

## **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 27, 2015**

# **Centre County Dirt, Gravel and Low Volume Road Quality Assurance Board Policies and Procedures**



## **Purpose/Objective**

The purpose of the Quality Assurance Board (QAB) in Centre County is to recommend to the Centre County Conservation District (CCCD) Board a grant program for Section 9106 of the PA Motor Vehicle Code. The QAB will assist the Centre County Conservation District in carrying out the Administrative, Educational and Contractual responsibilities of the Dirt, Gravel and Low Volume Road (DGLVR) Program.

The QAB will establish priorities and requirements for funding through the DGLVR Program. The QAB responsibilities will include review of applications submitted for funding, conducting site visits (as necessary and determined by the QAB) and recommend eligible applications to the Centre County Conservation District Board of Directors for funding that will address non-point source pollution in affected areas.

Act 89 of 2013 included appropriations for Low Volume Roads (LVR) to section 9106 of the PA Vehicle Code Dirt and Gravel Roads Program. The purpose of expanding the Program is to perform Environmentally Sensitive Road Maintenance to sections of qualifying paved or tar & chipped (roads other than those defined as Dirt & Gravel) sealed surface roads and provide funding for environmentally sensitive road maintenance practices to address road runoff and erosion to local streams along with items which may cause negative impacts to nearby streams.

## **QAB Composition**

The QAB in Centre County will be comprised of one voting member and one non-voting chair appointed from the Centre County Conservation District Board, one voting member from the Natural Resources Conservation Service (NRCS) and one voting member from the Pennsylvania Fish & Boat Commission (PFBC).

The established meeting schedule will be on annual basis and also on an as-needed basis as determined by the Chairman. Minutes of the QAB meeting will be kept on record and available to the public pursuant to the open records policy.

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**Equal Access/Fund Accessibility**

Regarding funding access, the QAB recommends to the District Board that any and all entities within Centre County are eligible for funding provided that the entity has at a minimum, one **current** elected/appointed or employed individual attend and complete the two-day Environmentally Sensitive Road Maintenance Workshop at least once every five years. The Centre County Conservation District will notify all eligible entities that funding is available through the DGLVR Program and concurrently provide the same information to all eligible entities.

The QAB will also sponsor Environmentally Sensitive Road Maintenance Workshops on an as-needed basis.

**Funding Criteria**

The QAB recommends to the District Board the following priority criteria should be used for application funding: Special Protection watershed, stocked trout streams, in-kind applicant contributions, and the relative evaluation score. Projects that require fill material must use a vibratory roller to provide a uniform compacted surface before DSA placement. A paver will be used for placement of DSA on all projects—tailgating of the DSA material is not a permitted method of placement.

**Applications for Funding**

The DGLVR Program Grant Application, developed for statewide use, will be distributed to all eligible entities. The QAB will have an open sign up period. Eligible applicants will be notified annually of the application deadline. The annual QAB meeting will be held shortly after the given deadline. At that time, all submitted applications will be reviewed, ranked and projects recommended for funding. These recommendations will be given to the District Board at the next regularly scheduled Board meeting for final approval. The applicants will be notified by letter and proposed contract of their grant application approval.

Applicants that have open contracts at the time of the QAB annual meeting will not be considered for further funding until the existing contract is completed.

Each application will be for one previously verified worksite, or continuous project area. There is no restriction to the number of applications that can be submitted by one applicant. A signed Traffic Count Validation form must be submitted at the time of application for all LVR proposals. Applications for projects that are solely focused on repaving (asphalt, tar & chip seal, or concrete) will not be considered for funding. Repaving costs to repair disturbances to existing paving from pipe replacement/additions and other drainage corrections are eligible for funding.

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Any project funded in the program that encompasses work outside of the applicant's right of way, must obtain permission from the property owner and obtain a written agreement from the property owner. A copy of the agreement must be provided prior to finalizing a contract with the District.

**Finance and Funding Procedures**

Funds will be administered by the Centre County Conservation District.

All approved contracts with participants will be signed by the District Staff of the Centre County Conservation District. The funds will be distributed by the Conservation District in the following manner:

- ❖ The Conservation District maintains a separate account specifically for the DGLVR Program.
- ❖ The CCCD will fund each selected project according to availability of funds with a total project cap of \$30,000 for each project.
- ❖ Upon execution of the project contract, the District will forward 50% of the grant amount requested to the participant. The participant is responsible for retaining receipts, weigh slips, labor accounting, etc. to document expenditures for the entire grant amount (100%).
- ❖ The participant has one year to complete the approved contract. If unable to complete in one year's time, the participant may request for, in writing, a one year extension on the project.

The Conservation District will withhold the remaining 50% of the approved grant amount requested until project is complete and has been final inspected by the QAB and/or District personnel. For the project to be considered complete, all site work must be accomplished and stabilized as indicated in the contract in a manner to be considered satisfactory—as determined by the QAB and/or the Conservation District.

All receipts, weigh slips, labor accounting, etc. must also meet or exceed the total grant amount requested prior to final 50% of funds being released. If totals equal less than the remaining 50%, only the lesser amount will be forwarded to the participant. Grant monies that are unspent by the participant at the end of the two (2) years from the date of the executed contract must be returned in full to the Conservation District.

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**Conflict of Interest**

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

**Non Pollution Standards**

Section 9106(f)(7) 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. In response, the QAB has adopted standards prohibiting the use of materials or practices which are environmentally harmful or do not meet the program's "non-pollution" standard. These materials include, but are not limited to: noxious weeds, fugitive emissions, and dust control products which may pose a problem if they enter a waterway. Compliance with all existing environmental laws is a condition of purchase under the contracting agreement between the Conservation District and the municipality. An environmentally suitable substitute for dust control, as determined by the State Conservation Commission, may qualify for payment.

Adopted: \_\_\_\_\_  
Date

By: Centre County Conservation District  
Board of Directors