

## **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 12, 2020**

Attachment E

Northampton County Conservation District  
Dirt and Gravel Road Maintenance Program  
Statements of Policy

**Conflict of Interest Policy**

(Adopted by District Board 2/10/09; revised 6/12/12)

No Northampton County Conservation District (NCCD) Board Director, QAB member, or NCCD 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 or she is associated. This shall preclude the payment of normal salary and benefits to employees provided in their normal course of employment. If a District Board Director, QAB member or NCCD employee has any influence on transactions involving program purchases or contracts, it is imperative that he or she discloses to a District official, as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Further, all QAB members must adhere to the applicable NCCD "Conflict-of-Interest Policy" as established by the NCCD Board of Directors on July 8<sup>th</sup> 2003

**Operational Rules Policy**

(Adopted by the QAB 2/27/09, adopted by District Board 3/10/09, Revised by the QAB 5/5/20, adopted by District Board 5/12/20)

It will be the policy of the QAB and NCCD to adhere to the Dirt and Gravel Road Maintenance Program Administrative Manual. The QAB will meet at a minimum once per year. The specific dates and times will be determined by the QAB members. Additional meetings may be held at the discretion of the QAB. The QAB will consist of one voting representative each of PA Fish and Boat Commission, USDA Natural Resources Conservation Service and Northampton County Conservation District with a non-voting chairman from the Northampton County Conservation District. Minutes from all QAB meetings will be prepared by the Chairman and be available to the public. All recommendations of the QAB must be presented to the Northampton County Conservation District Board for final approval.

**Environmentally Harmful Products Policy**

(Adopted by the QAB 2/27/09, adopted by District Board 3/10/09)

The NCCD will not fund the use of any materials or procedures that may be harmful to the environment. Materials and procedures must meet the State Conservation Commission's Non-Pollution Standards as defined in the Administrative Manual and updated on [www.dirtandgravelroads.org](http://www.dirtandgravelroads.org). The District will adopt the state program Non-pollution Standards. The use of unapproved materials or practices on a trial basis must be approved by the Center for Dirt and Gravel Roads prior to use.

### **Incentives for Training Policy**

(Adopted by the QAB 2/27/09, adopted by District Board 3/10/09)

All eligible entities, QAB members and NCCD staff members will be encouraged to attend the Environmentally Sensitive Maintenance (ESM) training and the Dirt and Gravel Roads Annual Training. The entities will be encouraged by notification via District Newsletter, District website and/or letter. The NCCD will allow only the following expenses to be paid from Education and Training funds of the Program: hosting ESM training, overnight room and board, mileage, meals, miscellaneous expenses for NCCD staff members and the District Board Member of the QAB for ESM or Annual Training and educational outreach. The County of Northampton Reimbursement Policy will be adhered to by participants.

### **Application and Equal Access Policy**

(Adopted by the QAB 9/8/15, adopted by District Board 10/13/15; revised 11/8/16; revised 3/13/18; Revised by the QAB 5/5/20, adopted by District Board 5/12/20)

Applications for each funding year will be accepted only during a pre-announced application period, as funds are available.

District staff will be available to provide technical assistance to applicants preparing applications. Pre-application site visits are required to ensure that complete and appropriate applications are submitted.

Applications will be accepted throughout the year. There is no restriction on the number of grant applications that can be submitted by one applicant at any time or over a period of time. Projects can be resubmitted during the application period if not initially accepted for funding.

The QAB will hold public meetings the second Tuesday in January and the first Tuesday in May and September each year to evaluate policies as needed and each application received 15 calendar days prior to QAB meeting based on the established ranking criteria and will make its recommendations to the Board of Directors at the following Board Meeting. Applicants are always invited to attend and speak during public comment period.

#### Application Notes:

- It is recommended that all project designers are certified in ESM; the Applicant is required to be ESM certified.
- Pre-contract expenses are not eligible for grant reimbursement.
- Prevailing wage is required to be supported and paid for projects bid out to contractors where the estimated cost of the total project exceeds prevailing wage limits (currently \$25,000).
- Applicable local and state permits are required to be issued prior to execution of the contract unless otherwise agreed to by the QAB. (i.e. Chapter 105, etc.)
- Applicable off-site property owner notification/authorization is required to be obtained prior to execution of the contract.

#### Sample project timeline:

1. Applicant will locate potential project site and identify the environmental impacts.
2. Schedule site visit with Conservation District and conduct traffic counts for low volume road projects.
3. Prepare and submit DGLVR Manual grant application to Conservation District; including proposed grant request and in-kind funds using the application forms and off right-of-way consent forms (if applicable).
4. QAB will review, rank (utilizing NCCD ranking policy) and make recommendations to the District Board of Directors.
5. If funded, acquire any necessary permits and permission.
6. Enter into contract with Conservation District for funding; NCCD Project manager will be assigned by District manager.
7. Notify and invite NCCD Project Manager of the date, time and location of any pre-bid meeting scheduled.
8. Notify Conservation District of start date and arrange pre-construction meeting; decide on inspection schedule (per Project Inspection Policy).
9. Perform work or have contractor perform work. If needed, contact the NCCD Project manager to arrange for time extension.
10. Submit Project Completion Report along with supporting documentation, (per Project Completion Policy).
11. Schedule final inspection with Conservation District, (per Project Completion Policy).
12. Recommend final disbursement of final payment for project, (per Project Completion Policy).

The Conservation District staff will notify all municipalities and other eligible entities via email (or other appropriate method) informing them of the Dirt Gravel and Low Volume Roads Program including information on eligibility, deadlines for application submittals, funding status, loaner equipment available and a contact for further information. Announcements will also be sent to eligible entities concerning any scheduled training sessions to ensure that all eligible entities have the opportunity to attend. Information will also be made available on the District's website ([www.northamptoncd.org](http://www.northamptoncd.org)).

#### **Project Inspection Policy**

(Adopted by the QAB 5/5/20, adopted by District Board 5/12/20)

- Pre-construction meeting required
  - o Contact the assigned NCCD project manager to schedule meeting on site (provide at least 7 business day notice).
  - o The Roadmaster, Township Manager/Grantee, Project Contractor/Township Project manager, and Township Engineer (if applicable) are required to be present at the meeting.
  - o Meeting Agenda:
    - Exchange contact information; discussion of roles of project participants.

- Take preliminary project pictures and mark the vantage points so pictures can be taken during and upon project completion from the same points.
  - Establish District inspection schedule or Project Applicant update schedule (pictures to be submitted from assigned vantage points)
  - Prevailing wage document (Appendix I of contract) is required to be presented at the meeting, however it is recommended to provide the information in advance of meeting.
  - Discussion of E&S and Project Plans
- Inspection Procedure
  - Adequate and consistent implementation of the E&S and project plan
    - Chapter 102 violations will be issued if necessary
  - Discussion of proposed plan revisions/contract amendments/time extensions
  - Photo documentation of project progress (by District or submission to District by Grantee)

### **Project Completion Policy**

(Adopted by the QAB 2/27/09, adopted by District Board 3/10/09; Revised 11/8/16; Revised by the QAB 5/5/20, adopted by District Board 5/12/20)

When possible, at least 2 qualified QAB representatives will perform a final field inspection and financial review of a completed worksite prior to recommending the disbursement of final payment for a project. If during the course of the project or at final inspection, the project was not completed to the satisfaction of the District, the Board of Directors may require contract amendment or return of advanced funds (with interest). No payment can be authorized after the contract end date, District should be contacted by the 1<sup>st</sup> of the month if contract extension is needed (extensions/contract amendments requests will go before the NCCD Board at the next scheduled Board meeting).

Items to submit with Project Completion Report:

- Receipts to support grant requested funds and in-kind contributions (if applicable); pre-contract expenses are not eligible for grant reimbursement.
- Project and In-Kind Expense Tracker spreadsheet is required to be submitted to support receipts for requested and in-kind funds; attached to this policy. Contact your NCCD project manager to request electronic copy.
- Prevailing wage payment support documents are required, if documentation is not provided; the grant contract would be considered null and void, any advanced funds are required to be returned to NCCD (with interest). See Center for DGLVR website for forms and information.