

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, 2015

**Greene County Conservation District
Quality Assurance Board
Dirt, Gravel & Low Volume Road Program
Policies and Procedures**

Revised May 2015

The purpose of the Quality Assurance Board (QAB) in Greene County is to assist the Greene County Conservation District in carrying out the administrative, educational, and contractual responsibilities of the Dirt, Gravel & Low Volume Road Program.

The QAB will establish priorities and project requirements for funding through the Dirt, Gravel & Low Volume Road Program. The QAB responsibilities will include review of applications submitted, conductive site visits as necessary, and recommend eligible applications to the Greene County Board (GCCD) of Directors for funding that will address non-point source pollution.

The QAB will be comprised of a minimum three members appointed by the Greene County Conservation District to act on their behalf (three voting members and one nonvoting staff member), one member representing the Natural Resources Conservation Service, and one representative from the PA Fish and Boat Commission. The District, NRCS and Fish and Boat Commission may appoint alternates to vote in their absences.

J. Robert Rice, GCCD Chairman, Conservation District Directors Appointment
William Wentzel, GCCD District Directors Appointment Alternate
Phil Evans, Natural Resources Conservation Service Representative
Eric Davis, PA Fish and Boat Commission Representative
Lisa Snider, District Manager, Conservation District Appointment
Lindsay Kozlowski, Environmental Resource Specialist, District Appointment-Alternate voting member
Vacant, Admin. Assistant to Program Support, District Appointment-non-voting member

The established meeting schedule will be on an annual basis, usually in October, and on an as-needed basis determined by the QAB. As needed meetings will be conducted prior to the Greene County Conservation District meeting at 9 am, the GCCD meeting is every third Tuesday of each month. Public notice of this meeting will be posted on the County of Greene Web site and advertised in the Community Events Section of the Observer-Reporter. Minutes of the QAB meeting will be taken by the non-voting staff member and will be kept on record and available to the public pursuant to the open records policy.

Conflict of Interest

No District Director, QAB member, or District employee shall, as a result of his/her affiliation with this program, be permitted to obtain financial benefits for him/herself, a family member, or a business with which he/she is associated. This shall not exclude the payment of salary and benefits to employees provided in their normal course of employment, as outlined in the Dirt, Gravel & Low Volume Road Program Administrative Manual.

Finance

Interest accrued in the D&G Road checking account and the Low Volume Road checking account will be used to fund on- the-ground projects. Administrative and educational allotments not used in any one program year will be carried over to the next program year also for in- the-ground projects.

Any municipality within Greene County may apply for grant funding provided the following conditions are met:

1. At least one township supervisor has attended the 2-day Environmentally Sensitive Maintenance of dirt and Gravel Roads training within the preceding 5 years.
2. Have worksites identified within their municipality (original or new)

Application for Funding

The one page Dirt, Gravel & Low Volume Road Program Grant Application developed by state-wide use, will be distributed to all municipalities and considered the only acceptable method of application.

The Conservation District will keep all non-funded project applications on file. The municipality may resubmit and/or revise the application, without prejudice, for reconsideration during any future program year. There is no restriction on the number of applications that a municipality may make in any one program year. Townships are allowed to pre-rank their projects based on the townships list of priority projects. Though this will not factor into the ranking, it will allow the QAB flexibility when making recommendations of funding to the GCCD Board.

Project Ranking and Criteria

The QAB will receive applications, schedule a field inspection of potential sites, and rank sites based on several criterion:

- 1) Pollution potential
- 2) High Quality Watershed
- 3) In-Kind contribution
- 4) Collective QAB ranking

Non-Pollution Standards

Section 9106(lft7) of the PA Motor Vehicle Code requires Quality Assurance Boards to adopt standards that prohibit use of materials or practices that are environmentally harmful. The Statement of Policy 83.613(1)(b) formalizes that requirement. The QAB hereby prohibits the use of materials or practices which are harmful to the environment or do not meet the programs’ non- pollution standard.

**Greene County Conservation District
Application Policy
for the
Dirt and Gravel Low Volume Roads Program**

Equal Access

The Greene County Conservation District will notify all municipalities in Greene County which contain Dirt, Gravel & Low Volume Roads that funding is available through the Dirt, Gravel & Low Volume Road Program and applications are being accepted. The Greene County Conservation District will notify all municipalities at the same time and provide the same information to all municipalities.

- 1) The one page Dirt, Gravel & Low Volume Road Program grant application developed for state-wide use will be distributed to all municipalities and considered the only acceptable method of application.
- 2) Any municipality within Greene County may apply for grant funding provided the following conditions are met:
 - a. At least one township supervisor has attended and received certification of the 2-day Environmentally Sensitive Maintenance of Dirt, Gravel & Low Volume Road training within the preceding 5 years.
 - b. Have worksites identified within their municipality (original or new)
- 3) Applications will be accepted from June 1st to August 31st, however, for consideration for any program year (July to June) applications received after August 31st will be held until the following program year starting June 1.
- 4) Site visits are required prior to submission of an application. This will ensure projects that meet the program requirements and potentially make better projects. The DGLVR project coordinator may be the only person familiar enough with the project to explain it to the QAB at the time of ranking.
- 5) Field inspections will be conducted by the QAB the between August and October for project evaluation, ranking and project award.

- 6) Projects will be awarded at the October Greene County Conservation District Board Meeting.
- 7) Municipalities may resubmit and/or revise any unfunded project application, without prejudice, for reconsideration during any future program year. All non funded project applications will be held by the district on file for 3 years from date of submittal for future reference of the municipality. Only resubmitted and/or revised applications will be considered the next year for funding.
- 8) There are no restrictions on the number of applications submitted by any one municipality per program year.
- 9) Structurally supported bridges may be considered by the DGLVR program if the crossing is deemed eligible by the PA Dirt Gravel and Low Volume Road Program Stream Evaluation Form but major stream alignments will not be considered. GCCD DGLVR program cover any costs associated with permitting or engineering of structurally supported bridges.
- 10) Applications will be reviewed for deficiencies prior to the QAB project evaluation by a QAB district staff representative. Any modification needs will be addressed at a site visit by a QAB district staff representative.
- 11) District staff will notify applicants within 5 business days of receiving applications of any deficiencies in the original application. The applicant will have 10 business days to return a corrected application to qualify for funding consideration.
- 12) The District Board may restrict the number of active contract per year per applicant. If a contract has been granted to an applicant and no work has commenced the contract is considered active and no new contract may be considered for this applicant at this time. If work has begun at the contracted site according to the project scope and is not completed, then the applicant is eligible for new contract considerations.
- 13) Projects can be phased. This can be done to accommodate municipalities with limited resources, as well as enable the Conservation District to address especially critical aspects of projects for which total funding is temporarily unavailable.
- 14) BONDING-project sites that are bonded prior to application need to be revealed during the application process. If a township is aware of any bonding issue that might arise in the upcoming year they need to be addressed on a case-by-case basis prior to funding.

- 15) Low Volume Road projects will follow the same guidelines as Dirt and Gravel Roads, all LVR project funds are to be accounted for separately and will be awarded separately.
- 16) LVR will be ranked against other LVR applications for that fiscal year. A separate ranking form will be used by the DGLVR QAB that is specifically for LVR.
- 17) LVR traffic counts are solely the responsibility of the municipality and must meet the PA Dirt Gravel and Low Volume Road Maintenance Program Traffic Count as approved by the State Conservation Commission. 10 business days prior to contract execution the municipality is responsible to provide GCD with all required forms and certifications so they may be reviewed. District staff may assist with technical assistance on an as needed basis or as available.

Grant Funding and Contractual Procedures

After the QAB conducts a field inspection and ranking of all potential sites and identifies the order of ranking priority, the QAB will make recommendations to the Greene County Conservation District at the next regularly scheduled meeting for final approval. The municipalities will be notified and a proposed contract will be drafted. All approved contracts between the Conservation District and the municipality will be signed by the District Manager and executed in the following manner.

1. The municipality will submit a General Permit application for any project which involves Chapter 105 Regulations (in-stream work and/or water encroachments). Projects may not commence until all permitting is obtained.
2. All DSA projects are to be coordinated with the DSA Clearinghouse staff. No contracts are to be bid until coordination has commenced.
3. Any project over \$25,000 may be subject to prevailing wage rates and is it the responsibility of the municipality to contract, bid and advertise accordingly as per township code.
4. Upon execution of the project contract, the District will deliver working capital, not exceeding 50 percent of the contract amount if requested by the municipality. The District will withhold the remaining 50 percent of the approved grant amount until the project is complete, the site has been stabilized and inspected, all project documentation is reviewed and the QAB has determined that the work is satisfactory and meets the specifications outlined in the contract and application.
5. The municipality is responsible for the collection of receipts, pay slips, and any relevant project documentation. Documents must be submitted to the Conservation District before final payment can be made.
6. The municipality has one year from the contract execution date to complete the approved contract. If unable to complete within this time, the municipality may request a one year extension.

7. The municipality is responsible for conducting all PA One Calls for all projects funded by DGLVR and providing those receipts to the Conservation District QAB staff.
8. Municipalities are urged to contact the District QAB staff 30 days prior to project commencement.

Environmental Performance

The Greene County Conservation District will not pay for or allow the use of products on Dirt, Gravel & Low Volume Road Program funded projects that have not been approved by the State Conservation Commission as being environmentally acceptable.

Greene County Conservation Dirt and Gravel Road Maintenance Program Incentives

The QAB may authorize an incentive payment of up to \$50 per day for expenses incurred by road managers or equipment operators attending ESM Training or other DGLVR training events. Payments will be made upon receipt of invoices documenting expenses and proof of attendance at the event. Priority will be given to townships who do not have trained personnel. A budgeted amount of funding to support this incentive will be authorized each year in the Conservation District budget approved by the District Board.