Taylor (Chairman) **

Dorne White (District Board) *

Weston Kolanowski (NRCS) *

David Raulfs (PAFBC) *

Quality Assurance Board Rules of Conduct:

The chairman will be responsible for establishing the meeting agenda and running the proceedings. Voting members will establish policy for the program's operation and distribution of allocated funds consistent with section 9106. The QAB will make recommendations to the Wyoming County Conservation District Board of Directors. All actions of the QAB will require a quorum of the voting members be present. The chairman will vote only in the event of a tie vote.

Equal Access Provisions and Grant Eligibility Requirements:

Participation in the program is limited to townships, boroughs and state agencies with employees/supervisors that have attended the two-day Environmentally Sensitive Maintenance Training. Road projects to be funded must be open to the public and the majority of the driving surface composed of gravel, stone, or dirt. Request for grants will be sent to all eligible participants as grant funds become available.

Conflict of Interest:

No District Director, Quality Assurance Board Member or District employee shall as a result of this program and their action obtain financial benefit for themselves, their family or business interests for which they are associated.

Environmental Standards for Products and Procedures:

No road maintenance practices and road materials utilized on projects will be permitted if their use is perceived as harmful to the environment or an ecosystem. The non-pollution standards established in the DGR Administrative Manual will be referenced with regards to materials used. QAB members will determine if a maintenance practice is detrimental to the environment or an ecosystem.

Grant Application Process:

1. As a rule there will be two grant periods each year, if funds permit, in March and again in late August or Early September. The grants available to the eligible entities will be based on the funds made available to the county by either the Dirt & Gravel Roads (DGR) program or grants given to the District from other sources. Funds will be awarded to all eligible entities based on the funding that the District has in the DGR account.
2. In order for entities to be eligible to receive a grant they must have one representative, who will be in charge of the proposed project, complete the Environmentally Sensitive Maintenance training offered by the DGR program, at a minimum of once every five years, more frequent training is to be encouraged.
3. Letters will be sent out to all eligible Townships, Boroughs, and state agencies at least 1½ months before grant deadline in order to give the grant requestor one regularly scheduled meeting to discuss projects as well as allow the grantee time to design and gather estimates.
4. The Wyoming County QAB will review the grant applications. The QAB may have as many advisors as needed but will be made up of the four members stated above. QAB members may appoint a delegated representative.
5. The QAB is directed to give as much technical assistance as possible to the requestor to meet the intent of the program. This includes but is not limited to ESM techniques, average cost of materials, etc.
6. All eligible entities are encouraged to address those sites that are both indicated as verified worksites and have the greatest impact on the waters of the Commonwealth.
7. All grant requests must be in the office on the District by 4:00pm of the deadline date. Any requests submitted after the deadline will not be eligible for the current grant round.
8. Grant deadline should be scheduled at least two weeks prior to a regularly scheduled District Board meeting so that site visits can be made by the QAB to each application site for assessment and re-scoring and ranking.
9. Grant requests can be held over until the next available grant round but adjustments may need to be made to account for rising costs in material and labor. Grant applications will only be held over for one additional grant round. The requestor will need to submit another application after that time.

Awarding and Administration of Grants:

1. Grants are to be awarded on the basis of the score it receives through the Wyoming County Dirt and Gravel Roads scoring system. The QAB will visit or through pictures

make sure the score assessed is accurate, or if it must be adjusted due to changes that have occurred since the last scoring.

2. Grants are awarded to those projects that pose the greatest potential to pollute the waters of the Commonwealth, regardless of the amount of vehicle traffic on the Dirt and Gravel Roads only. Paved roads in the Low Volume Roads program will need to be counted to be eligible for that program. This program is a pollution prevention program.
3. Grant amounts are awarded based on the estimates provided to the District by the grantee. The District is only responsible for the costs up to the amount awarded in the grant; the grantee is responsible for the overruns.
4. The QAB members are to avoid any conflict of interest they may have in the scoring and recommendation of project grants.
5. Phased projects can be done only if the phases can be proven to be independent of one another.
6. The grantee may receive a check totaling 50% of the project costs after both the District and the grant recipient have a signed contract. The check will be presented to the grantee at the required pre-construction meeting.
7. All necessary permits and approvals must be present on site before the project can proceed. The QAB must be notified three days prior to the start of the project and a QAB member or a designee will monitor the work site progress.
8. The project must be inspected and approved to meet the intent of the DGR program prior to final payment.
9. In the case of a tie, in-kind contributions on the side of the grantee will be taken into account in determining grant awards.
10. Grant deliverables should be completed within 90 days of the grant award. Extensions may be awarded through written request by the grantee with an explanation for the request. Extensions are not to exceed 6 months from the time of the grant award.
11. The QAB can take into account the maintenance of past DGR projects for future grant awards under the DGR program.

ESM Mandatory Practices:

1. Any grantee awarded a project utilizing Driving Surface Aggregate (DSA) must apply the DSA with a paver and properly roll the DSA with at least a 10 ton vibratory roller.

* Voting Member

** Non-voting for QAB except in the case of a tie.

Updated 5/13/24