

**Dirt, Gravel, and Low Volume Road Maintenance Program
Quality Assurance / Quality Control Round III
Preliminary Report**

_____ **County**
Date

QAQC Participants:

1 - INTRODUCTION

QAQC Process

The QAQC process will overview several areas each of these areas is listed below. The areas of overview will have three potential categories of feedback: “**Commendations**” are reserved for special recognition of something that a District is doing particularly well. “**Recommendations**” are suggestions from the QAQC group for the District and QAB to consider in improving the Dirt and Gravel Road Program. “**Required Actions**” are presented if shortfalls exist in the County’s Program that must be corrected. Required actions will require follow up from the Commission to ensure that the action has been completed.

Scoring: Each one of the subsections and individual projects will be ranked with a number score from 1 to 10. Administration/functionality and Projects will be averaged together to determine a final score.

Final average score with points ranging from:

0-2.5 will be considered unacceptable

2.6 to 4.9 are not meeting expectations

5.0-7.0 are meeting expectations.

7.1 to 9.0 are exceeding expectations.

9.1 to 10 are exceptional.

Previous QAQC Report Summary:

Copy and Paste Summary from previous report. Also include a summary of the recommendations and required actions.

1 – ADMINISTRATION & FUNCTIONALITY

District Financial Review:

Will be completed prior to QAQC. SCC will review itemized list of administration, education/training, and project spending and compare it to quarterly reports. Also, review if District is meeting spending requirements, or has large amounts of funds in Harrisburg account. Review that the District understands replenishment requests and how to get more funding. Check on separate accounting. Ensure they aren't going over the 10% limits for admin and Training/Education. Also, ensure accounts are collateralized, and District is spending interest on projects only.

Score (1-10): _____ Points

General Administration:

Following sunshine act properly? How are they handling prevailing wage act requirements? Are they making sure permits are obtained? SCC Policies and admin manual being followed -stream crossing, DSA, full depth reclamation. Etc.

Score (1-10): _____ Points

Hard File & GIS Review:

Did the District submit the 3 requested files prior to the QAQC? Provide overview of the Hard File review in this section and provide a score. Review the GIS system and make sure its up to date and all information from files is entered appropriately into GIS System.

Score (1-10): _____ Points

QAB Policy Review:

Review local policy. Include summary of local district policies of note. Does the District have local policies that were set by the QAB and adopted by the District Board? Are all required policies as set forth in section 4.4.1 on page 37 of the administrative manual. Does the District have any local policies to note. Etc.

Score (1-10): _____ Points

Quality Assurance Board Review:

Is the QAB completed and have all required members. Is District meeting on a set schedule or as needed? Does everyone participate in meetings? Does the QAB have alternates appointed for the voting members? QAB visit sites in person before, during, or after? Role in project ranking? Recommending good projects to District Board?

Score (1-10): _____ Points

District Staff:

Is there sufficient District staff to administer / run the program effectively? Spending enough staff time on the program? Does district staff rank the projects? How do they rank them? Do they know the program well? Go to trainings? Participate in any workgroups? Etc?

Score (1-10): _____ Points

Education / Outreach:

Is the District doing sufficient education and outreach? How many municipalities are trained? Are they doing workshops, demo days, social media, visiting all municipalities, etc? Doing quarterly mailings? Reaching out to all eligible entities (Game Commission, F&BC, Penn Dot, etc.)

Score (1-10): _____ Points

Project Inspection / Oversight / Pre-project planning / final inspection:

Describe district involvement in the project planning / preapplication meeting. Describe district involvement in the pre-construction meeting. Do they offer changes or help develop applications? Are the onsite frequently and help implement effective projects? How do they finalize a project? How do they ensure a good project is being implemented?

Score (1-10): _____ Points

Municipal Interview / Involvement:

Overview municipal interviews / involvement from the municipality. Try to interview a few that wont be participating in the QAQC to see their level of knowledge in the program. Do informal discussion / interview with the municipalities that are involved with the QAQC during the field visit. Try to get an idea of how they understand the program and how the District works with them?

Score (1-10): _____ Points

Average Score for the Admin/Functionality Section: _____ Points

2- PROJECT SITES

The project sites visited during the QAQC evaluation demonstrated knowledge and use of the Environmentally Sensitive Maintenance Practices encouraged by the Program. All the sites demonstrated both environmental and road condition improvements.

The intent of site visits during the QAQC process is to see how effectively Program principles are put into practice. Ultimately the PA Dirt and Gravel Road Program is a technology transfer initiative. Long term success of the Program relies on the acceptance and use of Environmentally Sensitive Maintenance Practices by the municipal officials tasked with maintaining the network of public roads.

The Dirt and Gravel Road (D&GR) sites: (each project gets a score)

Evaluate D&GR projects and place them in this section. Give each project an individual score from 1-10. Then average each score into a D&GR project average score. Take into consideration effective drainage BMPs implemented prior to surfacing. Diverted drainage? Used ESM practices such as pipes, fill, through the bankers, grade breaks, crown/cross slope, turn outs, headwalls and endwalls. etc. DSA follow the notification and testing and SCC spec, etc.?

The Low Volume Road (LVR) sites visited were:

Evaluate LVR projects and place them in this section. Give each project an individual score from 1-10. Then average each score into a LVR project average score. Take into consideration effective drainage BMPs implemented prior to surfacing. Diverted drainage? Used ESM practices such as pipes, fill, through the bankers, grade breaks, crown/cross slope, turn outs, headwalls and endwalls, infiltration practices? etc. full depth reclamation policies being followed? Utilize project evaluation form. Ensure that all the receipts that were paid for with program funds are implemented onsite.

Additionally:

3 – Commendation, Recommendations, Required Actions

“**Commendations**” are reserved for special recognition of something that a District is doing particularly well. “**Recommendations**” are suggestions from the QAQC group for the District and QAB to consider in improving the Dirt and Gravel Road Program. “**Required Actions**” are presented if shortfalls exist in the County’s Program that must be corrected. Required actions will require follow up from the Commission to ensure that the action has been completed.

Commendations:

Recommendations:

Required Actions:

4 - SUMMARY

Provide a summary of the QAQC visit.

The QAQC group thanks the _____ County Conservation District for their hospitality during the visit. This is a preliminary report. The District has two weeks to respond with comments. Approximately two weeks after that, a Final Report will be sent to the district. If you have any questions, please do not hesitate to contact Program or Center Staff (717-787-2103 and 814-865-5355 respectively).