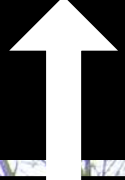



Quality Assurance Boards



Toggle Fullscreen mode with this button above



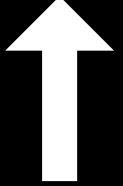
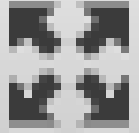
Use Chat box to ask Questions



If you are reading this, then you are successfully seeing the **webinar video**. In addition to audio on the webinar, we have opened a phone conference line to allow attendees to listen and ask questions directly: **866-823-7699**. Please use either the webinar audio or conference line, but not both (will produce feedback)

Audio also available via phone: 866-823-7699
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**Toggle Fullscreen
mode with this button
above**



**Use Chat box to
ask Questions**

Participant phone lines will be muted
until after initial presentation

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Webinar, including Q&A, will be recorded and available later. www.dirtandgravelroads.org



Center for Dirt and Gravel Road Studies



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Webinars:

In an effort to better communicate the many changes occurring within the Program, the PSU Center for Dirt and Gravel Roads will be scheduling a series of webinars in the coming months. The webinars will be directed at Conservation Districts, although anyone can join and there is no fee. These webinars will be topic-specific, not general program updates as some past webinars have been. The webinars will consist of 20-40 minutes of presentation, followed by 40-60 minutes of Q&A or discussion (90 minute max).

Webinar Link (no registration needed if you sign in as a guest): <https://meeting.psu.edu/cdgrs/>



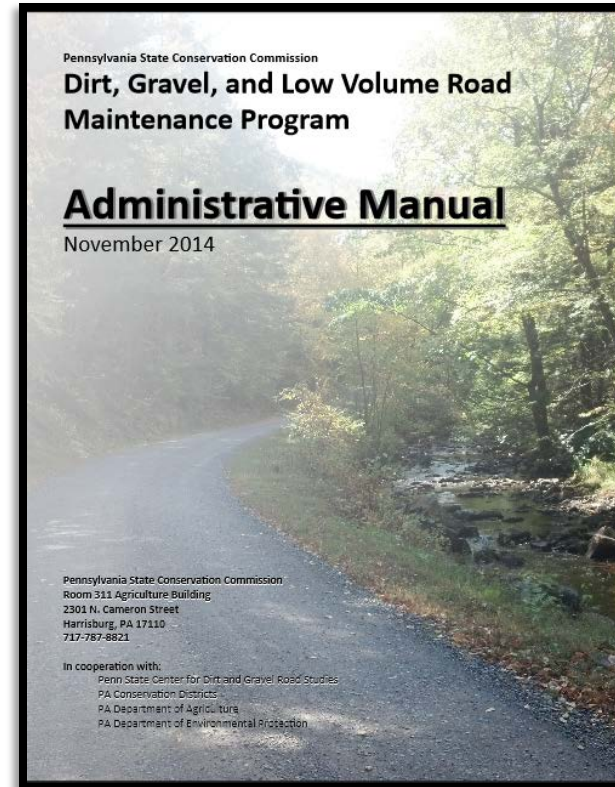
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DG&LVR Administrative Manual

Approved by SCC 11/12/14

- 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



Quality Assurance Board (QAB) Issues



- **QAB Structure and Purpose**
- **QAB Meeting Guidelines**
- **QAB Role in Local Projects**
- **QAB Role in Local Policy**
- **QAB “to-do list”**

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Quality Assurance Board -§ 9106, (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.

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Quality Assurance Board Why?

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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 commission.
- QAB's purpose is to advise and assist the conservation district board.
 - QAB is advisory only
 - District Board has the final say

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Poll Question

How many QAB members are listening to this Webinar?

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QAB Structure

– 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**

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QAB Structure

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

– All QAB members are strongly encouraged to take ESM training

- At least one district member must take ESM training

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QAB Structure

- Only 4 members
 - Non-voting chair appointed by district board
 - One voting member appointed by the district board
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 - One voting member appointed by NRCS
- Chairman may only vote to decide a tie
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- **All QAB members are strongly encouraged to take ESM training**
 - At least one district member must take ESM training

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QAB Structure

- 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
- Voting members appointed by the agencies do not have to be employees
- All QAB members are strongly encouraged to take ESM training
 - At least one district member must take ESM training
- **QAB can have as many advisors as they deem necessary, but advisors are non voting**

NRCS and PAFBC (not CD) designate their QAB appointees

- Does not have to be NRCS/PAFBC employee.
- Can also designate an alternate.
- Should have appointment in writing
- *Sample appointment letter:*

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QAB Issues

Sample appointment letter:

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

[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]

Quality Assurance Board (QAB) Issues



- QAB Structure and Purpose
- **QAB Meeting Guidelines**
- QAB Role in Local Projects
- QAB Role in Local Policy
- QAB “to-do list”

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QAB Meetings

- On a regular schedule or as needed basis
- Common action items at a QAB meeting:
 - Review grant applications
 - Recommend projects for funding to the district board
 - Review completed projects
 - Recommend local policies to district board

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QAB Meetings must be Sunshined

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)

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QAB Meetings must be Sunshined

- Regular meetings may be noticed in local paper.
- As needed meeting must be noticed in local paper at least 24 hours in advance.
- Conference call meetings are ok, but must still be sunshined.
- Must have quorum of voting members (2 of three voting members).
- Must keep minutes.

<http://webpages.charter.net/gdsbmmlp/sunshine.htm>

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Quality Assurance Board (QAB) Issues



- QAB Structure and Purpose
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QAB Role in Projects

- **Make funding recommendations to District Board.**
 - Establish local priorities & ranking criteria
 - Application deadlines and retention policies
 - Rank applications
 - Recommend applications to CD board

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Poll Question

How do you evaluate applications?

- QAB visits sites as a group
- QAB visits sites individually
- District technician visit sites and reports back
- No site visits, rank paper applications only

Please be honest, we can't track answers anyway!

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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



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QAB Role: Project Ranking

- **Project Ranking Criteria**

- Individual to your county
- Should have environmental focus
- **REQUIRED** – the only way to answer: “why did you fund that project and not my project?”
- Example provided by Center:

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Application Ranking Criteria SAMPLE ONLY

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	<i>single choice</i>
Will the proposed project reduce environmental impacts to a water body?	YES	NO	
Is someone from the applying entity "ESM Certified" within the past 5 year?	YES	NO	
Does the proposed application meet all SCC requirements (non-pollution, pipe size, etc.)	YES	NO	
Does the proposed application meet all policies adopted by the local County QAB?	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	<i>unavailable</i>

(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.

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:

- Road Drainage to Stream:** none-0 Slight-5 Moderate-10 Severe-15 _____ (15)
- Wet Site Conditions:** Dry-0 Saturated Ditches-3 Roadside Springs-5 _____ (10)
Flow in Ditches-7 Saturated Base-10
- Road Surface Condition** _____ (15)
 - LVR EVALUATION: Pavement Condition:** good-0 fair, some cracking-5
Poor, cracking, unevenness-7 Damaged-10 Severely Damaged-15
 - D&G EVALUATION:** Hard Gravel-0 Mixed Stone-5 Soft Stone-7
Mixed stone/dirt/dust-10 Severe Dust-15
- Road Slope:** <5%-0 5-10%-5 >10%-10 _____ (10)
- Road Shape (cross-slope/crown):** Good-0 Fair-3 Poor-5 _____ (5)
- Slope to Stream:** <30%-0 30-60%-3 >60%-5 _____ (5)
- Distance to Stream:** >100'-0 50'-100'-3 <50'/crossing-5 _____ (5)
- Outlets to Stream:** None-0 Near Stream-3 Directly to Stream-5 _____ (5)
- Outlet/Bleeder Stability:** Stable-0 Moderate-3 Unstable-5 _____ (5)
- Road Ditch Stability:** Stable-0 Fair-3 Poor-7 Unstable-10 _____ (10)
- Road Bank Stability:** Stable-0 Fair-3 Poor-7 Unstable-10 _____ (10)

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. Degree to which project improves road:

Slightly-0 Moderately-5 Highly-10 Extremely high-15 _____ (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. In-Kind Contributions from Applicant:

1 to 10%-5 10-25%-10 Over 25%-15 _____ (15)

7. Did applicant contact CD about this specific project before submitting application:

No-0 Discussed site details with CD-10 Met w/CD on site-15 _____ (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 regions.
- Presence or absence of "curb and gutter" systems.
- Flooding or winter icing issues on the road.
- Future road use plans (developments, drilling, etc).
- Collaboration with other agencies or projects.

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 potential applicants and be consistent with state policies. Program and Center staff would be glad to review your ranking criteria on request.

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Application Ranking Criteria SAMPLE ONLY

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.

2. Classification of stream or waterbody impacted:

Warmwater Fishery-10 Coldwater Fishery-20 HQ/EV/drinking water-30

_____ (30)

NEXT WEBINAR: December 11th 10AM

Application Ranking Criteria

- Review of Center's sample template
- Explanation of items in sample template
 - Discussion of other potential factors
- Input from other Conservation Districts

QAB Role: Project Ranking

- QAB members should become familiar with applicant's worksites
- Site visit is recommended. Must be sunshined if a quorum of voting members is present.

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)

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QAB Role: Funding Recommendations

- QAB makes funding recommendations to District Board.
- District Board then considers QAB recommendations.
- When the District Board approves an application, district staff may then develop and secure a contract.

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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 board with minimal QAB involvement.
 - i.e. District board could approve a contract amendment without QAB involvement

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Poll Question

Do QAB members ever visit in-progress projects?

- Always
- Usually
- Occasionally
- Rarely
- Never

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Poll Question

Does your QAB visit completed projects?

- QAB visits as a group as part of site inspection
- QAB visit as a group after completion
- QAB members visit individually
- QAB gets report from CD only
- QAB never discusses completed projects

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Quality Assurance Board (QAB) Issues



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QAB Role in Policy

Developing local policy is a major function of the QAB:

- QABs develops and recommends policy
- District Board adopts policy

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Required Policies

- Equal Access
- Conflict of Interest
- Project Ranking
- Non-pollution Standards

Samples online →

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pa program

general info

products

gis

qa/qc

workgroups

resources

- ➔ blank forms
- ➔ reference
- ➔ manual
- ➔ **sample policies**
- ➔ allocations

forestry

low volume roads

center home



Sample Policies

The Dirt and Gravel Program is b...
Program to fit their local needs t...
enacted by Conservation District...
The collection of policies and form...
Conservation Districts.

Project Ranking Criteria: Shee...
based on local priorities.

- [Sample 1](#) (70.7 KB)
- [Sample 2](#) (68.5 KB)
- [Sample 3](#) (37.6 KB)
- [Sample 4](#) (68.3 KB)
- [Sample 5](#) (75 KB)

Complete County Policies: Exa...
use in the Dirt and Gravel Road I...

- [Sample 1](#) (270 KB)
- [Sample 2](#) (63.8 KB)
- [Sample 3](#) (200 KB)
- [Sample 4](#) (211 KB)

Equal Access / Conflict of Int...
beginning of the Program.

- [Sample 1](#) (28.2 KB)
- [Sample 2](#) (30.4 KB)
- [Sample 3](#) (33.7 KB)

Optional Local Policies

- QAB can recommend policies for use within County Program.
- Can be “more stringent” than Statewide policy.
- Cannot conflict with Statewide policy.

LOCAL CONTROL!

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Optional Local Policies

- Examples of **acceptable** local policy:
 - Establishing grant submittal deadlines
 - Maximum grant award of \$XX,XXX.
 - Will not pay for asphalt or DSA.
 - Limit DSA to within XXX' of stream.
 - Maintenance policy for old projects.
 - Only advance XX% of funds to grant recipient.
 - Requiring XX% in-kind match.

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Optional Local Policies

- Examples of **UNacceptable** local policy:
 - Allow use of 2A instead of DSA for surface
 - Advance 75% of funds to grant recipient.
 - All townships are eligible regardless of training.
 - OK to do projects on private roads or trails.
 - PennDOT Can't apply. (or any other eligible entity)

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Optional Local Policies

- Examples of **UNacceptable** local policy:
 - ~~Allow use of 2A instead of DSA for surface~~
 - ~~Advance 75% of funds to grant recipient.~~
 - ~~All townships are eligible regardless of training.~~
 - ~~OK to do projects on private roads or trails.~~
 - ~~PennDOT Can't apply. (or any other eligible entity)~~

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Quality Assurance Board (QAB) Issues



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- **Insure QAB is complete and reaffirm member involvement and commitment.**
 - More QAB activity required in 2015.
 - This winter is the time to insure QAB is functioning.

- Insure QAB is complete and reaffirm member involvement and commitment.
- **Get new/replacement/alternate members if needed.**

- Insure QAB is complete and reaffirm member involvement and commitment.
- Get new/replacement/alternate members if needed.
- **Meet with CD to get up to speed on new policies, LVR issues, stream crossings, ranking criteria, etc.**

- Insure QAB is complete and reaffirm member involvement and commitment.
- Get new/replacement/alternate members if needed.
- Meet with CD to get up to speed on new policies, LVR issues, stream crossings, ranking criteria, etc.
- **Make sure you are following meeting rules (sunshine, conflict of interest, etc.).**

- Insure QAB is complete and reaffirm member involvement and commitment.
- Get new/replacement/alternate members if needed.
- Meet with CD to get up to speed on new policies, LVR issues, stream crossings, ranking criteria, etc.
- Make sure you are following meeting rules (sunshine, conflict of interest, etc.).
- **Evaluate existing county required policies.**
 - Conflict of interest, equal access, etc.

- Insure QAB is complete and reaffirm member involvement and commitment.
- Get new/replacement/alternate members if needed.
- Meet with CD to get up to speed on new policies, LVR issues, stream crossings, ranking criteria, etc.
- Make sure you are following meeting rules (sunshine, conflict of interest, etc.).
- Evaluate existing county required policies.
- **Evaluate existing county optional policies.**
 - Maintenance clauses, paying for DSA, etc.

- Insure QAB is complete and reaffirm member involvement and commitment.
- Get new/replacement/alternate members if needed.
- Meet with CD to get up to speed on new policies, LVR issues, stream crossings, ranking criteria, etc.
- Make sure you are following meeting rules (sunshine, conflict of interest, etc.).
- Evaluate existing county required policies.
- Evaluate existing county optional policies.
- **Establish new county policies if needed.**
 - **Paying for asphalt, traffic counts, etc.**

- Insure QAB is complete and reaffirm member involvement and commitment.
- Get new/replacement/alternate members if needed.
- Meet with CD to get up to speed on new policies, LVR issues, stream crossings, ranking criteria, etc.
- Make sure you are following meeting rules (sunshine, conflict of interest, etc.).
- Evaluate existing county required policies.
- Evaluate existing county optional policies.
- Establish new county policies if needed.
- **Evaluative existing project ranking criteria.**
 - Update old criteria, tweak for LVRs

- Insure QAB is complete and reaffirm member involvement and commitment.
- Get new/replacement/alternate members if needed.
- Meet with CD to get up to speed on new policies, LVR issues, stream crossings, ranking criteria, etc.
- Make sure you are following meeting rules (sunshine, conflict of interest, etc.).
- Evaluate existing county required policies.
- Evaluate existing county optional policies.
- Establish new county policies if needed.
- Evaluative existing project ranking criteria.
- **Come to admin training and/or ask for help!**