

Dirt, Gravel, and  
Low Volume  
Road (DGLVR)  
Program  
2/28/2023

# Quality Assurance Board (QAB)

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SCC  
Sherri Law  
[shlaw@pa.gov](mailto:shlaw@pa.gov)

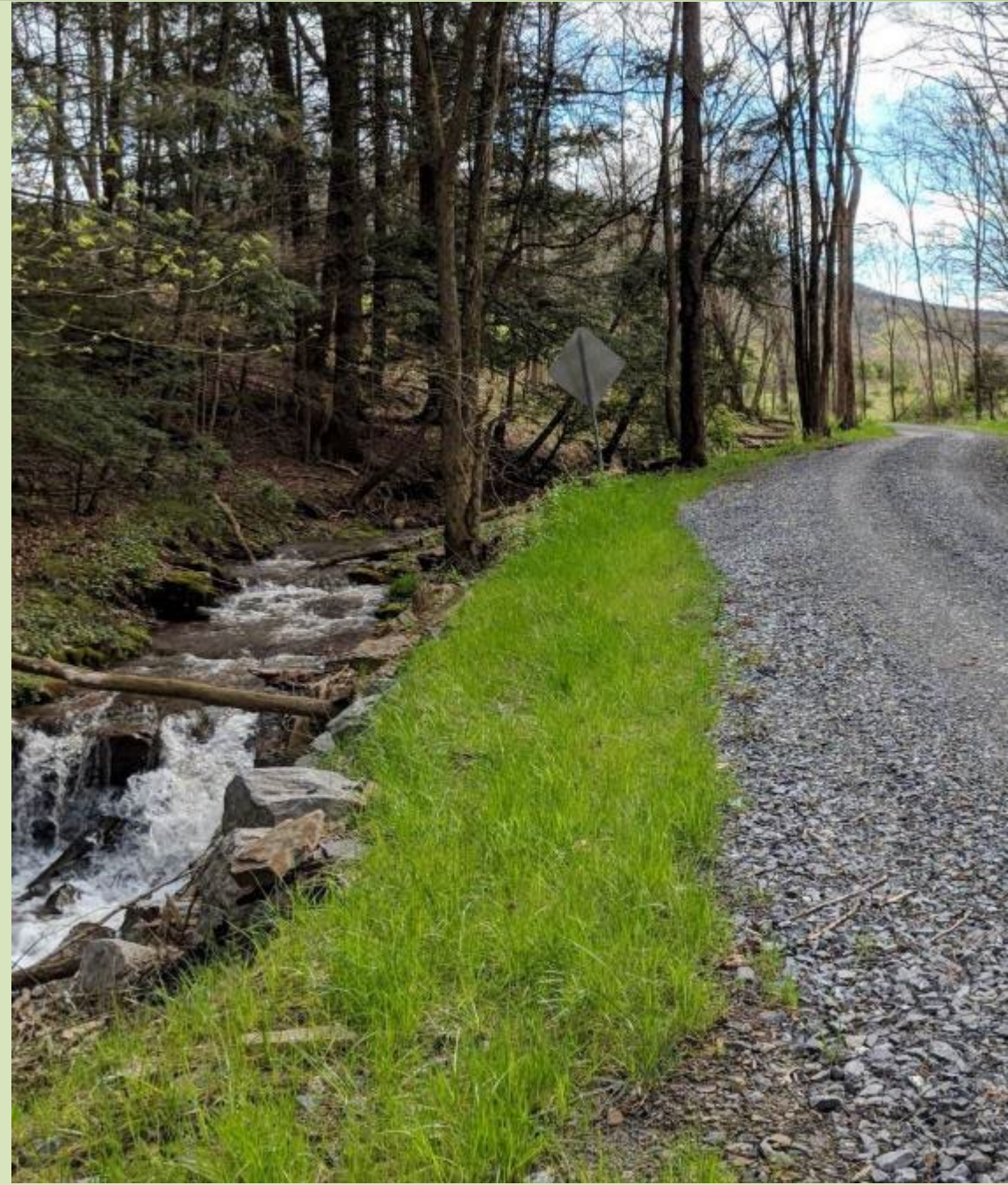


This webinar is being recorded

Please enter questions in the “Q&A” Feature

We will answer all questions at the end

- DGLVR Program Introduction
- QAB Policy review
  - QAB Structure and purpose
  - Meeting guidelines
  - Role in projects
  - Role in local policy
- What to do if you're a new QAB member

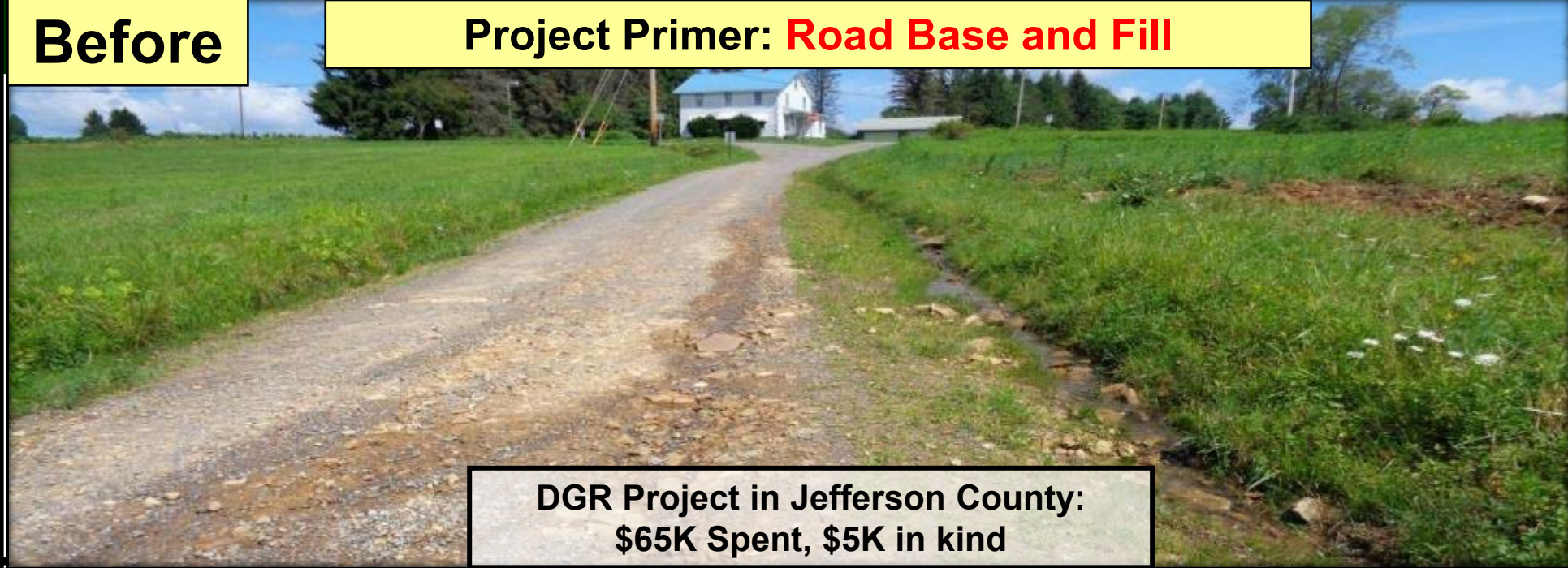


- **DGLVR Program Introduction**
- QAB Policy review
  - QAB Structure and purpose
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- What to do if you're a new QAB member



**Before**

**Project Primer: Road Base and Fill**



**DGR Project in Jefferson County:  
\$65K Spent, \$5K in kind**

**After**



**Before**

**Project Primer: Fill, pipes, surface**



**After**

**DGR Project in Mercer County:  
\$100K Spent, \$6K in kind**



**Before**

**Project Primer: Road Relocation**

**After**

DGR Project in York County:  
\$63K Spent, \$22K in kind



retired road

Road Relocated  
away from stream

**Inlet**

**Before**



**After**





**Outlet**

**Before**



**After**



**Before**

**Project Primer: LVR Issues**

**After**

**LVR Project in Montgomery County:  
\$24K Spent, \$2K in kind**



**Before**

**Project Primer: Fill, pipes, surface**



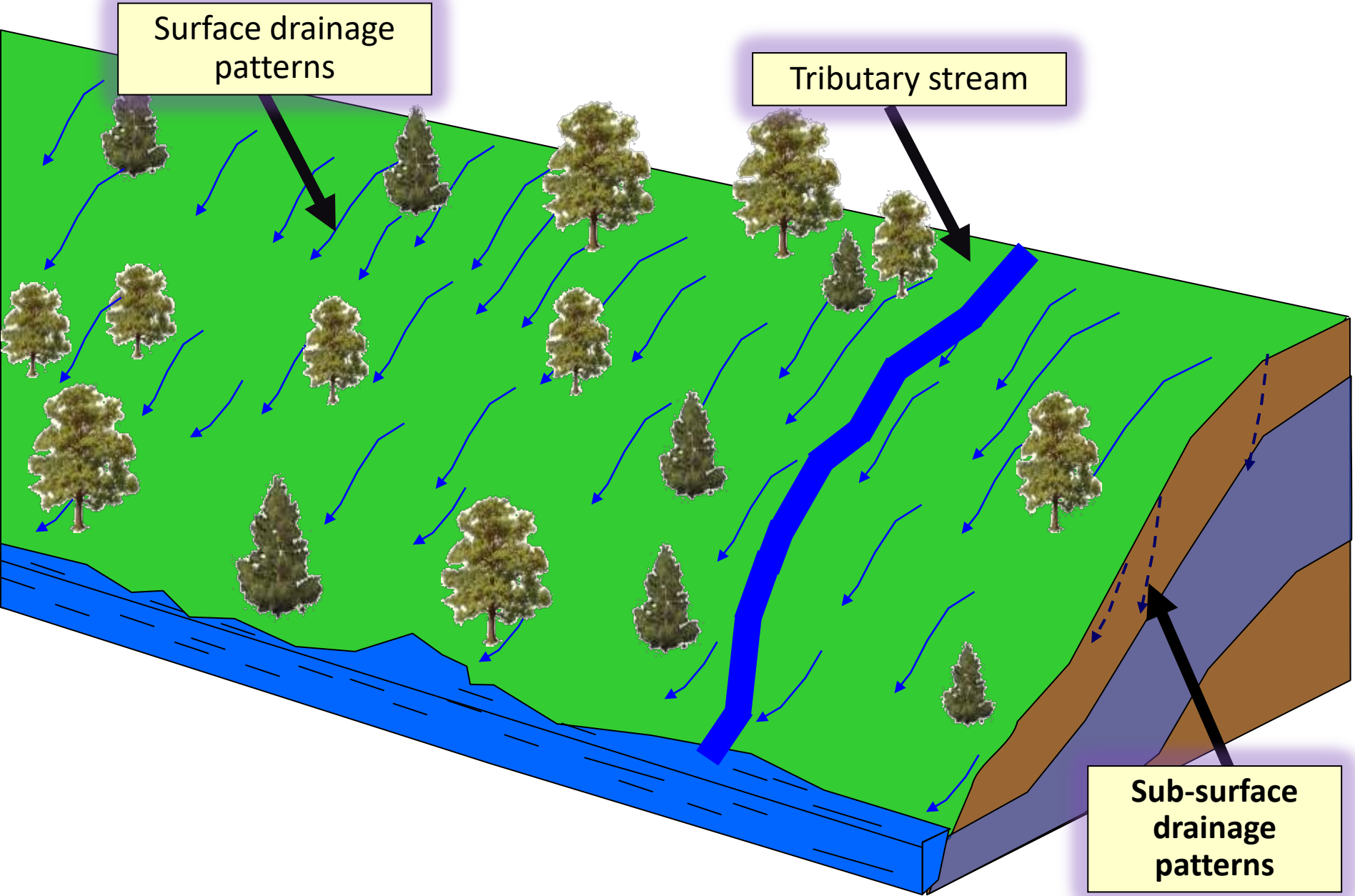
**After**

**DGR Project in Bradford County:  
\$107K Spent, \$14K in kind**





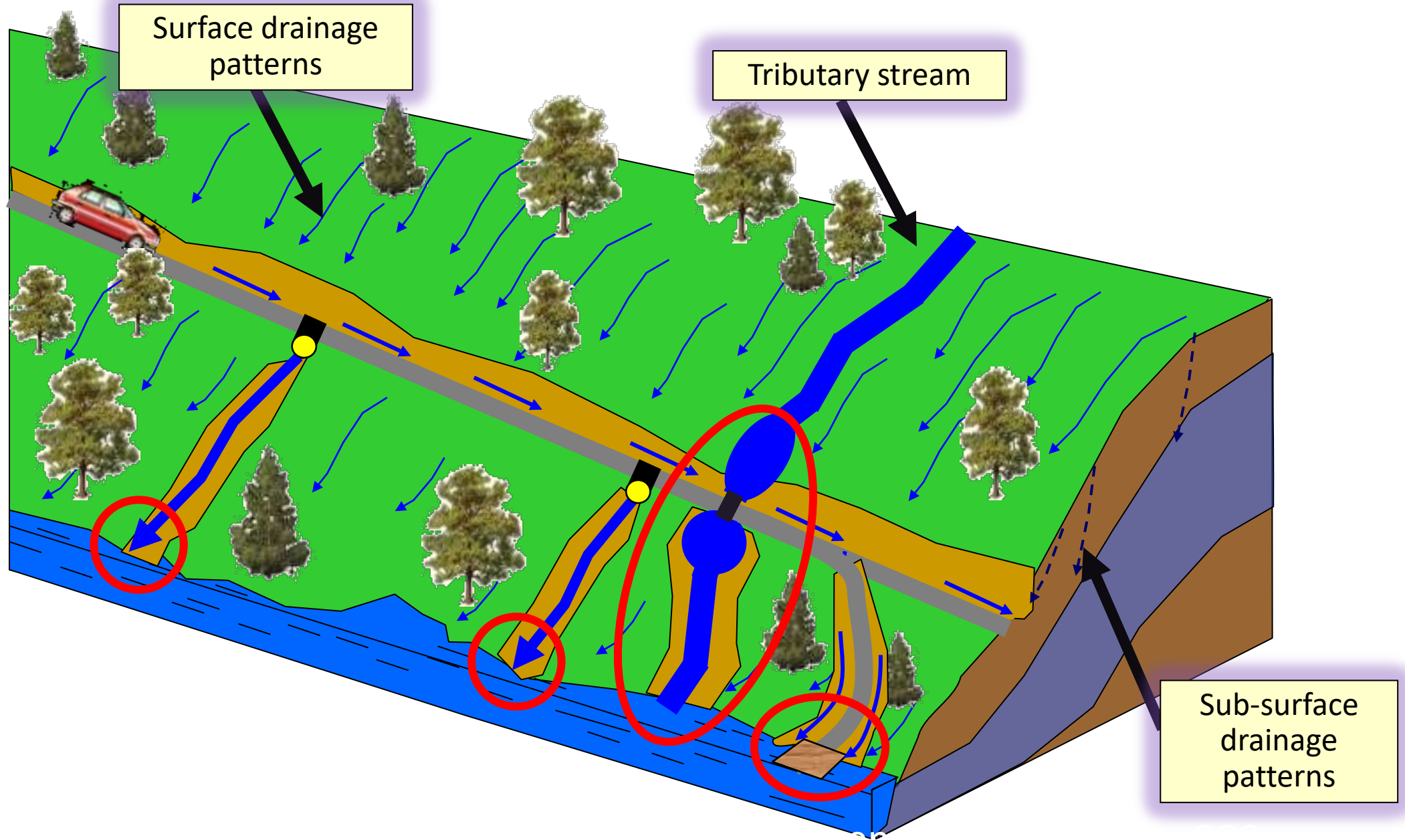
Program focus is where the road and/or the stream negatively impacts the other



Surface drainage patterns

Tributary stream

Sub-surface drainage patterns



## Effects of Roads

- Generate Sediment
- Deliver Sediment to Stream





## Effects of Roads

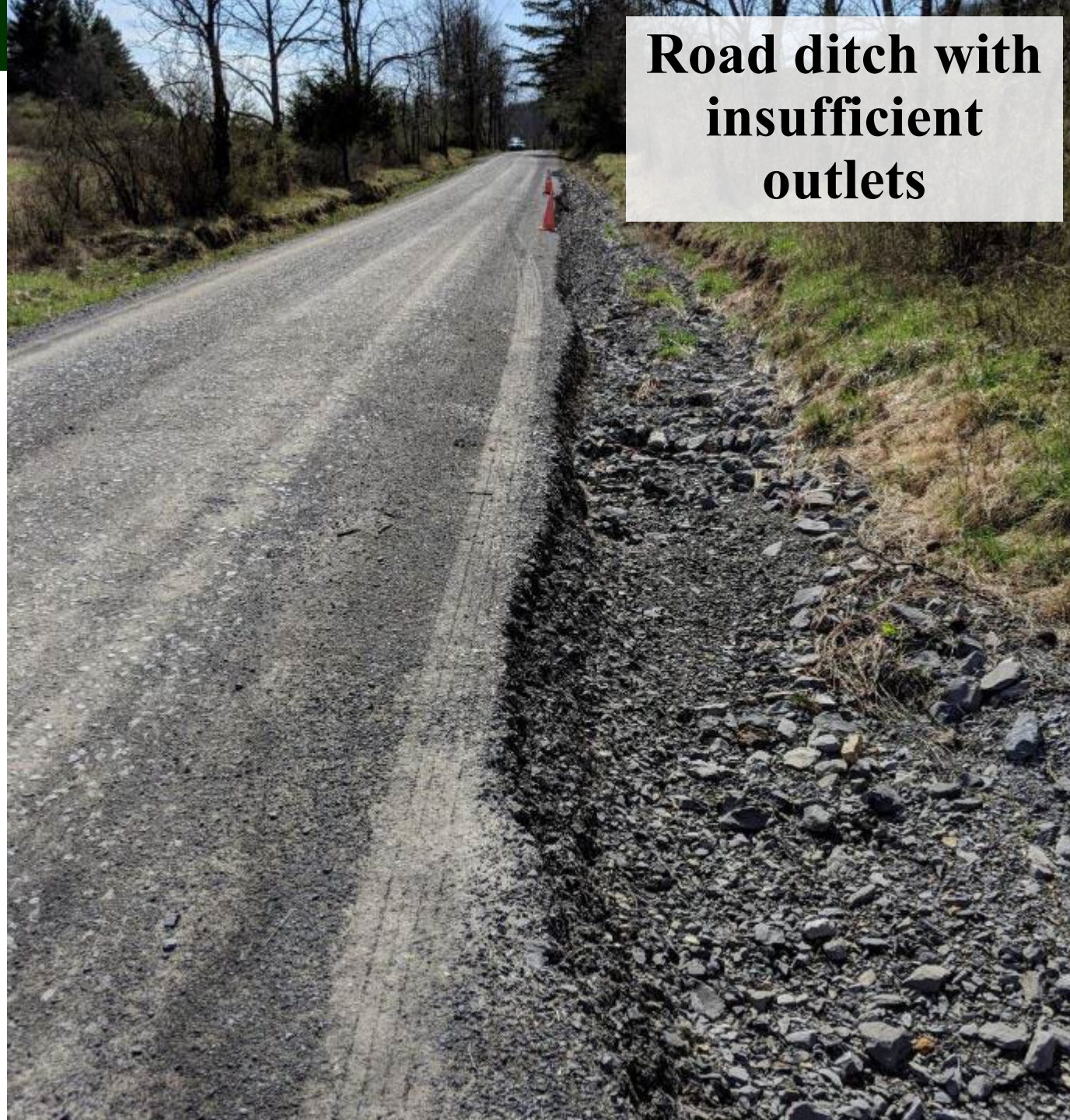
- Generate Sediment





**Even Paved Roads  
Generate Sediment**

**Road ditch with  
insufficient  
outlets**



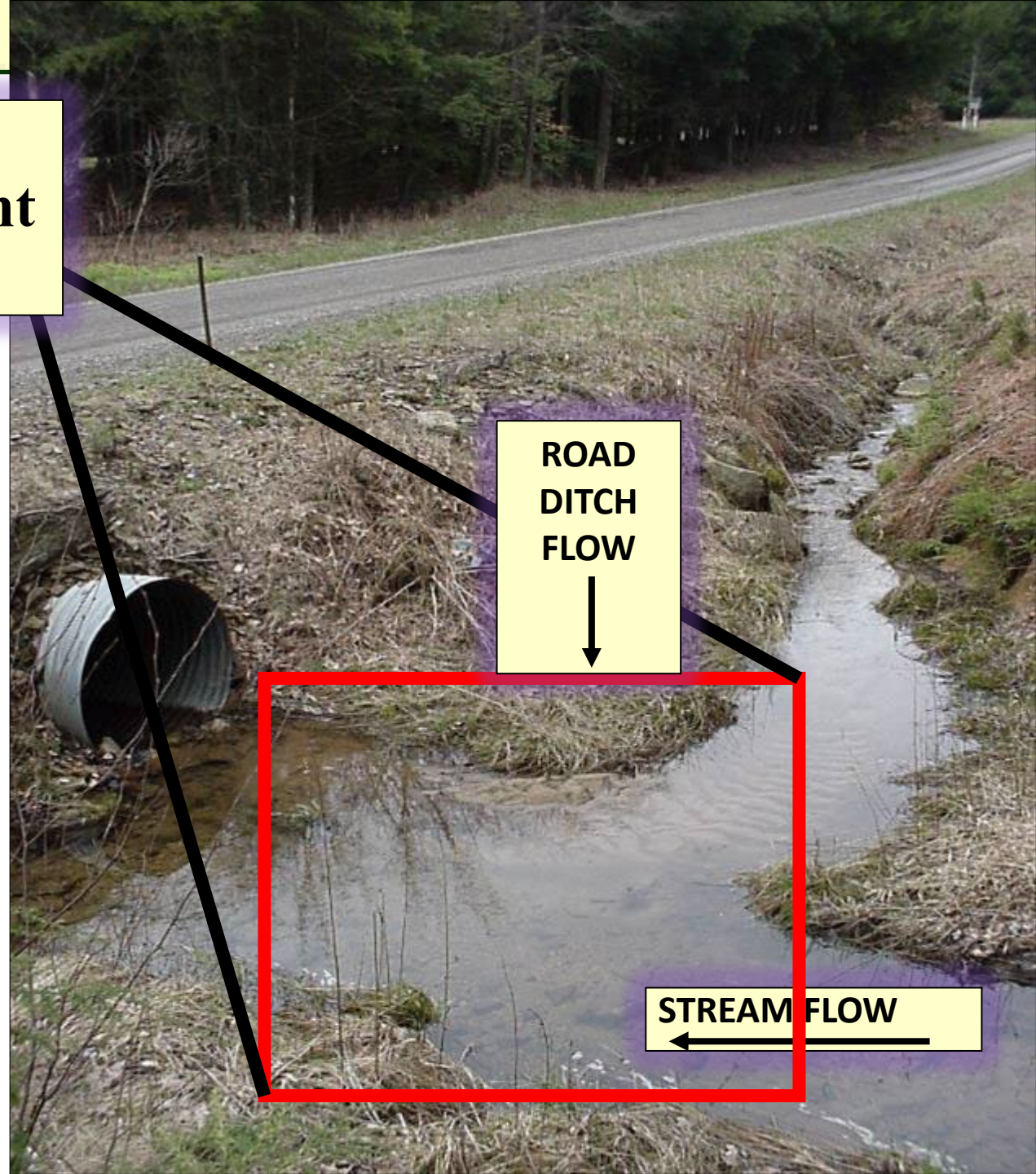
## Effects of Roads

- Deliver Sediment to Stream



## Effects of Roads

- Deliver Sediment to Stream

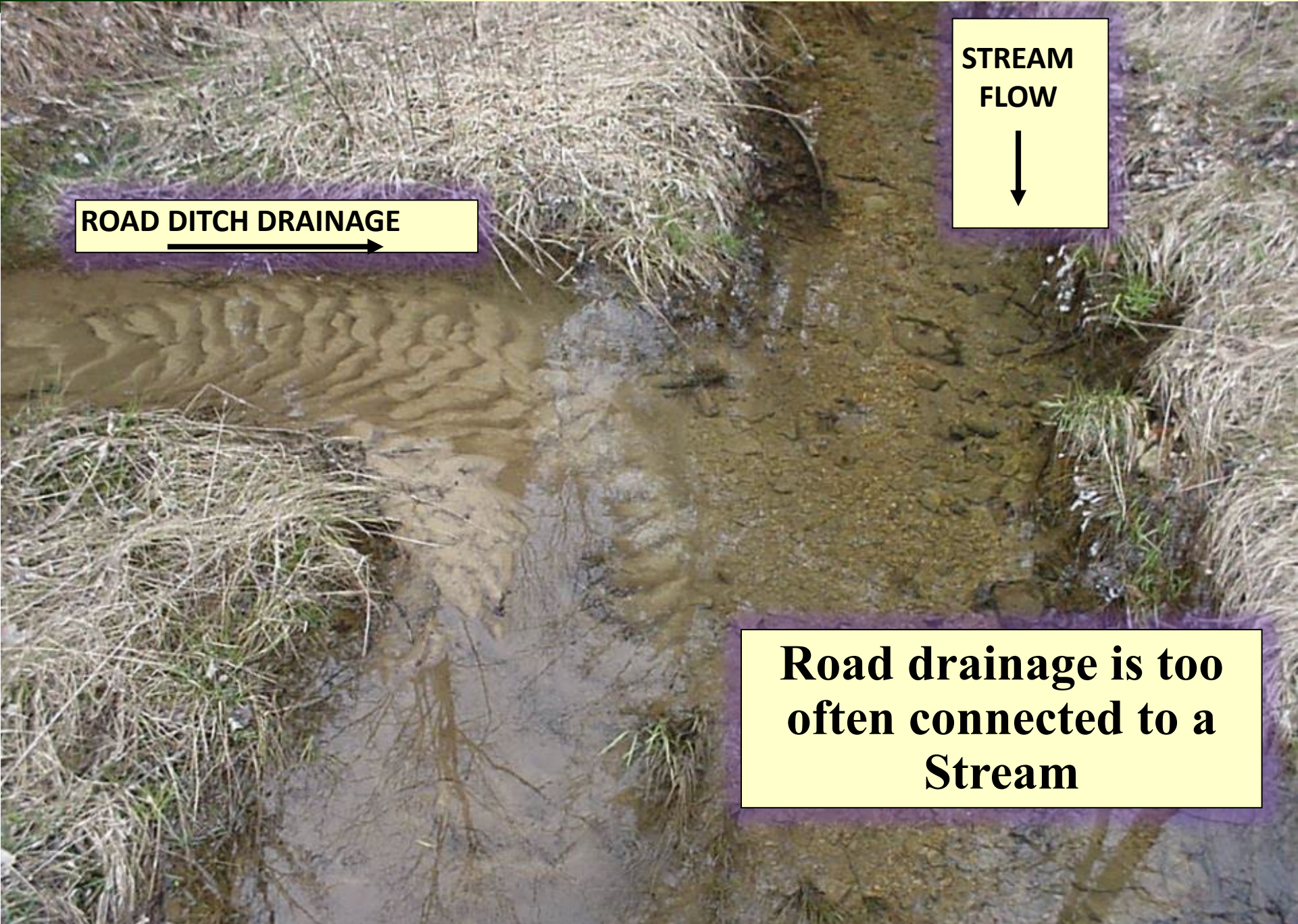


ROAD  
DITCH  
FLOW



STREAM FLOW

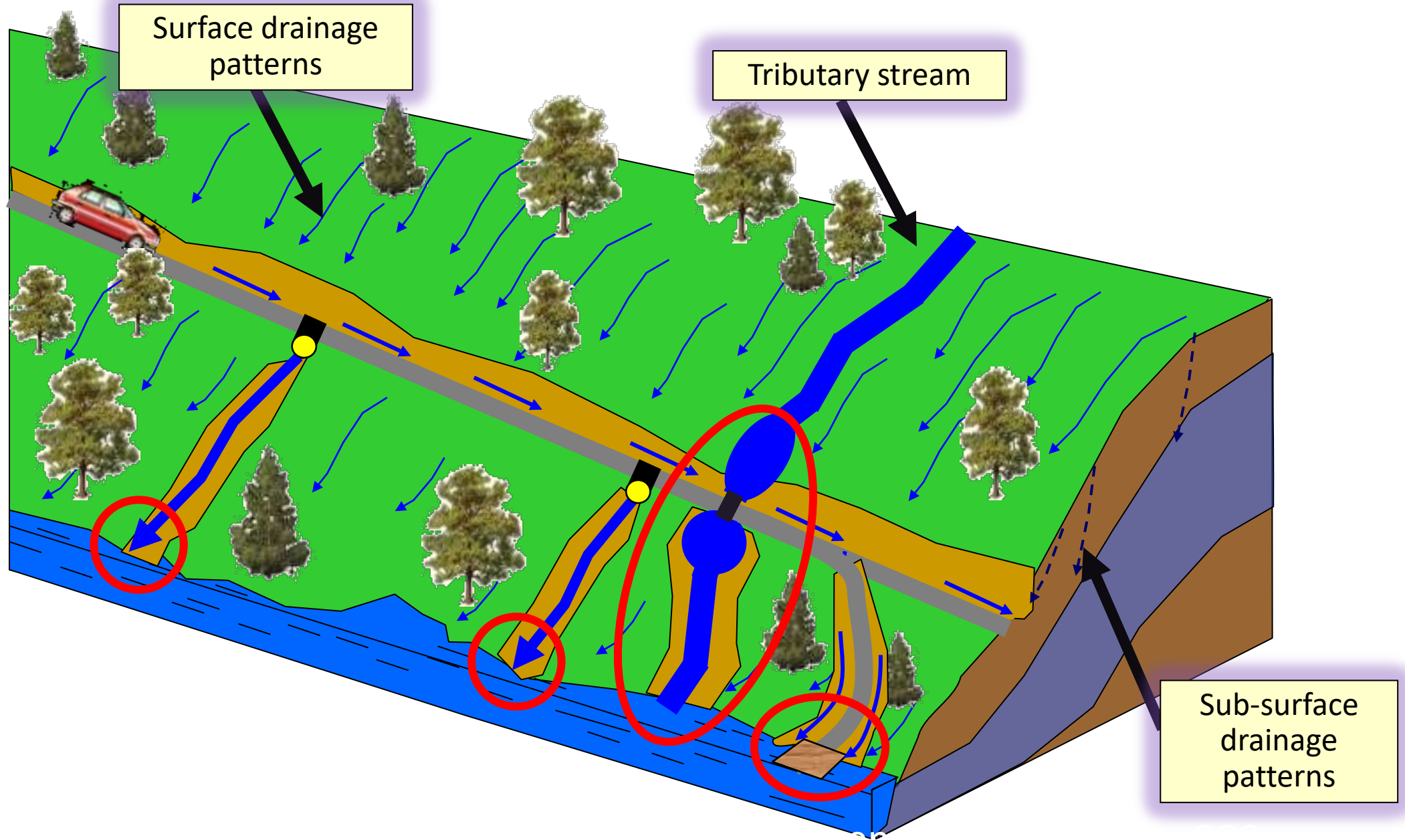


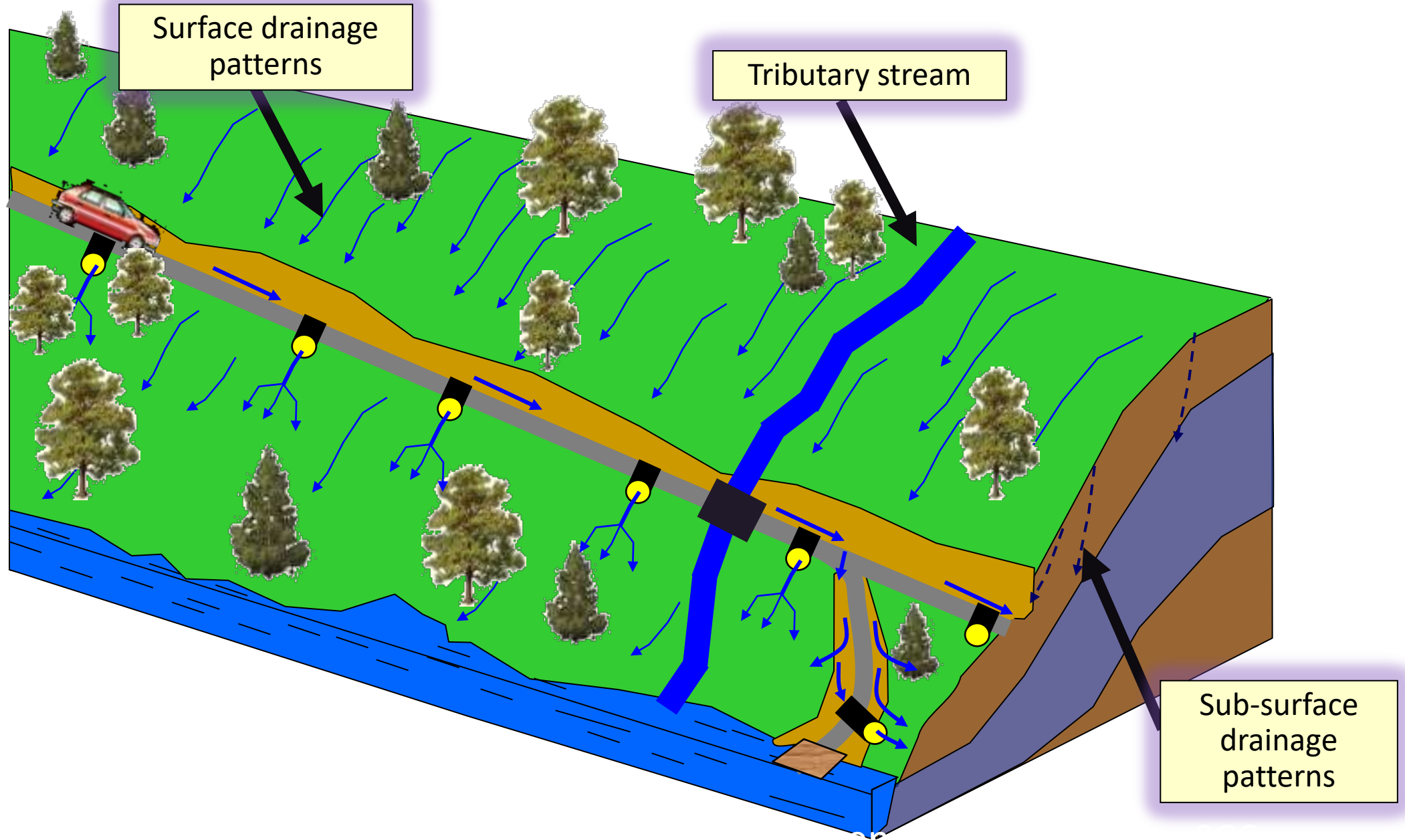


**ROAD DITCH DRAINAGE**  
→

**STREAM  
FLOW**  
↓

**Road drainage is too  
often connected to a  
Stream**





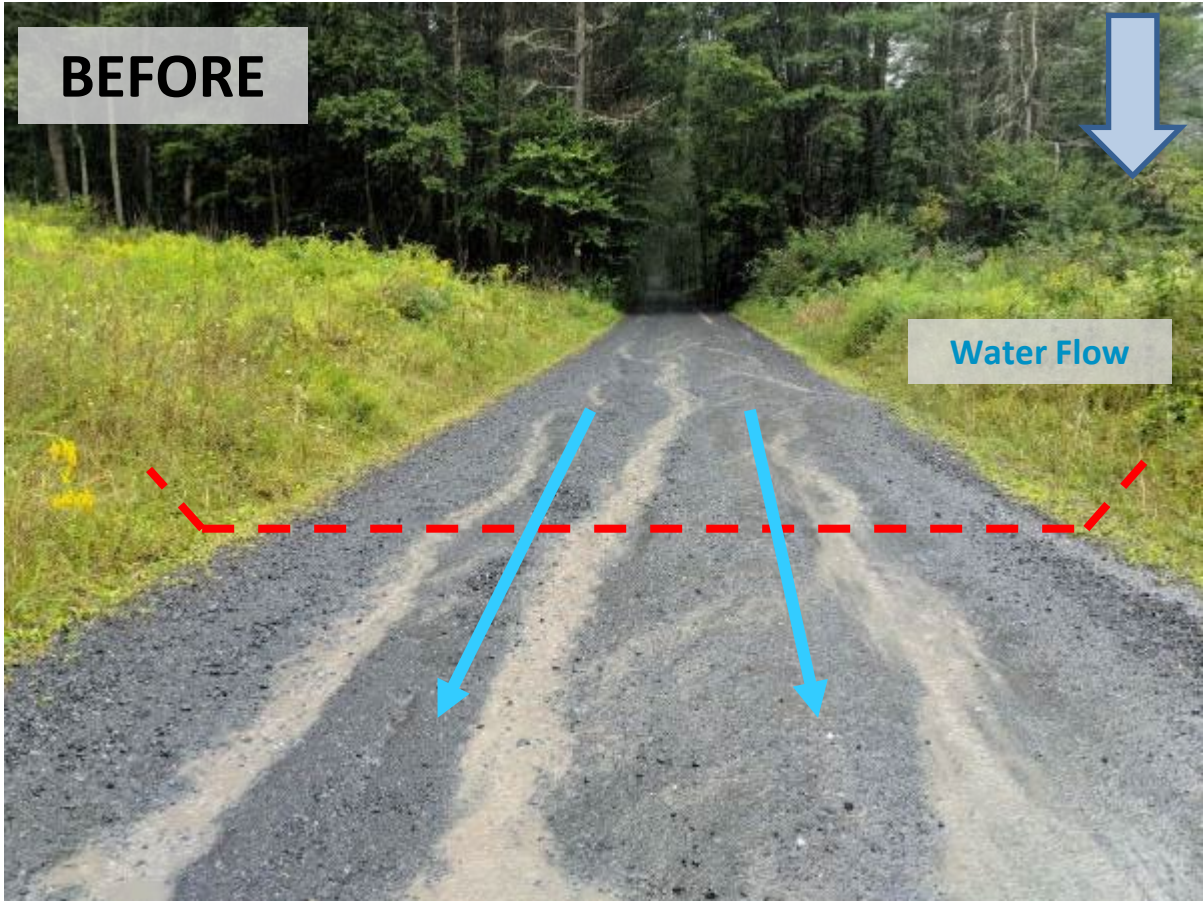
# Example Dirt and Gravel Road Project

Stream



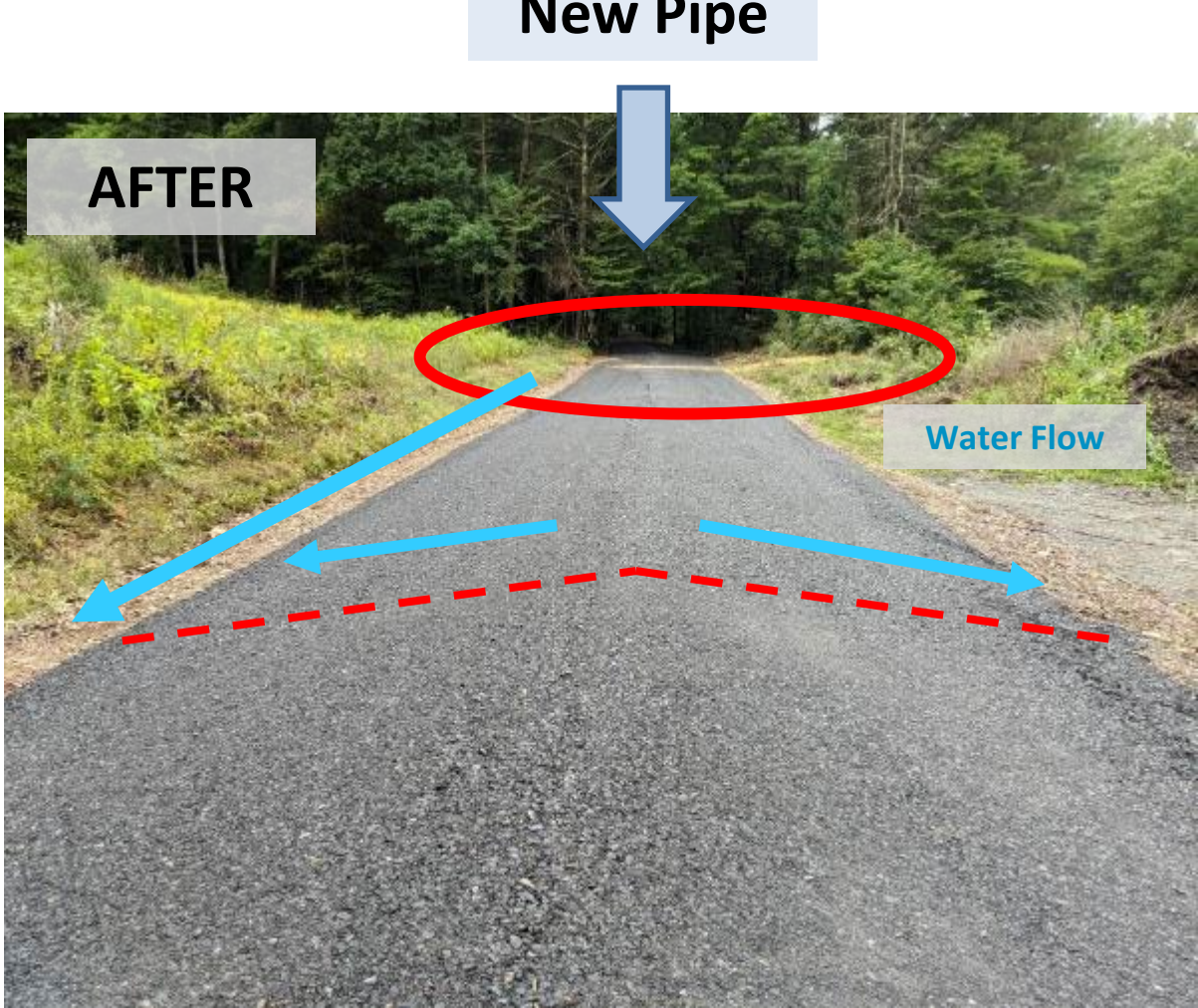
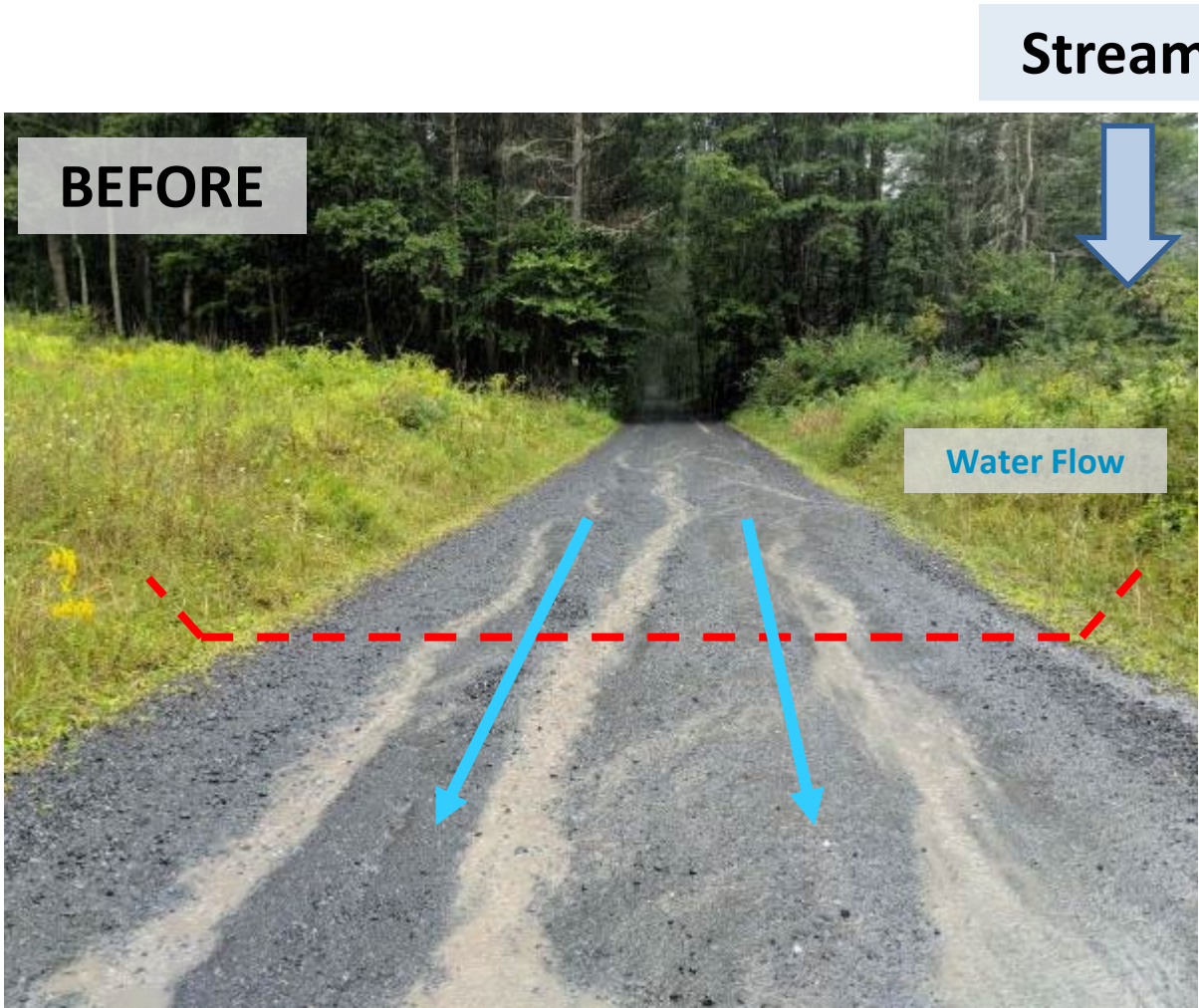
BEFORE

Water Flow





# Example Dirt and Gravel Road Project



## During construction – placing road fill



AFTER



- Two Types of Funding
  - Based on road surface
- Dirt and Gravel Roads (DGR)
  - Unbound road surface
  - Can be shaped with a grader



- Low Volume Roads (LVR)
  - Paved or sealed (including tar and chip)
  - Low traffic volume (500 vehicles/day or less)



# DGLVR Program Fundamentals

- **Focus on environmental and road improvement projects**
- **Local control**
  - Conservation district runs local Program
  - Quality Assurance Boards at county
    - Recommend project allocations
    - Recommend local policies
  - State guidance and local policies
- Public Road owners apply for grants from conservation districts
  - 90%+ of applicants are townships

**What do we mean by “Local Control”?**

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**0% Local Control**





**What do we mean by “Local Control”?**

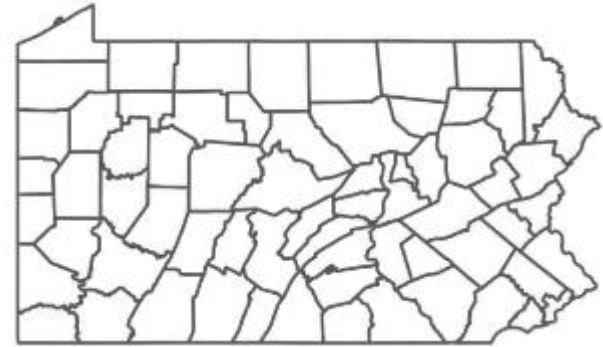
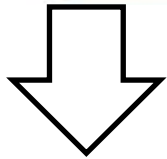
**100% Local Control**



# What do we mean by “Local Control”?

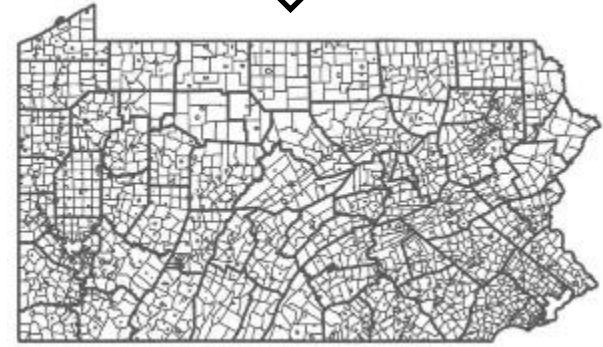
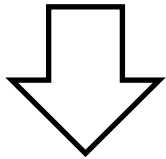
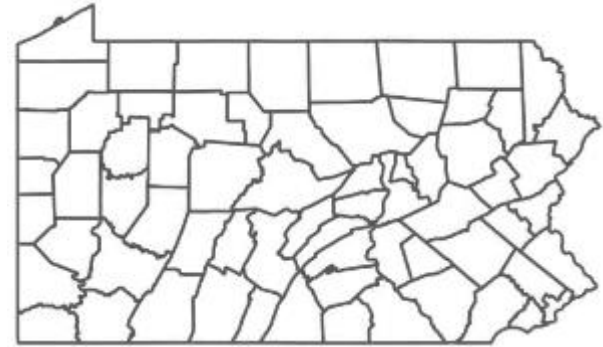
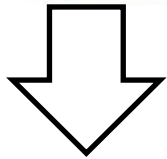
## Effective local control





SCC provides funding to county conservation districts  
&  
Establishes statewide DGLVR policy

County conservation district runs local DGLVR Program  
&  
Establishes local DGLVR policy

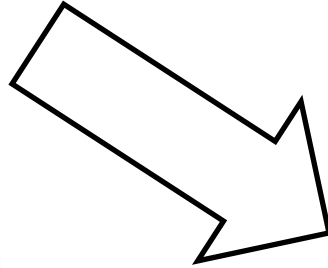
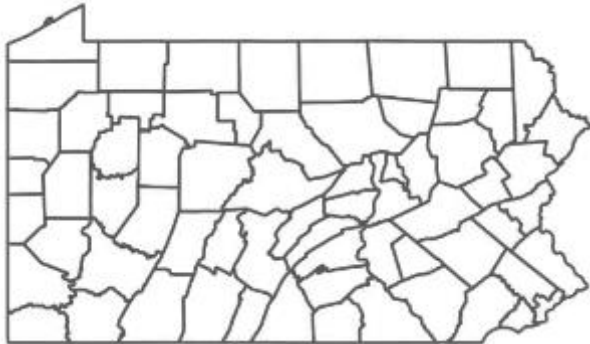
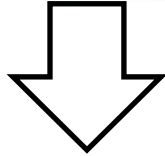


SCC provides funding to county conservation districts & Establishes statewide DGLVR policy

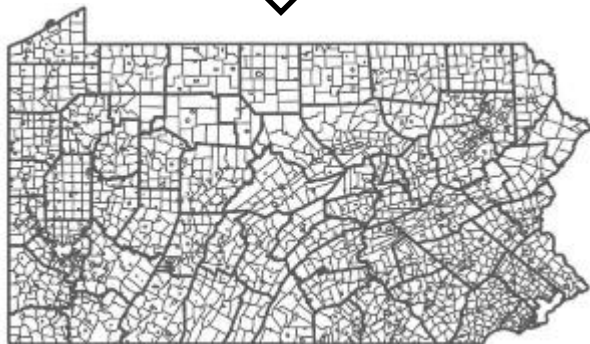
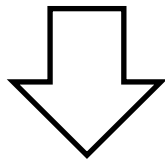
County QAB provides recommendations to conservation district board

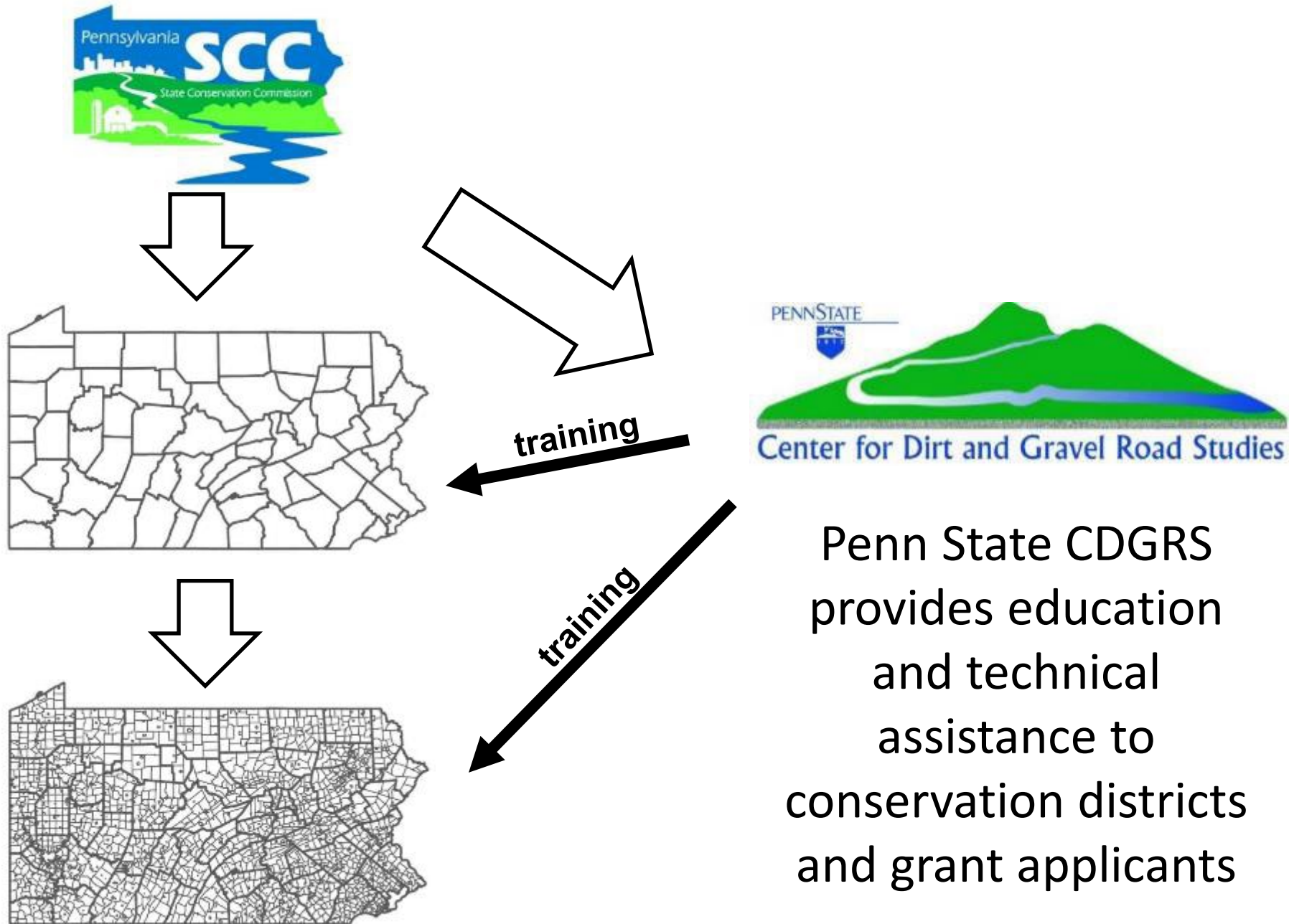
- Which projects to fund
- Local policies

Local road owners apply to conservation district for DGLVR grants



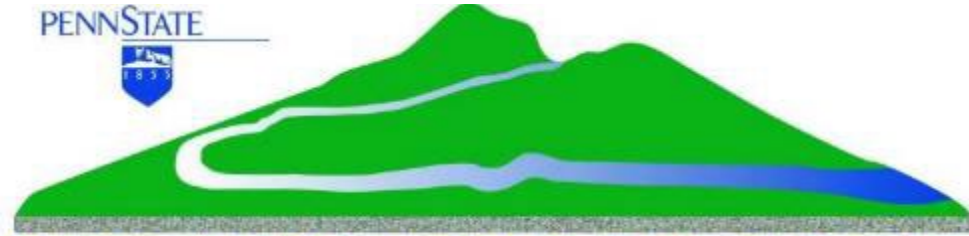
Penn State CDGRS receives funding and guidance from SCC







Dirt and Gravel Road PROGRAM



Center for Dirt and Gravel Road Studies

*Funding Support* →

*Guidance* →

- Make Policy
- “Administer” Program
- QAQC
- Coordinate with legislatures and other agencies

Education

- 2 day ESM training
- Annual Workshops
- Demonstration Days

Outreach

- Technical Documentation
- Website
- Newsletter
- Interagency cooperation

Program Support

- Advisory Groups
- Technical Assistance to Districts
- Quality Assurance effort
- Geographic Information Systems



Dirt and Gravel Road PROGRAM



## Got a Question? Who to ask:

- Policy
- Legal
- Allocation/replenishment
- QAQC
- General Questions

- Trainings
- Technical Assistance
- Outreach
- GIS/Reporting
- General Questions



- DGLVR Program Introduction
- **QAB Policy review**
  - QAB Structure and purpose
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## DGLVR Administrative Manual

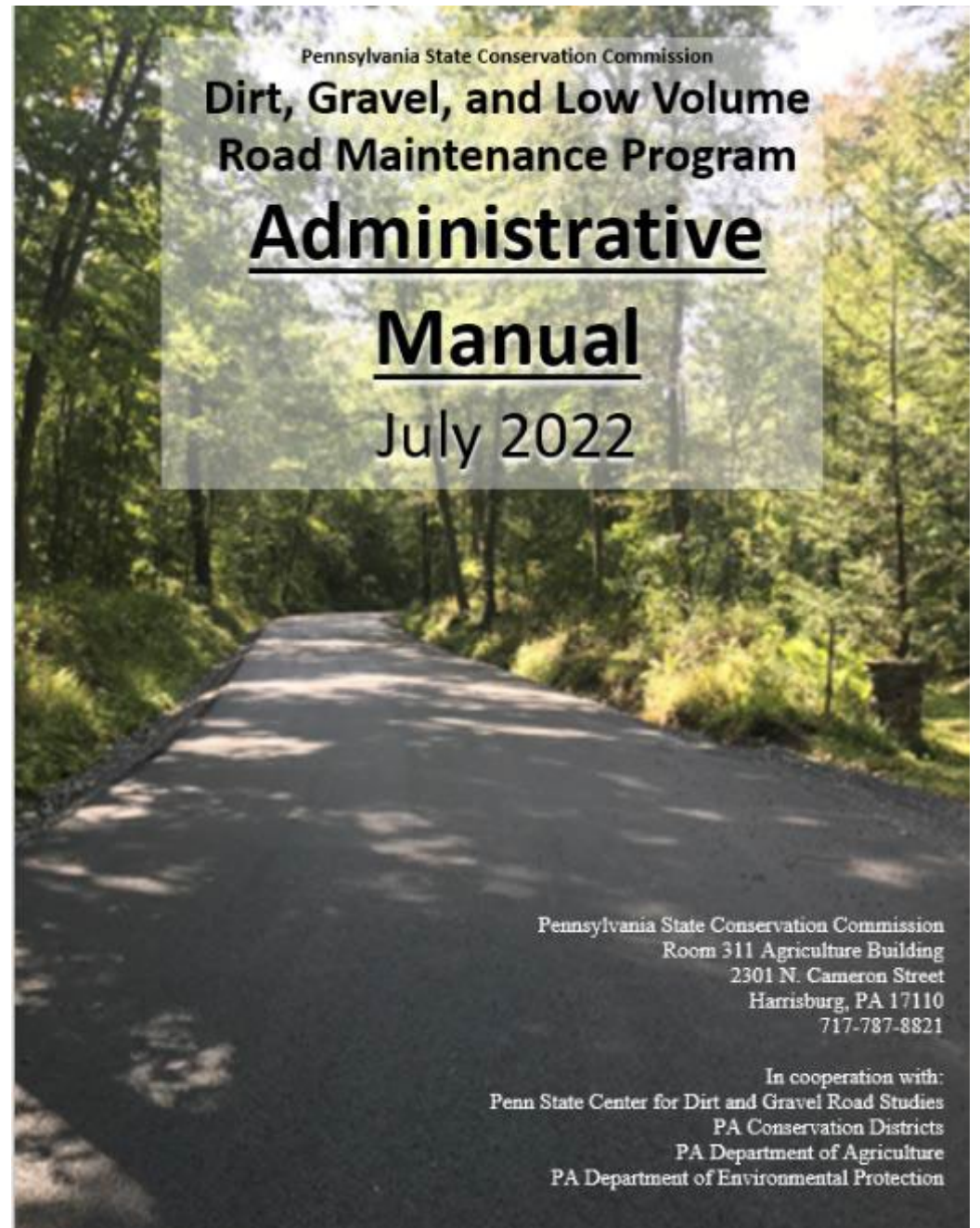
Approved by SCC 5/10/22

- 1) Introduction
- 2) SCC Role
- 3) Conservation District Role
- 4) Quality Assurance Board Role
- 5) Applicant Role
- 6) Center for Dirt and Gravel Roads
- 7) Additional Policies
- 8) Permits and Other Requirements

Appendices

**Available online.**

**Hard copies sent on request.**



## DGLVR Administrative Manual

Approved by SCC 5/10/22

- 1) Introduction
- 2) SCC Role
- 3) Conservation District Role
- 4) Quality Assurance Board Role (5 pages)**  
<https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/administrative-guidance-manual/4-quality-assurance-board-qab/>
- 5) Applicant Role
- 6) Center for Dirt and Gravel Roads
- 7) Additional Policies
- 8) Permits and Other Requirements

Appendices

**Available online.**

**Hard copies sent on request.**

## **4) QAB Role**

**Defines composition and function of QAB**

**Composition**

**Meeting Requirements**

**QAB Role in Projects**

**QAB Role in Policy**

## Quality Assurance Board -§ 9106 of the PA Motor Vehicle Code, (E)

*Within the conservation district a Quality Assurance Board shall be impaneled to establish and administer the grant program. The four-member QAB is to be comprised of a nonvoting chairman appointed by the conservation district directors and one local representative appointed by each of the following entities:*

- (1) The Federal Natural Resource Conservation Service*
- (2) The Pennsylvania Fish and Boat Commission*
- (3) The county conservation district*

*If circumstances require, the chairman may vote to decide a tie vote.*

Quality Assurance Board Why?

Quality Assurance Board Why?

Local Involvement and Control

NRCS – Federal: conservation and erosion

PAFBC – State: aquatics and hydrology

District – County: conservation multi-discipline

Who knows best for the County?

People in the County!

## Quality Assurance Board

- Local control within guidelines established by the SCC.
- QAB's purpose is to advise and assist the conservation district board.
  - QAB is advisory only
  - District Board has the final say

Composition of the QAB is established by law:

– **Only 4 members**

- Non-voting chair appointed by district board
- One voting member appointed by the district board
- One voting member appointed by Fish and Boat commission
- One voting member appointed by NRCS



Composition of the QAB is established by law:

- Only 4 members
  - Non-voting chair appointed by district board
  - One voting member appointed by the district board
  - One voting member appointed by Fish and Boat commission
  - One voting member appointed by NRCS
- **Chairman may only vote to decide a tie**

Composition of the QAB is established by law:

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  - One voting member appointed by the district board
  - One voting member appointed by Fish and Boat commission
  - One voting member appointed by NRCS
- Chairman may only vote to decide a tie
- **Voting members appointed by the agencies do not have to be employees**

Composition of the QAB is established by law:

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  - One voting member appointed by Fish and Boat commission
  - One voting member appointed by NRCS
- Chairman may only vote to decide a tie
- Voting members appointed by the agencies do not have to be employees
- **QAB can have as many advisors as they deem necessary, but advisors are non-voting**

## NRCS and PAFBC designate their QAB appointees

- Does not have to be NRCS/PAFBC employee.
- Can also designate an alternate.
- Should have appointment in writing
- Appointments need to be agreed upon by the agency and conservation district
- *Sample appointment letter:*

# Chap 4. QAB Role

*Sample appointment letter:*

**Voting members  
appointed by the  
agencies do not have to  
be employees**

**Word  
Version  
Available  
online**

[Your Name]  
[Street Address]  
PA Fish and Boat Commission / Natural Resource Conservation Service  
Date

[Recipient Name]  
[Title]  
\_\_\_\_\_ Conservation District  
[Street Address]  
[City, ST ZIP Code]

Dear [Recipient Name]:

The PA Fish and Boat Commission / Natural Resource Conservation Service recognizes the importance of serving on the Quality Assurance Board (QAB) for the \_\_\_\_\_ Conservation District's Dirt, Gravel, and Low Volume Road Maintenance Program (Program). The QAB is instrumental in recommending Program projects and policies to the Conservation District Board for approval.

In order to better serve the Conservation District and their program, the agency designates name of affiliation as the official representative of the PA Fish and Boat Commission / Natural Resource Conservation Service for the local QAB. This designation is effective immediately upon District approval and continues until date. Optional text could be added here to establish a designated alternate member to vote on the QAB in the event the member above cannot attend

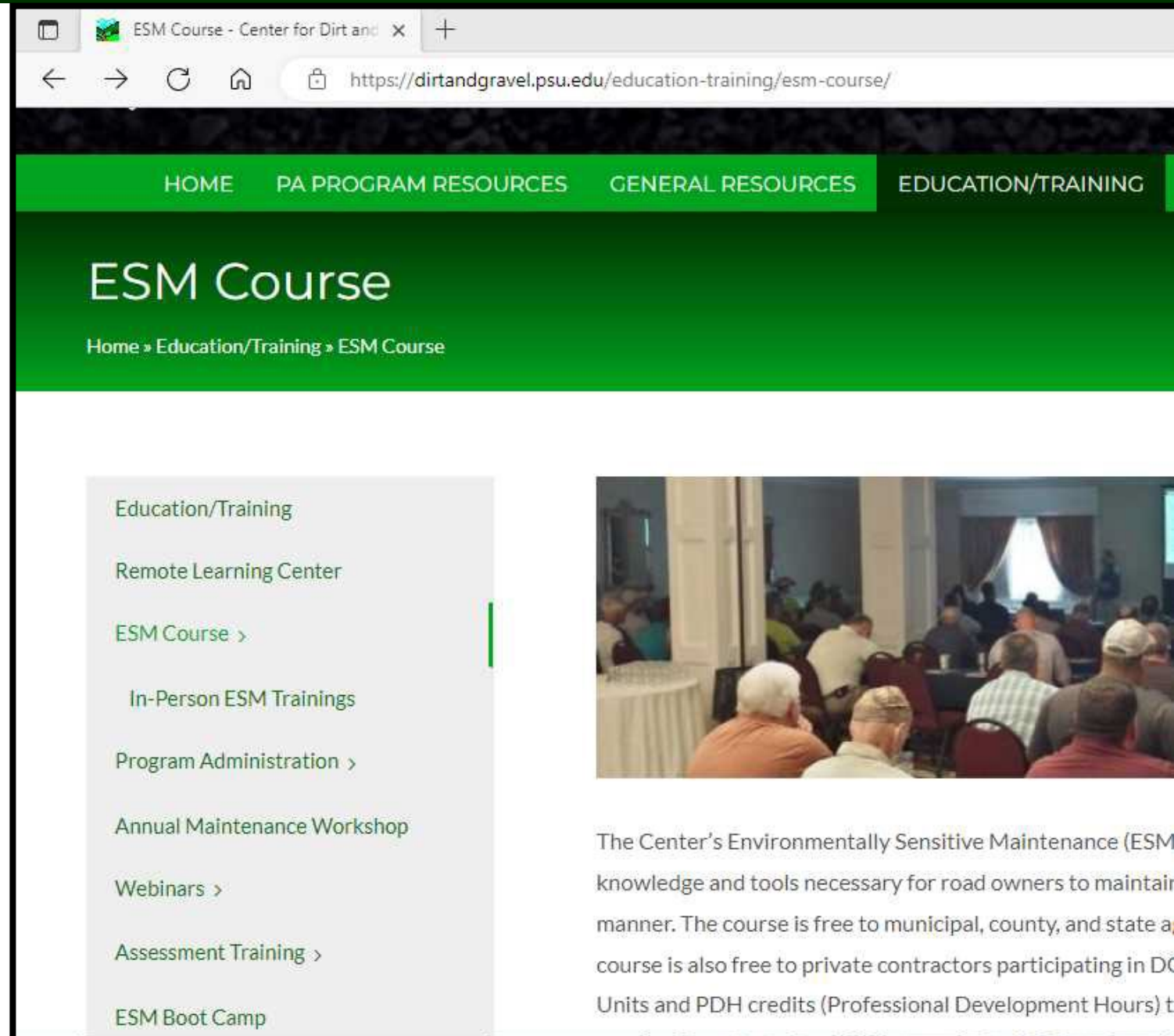
I would like to commend your organization for the important contribution it makes to our community and environment, and I wish you continued success with the Dirt, Gravel, and Low Volume Road Maintenance Program.

Sincerely,

[Your Name]

All QAB members are strongly encouraged to take ESM training

- At least one district member must take ESM training
- <https://dirtandgravel.psu.edu/education-training/esm-course/>
- No cost, must register online



The screenshot shows a web browser window with the URL <https://dirtandgravel.psu.edu/education-training/esm-course/>. The page features a green navigation bar with links for HOME, PA PROGRAM RESOURCES, GENERAL RESOURCES, and EDUCATION/TRAINING. Below the navigation bar, the main heading reads "ESM Course" with a breadcrumb trail: Home » Education/Training » ESM Course. A vertical sidebar on the left lists various resources: Education/Training, Remote Learning Center, ESM Course >, In-Person ESM Trainings, Program Administration >, Annual Maintenance Workshop, Webinars >, Assessment Training >, and ESM Boot Camp. To the right of the sidebar is a photograph of a group of people seated at tables in a room, likely attending a training session. Below the photo, the text states: "The Center's Environmentally Sensitive Maintenance (ESM) knowledge and tools necessary for road owners to maintain in a manner. The course is free to municipal, county, and state agencies. The course is also free to private contractors participating in DOT programs. Units and PDH credits (Professional Development Hours) are provided for participants."

- DGLVR Program Introduction
- **QAB Policy review**
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## QAB Meetings

- On a regular schedule or as needed
- Common action items at a QAB:
  - Review grant applications
  - Recommend projects for funding to the district board
  - Review completed projects
  - Recommend local policies to district board
- At least 2 of the 3 voting members (quorum) needed to make recommendations to the district board



## QAB Meetings must meet Sunshine Act Requirements

*The Pennsylvania Sunshine Act requires all public agencies to take all official actions and conduct all deliberations leading up to official actions at public meetings. The Act covers all such actions by municipal governing bodies, committees of these governing bodies and municipal boards and commissions.*

*-Open Meetings, the Sunshine Act (Pennsylvania)*

## Sunshine Act *Highlights*

- Notice of meetings are posted in a local paper and at the location of the meeting
- Keep meeting minutes
- Must have a quorum to vote
- Meeting must be public
  - Cannot vote via email
  - Can vote in a virtual meeting or conference call if the public has access to join

*Note that this list is not all-inclusive. Additional information online at <https://www.agriculture.pa.gov/Pages/Sunshine-Act.aspx>*

## Sunshine Act *Highlights*

- Agenda posting requirements added in 2021
  - Post agenda at meeting location at least 24 hours in advance of the meeting
  - Post agenda on social media, website, and at the agency's office
  - Copies of the agenda must be available for the public at the meeting
  - Include all issues to be deliberated on and any planned official action (votes)

Frequently Asked Questions at <https://www.openrecords.pa.gov/SunshineAct.cfm>

*Note that this list is not all-inclusive. Additional information online at <https://www.agriculture.pa.gov/Pages/Sunshine-Act.aspx>*

## DGLVR Administrative Manual update 7/1/2022

### 4.3.1 Project Ranking / Sunshine Act

- Field visits by the QAB are not subject to Sunshine Act requirements as long as no deliberations of QAB business occurs and no official actions or recommendations are made during the visit.

- DGLVR Program Introduction
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### 4.3.1 QAB Role: Project Ranking

- QAB members should become familiar with applicant's worksites:
  - Site visits as a group
  - Site visits individually
  - Photo tour from District staff
  - Paper application review only **Not recommended**
  - Throw darts at "application dartboard"

**Best option**



**Not recommended**

### 4.3.1 QAB Role: Project Ranking

- Each County must have written Project Ranking Criteria
  - Based on local priorities.
  - Can have separate DGR and LVR or combined.
  - Must provide for equal access.
  - Example template available on Center's website.

*This document is provided only as an example. County QABs can use as little or as much of the information here as they desire to establish local priorities in project ranking.*

**Example Dirt, Gravel, and Low-Volume Road Grant**

**Application Ranking 8/13/14**

| Select type of application |                           |
|----------------------------|---------------------------|
| <input type="checkbox"/>   | Unpaved (Dirt and Gravel) |
| <input type="checkbox"/>   | Paved (Low Volume Road)   |

**SECTION 1: APPLICATION VALIDATION**

*Note the validation criteria in Section 1 serve to insure a project is eligible. Feel free to insert additional county specific criteria.*

Does this road site negatively impact a stream, lake, wetland, or other water body? YES NO

Will this site be used for agricultural purposes? YES NO

Does the applicant have a valid permit for the proposed project? YES NO

Has the applicant identified and agreed to obtain all necessary permits? YES NO

**LVR ONLY:** If the traffic count is known at this point, is it 500 vehicles per day or less? YES NO *unavailable*

*(note traffic count is required before contract is signed)*

*If any of the questions above are answered "NO", the application is currently not eligible for funding.*

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**SECTION 2: APPLICATION RANKING**

*Feel free to delete criteria, add criteria, or change weighting of criteria to better fit local County needs.*

**SEVERITY OF PROBLEM**

1. "Modified" Worksite Assessment:

a. Road Drainage to Stream: none-0 Slight-5 Moderate-10 Severe-15 \_\_\_\_\_ (15)

b. Wet Site Conditions: Dry-0 Saturated Ditches-3 Roadside Springs-5 \_\_\_\_\_ (10)

Flow in Ditches-7 Saturated Base-10 \_\_\_\_\_ (15)

c. Road Surface Condition \_\_\_\_\_ (15)

i. LVR EVALUATION: Pavement Condition: good-0 Fair, some cracking-5 Poor, cracking, unevenness-7 Damaged-10 Severely Damaged-15

ii. D&G EVALUATION: Hard Gravel-0 Mixed Stone-5 Soft Stone-7 \_\_\_\_\_ (15)

h. Outlets to Stream: None-0 Near Stream-3 Directly to Stream-5 \_\_\_\_\_ (5)

i. Outlet/Bleeder Stability: Stable-0 Moderate-3 Unstable-5 \_\_\_\_\_ (5)

j. Road Ditch Stability: Stable-0 Fair-3 Poor-7 Unstable-10 \_\_\_\_\_ (10)

k. Road Bank Stability: Stable-0 Fair-3 Poor-7 Unstable-10 \_\_\_\_\_ (10)

l. Average Canopy Cover: Moderate-0 Minimal-3 Heavy-5 \_\_\_\_\_ (5)

m. Off-ROW Impacts resolved \_\_\_\_\_ (5)

*Note the assessment above has been modified for this example. Feel free to use the original version or modify to reflect county priorities. Regardless of the modifications, the criteria should be re-evaluated when they are applied for.*

**Application Validation**

**Problem**

2. Classification of stream or waterbody impacted:  
 Warmwater Fishery-10 Coldwater Fishery-20 HQ/EV/drinking water-30 \_\_\_\_\_ (30)

**EFFECTIVENESS OF SOLUTION**

3. Degree to which project remediates impact to waterbody:  
 Slightly-0 Moderately-10 Highly-30 Almost completely-50 \_\_\_\_\_ (50)

4. **Solution** \_\_\_\_\_ (15)

5. Cost effectiveness: How much "environmental benefit per dollar" (benefit per cost)?  
 Low ben/\$-0 Moderate ben/\$-10 High ben/\$-30 Very high ben/\$-50 \_\_\_\_\_ (50)

**OTHER FACTORS**

6. **Misc** \_\_\_\_\_ (5)

7. **Misc** \_\_\_\_\_ (5)

No-0 Discussed site details with CD-10 Met w/CD on site-15

*This sample ranking criteria is weighted toward applications that have moderate to severe environmental problems, and high to very high benefit solutions. Your QAB is encouraged to customize this to best fit your county's needs.*

**Point Summary:**  
 Severity of Problem: \_\_\_\_\_ (140 possible points)  
 Effectiveness of Solution: \_\_\_\_\_ (115 possible points)  
 Other Factors: \_\_\_\_\_ (45 possible points)  
**TOTAL SCORE:** \_\_\_\_\_ (300 possible points)

**OTHER CONSIDERATIONS:** Some other factors that your local QAB may want to consider:

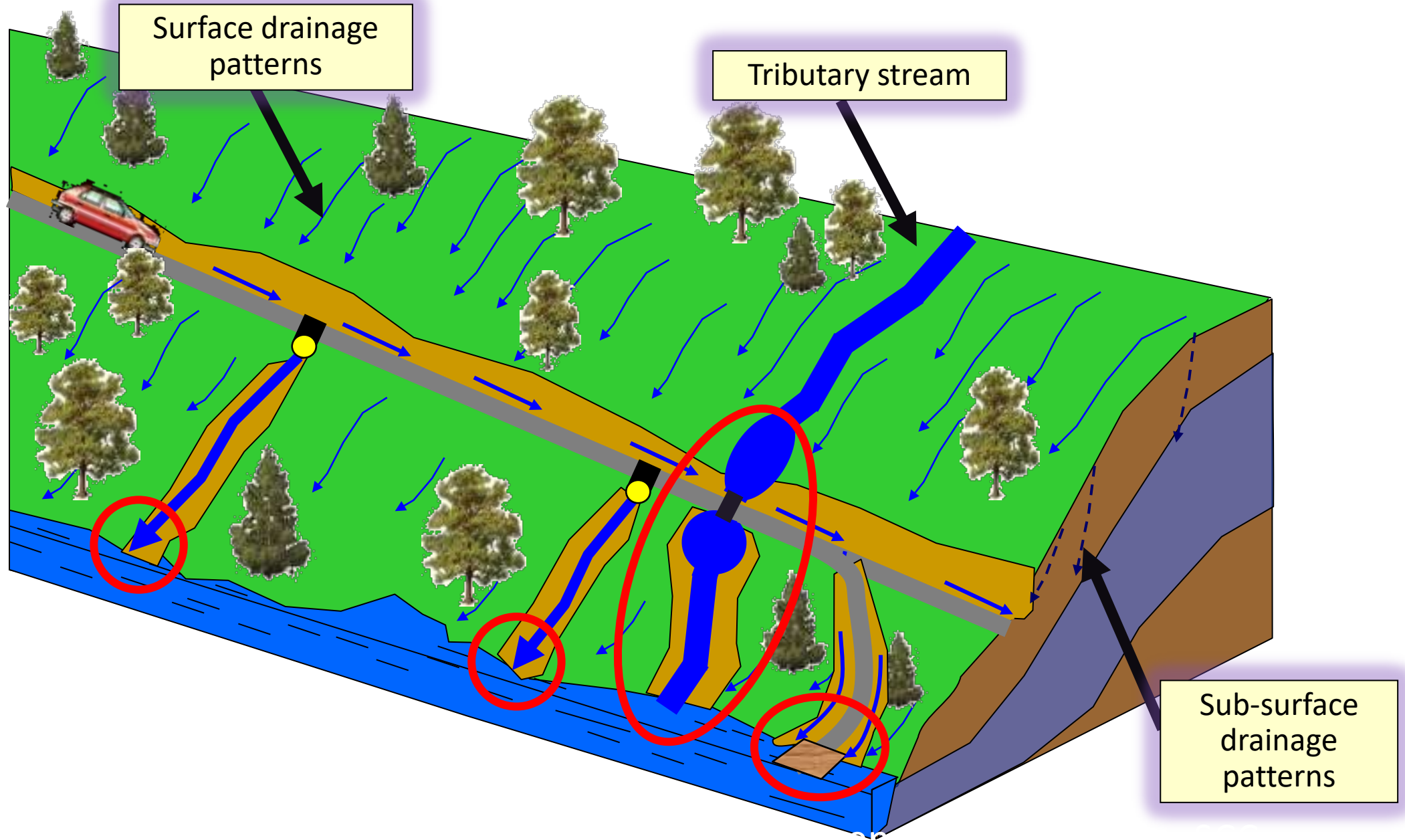
- Types of road use (residential, school bus route, timber, agriculture, etc.)
- Are all necessary permits already in hand or applied for?
- Addressing road hazards.
- Past working relationship with applicant within Program.
- A required minimum score in order to be eligible for funding.
- Location of project within MS4 or TMDL or Combined Sewer Overflow region.

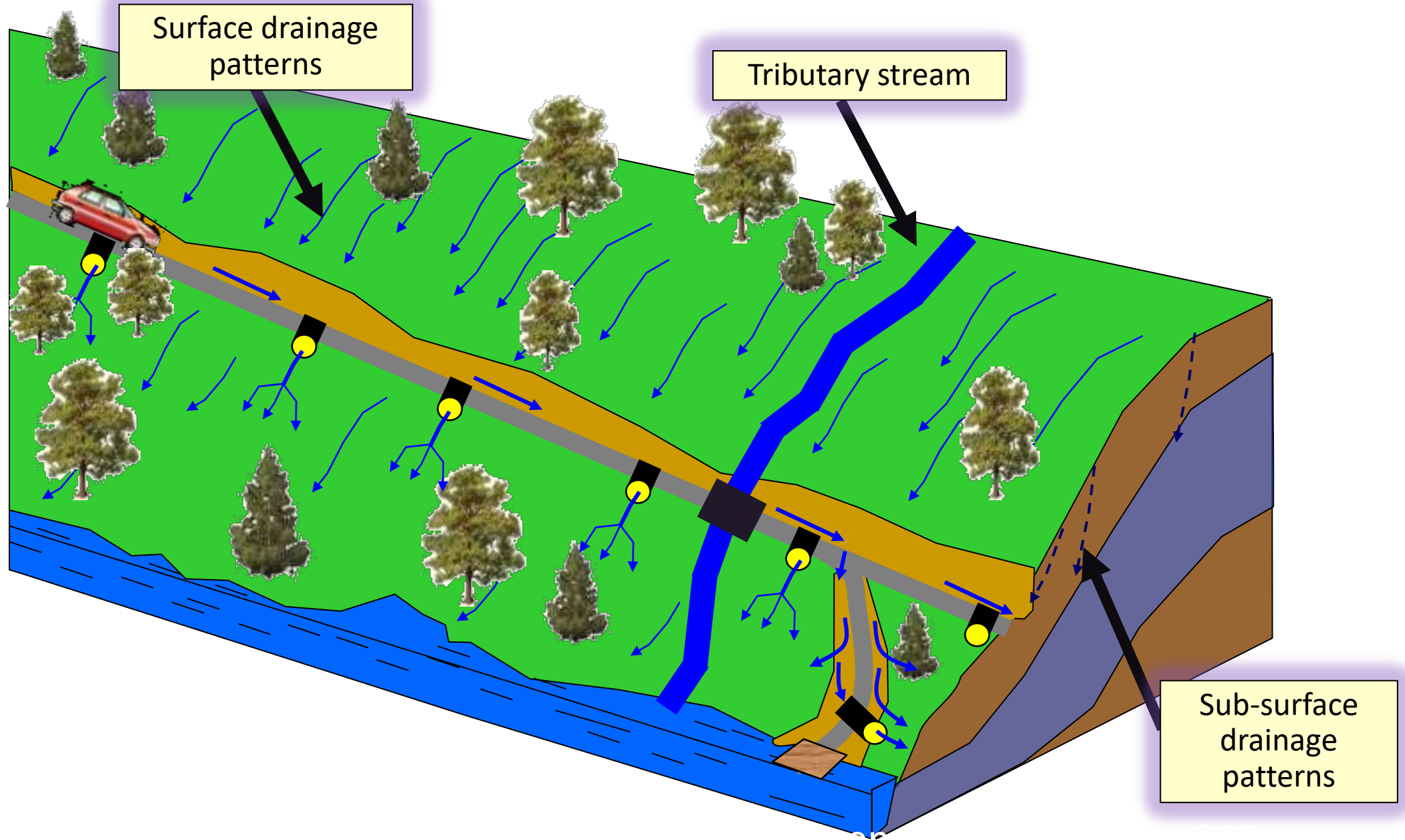
*Your QAB is encouraged to customize this evaluation to circumstances in your county. You may develop a joint D&G and LVR ranking sheet such as this, or you may develop separate rankings for D&G and LVR applications. Any ranking criteria used should insure equal access to all applicants.*

**Other thoughts**

**Ranking Criteria Webinar Recorded 12/11/14**  
 Recording and PowerPoint available online  
[www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)







- The QAB can make changes to a grant application

(2) Expedite the approval process by allowing the Quality Assurance Board to insert additional requirements that complete and qualify the grant for approval and which when accepted by the applicant become a binding obligation on the applicant.

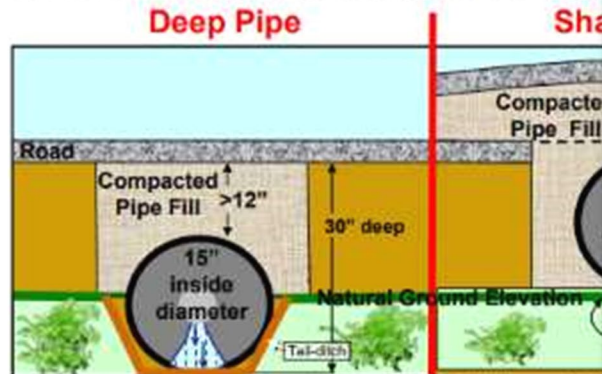
- Can add a cross pipe, underdrain, attach a technical bulletin, etc.

## Technical Bulletin Shallow Crosspipes

**SHALLOW CROSSPIPE \*** -- A drainage culvert (road ditch outlet) install elevation, avoiding the need for an outlet trench or "tail-ditch."

\* Please also see the Center's related technical bulletin for crosspipe installation procedure.

The key to a **shallow crosspipe** is to allow the "Natural Ground Elevation" crosspipe elevation. Natural Ground Elevation simply refers to the height of a traditional crosspipe, illustrated on the left below, uses the road surface installation depth. This can result in an excessively deep pipe, since the road is excavated deeper into the road. This method often requires an outlet constant source of maintenance and erosion. By contrast, a **shallow crosspipe** drains to natural ground. Pipe cover is then obtained by importing fill over the road. The best way to understand a shallow pipe is to compare it to a traditional deep pipe.



Looking at the crosspipe outlet, comparing deep and shallow pipe placements. Note the green "natural ground" to obtain pipe cover. Shallow pipe placements are based off of the natural ground elevation at the pipe outlet.



The publishers of this publication gratefully acknowledge the financial support of the PA State Conservation Commission. For additional information or assistance, contact: Center for Dirt & Gravel Road Studies, Penn State University, 215 Transportation Research Building, University Park, PA 16802 (Toll-Free Phone: 1-866-868-6863, Fax: 814-863-6787, Email: dirtandgravel@psu.edu). Additional copies available on our website at: <http://www.dirtandgravel.psu.edu>. © 2016 All rights reserved.

## Technical Bulletin Constructed Stone Underdrains

### INSTALLATION SEQUENCE

The following details the installation of a constructed stone underdrain in an upslope road ditch. Here, the underdrain is installed to collect flow from bank springs and to intercept subsurface flow before it could saturate the road bed. The depth of the excavated trench should allow for the height of the constructed drain and at least 12" of cover over the drain to reach the bottom of the finished road ditch. When excavating for the drain, ensure continuous fall in the trench to the outlet.

- Place geotextile fabric in the excavated drain trench, leaving enough material to form a double layer on the drain top.
- Fill lined trench with clean stone. If desired, embed perforated in the clean stone.
- Wrap the fabric around the stone to fully encase the drain.
- Place at least 12" of fill over the underdrain. This can be native fill removed during trench excavation. However, if the underdrain is beneath a ditch (as in this example), and there is a possibility that the native fill will perch water above the drain, consider topping the drain with a porous rock that is resistant to erosion. Correctly shape the ditch.

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## Technical Bulletin Driving Surface Aggregate

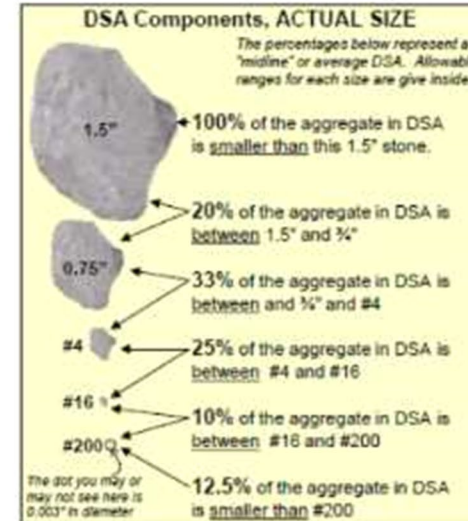


**Driving Surface Aggregate (DSA):** Developed by Penn State's Center for Dirt and Gravel Road Studies, DSA is a mixture of crushed stone developed specifically as a surface wearing course for unpaved roads. DSA has a unique particle size distribution designed to maximize packing density and produce a durable road surface that performs better than conventional aggregates (which are usually designed for drainage or fill).

Inside the DSA: Larger particles locked tightly in place by smaller particles and fines.



Figure 1: Placement of DSA through a paver.



The above illustration shows how the various size components of DSA lock together when compacted to produce the most dense and durable aggregate surface possible. The specification is well graded from large pieces that give support, all the way down to the "fines", rock particles less than 1/300<sup>th</sup> of an inch. This well graded mix including fines allows DSA to achieve a very high density. The box to the left illustrates the actual sizes of a "midline" or average DSA specification.

### DSA Key Facts:

- Designed for maximum compacted density;
- Contains 10%-15% "minus #200" fine material;
- Fine material is crushed rock, not silt or clay;
- Must be delivered at "optimum moisture";
- Should be placed using a motor-paver;
- Should be compacted with 10-ton vibrate roller;
- Can be placed at in an 8" depth and compacted to 6", or in a 6" depth and compacted to 4".

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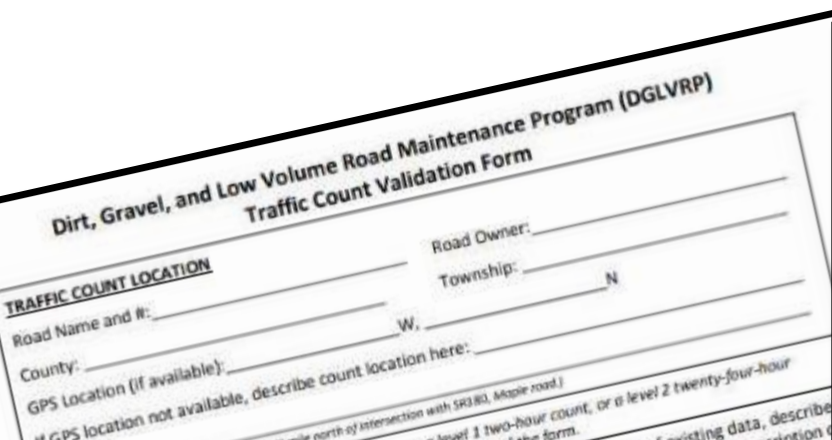
Recorded webinar on Better Grant Applications is available at <https://dirtandgravel.psu.edu/education-training/webinars/past-webinars/>

## January 12: Better Grant Applications 2023

- This webinar discussed some common shortcomings of grant applications from applicants and considerations for improvement.
- [Webinar Download](#) (75.6 MB): MP4 format (~47 minutes)

Some districts and QABs may want to review required paperwork during the application stage:

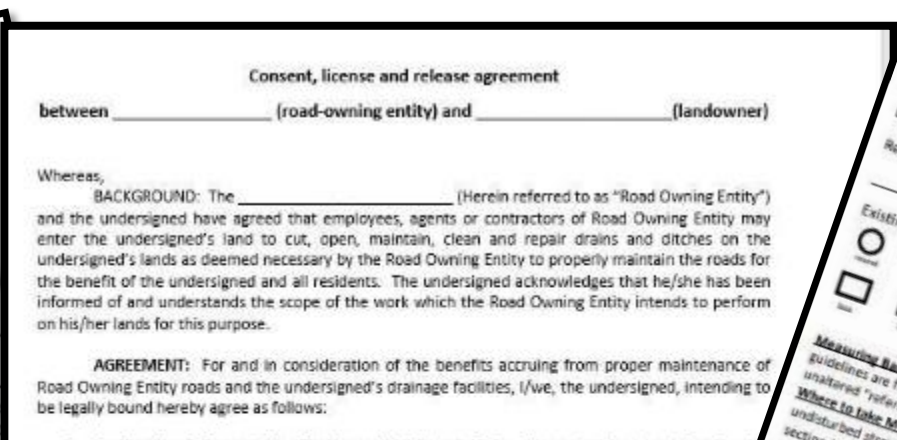
- Traffic count for LVR Projects
- Landowner consent for off right-of-way work
- Steam crossing forms
  - Note: significant policy updates in 2022, including Stream Crossing Design and Installation Standard



**Dirt, Gravel, and Low Volume Road Maintenance Program (DGLVRP)**  
**Traffic Count Validation Form**

**TRAFFIC COUNT LOCATION**

Road Name and #: \_\_\_\_\_ Road Owner: \_\_\_\_\_  
County: \_\_\_\_\_ Township: \_\_\_\_\_ N  
GPS location (if available): \_\_\_\_\_ W, \_\_\_\_\_  
If GPS location not available, describe count location here: \_\_\_\_\_

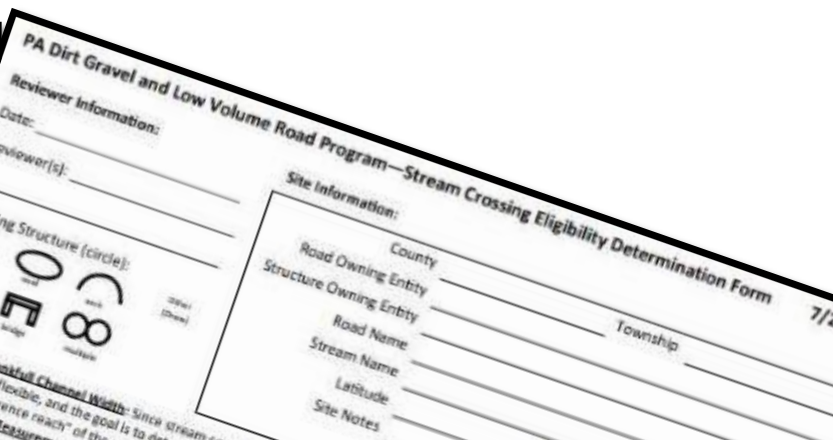


**Consent, license and release agreement**

between \_\_\_\_\_ (road-owning entity) and \_\_\_\_\_ (landowner)

Whereas,  
BACKGROUND: The \_\_\_\_\_ (Herein referred to as "Road Owning Entity") and the undersigned have agreed that employees, agents or contractors of Road Owning Entity may enter the undersigned's land to cut, open, maintain, clean and repair drains and ditches on the undersigned's lands as deemed necessary by the Road Owning Entity to properly maintain the roads for the benefit of the undersigned and all residents. The undersigned acknowledges that he/she has been informed of and understands the scope of the work which the Road Owning Entity intends to perform on his/her lands for this purpose.

AGREEMENT: For and in consideration of the benefits accruing from proper maintenance of Road Owning Entity roads and the undersigned's drainage facilities, I/we, the undersigned, intending to be legally bound hereby agree as follows:



**PA Dirt Gravel and Low Volume Road Program—Stream Crossing Eligibility Determination Form**

**Reviewer Information:**  
Date: \_\_\_\_\_  
Reviewer(s): \_\_\_\_\_

**Existing Structure (circle):**

bridge  culvert  ditch  road  stream  wall  wall (stone)

**Measuring Bankfull Channel Width:** Since stream channel width is flexible, and the goal is to determine the "reference reach" of the stream, the goal is to determine the width of the stream in an undisturbed section.

**Where to Take Measurements:**

**Site Information:**  
County \_\_\_\_\_  
Road Owning Entity \_\_\_\_\_  
Structure Owning Entity \_\_\_\_\_  
Road Name \_\_\_\_\_ Township \_\_\_\_\_  
Stream Name \_\_\_\_\_  
Latitude \_\_\_\_\_  
Site Notes \_\_\_\_\_

### **4.3.2 QAB Role: Funding Recommendations**

- QAB makes funding recommendations based on the ranking criteria it establishes
- District board then considers QAB recommendations
- When the district board approves an application, district staff may then develop and secure a contract.

### 4.3.3 QAB Role: Project Implementation

- After contract is secured, district staff is responsible for project administration, oversight, and inspection.
- Future funding decisions for the project may be made by the CD Board with minimal QAB involvement.
  - i.e. District board could approve a contract amendment without QAB involvement
  - It's a local decision on how much the QAB is involved after projects are funded



- DGLVR Program Introduction
- **QAB Policy review**
  - QAB Structure and purpose
  - Meeting guidelines
  - Role in projects
  - **Role in local policy**
- What to do if you're a new QAB member



## QAB Role in Policy

Developing local policy is a major function of the QAB:

- QABs develop policy
- District board adopts policy

### Required Local Policies

- Equal Access
- Conflict of Interest
- Project Ranking
- Incentives for training
- Non-pollution standards

- **Conflict of Interest**

- Note that in the event a QAB voting member has a conflict of interest, they cannot temporarily switch places with the non-voting chair for that vote

#### 4.2.3 QAB Meeting Procedures

The QAB must establish rules of order and procedures to govern their meetings. There must be a quorum (at least two of the three voting QAB members), to vote on any recommendations to the district board. The QAB chairman may only vote to decide a tie. Meeting minutes must be kept and made available to the district board and general public. QAB meetings may be held via conference call as long as they meet the public notice requirements described above.

## Optional Local Policies

- QAB can recommend policies for use within County Program.
- Can be “more stringent” than Statewide policy.
- Cannot conflict with Statewide policy.
- Examples:
  - Deadlines for applications
  - Limiting use of DSA
  - Limiting number of stream crossings
  - Ongoing maintenance requirements

# Individual County pages have contact info and policies

## Conservation Districts

Pennsylvania's conservation districts administer and implement the Program at the county level. Conservation districts accept applications for funding from potential applicants, and award grants to local road owning entities. District staff is responsible for working with grant applicants to develop projects, project oversight, financial tracking and reporting, and general administration of the Program at the county level.

Select any District from the list on the right to visit their individual Program page. Note that Philadelphia County does not currently participate in the Program.

- Choose a District - 



## District Documents Disclaimer

The documents made available within each District's 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.

### Dirt & Gravel Program Stats

|                    |                  |
|--------------------|------------------|
| Funded Site Miles  | 2,696            |
| Contracted Sites   | 312              |
| Completed Sites    | 5,229            |
| Total Expenditures | \$204,644,865.88 |

### Low Volume Program Stats

|                    |                 |
|--------------------|-----------------|
| Funded Site Miles  | 368             |
| Contracted Sites   | 149             |
| Completed Sites    | 1,032           |
| Total Expenditures | \$56,124,406.20 |

<http://www.dirtandgravel.psu.edu/pa-program-resources/conservation-districts>

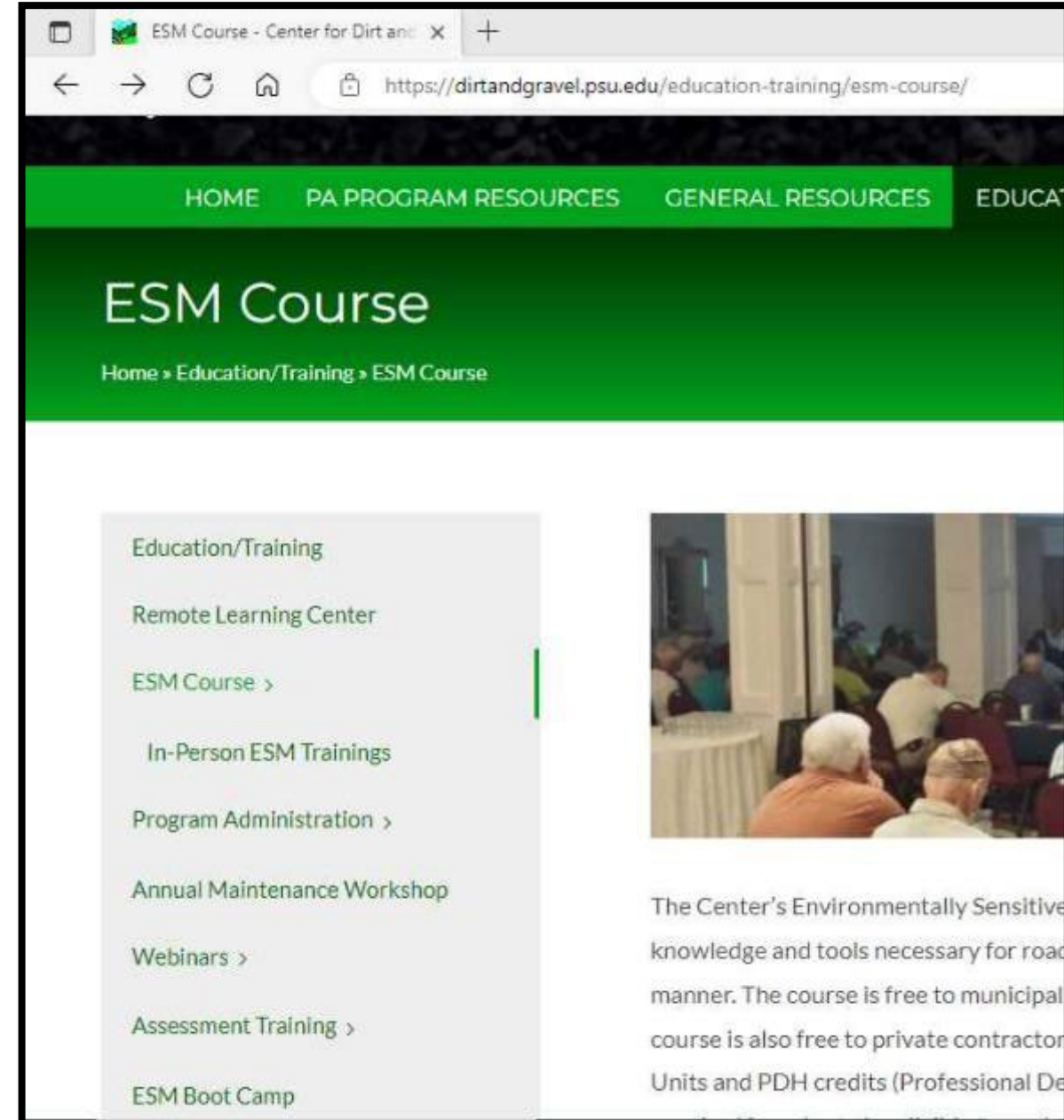


- DGLVR Program Introduction
- QAB Policy review
  - QAB Structure and purpose
  - Meeting guidelines
  - Role in projects
  - Role in local policy
- **What to do if you're a new QAB member**



## New QAB Members

- Connect with the conservation district staff who administer the DGLVR Program
- Review local policy and ranking criteria
- Attend ESM training
- Watch this presentation
- Visit DGLVR project sites
  - Proposed
  - Under construction
  - Completed



The screenshot shows a web browser window displaying the 'ESM Course' page. The browser's address bar shows the URL: <https://dirtandgravel.psu.edu/education-training/esm-course/>. The website has a green header with navigation links: HOME, PA PROGRAM RESOURCES, GENERAL RESOURCES, and EDUCATION. Below the header, the main heading is 'ESM Course' with a breadcrumb trail: Home > Education/Training > ESM Course. A left sidebar menu lists various training options: Education/Training, Remote Learning Center, ESM Course > (highlighted), In-Person ESM Trainings, Program Administration >, Annual Maintenance Workshop, Webinars >, Assessment Training >, and ESM Boot Camp. To the right of the menu is a photograph of a group of people sitting at tables in a classroom or meeting room. Below the photo, there is a text block that begins with 'The Center's Environmentally Sensitive knowledge and tools necessary for road manner. The course is free to municipal course is also free to private contractor Units and PDH credits (Professional De'.



- QABs recommend local DGLVR policy and project funding
- Local control is an important part of the DGLVR Program
- QABs are encouraged to be active and involved in your local DGLVR Program
- Being on the QAB does not have to be a huge time commitment
- Questions?
  - Reach out to your county conservation district
  - Sherri Law
    - State Conservation Commission
    - [shlaw@pa.gov](mailto:shlaw@pa.gov)
    - 223-666-2567 or 717-787-4357