



Pennsylvania State Conservation Commission

Dirt, Gravel, and Low Volume Road Maintenance Program

Administrative Manual

July 1, 2019

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In cooperation with:
Penn State Center for Dirt and Gravel Road Studies
PA Conservation Districts
PA Department of Agriculture
PA Department of Environmental Protection



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Pennsylvania Dirt, Gravel, and Low Volume Road Maintenance Program

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July 1, 2019

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ADDITIONAL REFERENCES

This Administrative Manual is intended to help Conservation Districts administer the Dirt, Gravel, and Low Volume Road Program in their county. In addition to this Manual, several other more technical resources are available through the Center's website at www.dirtandgravelroads.org

DSA Handbook: Comprehensive Guide to Driving Surface Aggregate, the only approved surface aggregate for use on Dirt and Gravel Road Projects

Product and Process Approval Guide: The Program uses an approval process for products such as dust suppressants and soil stabilizers before they can be paid for with Program funds. Both the product approval instructions and list of approved products are available on the Center's website

Environmentally Sensitive Maintenance References:

- Technical Bulletins: A collection of technical documentation for many of the ESM practices used by the Program is available on the Center's website.
- ESM Field Guide: "Glove-box guide" developed in association with the US Forest Service based largely on Program ESM Practices.
- ESM training book: The training book given out at the ESM training.

Chapter 1

Introduction

1. INTRODUCTION

This manual is intended to outline policy and provide guidance to participants of the Dirt, Gravel, and Low Volume Road Maintenance Program (Program). The primary audience of this manual is county conservation district (district) personnel who work with the administration of the Dirt, Gravel, and Low Volume Road Maintenance Program. This includes not only district managers and staff but Quality Assurance Board (QAB) members and district directors as well. Grant applicants may find sections of the manual, Chapter 5 in particular, useful when developing projects and preparing grant applications.

1.1 Program Purpose

The purpose of the Program is to create a better public road system with a reduced environmental impact. The Program focuses on “Environmentally Sensitive Road Maintenance Practices” that reduce the impact of road runoff and sediment to local streams, while reducing long term road maintenance costs.

It is the intent and purpose of this Program:

(1) to fund safe, efficient and environmentally sound maintenance of sections of dirt and gravel roads which have been identified as sources of dust and sediment pollution.

(3) to fund safe, efficient and environmentally sound maintenance of sections of low-volume roads that are sealed or paved with an average daily traffic count of 500 vehicles or less.

-9106 (A) (1),(3)

1.2 Program Structure

Statewide funding and guidance comes from the State Conservation Commission (Commission). Local districts, and their associated Quality Assurance Boards, develop local policies and award grants to public road-owning entities. Public entities such as townships and boroughs apply to the districts for funding and complete the project work.

1.2.1 State Conservation Commission

The Commission, a departmental administrative commission under the concurrent authority of the PA Department of Environmental Protection (DEP) and the PA Department of Agriculture (PDA), administers the Dirt, Gravel, and Low Volume Road Program. The Commission determines statewide Program policies, allocates funds to districts, and implements a quality assurance / quality control effort. The role of the Commission is detailed in Chapter 2 of this manual.

1.2.2 Conservation Districts and Quality Assurance Boards (QABs)

Conservation districts administer and implement the Program at the county level. Districts accept applications for funding from potential applicants, and award grants to local road owning entities. District staff is responsible for working with grant applicants to develop projects, project oversight, financial tracking and reporting, and general administration of the Program at the county level. District staff should work closely with the QAB described below. The role of districts is detailed in Chapter 3 of this manual.

Each district is required to form a Quality Assurance Board (QAB) made up of four members including district staff, PA Fish and Boat Commission, and Natural Resource Conservation Service. The QAB acts in an advisory capacity to the district board. The QAB, working closely with district staff, is responsible for recommending local Program policies, developing application ranking criteria, and recommending projects for funding. All policies and funding recommendations by the QAB must be adopted by the district board. The role of the QAB is detailed in Chapter 4 of this manual.

1.2.3 Grant Applicants

Any state or local public entity that owns and maintains public roads is eligible to apply for Program funding. The majority of applicants are townships, but other entities such as boroughs, cities, counties, PA Game Commission, PennDOT, PA Fish and Boat Commission, and others are eligible to apply. Applicants are encouraged to work closely with districts, starting with a pre application meeting. Successful applicants will enter into contracts with county districts to complete project work. Applicants can complete project work themselves, or by hiring contractors. The role of grant applicants is detailed in Chapter 5 of this manual.

1.2.4 Penn State Center for Dirt and Gravel Road Studies (Center)

The Center was formally created in 2001 to address the education, training, and technical assistance needs of the Dirt, and Gravel Road Maintenance Program. The duties of the Center include: development and delivery of a two-day training course for Program eligibility, holding annual maintenance workshops, providing technical and administrative assistance to Program stakeholders, approval of new products, maintenance of GIS project tracking system, development of technical reference material, and supplying general support to the Commission and districts. The role of the Center is detailed in Chapter 6 of this manual.

1.3 Program History

1.3.1 Unpaved Roads and Sediment

Sediment is the largest pollutant by volume to the waters of the commonwealth. Pennsylvania's 20,000 miles of publicly owned unpaved roads are a prime example of non-point source pollution. Unpaved roads not only generate sediment, but also act as collectors for runoff and sediment from adjacent land uses. Traditional practice in road maintenance has been to convey water along roads and deposit it into streams by the quickest means possible. This practice results in increased flood flows in streams and transports sediment and a host of other pollutant into local waterways.

1.3.2 Unpaved Road Inventory

The Pennsylvania Chapter of Trout Unlimited (TU) first brought the problem of unpaved road runoff into the spotlight in 1991. TU sportsmen in Centre and Potter County State Forests were the driving force behind the developing grassroots effort to reduce sediment pollution from dirt and gravel roads.

A Task Force on Dirt and Gravel Roads was created in 1993 to investigate, research and document the significance of sediment and dust, as well as other forms of water pollution resulting from dirt and gravel road maintenance practices. This private-public partnership enlisted members representing nonprofit organizations, businesses and local, state, and federal government agencies.

In the summers of 1996-1998, volunteers from TU went out at their own expense and drove thousands of miles of roads in an effort to identify pollution sites on Pennsylvania's dirt and gravel roads. TU inventory volunteers recorded locations where roads were adversely impacting a stream, concentrating on Pennsylvania's High Quality and Exceptional Value watersheds. The efforts put forth by the volunteers resulted in the identification and assessment of over 900 sites in protected watersheds statewide. These sites became the basis for creating the Dirt and Gravel Road Maintenance Program.

1.3.3 Section 9106 of the PA Vehicle Code

The Task Force achieved its goal in 1997 when a law (Section 9106 of the PA Vehicle Code) was enacted establishing the Pennsylvania Dirt and Gravel Road Maintenance Program. The law provided

a non-lapsing annual allocation of \$5Million, with \$4Million going to the State Conservation Commission and \$1M going to the Department of Conservation and Natural Resources. The Program follows a few key concepts including: local control over projects and decision making; education and training to local stakeholders; simplified grant applications; and implementing long-term road and environmental improvements

1.3.4 Program Timeline

- 1998:** First funding available. Projects begin on 900 pollution sites, or worksites, identified in protected watersheds statewide.
- 2000:** Conservation districts complete assessment of all watersheds, identifying over 12,000 pollution sites statewide.
- 2001:** Center for Dirt and Gravel Road Studies formally created at Penn State University to handle the training, outreach, and technical assistance aspects of the Program.
- 2003:** Conservation districts complete the 1,000th funded worksite through the Program.
- 2008:** A second statewide assessment of unpaved roads in all watersheds increases the inventory to over 16,500 pollution sites statewide.
- 2009:** Conservation districts complete the 2,000th funded worksite through the Program.
- 2013:** Act 89 of 2013 is enacted, effectively increasing the funding for the Program from \$5Million to \$35Million annually in 2014-15. The Act dedicates \$28Million of this to the Commission, and also mandates that \$8M of that money be used for the maintenance of low-volume paved roads with less than 500 vehicles per day.
- 2015:** The Program completes its first 74 paved LVR contracts with new funding, Dirt and Gravel completed contracts hit the 3,000 mark
- 2018:** The first 5-year contract under increased funding is completed, with over 4,300 Dirt and Gravel and 500 LVR contracts completed since the Program began.

1.3.5 Low Volume Roads

Act 89 of 2013 specifies that “A minimum of \$8,000,000 of the total appropriated annually shall be for maintenance and improvement of (paved) low-volume roads.” The act further defined low-volume roads as “sealed or paved with an average daily traffic count of 500 vehicles or less.” The low-volume road portion of the Program focuses on the same environmental improvements as the Dirt and Gravel Road portion, not just paving and re-paving roads. For more information on the low-volume road specific issues, see Section 7.4.

1.4 Environmentally Sensitive Maintenance Overview

1.4.1 Worksites

A worksite is an identified portion of a road that impacts water quality. The Program has both paved Low Volume Road (LVR) worksites and Dirt and Gravel (D&G) worksites. A worksite has an identified beginning and end that demarks the limits of the section of road impacting the stream and other water bodies. The Program uses worksites to ensure project funding is focused only on those sections of road that impact water quality. The areas outside of worksites may be in need of repair or be generating sediment, but do not have a direct connection to a stream or water body (typically on higher ground away from water).

Worksite: A worksite is an identified portion of road that impacts water quality. The Program uses worksites to focus funding to improve water quality.

Districts have identified over 17,000 D&G worksites statewide on unpaved roads. The majority of these D&G worksites were identified in statewide “assessments” completed in 2000 and 2008. These assessments also evaluated each worksite according to the “pollution potential” on the site and provided it with a score. Districts may use this assessment score in their application rankings. Worksites have also been added over time as needed. Districts may add worksites to their inventory at any time. Worksites range in size from a single stream crossing to over a mile in length. The average D&G worksite size funded in the first 17 years of the Program is 0.45 miles in length.

There is no established database of potential LVR worksites. LVR worksites should be identified by applicants and confirmed by the districts using similar principles as the D&G worksites (identifying limits of water quality impact).

1.4.2 Environmentally Sensitive Maintenance (ESM)

Because this is an “administrative” manual, only a brief overview of ESM practices is given here. For complete information and documentation of ESM practices, attend the Program’s ESM training or see the technical documentation on the Program’s website at www.dirtandgravelroads.org.

ESM: *Environmentally Sensitive Maintenance promotes permanent road improvements that reduce concentrated drainage, prevent erosion, and reduce long-term road maintenance costs.*

ESM is a term used to describe a suite of principles and practices that are designed to create a more environmentally and financially sustainable public road system. They are long term practices designed to reduce erosion and maintenance within the road area.

Long-term environmental benefits are achieved by attempting to “restore natural drainage” to a state similar to how it was before the road existed. In contrast to traditional “stormwater systems” that are designed to collect and convey large volumes of runoff, ESM practices focus on diffusing flow at the source, encouraging infiltration and reducing concentrated flow volumes. Environmental benefits of this approach to waterways include reduced sediment and other pollutant delivery, and reduced flood flows by “disconnecting” the road drainage system.

Long-term financial benefits are achieved because the same forces of erosion that cause environmental damage translate into increased maintenance costs as well. Every time a road, ditch, or bank washes out, it requires a large time and money investment by the local road owning entity. Some ESM practices may have higher than average up-front costs, but they save money over their lifetime by reducing future maintenance needs and costs.

1.4.2.1 ESM Principles

- Avoid concentrating drainage where possible
- Minimize Flow Volumes
- Reduce effects of concentrated drainage
- Reduce surface erosion
- Reduce cost and frequency of road maintenance

1.4.2.2 Example ESM Practices

The following is a **very brief** summary of some of the Program’s most common ESM practices taught in the two-day ESM training course:

- **Road/Stream Interactions:** ESM practices for stream crossings focus on reducing the sediment delivery to the stream, stream stability issues, and the stream crossing itself. Practices such as highwater bypasses, French mattresses, proper stream crossing sizing,

- better bridge and pipe design, and in-stream flow control structures can be effectively used to stabilize the road/stream interface.
- **Road Surface:** ESM practices for the road surface include drainage control and improved aggregate. Drainage control starts with proper crown and cross-slope, but also includes practices such as grade breaks, berm removal, and broad-based dips. Improved surface aggregate focuses on the Program's Driving Surface Aggregate and includes maintenance concerns such as grading and pothole repair.
 - **Road Base:** Practices that improve the base of a road include mechanical base improvements, underdrains, French mattresses, and in some cases full-depth reclamation.
 - **Vegetation management practices:** Practices that manage vegetation in a sustainable manner will reduce erosion from the road area and save on future maintenance costs associated with tree trimming and cleanup. Practices include selective thinning, proper pruning, seeding and mulching, and managing vegetation for long term stability.
 - **Road Bank management practices:** Practices that stabilize the upslope or downslope road bank include slope reinforcement, filling the road profile, naturalizing bank shape, and natural or mechanical slope reinforcement.
 - **Road Ditch and Outlet Stabilization:** ESM practices for ditches include anything that reduces the flow in the ditch. The simplest of these practices is to provide more drainage outlets in the form of new turnouts and crosspipes. Selecting locations to outlet water and choosing the proper outlet stabilization methods is also important. Other practices such as berm removal and filling the road profile attempt to eliminate ditches completely and promote sheet flow. Practices to reduce the effect of subsurface flow such as underdrains are also important.
 - **Off right-of way practices:** Practices that start outside the road area in an effort to reduce the amount of water coming to the public road. Interceptor swales and bank benches reduce the amount of overland flow coming to the road. Driveways and access lanes are often large contributors of water to the public road and can be addressed by re-profiling or with surface control features such as grade breaks, water bars, or conveyor belt diverters.
 - **Paved Low Volume Road Specific Practices:** Low-volume roads may require an added set of ESM practices, especially those located in urban areas where traditional drainage dispersal and infiltration practices may not be practical. LVR-specific practices will evolve over time, but should focus on making improvements to both the environment and the road.

Chapter 2

State Conservation Commission Role

2. STATE CONSERVATION COMMISSION ROLE

2.1 Commission Structure

The Pennsylvania State Conservation Commission (Commission) is a 14-member commission that has a primary mission to ensure the wise use of Pennsylvania's natural resources and to protect and restore the natural environment through the conservation of its soil, water, and related resources. The Commission provides support and oversight to the state's 66 conservation districts for the implementation of conservation programs in an efficient and responsible manner.

The Commission administers several state conservation programs including the Dirt, Gravel, and Low Volume Road Maintenance Program, the Nutrient Management and Odor Management Program, Resource Enhancement and Protection (REAP Tax Credit) Program and the Leadership Development Program. Staff also provides oversight and professional certification for nutrient management specialists, odor management specialists and manure hauler and brokers.

The Commission is a departmental administrative commission under the concurrent authority of the PA Department of Environmental Protection (DEP) and the PA Department of Agriculture (PDA). The Commission is administratively housed with PDA. The Commission accomplishes its mission by working cooperatively with local, state and federal government agencies, numerous industry and professional associations and nonprofit organizations.

2.2 Program Administration

The Commission approves all policies affecting the districts regarding the Dirt, Gravel, and Low Volume Road Maintenance Program. The state-level staff consists of a program coordinator and support staff that provides oversight to the program.

2.2.1 Program Coordinator

The Commission, through the program coordinator, is responsible for the administration of the program. Districts and Center staff are encouraged to contact the program coordinator for answers to administrative questions on topics such as: program policy interpretation; funding advances; replenishment requests; questions on state policies; questions on two year spending requirements; questions about setting local policies; administrative issues regarding local projects; ombudsman issues – conflict resolution; and other general administrative issues.

2.2.2 Coordination with Other Agencies

The Commission works closely with local districts to implement the Program through a five-year agreement. The Commission allocates funds to the districts, answers administrative and policy questions, and acts as an ombudsman to resolve any disputes that arise. The Commission will periodically visit each district to perform a quality assurance/quality control (QAQC) evaluation to assure that the Program is administered properly in each individual county.

In addition to QAQC evaluations, the Commission requires an annual audit of all district funds including Dirt, Gravel, and Low Volume Road Maintenance Program Funds. The Commission may require other reporting to assure that the Program is properly administered.

The Commission also works closely with the Center for Dirt and Gravel Road Studies (Center) through a multi-year agreement, primarily for education, outreach, and technical assistance to Program participants. The Center's role is detailed in Chapter 6 of this manual.

The Commission works with the Department of Environmental Protection (DEP), mainly through DEP's conservation district field representatives (field reps). Field reps attend district board meetings and answer programmatic questions on a local level. Field reps also assist with programmatic

activities such as the Annual Workshops. The Commission, DEP, Districts, and the Center work together on other programmatic issues such as permitting, erosion and sediment controls, etc.

The Commission also partners with other state and local agencies and organizations such as: PA Fish and Boat Commission; Department of Conservation and Natural Resources (DCNR), Natural Resource Conservation Service (NRCS), PA Game Commission; PA State Association of Township Supervisors (PSATS), PA State Association of Boroughs (PSAB), PA Department of Transportation (PennDOT), Trout Unlimited, and others.

2.2.3 Apportionment of Funds to Conservation Districts

2.2.3.1 Agreements with Conservation Districts

Funding is apportioned by the Commission to conservation districts through a five-Year contract that allows the funding transfer without initiating annual contracts or contract amendments. For more information on this arrangement, please contact the DGLVR Program Coordinator at the PA State Conservation Commission.

2.2.3.2 Dirt and Gravel Allocations

Dirt and Gravel road funding is allocated based on a formula developed by staff with input from advisory work groups and approved by the Commission. The formula considers miles of dirt and gravel roads, length of identified pollution sites (worksites), local cost of limestone, and the miles of dirt and gravel roads in HQ/EV watersheds. The Commission approves district allocations for dirt and gravel roads maintenance annually. A copy of the formula and an explanation of how the formula works can be found at www.dirtandgravelroads.org. The Commission publishes the allocation of funds to the individual counties in the Pennsylvania Bulletin.

2.2.3.3 Low Volume Road Allocations

Like the Dirt and Gravel Road allocations, Low-volume Road allocations are allocated based on a formula developed by staff with input from advisory workgroups and approved by the Commission. The formula currently considers the actual miles of low-volume state roads, the potential miles of low-volume local roads, the distance of roads to a stream, and whether a road is located in an urban or rural environment. The Commission approves district allocations for low-volume roads maintenance annually. A copy of the LVR formula and an explanation of how the formula works can be found at www.dirtandgravelroads.org. The Commission publishes the allocation of funds to the individual counties in the Pennsylvania Bulletin.

2.2.3.4 Apportionment Process to Conservation Districts

The Commission advances 50 percent of a district's allocation as advanced working capital. Districts have two years from State budget approval to spend funds (details in 3.3.4). Details on the apportionment of funds from the Commission to districts are detailed at www.dirtandgravelroads.org.

2.3 Quality Assurance / Quality Control

2.3.1 QAQC Structure

The Commission will periodically review districts' Dirt, Gravel, and Low Volume Road Maintenance Program to ensure that they are in compliance with the enabling legislation, regulations and policies. The purpose of the evaluation is to assess the district's administration, functionality, and project work within the Dirt, Gravel, and Low Volume Road Maintenance Program. The Commission will select districts for QAQC visits and notify them accordingly.

The visit typically consists of two or three days at the district office reviewing program administration and visiting field sites. The QAQC team may vary in member composition

depending on the district being evaluated. The team is typically composed of personnel from the Commission, the Center for Dirt and Gravel Roads Studies and DEP.

DEP field representatives have an important role in the QAQC visits and the subsequent follow-up that may be required. The field representatives will be involved in administrative review prior to the QAQC visit. Field representatives also play an important role after the QAQC visit by sharing successful strategies with other districts and ensuring any recommendations for improvement are implemented by the district.

The evaluations are conducted based on three components of the Program: Program Administration, Program Functionality and Project(s). The outcome of the QAQC process will be written description commendations, recommendations, and if needed, required actions.

2.3.2 QAQC Visit

As part of the QAQC visit, the team will interview the district manager, the QAB members, and any district staff that is involved in fieldwork or administration of the Program. Members of the team may also conduct interviews with selected grant recipients in the county under QAQC review. Program finances will also be reviewed as part of the QAQC process. A minimum of three completed sites will be visited by the QAQC team as part of the formal assessment. After the conclusion of the interviews and site visits, the assessment team will prepare a preliminary report that will describe the results of the team's visit. The team will discuss the preliminary report with the district manager and any district staff or board members, or QAB members who may wish to be present. This can be completed in person or via conference call, depending on the District's preference.

2.3.3 QAQC Follow-up

The district will have two weeks to submit written comments to the Program Coordinator. The Dirt, Gravel, and Low Volume Road Maintenance Program Coordinator will have two weeks from the closure of the comment period to collate and consider comments from those interviewed and prepare and distribute the final QAQC report to the district.

The final report of the evaluation may include a written list of recommendations or requirements that need improvement. In order for a district to remain compliant with Program guidelines and to remain eligible for future allocations, written recommendations and requirements, if any, must be addressed to the satisfaction of the Commission in a timely fashion.

Either the Commission or a district may request a re-evaluation of a District's Dirt, Gravel, and Low Volume Road Maintenance Program after a minimum of six months have passed from the previous evaluation. Commission staff will communicate with field reps and districts regarding any required actions needed as a result of a QAQC visit to ensure they are implemented.

Chapter 3

Conservation District Role

3. CONSERVATION DISTRICTS ROLE

3.1 District Structure

In 1945, Pennsylvania General Assembly recognized the need to support grassroots conservation efforts. As a result, the Conservation District Law was passed, and districts were created. Today there is a district established in every Pennsylvania County except Philadelphia.

Conservation districts implement a variety of programs, and provide assistance for a range of issues unique to their county, such as: Dirt, Gravel, and Low Volume Roads Program; Abandoned Mines; Agricultural Land Preservation; Chesapeake Bay Program; Environmental Education; Erosion & Sedimentation Pollution Control; Floodplain Management; Forest Management; Nutrient Management Program; Storm Water Management; Waterway Protection; West Nile Virus Surveillance Program; Wildlife Management; and more.

Each district is led by a board of directors made up of local people from all walks of life. These volunteers study county natural resource issues and make decisions which enhance and protect the local community.

3.2 Overview

Section 9106 of the PA Motor Vehicle Code created a dedicated, non-lapsing fund to provide money and training to local communities for local road maintenance. Annually, \$28 million is distributed by the Commission to districts in Pennsylvania through a five-year agreement.

The districts are the entities that administer the Dirt, Gravel, and Low Volume Road Maintenance Program. Each county utilizes a Quality Assurance Board (QAB) that advises the District on local program policies and recommends projects for funding. The role of the QAB is detailed in Chapter 4 of this manual.

District staff plays a very important role in the administration of the Program by performing a wide variety of tasks including education and outreach, project evaluation, technical assistance, project oversight, accounting, and auditing.

3.3 Receiving Funds from Commission

3.3.1 Five-year Agreement

Funding is apportioned by the Commission to districts through a five-year agreement that allows the funding transfer without initiating annual contracts or contract amendments. Districts may take advantage of electronic transfer of funds from the Commission. Districts may find it easier to keep “Dirt and Gravel” and “Low Volume Road” funds in separate accounts. However, it is not required to have a separate account for dirt, gravel, and low-volume road funds, as long as they can provide for separate accounting of the funds.

3.3.2 Advance Working Capital

Districts will receive 50 percent of their annual allocation as advanced working capital. Advanced working capital is typically distributed to districts in October for each fiscal year. No district action is required to receive advanced working capital other than to have an active five-year agreement with the Commission and to be in compliance with the Commission spending requirements outlined below.

When the working capital advance is disbursed to the district, it will be accompanied by a detailed statement approved and signed by the Commission showing the total amount advanced, the maximum amount that may be used for administration, the maximum amount that may be used for education, the minimum amount that must be used for projects, in addition to identifying the amount available for replenishment in that year's allocation. This form must be retained in the district's files for audit and QAQC purposes. The Commission may require periodic reporting of funds remaining in district accounts.

3.3.3 Replenishment of Working Capital

As districts spend advanced working capital on administration, education, and project work, they are eligible to receive a replenishment of funds from the remaining 50 percent of their allocation remaining in Harrisburg. Only funds that have been spent by the district or advanced to grant recipients, not simply committed to a contract, are claimed as replenishments. Replenishment of advanced working capital is done through the Program's DGLVR Mapper during quarterly reports detailed in Section 3.10 and 3.11. Actual expenditures are reported each quarter, and replenishments will be automatically generated. Two separate replenishments are generated each quarter, one for Dirt and Gravel, and one for Low Volume, until the district's funds remaining in Harrisburg have all been disbursed.

3.3.4 Spending Requirements

Districts are required to spend their entire allocation (projects, administration, and education) within two years of state budget approval in order to be eligible for future allocations. If a district does not spend sufficient funding, the funds will revert back to the control of the Commission. The Commission may also determine that the district is ineligible for future allocations, or reduced future allocations. When that occurs, that district's future allocation(s) may be distributed to other districts using existing allocation formulas. Districts that miss one or more year's allocation will be eligible for future allocations once again after the two-year spending requirement is met. The Commission may, at its discretion, extend the two-year spending requirement if circumstances warrant.

Dirt and Gravel Road allocation spending must be tracked separately from Low Volume Road allocation spending. Ineligibility for Dirt and Gravel Road allocations does not necessitate ineligibility for Low Volume Road allocation, or vice-versa.

3.3.5 Program Reduction or Termination

The Dirt, Gravel, and Low Volume Road Program is a voluntary program for districts. Districts may choose to receive a reduced allocation, or temporarily suspend their entire allocation for various reasons. Districts may also choose to withdraw from the Program (either D&G, LVR, or both) and return funding to the Commission. Districts who elect one of these options may return to full Program participation in future years with Commission approval. To discuss any of the options mentioned above, contact the program coordinator at the Commission.

Pursuant to the five-year agreement between the Commission and districts, when the Commission determines that the terms and conditions of the agreement are not materially being met, the Commission may, after 30 day written notice, suspend the District's authority to proceed with work under this agreement. The suspension will remain in effect until corrective action has been taken to the satisfaction of the Commission, or until the agreement is terminated and all unspent funds are returned to the Commission. The Commission may also require the return of funds, or reduce future allocations, if funds have been spent outside of Commission policy.

3.4 Accounting of Funds at District

3.4.1 Separate Accounting

Districts must place all funds received from the Commission in an interest bearing Federal Deposit Insurance Corporation or equivalent insured account. Districts must work with their banking institutions to assure that account balances in excess of \$250,000 are also insured or otherwise collateralized. The Commission may approve other lending, borrowing and savings institutions for districts to utilize for the Dirt and Gravel and Low Volume Road Maintenance Program funds on a case-by-case basis. District records relating to the Dirt, Gravel, and Low Volume Road Maintenance Program must be kept for a minimum of seven years from the date of final payment on a project.

While it is not required to have separate accounts for Program funds, separate accounting is required for administrative, education, project work, and interest for both the Dirt and Gravel and Low-Volume Road allocations.

Dirt and Gravel Roads funds, which include funds for projects, education, and administration, are to be used solely for Dirt and Gravel Road Program expenses, and these funds must be accounted for separate from the Low Volume Roads funds.

Low Volume Roads funds, which include funds for projects, education, and administration, are to be used solely for Low Volume Road Program expenses, and these funds must be accounted for separate from the Dirt and Gravel Road funds.

3.4.2 Administrative Funds

A district may use up to 10 percent of their total allocation for administering the Dirt, Gravel, and Low Volume Road Maintenance Program. Administrative funds must be tracked separately for the Dirt, and Gravel, and Low Volume Road allocations. The primary purpose of administrative funds is to assure adequate funding for technical staff who work on the Program. Support staff such as clerical, bookkeeping, and management staff who also work on the Program may be supported with administrative funds provided that an accurate accounting can be provided for actual time spent directly with the program. Administrative funds must be spent as expenses are incurred, funds cannot be transferred in advance to a separate account. Administrative funds must be spent within two years of State budget approval. Administrative expenses are outlined in the Commission Statement of Policy, Section 11 (Appendix B).

Examples of administrative expenditures include Program-related expenses for:

- Staff salary and benefits to administer the Program
- Travel expenses related to Program administration
- Office and technology expenses
- Field equipment
- Aggregate testing
- Insurance
- Vehicle expenses
- Participation incentives
- Traffic counters, grader blades, or other equipment to loan to applicants
- Other administrative expenses pertinent to the Program
- Demonstration projects (refer to section 3.4.6)

Administrative Spending Limitations:

- Purchase of equipment for townships or other applicants, including cost-sharing, is not allowed. It is acceptable to purchase equipment for loan/rent to applicants.
- Ensure that any funds used to purchase equipment for the district are proportional to the amount of time the equipment is used for Program purposes.
- Administrative funds must be spent within two years of receipt. The “banking” of administrative fund for multiple years is only allowed with written permission from the Commission.
- Staff and management salaries, including benefits, may be reimbursed only for time spent working directly on the Program.
- Other administrative expenditures for items such as vehicles, copiers, utilities, rent, etc. are eligible for reimbursement, but only if they are billed proportionally to the DGLVR Program based on full time equivalency required to administer the Program.

The district is responsible for keeping accurate and detailed records of what was paid for with administrative funds. A district is not required to spend any or all of the 10 percent of their allocation set aside for administration for that purpose. Each district’s allocation for administrative funds may also be spent directly on projects.

3.4.3 Education Funds

A district may use up to 10 percent of their total allocation for education expenses in the Dirt, Gravel, and Low Volume Road Maintenance Program. Education funds must be tracked separately for the Dirt and Gravel Road allocation and Low Volume Road allocation. Education funds must be spent as expenses are incurred, funds cannot be transferred in advance to a separate account. Education funds must be spent within two years of State budget approval. Education expenses are outlined in the Commission Statement of Policy, Section 11. Eligible Expenses (Appendix B).

Examples of education expenditures include Program-related expenses for:

- Staff salary and benefits related to trainings, conferences, field days, and workshops (attending or hosting), technical assistance, or other outreach activities
- Travel expenses related to above activities and for QAB or district board
- Expenses of hosting workshops
- Educational related office and technology expenses
- Educational materials or advertisements.
- Participation incentives
- Promotional items or project signage
- Traffic Counters, grader blades, or other equipment to loan to applicants
- Expenses for potential grant applicants to attend educational and training events
- Demonstration projects (refer to section 3.4.6)

Education Spending Limitations:

- Purchase of equipment for townships or other applicants, including cost-sharing, is not allowed. It is acceptable to purchase equipment for loan/rent to applicants.
- Ensure that any funds used to purchase equipment for the district are proportional to the amount of time the equipment is used for Program purposes.
- Education funds must be spent within two year of receipt. The “banking” of education fund for multiple years is only allowed with written permission from the State Conservation Commission.

- Staff and management salaries, including benefits, may be reimbursed only for time spent working directly on the Program.
- Other educational expenditures for items such as vehicles, copiers, utilities, rent, etc. are eligible for reimbursement, but only if they are billed proportionally to the DGLVR Program based on full time equivalency required to administer the Program.

The district is responsible for keeping accurate and detailed records of what was paid for with education funds. A district is not required to spend any or all of the 10 percent of their allocation set aside for education for that purpose. Each district's allocation for education funds may also be spent directly on projects.

3.4.4 Project Funds

A minimum of 80 percent of a district's allocation must be dedicated for project work for both Dirt and Gravel and Low Volume Roads. Project funds must be tracked separately for the Dirt and Gravel and Low Volume Road allocations. Project funds must be spent within two years of State budget approval. The details of project funding, including eligible projects and expenses, are detailed in Section 3.7.

3.4.5 Interest Funds

All interest accrued from Program funds (administrative, education, and projects) must be used only for project work. Interest accrued from low-volume roads funds must go to low-volume road projects and interest accrued from dirt and gravel funds must go to dirt and gravel projects. Interest must be reported in the DGLVR Mapper during each quarterly report.

3.4.6 Demonstration Projects

A typical Program project is one that is submitted by an applicant, reviewed and ranked by a Quality Assurance Board (QAB), and approved for funding by the district board. Typical projects can be used for educational purposes. Education events on typical projects usually entail inviting

Only administration and education funds can be used to fund "Demonstration Projects" that do not follow the typical application submittal and ranking process.

other potential applicants out to the site for an educational session before, during, or after project implementation. They are especially effective to highlight practices that are new to a particular county or region. These "typical projects" are funded with project funds, while education/administrative funds can be used to cover the costs of the training or educational event.

A "demonstration project" is a project that is funded by the districts that does not follow the lifecycle of the "typical project" above. Demonstration projects can be implemented by the district to showcase a particular practice or project without the typical application submittal and ranking process. Certain conditions must be met before a demonstration project can be funded without the typical application submittal and ranking process:

- Only education or administrative funds can be used.
- Must follow existing Program policies: be on an eligible public road; focus on environmental improvements; meet LVR traffic counts; etc.
- Must have QAB and district board approval.
- Must have a contract, MOU, or other agreement with the road-owning entity.

Demonstration projects are not intended to be used to circumvent training requirements or typical project agreements with eligible applicants. If project funds are to be used, the project becomes a

“typical project” and must go through the standard application submittal and ranking process. When a district funds a demonstration project, the district can either contract with the road-owning entity, or purchase material and contract directly with the contractors performing the work. If the district enters into a contract with the road owning entity to complete a demonstration project, standard Program contracts and procedures apply. The district must assure that all permits are obtained prior to construction, and must comply with all federal, state, and local requirements including prevailing wage. A district may fund a demonstration project by paying for materials and subcontractors directly. A separate agreement must be made with the road-owning entity that identifies the following:

- The size and scope of the project (including location map, a project sketch, and an itemized cost estimate).
- The district’s responsibilities for the project
- The road owning entity’s responsibilities for the project.
- The responsible entity for any future maintenance that may be required.

These additional requirements are needed since a standard Program contract between the district and the applicant may not be used.

3.5 Dispersing Funds to Grant Recipients

It is acceptable to advance some funds at the beginning of the project, pay for portions of the project as work is completed after bills and receipts are submitted, or wait until the project is entirely completed to pay the entire amount at one time. Districts should develop their own individual policies regarding payment to project grantees (Statement of Policy section 14.c(1)). A written schedule of payments in conformance with local policies and the Commission Statement of Policy must be included in the contract (Appendix C).

3.5.1 Advancing Funds to Grant Recipients

Up to 50 percent of the contract amount may be advanced to grant recipients once a contract is signed. More restrictive policies can be set by the local QAB.

In addition to advancing up to 50 percent of funds in advance of project work, it is also acceptable to provide additional funding (up to 70 percent of the project funds) after the project is underway. Subsequent payments are only to be made on a cash expended basis.

3.5.2 Remainder of Funding to Grant Recipients

In accordance with the Commission Statement of Policy (section 14.c(3)), the district shall withhold payment of at least 30 percent of the approved project expenses until the satisfactory completion of the project. Final payment for the project expenses shall be made only after a final on-site inspection by the district determines that the work was performed consistent with the project application and the work plan, and to the satisfaction of the district.

3.5.3 Contract Amendments

In some cases, the grant recipient may request additional time or addition funding above the contracted amount to complete a project. The approval of additional time or funding to a contract is at the discretion of the district board, based either on a case by case basis or by county policy. Districts may develop their own policies for handling cost overruns and time extensions, provided they are consistent with Commission policy. There is no additional funding from the Commission to pay for cost overruns.

For cost overruns totaling 20 percent or less of the initial contract amount, a contract amendment must be completed and signed by both entities (available at

www.dirtandgravelroads.org). Multiple amendments may be granted, provided the total of all amendments is not more than 20 percent of the initial contract amount. Amendments must be approved by the district board according to policies they establish. For cost overruns totaling more than 20 percent of the initial contract amount, a second separate contract must be made for the additional funds. For extensions of the completion date of the project, the same “Amendment form” described above can be used. Keep in mind that if a contract is between \$20,800 and \$25,000 (approaching the prevailing wage threshold), an amendment may increase the total value of the project so that prevailing wage would apply to contractor costs. More on prevailing wage in section 3.7.4.5

3.6 District Educational Opportunities

There are many opportunities for education and training for districts in various aspects of Program administration and project implementation outlined below. Also outlined below are ideas for districts to implement education and outreach efforts to municipalities and other entities within their county.

3.6.1 Education and Training FOR Districts

3.6.1.1 Environmentally Sensitive Maintenance (ESM) Training

The ESM training is a two-day course that covers the road maintenance practices employed by the Program. ESM training is made available to all district board members, QAB members, and district staff. It is highly recommended that all persons representing the district who have a significant role in the Program attend an ESM training.

ESM training is mandatory for at least one district representative on the QAB, and for the district staff person(s) most involved with the Program. ESM training must be taken once every five years to maintain certification. For more information on the ESM principles covered in the training, see Section 1.4.

3.6.1.2 Annual Maintenance Workshop

ESM training provides training on the fundamentals of environmentally sensitive road maintenance. The annual workshops give the opportunity for more in depth training on a wide variety of subjects such as diagnostics, stream crossings, low-volume roads, demonstration projects. The workshop is held at a different location in Pennsylvania each year. Many workshop sessions include bus trips to actual project locations. Individuals that have a current ESM training certification may attend an annual workshop once every five years in lieu of re-taking ESM training. Individuals whose five-year ESM certification has expired may not use the workshop as recertification, but must re-attend an ESM training.

3.6.1.3 Administrative Training

Administrative training is available for district staff, QAB members, and others. This training will cover the administrative policies and guidance provided in this manual. Administrative training is required for staff person(s) most directly responsible for administering the Program. Identified district personnel responsible for administering the Program must attend the administrative training at least once every three years.

3.6.1.4 Quality Assurance/Quality Control (QAQC)

QAQC visits are described in Section 2.3. The focus of the QAQC visits is to ensure Program policies and standards are being met, and to provide an education and training opportunity to district personnel.

3.6.1.5 Technical Assistance Visits

Technical assistance visits are conducted primarily by Center staff, but Commission staff may attend as well. Technical assistance visits are usually initiated by district staff to request help with a difficult worksite. Technical assistance visits provide excellent training opportunities not only for district staff, but for municipalities as well.

3.6.1.6 Other Trainings

Other optional trainings and educational events intended for conservation district staff administering the DGLVR Program. They include but are not limited to:

- **Boot Camps:** 3-day field focused trainings with active field sites
- **Stream Crossing Trainings:** Trainings of various lengths focusing on determining bankfull, choosing structures, establishing grade control, and other factors for more successful stream crossings
- **Webinars:** Short topic-specific presentations with question and answer typically held in the winter and early spring. Recordings and presentations from past webinars are available online and make a good starting point for new district staff.
- **New-hire trainings:** Two or three-day sessions focused on new hires at Conservation Districts
- **CD Sharing Sessions:** Regional meetings where Conservation Districts gather to review and discuss completed and upcoming projects.
- **Assessment Trainings:** One-day sessions intended to show Conservation Districts how to conduct assessments on unpaved roads to identify and assess pollution prevention sites.

For a complete list and schedule of trainings, visit the “education and training” section at www.dirtandgravelroads.org

3.6.2 Education and Training BY Conservation Districts

Education and outreach to municipalities, other potential grant applicants, and other local entities is required of each district. Below are some ideas for districts to improve the local education and outreach effort. Please contact the Center if you have questions or would like assistance setting up any of the potential outreach activities below.

3.6.2.1 Participate in Existing Outreach Events

Many counties have local or regional events that provide the opportunity to reach many potential grant applicants and other public entities. Consider becoming a member of local and/or statewide municipal associations, such as a local Council of Governments or PA State Association of Township Supervisors, to participate and promote the DGLVR Program through their events and media. Providing outreach and education at these events, such as developing a traveling display, can be an excellent use of educational funds. Some potential opportunities for such outreach include:

- **Municipal Conventions:** The Center and Commission participates in Township and Borough annual conventions each year. Many counties host their own municipal conventions every year that provide an excellent opportunity to meet with or even present to a large number of local government entities.
- **Contractor Workshops:** Many regions around the state hold “contract workshops” or other such educational days. These events are typically one-day “mini-conferences” relating to a variety of programs. They can provide a great opportunity to interact with municipalities as well as some of the sub-contractors they frequently use.
- **Elected Official Breakfasts:** Many counties have various events for their elected officials. Municipalities are often invited to these brief sessions that highlight some local

- projects going on in the county, and can provide an excellent showcase for completed DGLVR projects.
- **Municipal Visits:** Consider visiting municipalities during slower times of the year to discuss the program, potential projects, and to establish a better working relationship with them.

3.6.2.2 Host outreach events

In addition to participating in some of the existing events described above, many districts host their own events for education and outreach. Consider involving other entities in the presentation of these events such as product suppliers, contractors, equipment companies, and the townships involved in the projects.

- **DGLVR Demonstration Days:** “Demo Day” is a term used to describe half-day educational sessions held on a project site, typically aimed at municipalities. It is recommended that demo days be kept to a maximum of 2-3 hours and include breakfast or snacks to encourage attendance. Demo days typically include some type of presentation or talk at a certain time (either in the field, or indoor with a presentation), followed by a walk-through of the field site being used for the demo. Attendee can then stay as long as they like to ask questions and interact with the district. Active project sites, especially when new or innovative practices are being implemented, often make the best demo days. Another option is to hold dual “before and after” demo days, where the first day is spent going over the plan before the project begins, followed a month or so later by a day spent walking through the completed site.
- **Program Update Sessions:** Districts are encouraged to host presentation and discussion sessions to provide Program updates for municipalities and other applicants. These sessions can focus on policy updates, or simply showcase completed projects from the previous year. Update sessions can be general, or focused on a particular subject, such as “Administering the DGLVR Program for municipal secretaries”. They can also be combined with other programs run by the District.
- **Project Tours:** Many districts hold annual project tours where attendees board a bus and visit a wide variety on field sites. These tours can be customized for a range of audiences, and can be DGLVR focused, or include projects from other district programs as well.
- **Pre-Application Site Visits:** Pre-application site walk-through is highly recommended and provide an excellent opportunity for one-on-one education and outreach with the applicant.

3.6.3 Program and Project Promotion

Districts are encouraged to use their education funds to promote the Program and completed projects however they can within their county. Some ideas for such promotion include:

- **Press Releases:** After a particularly successful project, consider drafting a brief press release and making it available to local media outlets. Often such simple efforts can be picked up by a variety of media outlets and provide an effective and nearly free source of promotion.
- **Newsletters:** Many districts have monthly newsletters where they include short write-ups of successfully DGLVR projects. A few larger districts even have “DGLVR only” newsletters they periodically send out to their municipalities.
- **Project Signage:** A simple but underutilized form of project promotion is to place signs on completed projects such as “Road improvements sponsored by.....”, or “Another successful project from.....”. Signs do not have to be permanent. Many sign shops can

produce simple signs on corrugated plastic that are relatively inexpensive and will last 1-3 years. Check with the municipality to make sure signs are in compliance with any sign ordinances.

3.7 Program Eligibility

3.7.1 Eligible Applicants

Public entities that own public roads in Pennsylvania that are open to public vehicle travel are eligible to apply to districts for Program funding. Municipalities and other eligible and ineligible entities are described below.

In determining applicant eligibility, it is important to focus on

the entity that owns the road itself, not necessarily the land the road traverses. Often one entity owns the road through the property of another entity, for example a township-owned road through state forest land. The entity that owns the road corridor is the entity that is eligible to apply for funding.

The “ESM certified” person for the applicant must be an employee or elected official of the entity. The ESM certified individual must be the person in charge of work plan development and project implementation for the applying entity. Attendance by individuals not directly involved with the project design and implementation (interns, secretaries, etc.) do not qualify an applicant to be eligible for funding. Engineers on retainer or others who serve multiple municipalities are welcome to attend the ESM training, but their attendance does not count as ESM Certification for the municipalities they represent. Alternatively, if an engineer is on the payroll at a particular eligible entity, it would count as ESM certification for that municipality. Empowering and educating local municipalities is one of the primary benefits of the Program. In the case of other entities, the person who has direct oversight responsibilities for the project must be the one to attend the ESM training. Individuals that have a current ESM training certification may attend an annual maintenance workshop once every five years in lieu of re-taking ESM training. Individuals whose five-year ESM certification has expired may not use the annual maintenance workshop as recertification, but must re-attend an ESM training.

The person in charge of work plan development and project implementation from the entity that has applied for funds from the Program must have attended environmentally sensitive maintenance (ESM) training within the past five (5) calendar years to become “ESM Certified” to apply for funding.

3.7.1.1 Municipalities

Eligible municipalities in Pennsylvania include 1,500+ townships, 900+ boroughs, and 50+ cities. Districts should become acquainted with the various municipal officials and employees in their counties. Boroughs and cities will likely play a larger role in the low-volume road portion of the Program.

To date, townships are the most frequent Program applicant, accounting for over 90 percent of the projects completed statewide. Township size, composition, and structure vary widely across the state. The two township positions most likely to be involved in Program projects are the “Supervisor” and the “Roadmaster”. Supervisors are elected officials who handle a great variety of tasks for a township. Roadmasters can be elected supervisors or hired employees, and are the person(s) in charge of road maintenance for the township. Depending on size, population, and funding, a township may have multiple roadmasters and supervisors, or may have one person serving in both capacities. Pennsylvania’s 1,500+ townships are governed by the Township Code. A complete copy of the 2nd Class Township Code may be found at:

<https://www.legis.state.pa.us/WU01/LI/LI/US/HTM/1933/0/0069..HTM>.

Boroughs are small to large towns that have incorporated boundaries. Borough involvement in the Program has been limited in the past since they own fewer unpaved roads than townships, but their involvement has increased with the addition of paved low-volume roads to the Program in 2014. Boroughs, like townships, vary widely in their size and structure. Borough staff under the Borough Code requires a borough secretary and allows for a borough manager including engineers as well. It is not mandated, but it is not unusual for there to be a public works department to provide road maintenance services. Pennsylvania's 900+ boroughs are governed by the Borough Code. A complete copy of the Borough Code may be found at:

<https://www.legis.state.pa.us/cfdocs/legis/LI/consCheck.cfm?txtType=HTM&ttl=08>

Cities, like boroughs, will likely play a larger role in the low-volume road portion of the Program. Their size and structure vary considerably across the state.

3.7.1.2 Other Potential Applicants

Other local, county, or state public entities that own and maintain public roads that are open to public vehicle travel are eligible to apply to the district for project funding. The most common of these entities are listed below, although the list is not all-inclusive:

PA Department of Transportation (PennDOT): PennDOT owns ~500 miles of unpaved roads and thousands of miles of paved low-volume roads. PennDOT projects are typically designed at the regional level by regional engineers. Project oversight, however, is typically done at the county level by county maintenance managers. Both the project designer and the person in charge of project oversight must be ESM certified. Signatory authority for applications resides in the PennDOT District Offices.

PA Game Commission (PGC): The PGC owns approximately 1,000 miles of public use roads and 400+ miles of seasonal roads Statewide. The regional land manager will identify the personnel to attend ESM training in order for the PGC to be eligible to receive funds. Signatory authority for applications resides in the PGC Regional or Central offices.

PA Fish and Boat Commission (PFBC): PFBC ownership of roads is minor except for access roads and boat launch ramps. Boat launch ramps that are open to public use are eligible for funding. The PFBC personnel responsible for the project area must attend ESM training. Signatory authority for projects resides in the PAFBC Regional or Central offices.

County and other Government Entities: In many cases other local government agencies such as parks departments or municipal authorities own land and roads that are open to public travel. As long as the roads meet the requirements for worksite eligibility and the person in charge of maintaining those roads has ESM certification, they are eligible for funding.

Department of Conservation and Natural Resources (DCNR): DCNR (through State Parks and the Bureau of Forestry) administers more than 3,000 miles of dirt, gravel, and paved low-volume roads. DCNR directly receives \$7,000,000 per year under the Program, separate from the Commission allocation. DCNR officials are also required to be ESM certified in order to participate in the Program. The DCNR portion of the Program is administered separately from the Commission portion.

3.7.1.3 Determining Road Ownership

For Program eligibility, the entity that owns the road "right of way" is the determining factor, not who owns the land adjacent to the road. For example, a township may own a road that is surrounded by state or national forest on both sides.

Contracts and payments can only be made with the entity that owns the road. In some cases, the ownership of a road may be in question or unknown. Some considerations in determining road ownership of "orphaned" roads:

- If a municipality receives “Liquid Fuels” funding for the road, then it is eligible.
- Most public roads will have courthouse records of ownership.
- It is the responsibility of the potential applicant to prove road ownership to the satisfaction of the district.
- County solicitors may be able to help with road ownership determinations.

3.7.1.4 Ineligible Entities

Federal Government: The Federal Government owns and maintains roads in various capacities from national parks and monuments, U.S. Army Corps of Engineers lands, and the Allegheny National Forest. The Commonwealth of Pennsylvania cannot pay or provide funding to maintain roads owned by the federal government.

Private Road Owners (individuals and entities): Privately owned roads, even those open to public use, are not eligible to apply for funds. This applies to roads owned by private individuals, but also includes roads owned by associations, private conservancies, non-profit companies, and other non-public entities.

3.7.2 Eligible Roads

Only public roads owned by one of the eligible applicants described above may be considered for funding. A road must also be open to public motor vehicle travel for a minimum of two consecutive weeks annually in order to be eligible for funding. Using separate allocations, it is the intent of the Program to use Dirt and Gravel funds on dirt and gravel roads, and Low Volume funds on low-volume roads, as defined below. The source of project funding (D&G vs LVR) is determined based on the existing surface of the road. The only exception is that either funding source may be used for projects that involve the transition of a road from paved to unpaved.

“Eligible Sites”

- *Stream Impact*
- *Publicly owned*
- *Open to public travel*
- *ESM certified*
- *<500ADT (if paved)*

3.7.2.1 Dirt and Gravel Roads

The “Dirt and Gravel” portion of the Program is designed to fund work on public roads with unbound road surfaces. These are surfaces of natural material or crushed aggregate that have not been incorporated into a bound layer using asphalt, oil, or other such binder. As a general rule, “unpaved” roads are roads that are graded and rolled as part of routine maintenance.

3.7.2.2 Paved Low Volume Roads

The “Paved Low Volume Road” portion of the Program is designed to fund work on public roads where the surface has been bound with asphalt, oil, or other such binder. “Tar and Chip”, or “chip-sealed” roads are considered paved and fall under the Low Volume Roads portion of the Program for funding. Only paved roads with 500 vehicles per day or less are eligible for Low Volume Road funding. See Section 7.5 for traffic count guidance.

3.7.2.3 Surface Conversions

While eligible entities may choose to seal or pave a DGR project on their own at some future point in time, no Program funds should be utilized for the specific purpose of converting unpaved roads to paved or “tar and chip”. If a grant recipient plans to convert a gravel road to pavement in the future, a Dirt and Gravel project can still be completed to implement drainage and base improvements, but Program funds shall not include pavement preparation. Paving or “tar and chip” application to an unpaved road is not an eligible expense in either part of the Program (D&G or LVR), unless otherwise approved by the Commission.

The Program recognizes the value of converting a poorly constructed or poorly maintained low-volume road into a high quality dirt and gravel road through full depth reclamation or other similar processes. Districts may utilize either low-volume or dirt and gravel program component funds for these purposes.

3.7.3 Eligible Projects

Both low-volume and dirt and gravel projects must focus on both environmental and road improvements. Projects should focus on worksites (identified pollution sites) and Environmentally Sensitive Maintenance (ESM) practices to reduce pollution while providing a more stable road. Only projects that provide some form of environmental benefit, typically by reducing sediment and concentrated drainage to waterways, should be considered for funding. Worksites and ESM practices are described in detail in Section 1.4. The focus of the DGLVR Program is on long-term environmental and road improvements. The Program does not fund “routine maintenance” that is part of the regular duties of the road owner such as simply grading roads, crack-sealing asphalt, or bridge repair.

3.7.4 Eligible Project Expenses

There are no special Program-specific purchasing procedures for paying for material, equipment, or labor costs for Program projects. Municipalities should use their municipal code as guidance. Other grant recipients should follow normal purchasing procedures and normal contract procedures using advertising and bidding as warranted. Those expenditures must be tracked following normal bookkeeping and audit procedures, and records must be retained for a minimum of seven years from project completion. Applicants may apply for the full costs of all materials, equipment, and labor required for implementation of the project (there is no statewide in-kind requirement). It is up to individual districts to determine which project costs will be reimbursed by Program grant funds.

3.7.4.1 Materials

Typical material expenses on a project include but are not limited to items such as pipe, stone, fill, fabric, aggregate, etc. Products with the potential ability to leach off the road (such as dust suppressants or road stabilizers) must meet Commission requirements for non-pollution. The Center maintains a list of approved products that are eligible for use on Program projects. For more information on approved products see Section 6.2.12.

3.7.4.2 Equipment

Program projects are often completed with applicant-owned equipment. Reimbursement of applicant-owned equipment costs is an eligible expense under the Program. Applicant-owned equipment can be reimbursed up to accepted Federal Emergency Management Agency (FEMA) rates. FEMA rates should also be used to calculate in-kind contributions on applicant-owned equipment. FEMA rates do not include operator costs. FEMA equipment rate website: <http://www.fema.gov/schedule-equipment-rates> Contact Commission or Center staff for questions about equipment without listed FEMA rates.

Some Program projects may require equipment that the applicant does not own. It is an eligible expense for an applicant to rent or lease equipment necessary to complete a project with Program funds. Equipment rented or leased with Program funds can only be used on the project for which it was rented.

DGLVR funds, including project, administrative, or education, cannot be used to purchase, cost share, or maintain equipment for an applicant. It is acceptable for a district to purchase equipment for loan/rent to applicants. A district may purchase such equipment with administrative and educational funding as outlined in Sections 3.4.2 and 3.4.3.

3.7.4.3 Labor

Program projects are often completed using applicant labor and equipment operators. Reimbursement of applicant labor and equipment operators is an eligible expense under the Program. Labor rates may include benefits. Because DGLVR grant recipients are always public entities, prevailing wage is not required to be paid for labor provided by the grant recipient.

3.7.4.4 Contractor Costs

Projects may be completed entirely or partially by contractors hired by the grant recipients. Grant recipients should follow their standard procedures regarding project bidding and working with sub-contractors. Districts must make payments directly to the grant recipient, not to the grant recipient's contractors.

Projects funded by Program funds that are bid out to contractors, including owner-operators and/or sole proprietors, in which the estimated cost of the total project, exceeds prevailing wage limits (currently \$25,000) are subject to provisions of Pennsylvania's Prevailing Wage Act (1961, August 15, P. L. 987, No. 442), 43 P. S. Section 165-1 et seq.

3.7.4.5 Prevailing Wage Documentation

Where prevailing wage applies, it is the responsibility of the grant recipient to register the project with the PA Department of Labor and Industry, and include prevailing wage notification in any proposal to solicit bids for the contract. Prevailing wage scale can be obtained from the Prevailing Wage Division of the Pennsylvania

Conservation Districts need to notify grant recipients of prevailing wage requirements and to verify the requirements of prevailing wage were followed by the grant recipient prior to final payment.

Department of Labor and Industry. Contact your county solicitor or the Pennsylvania Department of Labor and Industry for additional guidance and questions. A "Frequently Asked Questions" document concerning prevailing wage can be found on the Center's website at www.dirtandgravelroads.org. Additional information available from the PA Department of Labor and Industry at <http://www.dli.pa.gov/Individuals/Labor-Management-Relations/lrc/prevailing-wage/Pages/default.aspx>.

It is the responsibility of the grant recipient to assure prevailing wage has been paid and to obtain copies of certified payrolls from any contractors where prevailing wage applies. Conservation Districts need to notify grant recipients of prevailing wage requirements and to verify the requirements of prevailing wage were followed by the grant recipient prior to final payment.

A prevailing wage "Notification letter", attachment F to the DGLVR Contract, must be completed and kept in the project file. This letter ensures that applicants have verified that they are aware of prevailing wage requirements.

For projects where prevailing wage is required, a notarized "Certified Statement of Compliance", attachment G to the DGLVR contract, must be completed and kept in the project file. This form is completed by each contractor and ensures they have met the requirement of the prevailing wage act.

3.7.4.6 In-Kind Contributions

In-kind contributions refer to costs incurred by the grant recipients for a project that are not reimbursed as part of the grant. In-kind or matching contributions from grant recipients are not required statewide. Districts, however, may establish matching requirements or give additional consideration to projects with in-kind funding.

While matching contributions are not required, the Program does track in-kind contributions from grant recipients as part of project reporting. In general, in-kind is limited to un-reimbursed materials,

equipment, and labor from the grant recipients that is part of the Program project. Only costs that are directly part of a Program project, and that meet all current Program policies for eligible expenses, shall be considered as in-kind. Some examples of ineligible expenses that will not be considered as in-kind contributions include, but are not limited to: Stream crossing replacements that do not meet Program policy; Surface aggregates that do not meet the Program's DSA policy; Full Depth Reclamation projects that do not meet the Program's policy.

3.7.4.7 Consultants, Engineering, and Permitting Costs

Some Program projects will require permits and/or engineering or consultant work to design complete. Program funds can be used to cover engineering, permitting, or similar consultant costs, but such costs are limited to a maximum of percent of the total contract between the district the grant recipient. Note this limit is defined as up to 10 percent of the contract amount (Program contracted funds), not 10 percent of the total project value (which could include in-kind or other funds). For example, a \$30,000 contract on a project totaling \$50,000 is limited to 10 percent of the contract, or \$3,000, for engineering and permitting.

Engineering, permitting, or similar consultant costs are limited to a maximum of 10 percent of the total contract between the district and the grant recipient.

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3.7.4.8 Working off the Right-of-way

Public roads have a right-of-way that extends out from the centerline of the road. The size of the right-of-way varies based on road owner and road classification.

Often significant drainage and sediment that negatively affects the public road comes from outside of the right-of-way. Sources include, but are not limited to, farm fields, access lanes, and driveways. Working outside the road right-of-way is an allowable Program expense, but only when the off right-of-way impact is having a direct negative effect on a public road AND addressing the off right-of-way impact is directly necessary to the successful completion of the project on the public road. Off right-of-way work can be completed either upslope or downslope from the road, but must be limited in scope to cost-effective practices that directly reduce road impacts.

Before working outside the right-of-way, the grant recipient must obtain written permission from the landowner. A sample landowner agreement is provided at www.dirtandgravelroads.org. Districts and grant recipients can use their own landowner agreements as long as they are in a form and manner similar to the sample provided. Districts must keep a copy of the signed landowner consent form with the project file for any work performed off the right of way.

In certain situations, off-right-of-way work requires the prior written approval from the State Conservation Commission. Where off right of way work is more than 35 percent of the total project costs (including Program funds and in-kind contributions), or where work extends more than 500 feet off of the right-of-way districts must first obtain written approval from the Commission before a contract can be signed. The district must keep a copy of the written Commission approval for off right-of-way work with the project file.

Funds can be spent on activities outside the right-of-way only when:

- It is part of a larger project on a public road.
- The issue on the public road cannot be effectively resolved within the right-of-way with traditional ESM practices.
- The district determines it is directly necessary as part of the successful completion of the project on the public road.
- It is limited in scope to cost-effective ESM practices that directly reduce impacts to the public road.

- It is limited in size to only address the area necessary to reduce impacts to the public road.
- Prior written approval of the Commission is obtained, if required (see above).
- The grant recipient has obtained written permission from the landowner..

If project work is confined to the road right-of way, landowner permission is recommended when downslope property will be impacted by road practices. This is particularly true where new drainage outlets from pipes, turnouts, etc. may impact the downslope landowner.

3.7.4.9 Combined Funds

Program funds may be combined with other funds to pay for a road maintenance project. If Program funds are combined with other funding sources, detailed accounting of which funds were spent on which portions of the project must be maintained. The other funding sources may be used as matching funds for Program projects, provided the Program funds are used on identified pollution worksites. Projects funded with combined funding sources must still adhere to the Program's non-pollution standards and ESM practices. Should other funding sources have requirements in conflict with the Program's non-pollution standards, funds cannot be combined. It may be possible to complete a project in stages where the Program funds are used on a phase of a project (i.e.- drainage and base improvements) and another funding source is used on a different phase (i.e.- improving the road surface).

3.8 Administering Projects

3.8.1 Notification to Applicants

The district is responsible for informing all potential applicants of funding availability, application deadlines, and other information necessary to Program participation. District staff should work with the Quality Assurance Board (QAB) in development of strategies for insuring equal access and notification to potential Program applicants. More details are available in the QAB Section 4.4.1.1

Conservation Districts are strongly encouraged to meet with potential applicants on site to discuss the potential project before an application is submitted for funding.

3.8.2 Pre-Application Site Visit

Districts are strongly encouraged to meet with potential applicants on site to discuss the potential project before an application is submitted for funding. The purpose of a pre-application meeting is to work jointly with the applicant to ensure that the plan they submit is in the best interest of both entities. Some applicants, especially those new to the Program, may focus on road improvement concerns over environmental concerns. The pre-application meeting allows districts to provide input on the potential project at an early stage before the applicant has invested a large amount of time and resources in developing a plan. Program Quality Assurance / Quality Control visits have repeatedly shown that districts that conduct pre-application site visits have a better relationship with their municipalities and end up putting better projects on the ground.

This visit also allows an early discussion of potential topics relating to permitting, funding availability, and other issues that could affect the scope or design of the project. Potential landowner issues, discussed in Section 3.7.4.7, should be a part of the initial site visit. Often the type of practices used on a road will depend a great deal on the cooperation of local landowners, especially where off right-of-way work or additional drainage outlets are required for successful project completion. District may develop local policies requiring pre-application meetings.

3.8.3 Pre-Design Site Visit

Many Program projects, such as most stream crossing replacements, will require a design and/or seal from an engineer. If the services of an engineer are required, it is strongly suggested that the District holds a pre-design meeting on site with the applicant and their engineer either before or after an application is submitted. This meeting ensures that the engineer designs a project or structure that best meets the needs of the county, applicant, and program. Districts may develop local policies requiring pre-application or pre-design meetings. Costs incurred before a contract is signed are not eligible for reimbursement under the grant.

3.8.4 Receiving Grant Applications

3.8.4.1 Application process

All applications for Program funding must be received on the “Dirt, Gravel, and Low Volume Road Maintenance Program Grant Application” one-page form that has been approved by the Commission. The form must be signed by the applicant. The form, and instructions for completing the form, can be found in Appendix C.

District staff should review applications for administrative completeness and to ensure they comply with established Program policies and guidance. A project sketch, location map, and itemized costs are a required part of the grant application. District staff is encouraged to work with applicants to revise the scope of their applications that do not meet Program standards. Districts may make minor changes to the application and have the applicant show concurrence by initialing and dating the change. In cases where significant changes are needed to the application work plan, the district should work with the township to create a new application that represents an acceptable project. Examples of “significant changes” may include: changes in project scope, recommended design changes, considerations for engineering and permitting costs, resizing of stream crossing structures, etc. The district may, at their discretion, refuse to accept incomplete applications or applications that do not properly address environmental issues.

Applications that district staff deem complete and potentially acceptable to the Program should be forwarded to the local Quality Assurance Board (QAB) for review and prioritization. The QAB will review and prioritize applications based on established written criteria and make funding recommendations to the conservation district board. Details of the QAB review process can be found in Section 4.3. The QAB operates in an advisory capacity only. All applications for funding must be acted on by the district board at a sunshined meeting. All applicants should be notified in writing of the funding decisions of the district board.

3.8.4.2 Unfunded Applications

Districts may develop their own county policies on the retention of unfunded applications. Applications may be retained for consideration in the next grant round, or the district may request the re-submittal of applications for each grant round. If unfunded grant applications are retained, the district should check with the applicant before the next grant cycle to ensure the scope or costs of the application have not changed.

3.8.4.3 Grant Funding Cycles

Districts may have an open application period, or they may establish application deadlines. Many districts have established application deadlines in order to encourage timely submittal by applicants. Some districts have also moved to a fall submission deadline, giving them all winter to revise applications, rank projects, obtain permits, meet with sub-contractors, and perform other logistics so that the project can begin the following spring. All eligible applicants should be informed of any application deadlines in accordance with the notification requirements outlined in Section 3.8.1.

3.8.5 Contracting

When an application has been accepted and approved by a district board, the district will enter into a contract agreement with the successful applicant. The contract, when signed by both parties, is a legally binding document between the applicant and the district that describes in detail the responsibilities of both parties. No funding transfers can take place with grant applicants, and no project work can begin, without a signed contract. The contract states the terms and conditions for the project.

Districts may add additional provisions to their contract, as long as they do not negate or conflict with the standard contract provisions or any Program policies. Districts must receive written clearance from their solicitor stating that the proposed provisions are compliant with this section prior to adding additional provisions, and provide written notification to the Commission.

All contracts must be made using the “Dirt, Gravel, and Low Volume Road Maintenance Program Contract Agreement” form that has been approved by the Commission. Districts may add provisions to the standard contract agreement described above. If a contract cannot be completed in a reasonable timeframe, the district should consider closing out or canceling the contract. Districts who maintain open contracts for multiple years may see reduced allocations in future years at the discretion of the Commission. The contract and attachments can be found in Appendix C.

3.8.5.1 Contract Attachments

When a contract is signed, the attachments listed on the contract and described below become a legally binding part of that contract. The contract and project-specific attachments must be retained with project files. The contract and attachments can be found in Appendix C of this manual. The attachments to each Dirt, Gravel, and Low Volume Road Maintenance Program Contract include:

- **Grant Application and Workplan:** (attachment A to contract) The approved grant application submitted by the applicant, including cost estimate breakdowns. The grant application must include a workplan, which consists of a hand-drawn or digitally produced sketch of the proposed project. A workplan is a plan view of the road with all planned features such as pipes, aggregate, underdrain, surface features, etc. Applicants may use the space provided on the back of the grant application for the work plan. The grant application must also include a map that identifies where the project is located.
- **General Contract Provisions:** (attachment B to contract) Standard contracting provisions required on all Program contracts.
- **Statement of Policy:** (attachment C to contract) incorporated into Contract by reference only and included in Appendix B of this manual.
- **QAB/District Standards and policies:** (attachment D to contract) Any policies adopted by district board. Note that these policies are county-specific.
- **Schedule of Payments:** (attachment E to contract) One page form that outlines how funding will be distributed by the district to the grant recipient
- **Prevailing Wage Notification Letter:** (attachment F to contract) Letter signed by grant recipient indicating they are aware of prevailing wage requirements.
- **Prevailing Wage Certified Statement of Compliance:** (Attachment G to contract) One page form from PA Department of Labor and Industry completed by contractors to verify prevailing wage was paid.

3.8.6 Pre-Project Logistics

3.8.6.1 Permits, PA One-Call

It is the responsibility of the grant recipient to ensure that all necessary permits are obtained and any other pre-project requirements such as PA One-Call are met. For more details on permits and other requirements, refer to Chapter 8.

3.8.6.2 Pre-Project Meeting

The district should meet with the successful grant recipients, preferably on site, prior to the start of any project work. If the grant recipient is utilizing a subcontractor, the subcontractor should be involved in the pre-project meeting. During the meeting, each contract item or element of the approved plan should be discussed to avoid any misunderstanding about how the plan is to be implemented and how payment will be made to the grant recipient. In cases where Driving Surface Aggregate (DSA) is involved, the pre-construction meeting should be held as far in advance as possible, prior to the start of the project, to allow for DSA sampling. Other more complex project elements such as stream crossing replacements, may require additional lead time as well.

3.8.6.3 Notification of Project Work

Grant recipients **MUST** notify the district before beginning work on a project. The amount of notice needed must be spelled out in the contract with the district. This will allow the district to meet in person with the grant recipient and any contractors or sub-contractors who will be implementing the plan to determine the phase and sequence of the project and discuss other project elements. The district must also be notified before beginning a new phase of the project (for example, drainage work is completed and aggregate placement will begin). The district may withhold payments and/or request reimbursement of advanced funds and cancelation of the contract if a grant recipient fails to comply with notification requirements.

3.8.7 Project Oversight

It is the responsibility of the district to ensure that the work being performed on the project is in accordance with the contract and attachments. The level of

*When it comes to project oversight, remember,
"You get what you inspect, not what you expect."*

direct district oversight will depend on a variety of factors including complexity of the project, past history, and knowledge of grant recipient. District personnel should visit the project regularly during its implementation to determine whether or not the plan is being followed or if changes need to be made. District oversight is critical at the beginning of a project, and anytime that a new phase or element of a project begins. Expensive or complex items, such as Driving Surface Aggregate (DSA) placement or stream crossing replacement, will require more extensive district oversight. Districts can request assistance from Commission or Center staff on project oversight and implementation. Program Quality Assurance / Quality control county visits have repeatedly shown that district who spend more time on-site during project implementation end up with more successful projects.

3.8.8 Contract Amendments

In some cases, unforeseen circumstances arise that may require changes to the scope of a project. Changes that affect the requested funds (up to 20 percent) or completion timeframe of the contracted project can be made at the discretion of the district. The contract amendment process is outlined in Section 3.5.3 and the contract amendment form can be found at www.dirtandgravelroads.org. Keep in mind that if a contract is between \$20,800 and \$25,000 (barely under the prevailing wage

threshold), an amendment may increase the total value of the project so that prevailing wage would apply to contractor costs. More on prevailing wage in section 3.7.4.4

3.8.9 Project Completion

In order for final payment to be made to a grant recipient, the following are required: a final on-site inspection, a project completion report, and receipts for all grant expenses.

3.8.9.1 Final Inspection

Upon project completion, a final inspection must be scheduled on-site involving the district and the grant recipient. Final inspections should be scheduled immediately after work is complete, so any remediation can be done while equipment is still on site if needed. Other entities such as the QAB and sub-contractors to the grant recipient should be encouraged to participate. The purpose of the final inspection is to:

- Verify the project is completed in accordance with Program standards and to the satisfaction of the district.
- Verify that all work elements classified as “in-kind services” are also completed in accordance with Program standards and to the satisfaction of the district.
- Verify that work elements proposed in the work plan have been properly installed.
- Allow the district to summarize the project work elements and costs on the project completion report.

3.8.9.2 Project Remediation (if necessary)

During the final inspection, the district may find elements of the project that were not installed, or were not installed to Program or district standards. If so, remediation work may be required of the grant recipient before the project can be considered “complete”. The district should verify any remediation work meets Program standards before making final payment.

3.8.9.3 Project Completion Report

A project completion report is required to formally report the status of projects as complete and close contracts. This report summarizes the costs and project work done on the site. The completion report must be signed by both the district and the grant recipient. The completion report and instructions can be found in Appendix G.

3.8.9.4 Receipts for Grant Expenses

Receipts are required for all eligible expenses covered by the DGLVR contract before final payments can be made. Receipts, or copies of these receipts, should be retained with project files. Receipts are encouraged, but not required for grant recipient in-kind expenses.

3.8.10 Project File Retention

All records relating to the Program must be kept for a minimum of seven years from the date of final payment on a project. A “project file checklist” that outlines required and recommended documents is provided on the Center’s website.

3.9 GIS reporting System

The Program uses a customized online Geographic Information System (GIS) called “DGLVR Mapper” to track potential and completed project location, work done, and expenditures. A GIS is a

system of maps and databases where data may be sorted, selected and displayed in a spatial format. The DGLVR Mapper GIS software is designed to facilitate the entry of project and financial data by districts. The GIS software is used to identify sites, assess sites, add or delete sites to the existing database and track project information from application submittal to completion and beyond. Districts keep track of all potential and completed worksites in the DGLVR Mapper GIS software. A public version of the DGLVR Mapper is also available that allows the public to view basic project data for the entire state.

Access to the DGLVR Mapper GIS system is through a secure login on the Center's website www.dirtandgravelroads.org. This login system will allow users in each district to access the GIS software for their county. In order to obtain a user id and password to login, you must attend a one-day GIS training. These trainings, held by the Center, are held 2-3 times a year based on demand. Please contact the Center if you are interested in attending a training. Center staff can also conduct one-on-one training sessions if needed.

Districts are encouraged to keep up with GIS data entry for contracted and completed projects on a real-time basis. At a minimum, districts must enter information on contracted and completed projects and program expenditures into the GIS system on a quarterly basis. Districts are required to update the GIS database for the Quarterly and Annual Reports (as described below), and immediately before Quality Assurance / Quality Control visits. The Commission may withhold funds to counties that do not keep GIS data current.

In addition to the district login described above, the GIS system also has a "public viewer" option. The public viewer allows anyone to access a statewide project map with access to limited project information without logging in.

For more information on the GIS system, or to login, go to <https://www.dirtandgravel.psu.edu/general-resources/cdgrs-mapper-geographic-information-system-gis>

3.10 Quarterly Reports

Districts are required to submit quarterly reports to the Commission using the DGLVR Mapper. Reports are due 15 days after each quarter ends, beginning April 15 for the January to March quarter. All administrative, education, and project expenses must be reported in the quarter in which they are paid out of the Program account. Districts must keep documentation for all Program expenses. In order to submit quarterly reports, all project, administrative, and educational expenditures for the quarter must be entered into the GIS system. Information on contracted projects is also required, as well as a summary of Program activities from district staff for the quarter. The Conservation District Manager, or their approved designee, is required to submit the report. For more information on the quarterly reporting process or available training, visit:

<https://www.dirtandgravel.psu.edu/general-resources/cdgrs-mapper-geographic-information-system-gis>.

3.11 Annual Summary Reports

Districts are required to submit a report annually to the Commission on all project work and spending activity. The information on the annual summary report is used by the Commission to report to the Transportation Committees in the Pennsylvania House and Senate annually.

Since quarterly reporting is required for all Program expenditures, submitting the annual report is nearly automatic. Once the quarterly report due January 15th has been submitted and accepted, the Annual Report can be submitted in the DGLVR Mapper system. For more information on the reporting process, visit <https://www.dirtandgravel.psu.edu/general-resources/cdgrs-mapper-geographic-information-system-gis>.

The State Conservation Commission shall annually assess the program and annually report to the Transportation Committee of the Senate and the Transportation Committee of the House of Representatives on its acceptance and effectiveness.

-§ 9106, (D), (3)

Chapter 4

Quality Assurance Board Role

4. QUALITY ASSURANCE BOARD (QAB) ROLE

The Program is designed around the concept of “local control”. Consistent with this philosophy, the Commission establishes statewide requirements and guidelines, but allows individual districts to establish local policies and procedures to customize the Program for the needs within their county. Each district is required to establish a four-member Quality Assurance Board (QAB) that becomes the primary “steering committee” that makes recommendations to the district board on local policies and project funding.

The QAB's purpose is to assist the district with the establishment of local controls and program requirements including but not limited to fiscal, environmental, written priorities, training incentives and site inspection. **The QAB serves in an advisory capacity only to the conservation district board.** The QAB makes recommendations to the board but the authority for project approval and spending is with the district directors. Only the district board may approve spending of Program Funds.

Within the conservation district a Quality Assurance Board shall be impaneled to establish and administer the grant program. The four-member Quality Assurance Board 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.

-§ 9106, (E)

4.1 QAB Composition

A four member QAB is required by law for each district administering the Program. The QAB must consist of the four members described above in 9106 (E), or their designee. The chairman of the QAB may not participate in a vote, other than to decide a tie vote. No one other than the four QAB members may vote. To broaden citizen involvement, the QAB may enlist any individual or organization to be advisors (non-voting) to the four-member QAB.

The district should select the district's voting and non-voting members for the QAB, verify their willingness to serve and ascertain that no conflict of interest exists by adopting and enforcing a conflict of interest policy statement.

The district should contact the PA Fish and Boat Commission (PFBC) and the Natural Resource Conservation Service (NRCS) to identify the proper representatives from each agency for the QAB. Individuals possessing an awareness of local environmental issues, familiarity with project administration, road maintenance, or natural habitats could be valuable QAB members. If any appointee cannot meaningfully participate, or chooses not to participate, a suitable replacement should be found.

The PFBC or NRCS may appoint a person who is not necessarily a PFBC or NRCS employee to the QAB to serve as that agency's representative. Local conservation agencies such as Trout Unlimited or conservancies may be a potential source of QAB volunteers should PFBC or NRCS wish to appoint a designee. The appointment must be agreed upon by both the district and the agency. PFBC, NRCS, or the district can also designate alternates to their spot on the QAB who can attend and vote if the primary member cannot attend. Such designations must be in writing from each agency

with respect to their spot on the QAB. A sample QAB designee letter can be found at www.dirtandgravelroads.org. This letter is a sample only. It can be modified as needed.

The individual members of the QAB are expected to become familiar with the Program and they are encouraged to attend the Environmentally Sensitive Maintenance (ESM) training. At least one of the two district members of the QAB must attend ESM training every five years. There is no requirement for the QAB members representing the PFBC and the NRCS to attend training, but it is strongly encouraged.

4.2 QAB Meetings

4.2.1 Scheduling QAB Meetings

QAB meetings may be held on a regular schedule, or on an as-needed basis. All QAB meetings are subject to the public notification requirements outlined below. The most common action items that occur at QAB meetings are:

- Visit to potential application sites
- Review and/or ranking of grant application(s)
- Recommendations of project for funding to district board
- Review of completed projects
- Recommendation of local policies to district board

4.2.2 Public Meeting Notifications

QAB meetings must be scheduled and are subject to the requirements of Pennsylvania's Sunshine law.

PA Sunshine law requires that notice of regularly scheduled QAB meetings must be given once a year by advertising in a newspaper of general circulation at least three days prior to the first meeting of the year. The notice must give the place, date, and time of the first meeting and a schedule of the QAB's remaining regular meetings. Notice of the QAB meeting also must be prominently posted at the principal office of the agency or at the public building where the meeting is to be held.

If QAB meetings are not held on a regular schedule, procedures in the Sunshine law for "special meetings" should be followed. For rescheduled or special meetings, notice of the meeting must be published in a newspaper of general circulation at least 24 hours in advance of the meeting. The notice must give the place, date, and time of the meeting.

QAB meetings may be held using a conference call. These meetings must still be sunshined and the public must be able to participate. The public should be invited to come to the district office to participate in the call and have the committee members call in to participate.

Details on the PA Sunshine Act can be found at: <http://webpages.charter.net/gdsbmmlp/sunshine.htm>

"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

4.2.3 QAB Meeting Procedures

The QAB must establish rules of order and procedures to govern their meetings. **There must be a quorum (at least two of the three voting QAB members), to vote on any recommendations to the district board.** The QAB chairman may only vote to decide a tie. Meeting minutes must be kept

and made available to the district board and general public. QAB meetings may be held via conference call as long as they meet the public notice requirements described above.

4.3 QAB Role in Projects

While much of the administrative and project oversight work is the responsibility of the district staff, QAB members are encouraged to be active participants in the Program to the greatest extent possible. An active QAB is typically the first sign of a successful Program in a county.

4.3.1 Project Ranking

Some of the major functions of the QAB are to determine project eligibility, rank projects for funding, and make funding recommendations to the district board. Each county should have a written local ranking sheet for projects, as described in Section 4.4.1.3.

QAB members are encouraged to visit application sites before regular QAB meetings in order to be able to better discuss the projects and applications. Many counties will have QAB site tours to look at application sites together. This has the advantage of allowing discussion between the QAB members and district staff. Some counties will provide QAB members with a list of applications, and QAB members will perform site visits on their own prior to QAB meetings. In some counties, the district staff will visit potential application sites, and take pictures to present to the QAB at their regular meeting. While not as effective as visiting the potential projects, the presentation approach is still more beneficial than simply looking at a list of applications on paper.

Remember in scheduling QAB meetings, both official and unofficial, that “all deliberations leading up to official actions” are subject to the public notification requirements of the Sunshine law described above.

4.3.2 Project Funding Recommendation

The QAB makes recommendations to the district board based on established district ranking criteria and Program policies. QAB funding recommendations must be made at a public meeting subject to PA’s Sunshine law described above. District staff should then take QAB recommendations to the district board for approval at a regular meeting. Once the district board acts to approve an application for funding, district staff can pursue any final measures necessary to secure a contract with the grant recipient.

4.3.3 Project Implementation and Completion

Once the district board acts on the QAB’s recommendation and enters into a contract with a grant recipient, district staff will be responsible for the general administration, oversight, and inspection of the project. Future decisions on funded projects can be made between the district staff and district board with minimal QAB involvement. For example, the district board may approve a contract amendment to a project without QAB involvement. QAB members are encouraged to stay involved with the project through site visits, but no further QAB action is required. Many districts also hold “completed site tours” with their QAB that allows them to visit and discuss completed projects.

4.4 QAB Role in Policy

In addition to project funding recommendations, the development of local policies is the second major function of the QAB. As with funding recommendations, any QAB policy recommendations must be approved by the district board. Some of the policies described below are “required” by either the Commission Statement of Policy (Section 8. QAB Responsibilities) or the law that created the Program. The “optional” policies below are given only as examples of other policies that have been

adopted by QABs around the state. QABs may create policies that are equally or more restrictive than statewide policies. For example, since statewide policy is that new stream crossing structures must be at least 100 percent of bank full width; local policies could alter this to be at least 120 percent. Local policies can also impose additional requirements. For example, a policy requiring pre-application site visits, which are highly recommended but not required statewide, could be adopted by the local QAB.

In order to assist districts and QABs in developing policies, a collection of policies from each county is available on the Center's website at <http://www.dirtandgravel.psu.edu/pa-program-resources/conservation-districts>.

4.4.1 Required Policies

4.4.1.1 Equal Access

The Commission Statement of Policy (Section 7.f) requires districts to develop a “fair and open selection process” pertaining to notifying potential applicants and accepting potential applications. All potential applicants must receive equal notification on topics such as: funding availability, application deadlines, availability of district-owned equipment (such as grader blades or traffic counters), training, etc. See Section 3.7.1 for a listing and description of eligible applicants.

4.4.1.2 Conflict of Interest

The Commission Statement of Policy (Section 8.d(3)) requires districts to develop “rules of conduct, including “...to avoid conflicts of interest by members of the QAB”. These include provisions for QAB, conservation district staff, and district board members to abstain from voting on the recommendations of policies or projects where they have a vested interest.

4.4.1.3 Project Ranking

The Commission Statement of Policy (Section 8.b(3)) requires districts to develop “written criteria to specify priorities” when it comes to ranking projects for funding. This is typically in the form of a grant application ranking sheet developed by the QAB and approved by the district board. These evaluation sheets rank applications using a numerical score and provide a basis for comparing numerous applications before making funding recommendations. A sample grant application ranking sheet is available at www.dirtandgravelroads.org.

4.4.1.4 Incentive for Training

The Commission Statement of Policy (Section 8.b(5)) requires districts to develop “incentives for training road managers and equipment operators”. Commission policy is that the person in charge of project implementation for the applicant must be ESM certified, but districts may institute additional training incentives.

Some examples of additional training incentives include: reimbursing applicants travel expenses for attending ESM training or annual workshops; hosting ESM trainings in their county to reduce travel time and expenses for potential applicants; and encouraging district staff to put on other workshops, field days, tours, etc.

The cost of implementing the incentives may be paid for with either education or administrative funds. The district may establish a written policy to specify what incentives may be used.

4.4.1.5 Non-pollution Standards

The Commission Statement of Policy (Section 8.b(6)) requires districts to develop “standards that prohibit use of materials or practices which are environmentally harmful”. The district must adopt the Commission's non-pollution standards or a more stringent policy.

4.4.2 Optional Local Policies and Procedures

QABs may recommend, and district board may adopt, a range of local policies that govern how the Program is administered within the county. Any local policies must be equally or more stringent than any statewide Program policies, and must ensure equal access to all potential Program participants. Please contact Commission staff if you have questions on a particular policy. A few examples of the potentially limitless array of local policies include:

- Establishing deadlines for grant application submittal.
- Establishing a maximum grant cap.
- Only advancing X percent (must be ≤ 50 percent) of funds, or none at all, to grant recipients before work begins.
- Limiting the amount or percentage of project funding that can be used of Driving Surface Aggregate or asphalt paving.
- Establishing a policy that grant recipients must maintain previous projects to be eligible for future funding.
- Requiring a certain percentage in-kind match.

Chapter 5

Applicant Role

5. APPLICANT ROLE

This section of the manual is intended to serve as a primer for potential applicants. While this section should serve as a guide for potential applicants, communication with the local district is vital to becoming a successful applicant.

5.1 Before Applying for Funds

5.1.1 Local Procedures and Policies

There are currently 65 counties participating in the Program. As much as is practical, control of the Program is driven down to individual County Conservation Districts (Districts). Each district is governed by a district board, and is advised by a local Quality Assurance Board (QAB) that develops county specific policies and procedures. These local policies can address many county specific issues such as the following:

- Application periods
- Training requirements and training incentives
- Types of projects accepted
- Maximum amount of funds allocated to a specific project
- Maximum number of applications accepted from an applicant
- Ranking criteria
- Maintenance requirements

It is imperative that any potential applicant contact their local district early in the process. This initial contact should occur well in advance of submitting an application.

5.1.2 Eligibility

Potential applicants must meet certain eligibility requirements as follows:

- The person in charge of work plan development and project implementation for the applying entity must have attended environmentally sensitive maintenance (ESM) training within the past five calendar years to become “ESM Certified”. Individuals not directly involved with the project design and implementation (interns, secretaries, etc.) do not qualify an applicant to be eligible for funding. Engineers on retainer or others who serve multiple municipalities are welcome to attend the ESM training, but their attendance does not count as “ESM Certification” for the municipalities they represent
- The road must be publicly owned, not simply open to the public. For Program eligibility, the entity that owns the road “right of way” is the determining factor, not who owns the land adjacent to the road. For example, a township may own a road that is surrounded by state or national forest on both sides. Contracts and payments can only be made with the entity that owns the road. In some cases, the ownership of a road may be in question or unknown. Some considerations in determining road ownership of “orphaned” roads:
 - If a municipality receives “Liquid Fuels” funding for the road, then it is eligible.

Typical project timeline:

1. *Identify potential project.*
2. *Site visit with District.*
3. *Submit application to District.*
4. *If funded, enter into contract.*
5. *Acquire any necessary permits and permission.*
6. *Perform, or have contractor perform work.*
7. *Final site inspection with District.*

- Most public roads will have courthouse records of ownership.
 - It is the responsibility of the potential applicant to prove road ownership to the satisfaction of the district.
 - Local solicitors may be able to help with road ownership determinations.
 - In addition to being publicly owned, the road must be open to public vehicle travel a minimum of two consecutive weeks out of the year.
 - The project in the application must adequately address any environmental concern.
- Refer to Section 3.7.2 of this manual for more detailed information on eligible projects.

5.1.3 Pre-application Site Visit

A pre-application site visit with the district is strongly encouraged, and in some counties is required. Districts are encouraged to rank projects higher if a pre-application site visit has occurred. The purpose of the visit is to provide a potential applicant the opportunity to discuss the size and scope of a potential project with the district. District input at this time can save time, and it can avoid the frustration of taking time to prepare an application only to find out the project may be considered ineligible or low priority. District staff may provide input during the visit that could make the application more likely to be approved. Districts may also be knowledgeable on other aspects of the project, such as permit requirements, one call notifications, erosion and sedimentation control planning, etc. Potential landowner issues, discussed in Section 3.7.4.7, should be a part of the initial site visit.

5.1.4 Combined Funds

Program funds may be combined with other funds to pay for a road maintenance project. If Program funds are combined with other funding sources, detailed accounting of which funds were spent on which portions of the project must be maintained. The other funding sources may be used as matching funds for Program projects, provided the Program funds are used on identified pollution worksites. Projects funded with combined funding sources must still adhere to the Program's non-pollution standards and Environmentally Sensitive Maintenance Practices. Should other funding sources have requirements in conflict with the Program's non-pollution standards, funds cannot be combined. It may be possible to complete a project in stages where the Program funds one phase of a project (i.e. drainage and base improvements) and another funding source funds a different phase (i.e. improving the road surface).

5.2 Applying for Funds

Districts develop their own procedures for accepting applications. Some districts may establish application deadlines while others may continually accept applications. The following are general Program requirements, but districts may add additional requirements:

- One grant application should be received for each project site. Multiple project sites will require multiple applications. Districts may suggest funding larger projects in multiple phases using a single or multiple contracts. The grant application is provided in Appendix C.
- Applicants shall submit applications to the district who will forward it to the local Quality Assurance Board (QAB) for review and prioritization.
- The QAB will review the applications and make funding recommendations to the district board.
- The district board will act on the QAB recommendations and award funding based upon previously defined local priorities and available funding.

- The district shall keep a copy of the completed application, project sketch, and location map on file.
- Applicants should keep a copy of the completed application on file.

Projects funded by Dirt, Gravel, and Low Volume Road funds that are bid out to contractors in which the estimated cost of the total project (materials, equipment and labor), exceeds prevailing wage limits (currently \$25,000) are subject to provisions of Pennsylvania's Prevailing Wage Act (1961, August 15, P. L. 987, No. 442), 43 P. S. Section 165-1 et seq. Where prevailing wage applies, it is the responsibility of the grant recipient to register the project with the PA Department of Labor and Industry, and include prevailing wage notification in any proposal to solicit bids for the contract. Prevailing wage scale can be obtained from the Prevailing Wage Division of the Pennsylvania Department of Labor and Industry. Note that owner-operators / sole-proprietors are not exempt from prevailing wage requirements. Contact your county solicitor or the Pennsylvania Department of Labor and Industry for additional guidance and questions. A "Frequently Asked Questions" document concerning prevailing wage can be found on the Center's website at www.dirtandgravelroads.org. Additional information available from the PA Department of Labor and Industry at <http://www.dli.pa.gov/Individuals/Labor-Management-Relations/lrc/prevailing-wage/Pages/default.aspx>.

A prevailing wage "Notification letter", attachment F to the DGLVR Contract, must be completed and returned to the Conservation District.

For projects where prevailing wage is required, a notarized "Certified Statement of Compliance", attachment G to the DGLVR contract, must be completed before final payment can be made.

Districts may make minor changes to the application and have the applicant show concurrence by initialing and dating the correction. Unfunded grant applications may be retained for future grant rounds, or may need to be resubmitted. Check with your district for their policies and procedures regarding unfunded grant applications.

5.3 Pre-contract Documentation

It is not necessary for an applicant to have all required permits, traffic counts, and other requirements in hand prior to submitting an application, but many of these requirements must be met before funding is advanced to the grant recipient or before project work can begin. While districts may develop more stringent requirements, the following is a list of general pre-contract requirements:

- PA One Call must be notified at various stages of the project, including the design phase and also prior to construction. One Call assigns a serial number to each call they receive. These serial numbers must be recorded and kept in the project file.
- Many projects will require some type of environmental permit. Applicants are encouraged to work with the district to determine what environmental permits, if any, may be required. Any required permits must be obtained by the grant recipient before work can begin on the portion of the project related to the permit. See Chapter 8 for more permit guidance.
- Some projects may require an Erosion and Sediment Control (E&S) plan. Your district can help you to determine if an E&S plan is necessary. A sample E&S plan is available on the Center's website.
- Low-volume road projects require that a traffic count be conducted. This traffic count must show that the worksite has a traffic count of 500 vehicles a day or less, and the count must be provided to the district for review prior to entering into a contract. See Section 7.5 for traffic count guidance.

5.4 Entering Into a Contract

Before project work can start, the district must enter into a contract with the successful applicant. The contract will specify the location, a description of the work to be performed, and the time frame within which the work will be performed. Documents such as the grant application, project sketch, location map, and project estimates become attachments to the contract. The contract will also specify the amount of funding available for the project upon completion, as well as any provisions for advance payments, payments during construction, and provisions for final payment after the work has been completed. The contract must be signed by the district chairman (or appointed designee) and a person authorized to sign for the successful applicant.

5.5 Project Work

5.5.1 Notification of Project Work

Grant recipients **MUST** notify the district before beginning work on a project. The amount of notice needed must be spelled out in the contract with the district. This will allow the district to meet in person with the grant recipient and any contractors or sub-contractors who will be implementing the plan to determine the phase and sequence of the project and discuss other project elements. The district must also be notified before beginning a new phase of the project (for example, drainage work is completed and aggregate placement will begin). The district may withhold payments and/or request reimbursement of advanced funds and cancelation of the contract if a grant recipient fails to comply with notification requirements.

5.5.2 Performing Project Work

Grant recipients should follow their standard operating procedures when performing project work such as: bidding procedures for contractors and materials, standard safety requirements, traffic control, road closure, etc. Municipalities should use their municipal codes and other appropriate standards as guidance. Other grant recipients should follow normal purchasing procedures and normal contract procedures using advertising and bidding as warranted. Project expenditures should be tracked following normal bookkeeping and audit procedures, and retained for seven years from project completion. Copies of all receipts for project expenditures to be reimbursed by grant funds must be submitted to the district.

Work must be performed in accordance with the accepted application and work plan unless both parties agree to project changes in writing. The grant recipient is responsible for oversight of any contractors or subcontractors working on the project. Work must be performed within the contracted scope, budget, and timeframe.

If an increase in costs or extension of time is required, the district must be contacted as soon as possible. At the district's discretion based on existing policies and funding availability, contracts may be amended for cost overruns up to 20 percent of the original contract amount, or to extend the timeframe for completion. When cost over-runs exceed 20 percent of the original contracted amount, an additional or new contract will be required. Keep in mind that if a contract is between \$20,800 and \$25,000 (barely under the prevailing wage threshold for contracted work), an amendment may increase the total value of the project so that prevailing wage would apply to contractor costs. More on prevailing wage in section 3.7.4.5

5.5.3 Project Completion and Reporting

When a project is completed, the district and the grant recipient will meet on site to perform a final inspection. This is documented on a project completion report. The purpose of the final inspection is to assure that all contracted items have been satisfactorily completed. Grant recipients

are encouraged to schedule a final inspection immediately after work is complete, so any remediation can be done while equipment is still on site if needed. Upon completion, the grant recipient may submit detailed financial records documenting project costs. The district will then issue a final payment. The project completion report and instructions can be found Appendix G.

5.5.4 Future Maintenance

There are no statewide requirements for maintenance after projects have been completed. Local Districts, however, may set policy on maintenance requirements for completed projects in their county. Maintenance of past projects may be considerations in a district's application ranking criteria.

Chapter 6

Center for Dirt and Gravel Road Studies

6. CENTER FOR DIRT AND GRAVEL ROAD STUDIES

6.1 Center Structure

The Center is an independently funded non-profit entity at Penn State University. The Commission contracts with the Center to provide education, outreach, and technical assistance to entities involved with the Program. The services provided by the Center are outlined in the next section. In addition to supporting the Commission part of the Program, the Center also contracts with various other entities such as the PA Department of Conservation and Natural Resources and the PA Game Commission to provide similar training and research services.

6.2 Center Services

6.2.1 Education and Training

The primary education tool of the Program is the two-day ESM course developed, maintained, and presented by the Center. The Center also hosts an annual maintenance workshop for Program participants that include multiple classroom sessions and field demonstration projects. The Center is also involved in various other trainings and educational efforts such as district administrative training, GIS trainings, and topic-specific trainings and webinars. Details of these educational services can be found in Section 3.6.

6.2.2 Outreach

The Center performs various activities in an effort to promote the Program and environmentally sensitive road maintenance principles. Such activities include participating in various professional meetings and trade shows, representing Program interests on various nationwide panels and committees, and creating and distributing promotional materials for the Program.

6.2.3 Project Technical Assistance

Center staff is available to help district staff with project planning, design, implementation and inspection. This technical assistance can be in the form of phone, e-mail, or site visits. The Center typically provides on-site assistance with projects that involve new District staff, new or innovative techniques, or especially complicated projects. Some typical services performed on technical assistance on-site visits include: on-site training of new district staff, project evaluation and planning, grant application review, interactions with applicants; conflict resolution, project stationing and site-plan development, driving surface aggregate preparation and placement assistance, project implementation and oversight assistance, and review of completed projects. It is important to note that the focus of providing this technical assistance is to build capacity at the district. Center staff will work through the district for all interactions with Program applicants.

6.2.4 Program Technical Assistance

In addition to project-related technical assistance, the Center is also available to discuss any Program-related questions or issues the district and applicants may have on a wide variety of topics. This technical assistance can be done via phone, e-mail, or even by in-office visits when large issues or new district staff is involved. If a policy interpretation or administrative assistance is needed, the Center will forward questions and concerns to staff at the Commission.

6.2.5 Written and Digital Reference Material

The Center creates and distributes a wide variety of reference material that is available both in print and online including:

- ESM training guidebook.
- Technical Bulletins on specific ESM practices.
- Write-ups about innovative projects.
- Quarterly newsletters containing Program updates.
- Annual summary reports for the Program.
- Cooperation with Commission on Program policy and guidance documents.

6.2.6 Website

The Center maintains a comprehensive website including reference material for the Program as well as other Center activities. The website can be found at www.dirtandgravelroads.org.

6.2.7 GIS and Reporting

The Program uses a customized GIS system, detailed in Section 3.9, to track the locations, deliverables, and expenditures for all road project work. The Center is responsible for the development, maintenance, and training of this GIS system; as well as the collection of the quarterly and annual summary report from districts. The Center also works with the Commission to develop reports to provide to the state legislature and others based on county data.

6.2.8 Workgroups

The Center, in conjunction with the Commission, maintains several advisory workgroups to the Program. District staff makes up the majority of the workgroups. The workgroups act in an advisory capacity only, making recommendations to the Commission for approval. There are four active workgroups that meet on an as-needed basis. The education and outreach workgroup deals with the ESM Course content and format, the annual maintenance workshop planning, and various other outreach and education efforts such as GIS trainings, roundtables, and more. The policy and planning workgroup deals with allocation and policy recommendations to the Commission. The low-volume road workgroup was created in 2014 specifically to handle issues related to the new low-volume road program. The product and process workgroup deals with technical issues such as Driving Surface Aggregate and approving products for use with Program funds.

6.2.9 DSA Clearinghouse

The Center maintains a “DSA Clearinghouse” that is designed to facilitate DSA purchasing and placements around the state by creating a central point of contact and information for aggregate suppliers and districts. This “DSA Clearinghouse” is described in Section 7.2.

6.2.10 Research

The Center performs a limited amount of research on practices and policies that directly affect the Program. Research topics vary widely from road sediment quantification, to cost-benefit analyses, to development of new and innovative practices.

6.2.11 QAQC

While the Quality Assurance/Quality Control process, described in Section 2.3, is led by Commission staff, the Center still plays a significant role in the process. The Center has worked with the Commission to develop the QAQC process. Center staff is part of the QAQC visit team and typically assume a role related to the evaluation of completed project sites.

6.2.12 Product and Process Approvals

All products and materials purchased with Program funds must adhere to the Program's non pollution standards. The product and process workgroup develops product testing protocols. These protocols are then reviewed by the Commission. When a product is submitted for approval, the workgroup reviews the product according to Commission approved protocols. A list of approved products is maintained on the Center's website at www.dirtandgravelroads.org

Chapter 7

Additional Program Policies

7. ADDITIONAL PROGRAM POLICIES

The purpose of this chapter is to address more complex Program policies that are not necessarily applicable to every project. This chapter contains policies and guidance on:

- 7.1: Stream Crossing Replacement
- 7.2: Driving Surface Aggregate
- 7.3: Full Depth Reclamation
- 7.4: Low Volume Road Specific Guidance
- 7.5: Low Volume Road Traffic Counts

7.1 Stream Crossing Structural Replacement (Bankfull) Policy

This section applies to stream crossing replacements (not road drainage “crosspipes”) on **both Low Volume funds and Dirt and Gravel roads**.

7.1.1 Background

The goal of this policy is to limit the replacement of stream crossing structures to those which are negatively impacting streams. The best quantification of stream impact is the size of the existing structure related to the bankfull width of the channel. A channel’s bankfull width is the width of flow at a “dominate channel forming flow stage” where sediment and bed material is moved most effectively through the stream system. Although it varies, bankfull is typically associated with a flow level between one and two year recurrence. Stream crossing structures that are significantly less than the channel’s bankfull width are typically associated with many problems including gravel deposition above the road and excessive stream scour and erosion below the road. The policy below limits paying for structural replacement on pipes over 4’ in diameter to only those locations where the existing structure is less than 75 percent of the bankfull channel width. These structures are most likely to be causing negative stream impacts, and are most likely to be sources of perpetual maintenance and road impacts to local municipalities (gravel bar removal, erosion, etc.). In addition, any new structures must have a width at least equal to the channel’s bankfull width. Bankfull structures have been shown to be both cost-effective over their lifetime and provide significant aquatic benefits. In addition, installing bankfull structures helps reduce annual maintenance costs, and can prevent road damage and road closures due to flooding.

7.1.2 Replacement of Road/stream Crossing Structures

The purpose of this policy is to determine eligibility for stream crossing structural replacement with Program funds. Environmentally Sensitive Maintenance practices applied to the surrounding stream crossing structure area (road, stream banks, ditches, headwalls, wingwalls, high water bypass etc.) are still eligible Program expenses around all stream crossings regardless of bankfull measurements. Within the limits described below, the final decision on funding structure replacement, along with the type of structure used (pipe, box, etc.), is at the discretion of local QABs. Individual QABs can enact stricter policies within their counties, for example requiring structures to be 50 percent bankfull instead of 75 percent to be eligible for replacement, or requiring new structures to be 1.2 times bankfull width. These qualifications for replacement with Program funds do not exempt projects from any permitting or engineering requirements. Engineers should be made aware of this policy early in the planning process, as stream crossing designed solely based on hydraulic capacity are typically smaller than a bankfull structure. Districts should hold an on-site pre-design

meeting with the applicant and their engineer prior to the structure design process and application development. Districts may develop local policies requiring pre-application or pre-design meetings.

Bankfull structures will not only accommodate the hydraulic capacity of the stream, but will allow for better stream function through the road in regards to bedload movement, sediment and debris transport, and aquatic organism passage. Stream crossing replacements can be funded as standalone projects, or as part of a larger Program project. The Program's "Stream Crossing Evaluation Form", along with guidelines on bankfull determination, can be found in Appendix E.

Stream Crossing Replacement Policy:

EXISTING stream crossing structures with an opening equal to or less than 13 square feet (equivalent to a 48" diameter round pipe):

- **Are eligible to be replaced with Program funds.**
- **The NEW REPLACEMENT structure must (all four):**
 1. Have a structure width at least equal to bankfull width (100 percent ratio).
 2. Be properly aligned with the channel when possible.
 3. Consider additional floodplain connectivity when possible.
 4. Be designed and constructed to accommodate the passage of aquatic organisms through the structure.

EXISTING stream crossing structures with an opening of more than 13 square feet (equivalent to a 48" diameter round pipe):

- **In order to be eligible for replacement, EXISTING structures must (all three):**
 1. Have a structure to bankfull width ratio of 75 percent or less.
 2. Show signs of streambank erosion.
 3. Show signs of streambed erosion/aggradation.
- **The NEW REPLACEMENT structure must (all four):**
 1. Have a structure width at least equal to bankfull width (100 percent ratio).
 2. Be properly aligned with the channel when possible.
 3. Consider additional floodplain connectivity when possible.
 4. Be designed and constructed to accommodate the passage of aquatic organisms through the structure.

Round pipes over 36" in diameter are not permitted for use in DGLVR funded stream crossings. Oval or squash pipes are acceptable. This applies only to stream crossing replacements. Round crosspipes are standard and acceptable for road drainage.

Existing structures that do not meet the above criteria are not eligible for replacement (materials, equipment, or labor) with Program funds. This policy applies to replacement of structures and does not prohibit work adjacent to the structure.

Considerations for multiple pipes

Stream crossings consisting of multiple "side-by-side" pipes are associated with a wide variety of problems including clogging and channel stability issues. Installation of multiple pipe structures is NOT permitted with Program funds (high-water or overflow pipes are permitted, but do not count towards bankfull capacity). In addition, existing stream crossings consisting of multiple pipes are eligible for replacement regardless of their relationship to the bankfull measurement, as long as they are replaced with a single opening structure of at least bankfull width. This policy applies to multiple pipes only, not multi-cell bridges.

Policy Application to Small Streams

For Program purposes, the stream crossing policy applies to situations where streams, including intermittent channels, with identified bed and banks are flowing into the road or the uphill ditch. Contact the State Conservation Commission in questionable circumstances. In order for policy exceptions on “questionable stream” channels, Districts must obtain written approval from the Commission prior to contracting the project.

Routine Maintenance

The Program has never paid for “routine or regular maintenance” such as simply grading roads. Similarly, regular maintenance of stream crossing structures is not eligible for funding. This includes work items such as culvert lining, extending undersized stream crossings, bridge deck repair, etc. that provide minimal environmental improvements.

7.2 Driving Surface Aggregate (DSA)

This section applies **primarily** to **Dirt and Gravel funds**, but DSA may have limited use under Low Volume funds, such as the conversion of a paved road back to gravel. Technical details for DSA including placement and purchasing specifications are not included in this administrative manual. See the Center’s Aggregate Handbook for technical documentation.

For D&G projects, surface aggregate is not a required part of a project. However, if surface aggregate is purchased with Program funds, Driving Surface Aggregate (DSA) must be used.

7.2.1 DSA Overview

DSA is a crushed stone mixture developed by the Center in 2001 to be used as a wearing course for unpaved roads. DSA is designed to achieve maximum density compared to other aggregates in order to resist erosion and support traffic. DSA has a few key differences compared to traditional aggregates such as PennDOT 2A or 2RC:

- Well graded to include a range of rock sizes from 1.5” to “stone dust”.
- 10-15 percent of the material is composed of “rock fines” that bind the material together.
- Placement by motor paver is highly encouraged.
- Several other requirements including a maximum plasticity limit, a pH range, a minimum hardness specification, and optimum moisture requirements.

Driving surface aggregate meeting the Commission’s specification is the only approved road surface material that may be purchased (for D&G projects) with Program funds. The only exception to this is on road fill projects. Projects that involve an average thickness of one foot or more (including surface) of road fill material may utilize an alternative aggregate to cap the newly added road base.

7.2.2 Use of DSA

The Program goal is to improve water quality. DSA is designed to resist erosion and stand up to the forces of traffic. DSA has been proven to reduce sediment loads compared to traditional aggregates by as much as 90 percent, and reduce dust by as much as 75 percent. Since DSA was designed to resist erosion, it was originally intended to be placed on sections of road adjacent to streams where draining road runoff to the waterway is unavoidable. Over the years, DSA has evolved into a “standard practice” on projects in many districts, and is being overused. DSA is NOT a required component of every Program project. The extent to which DSA is used on projects is at the discretion of individual Districts and QABs. When DSA is used as part of a project, it should be the very last

phase of the project. DSA alone does not constitute a comprehensive Program project. All possible base and drainage improvements (new pipes, underdrain, road fill, French mattresses, etc.) must be completed first to reduce environmental impacts of the road and extend the longevity of the DSA. Avoid placing DSA on entrenched roads, or on roads where surface drainage issues are not resolved.

7.2.3 DSA Certification

DSA must be placed in accordance with the DSA specification and certification found in the DSA Handbook at www.dirtandgravelroads.org. A DSA certification is required for every project where DSA is used. The DSA certification does not apply to an entire quarry. The DSA certification applies only to a particular source or pile of DSA that is being purchased. Additional certifications are required if the quarry changes the DSA production process (for example switching to a different seam of stone). The DSA certification must be obtained by the grant recipient before aggregate is placed, and must be kept with project files.

7.2.4 DSA Quality Control

DSA must be sampled and tested by an independent lab before it is delivered to a project site. Sampling can be done by district representatives following the guidelines in the Aggregate handbook. **DSA sampling, testing, and approval is “pile-specific”, not “quarry-specific”.** Testing must be done on the aggregate pile that is directly supplying the job. The costs of testing can be incorporated into project costs, or paid out of a district’s admin/education funds. Sampling can also be done by the Center’s “DSA Clearinghouse”.

The Center will act as a “DSA Clearinghouse” for DSA projects. The purpose of this DSA Clearinghouse is to ensure quality DSA purchase and placements for districts statewide by:

- Visiting and talking with quarries to ensure they understand the DSA requirements.
- Collecting samples and performing testing to ensure DSA meets all material requirements before delivery and placement.
- Keeping records of aggregate testing to avoid duplicating efforts.
- Establishing a central point of contact for quarries on DSA issues.
- Assistance with contractor coordination.
- On-site assistance during DSA placement.

If districts plan to use the DSA Clearinghouse, it is recommended that they contact the Center when a potential DSA supplier is chosen, at least 30 days before placement. Notification can be made utilizing the DSA Purchase Notification Form, provided in the Aggregate Handbook, or on the Center’s website. **If districts choose to sample their own DSA, they should share testing results with the Center** in order to provide a more comprehensive statewide database and avoid duplicate testing.

7.3 Full-Depth Reclamation (FDR)

7.3.1 Program Eligibility:

FDR is an eligible expense in the Program, at the discretion of individual districts, for use on paved Low Volume Road (LVR) projects. FDR is not an eligible expense on unpaved roads. FDR shall not be funded on paved LVR roads with DGLVR Program funds unless all applicable drainage improvements and Environmentally Sensitive Maintenance practices have been employed, as road owners are hesitant to install drainage practices at a later point when it would disturb the new road base. Shallow surface grinds for the purpose of road resurfacing are not considered FDR projects. FDR is a major rehabilitation technique in which the full depth (minimum 6”) of the surface

and predetermined portion of the underlying base is uniformly pulverized and blended to provide a stronger, homogeneous road base.

7.3.2 Alternatives to FDR

FDR is an expensive process that may not be necessary everywhere it is proposed. When considering funding FDR projects, consider alternative base improvement techniques such as:

- **Imported fill:** Importing fill to raise the elevation of a road can be less expensive than FDR in some cases. Entrenched roads in particular will benefit from road fill to eliminate drainage issues while providing a sound road base.
- **French Mattress:** In some cases, road base instabilities are a direct result of spring and seeps coming up near or under the road. French mattresses provide excellent road base while insuring that wet areas around and under the road will not affect the road above.
- **Geo-synthetics:** The use of geo-synthetics such as geogrid can increase the structural strength and stability of the road base. Geogrid is an excellent solution to fix base problems and is cost effective on small projects.

7.3.3 Program FDR Requirements:

If a district chooses to fund an FDR project, the following requirements apply:

- The Center must be made aware of the proposed FDR project before a contract is signed. A site visit from Commission or Center staff may be requested.
- FDR must follow specifications in PennDOT Publication 447 (Approved Products for Lower Volume Local Roads)
- The mix design for FDR projects must be determined by an independent third-party.
- FDR is a base stabilization technique and does not provide a final running surface. Consideration for asphalt, “tar and chip”, or some other final running surface must be part of the planning for FDR projects.
- Any additives or binding agents used in chemical stabilization must be on the Program’s “Approved Products” list, detailed on the Center’s website.

7.4 Low Volume Road Specific Guidance

This section applies only to **Low Volume funds**, not Dirt and Gravel funds. The previous guidance and policy in this manual also applies to LVR projects and funds. For the purposes of the LVR Program, a “paved” road is defined to include any road surfaced with asphalt, “tar and chip”, “chip seal”, bitumen, concrete, or other asphalt-like coating.

7.4.1 LVR Guiding Principals

7.4.1.1 Project Focus

The focus of road projects in the LVR portion of the Program should be on similar ESM principles that have been used in the Program since its inception. Projects in the LVR Program must contain benefits to both the road systems (improved drainage, reduced surface, ditch and bank erosion, smoother surface, more durable surface, reduced maintenance costs, etc.) and the environmental systems (water quality, stream quality, reduced storm water flows, improved air quality, increased infiltration). The balance between road improvements and environment benefits should be considered in the local QAB/district project ranking criteria and funding decisions.

7.4.1.2 Long Term Benefits

Similar to Dirt and Gravel Projects, the focus of LVR projects should be on long-term road and environmental improvement projects.

- Routine maintenance of LVR or storm water systems such as cleaning inlets, street sweeping, crack sealing, etc. is not eligible for funding under this Program.
- Program funds should not be used to pay for deferred or neglected maintenance on drainage/storm water systems without road improvements.
- Program funds should not be used to fund any LVR issues that do not provide a long term benefit to the road and to the environment.

7.4.1.3 Mistakes/design Errors

Program funds should not be used to correct recent mistakes and or design errors on LVRs that are the responsibility of the original project engineer or construction firm. If recent (within its reasonable design lifespan) LVR construction projects contain design or construction flaws, correction of these problems should be the duty of the project's engineer or contractor of record, and LVR funds should not be allocated for these purposes.

7.4.1.4 Project Eligibility

In order to be eligible for LVR funding, a road must have an existing paved (including chip sealed) surface, and it must have a verified average daily traffic count of less than 500 vehicles per day (according to Commission guidance). For more information on traffic count guidance, see Section 7.5.

All projects must apply ESM principles and practices to address an environmental concern directly related to the road, make improvements to the road system, or to meet all other Program requirements (ie. permits or approvals). The project eligibility requirements in section 3.7 of this manual apply to Low Volume Roads.

7.4.2 LVR Project Guidelines

7.4.2.1 Paying for Asphalt or Other Surfacing

Resurfacing paved roads (sealing or paving) is not a primary focus of the LVR Program component. Resurfacing costs can be considered by a district as a component part of a larger ESM project. It is at the discretion of individual districts and QABs whether resurfacing costs (sealing or paving) will be funded through the Program, either on individual projects or as countywide policy. Before funding any resurfacing work on projects, the following ESM principles must be addressed:

- Drainage issues
- Base instability issues
- Other necessary and appropriate issues such as bank stability, road entrenchment, vegetation, etc.

7.4.2.2 Surfacing Unpaved Roads

It is not the intent of the Program to encourage the sealing or paving of existing dirt or gravel roads and converting them to sealed or paved low-volume roads. While eligible entities may choose to seal or pave a DGR project on their own at some future point in time, no Program funds should be utilized for the specific purpose of converting unpaved roads to paved or "tar and chip", unless otherwise approved by the Commission.

7.4.2.3 Reclaiming Paved or Sealed Roads to Gravel

The Program recognizes the value of converting a poorly constructed or poorly maintained paved low-volume road into a high quality gravel through full depth reclamation or other similar processes. Districts may utilize either dirt and gravel, or low-volume road program component funds for these purposes.

7.4.3 LVRs in Urban Areas

Many ESM principles and practices in use by the Program can be readily adapted to paved LVRs in a rural environments. LVR funding, however, is not limited to rural roads or rural environments. LVR projects in urban areas will require a new set of best management practices (BMPs) that will take some time to develop and disseminate through the Program. The level of focus in rural and urban environments will be at the discretion of districts and QABs.

In order to increase the knowledge base of potential urban LVR BMPS, district should contact the Center when planning to fund an urban LVR project that is outside of “traditional ESM practices”. This will give the Center opportunity to provide input to these urban projects prior to QAB approval, and will help the Center to increase the knowledge base of urban BMPs for statewide education purposes.

The LVR portion of the Program is not JUST a storm water program. Projects, especially in urban areas, need to strike a balance between environmental improvements and road improvements. It will be up to districts and QABs to determine the proper balance for projects in their counties.

7.4.4 Safety Considerations

The Commission recognizes the fact that many LVR component projects will have higher levels of daily traffic and higher levels of posted speed than projects on unpaved roads. Grant recipients are required to follow the same safety protocols as with all other road work (flaggers, signs, etc). The funding of any traffic control and safety components of a Program project is at the discretion of the district.

7.5 Traffic Counts for Low Volume Roads

Before a contract can be signed for a low-volume road project, the applicant is responsible for validating that the road has 500 vehicles per day or less consistent with Commission and any local QAB policy. The Program’s “Traffic Count Validation form and Instructions” can be found in Appendix F.

- Applicant is responsible for providing traffic counts before a contract can be signed.
- A traffic count is not required in order to submit an application, unless required by local QAB policy.
- The district is responsible for verifying that a count exists, and that the count meets the criteria established in state and local policy.
- Traffic counts are considered valid for a period of five years, provided there are no new significant changes in traffic flow volumes or patterns.
- Documentation of traffic counts using a signed “Traffic Count Validation Form” must be retained with project files according to the Commission’s record retention policy. Districts may opt to include the completed traffic count validation form as an attachment to the project contract.
- Districts may, at their discretion, use administrative and education funding to facilitate or support traffic counts for applicants. Districts should ensure that all potential applicants have equal access to any traffic count facilitation measures they may employ.
- Traffic counts only apply to a segment of road between intersections, not to an entire length of road. Application sites that include intersections may require multiple counts.
- Traffic counts should be done on the proposed project location, or on a road that ensures that traffic on the project location can be determined.

7.5.1 OPTION A: Validate with Existing Traffic Count Data or Extrapolation

7.5.1.1 Use of Existing Data

Existing traffic counts can be used to verify road eligibility for LVR funding. Existing data must have been collected within the previous five years and conform to the Program's Level 2 count protocol at a minimum. "Estimated" traffic counts that exist for many municipal roads cannot be used.

7.5.1.2 Extrapolation of Existing Data

It is permissible to use existing data for roads with 500 vehicles per day or less to logically extrapolate to subsidiary roads. (For example, a spur road between two state roads where both state roads have less than 500 vehicles per day must also have less than 500.) This extrapolation of data can be used to verify that a road has 500 vehicles per day or less without performing a count. This extrapolation of traffic counts must prove the ADT on the road is 500 or less to be eligible for LVR funding. Potential sources of existing traffic count data include:

- State Roads: <http://www.penndot.gov/ProjectAndPrograms/Planning/Maps/Pages/Traffic-Volume.aspx>
- Local Roads: PennDOT regional offices or County Planning Commissions.

7.5.2 OPTION B: Validate with Level 1 Count: 2 Hour Count

An applicant may do a Level 1 count to determine the traffic count on a potential project site. This involves counting traffic for a two hour period, either by hand tally, video recording, or an automated traffic counter. A Level 1 count of 500 vehicles per day or less will qualify the road for LVR funding. A Level 1 count must meet the following criteria:

- It must be conducted between March 1 and the week before Thanksgiving.
- It cannot be conducted on a holiday, or the day before or after a holiday.
- It must be conducted on a Tuesday, Wednesday, or Thursday
- It must be conducted for a minimum of two consecutive hours between 3:00 pm and 6:00 pm.
- Only the number of vehicle passes is counted, regardless of direction of travel or type of vehicle.
- The traffic count for the time period will be adjusted to a 24 hour period by simply multiplying the 2 hour count volume times twelve (12)
- Applicants may skip the Level 1 count and go straight to a Level 2 count if desired
- Only licensed motor vehicles should be counted.

If a Level 1 count produces a count of 500 vehicles per day or less, the project on the road is considered eligible without a Level 2 count. If a Level 1 count produces a count of more than 500 vehicles per day, it does not disqualify the road, but necessitates a Level 2 count because of its increased accuracy. The purpose of a Level 1 count is to provide a reasonably accurate traffic count with minimal time investment.

7.5.2.1 Level 1 Count Examples

Example 1: A traffic count for two consecutive hours between 4:00 pm and 6:00 pm produces a count of 25 vehicles. $24\text{hours (per day)} / 2\text{hours (per study)} = 12$

$12 \times 25 = 300$ average daily count.

This worksite would be eligible (no Level 2 count needed).

Example 2: A traffic count for two consecutive hours between 3:30 pm and 5:30 pm produces a count of 53 vehicles. $24\text{hours (per day)} / 2\text{hours (per study)} = 12$

$12 \times 53 = 636$ average daily count.

This does not disqualify the road. It simply means that a more accurate Level 2 count is required if the applicant wants to continue to pursue Program funding.

7.5.3 OPTION C: Validate with Level 2 Count: 24 hour Automated Count

A Level 2 count involves the placement of an automated traffic counter on the road for a minimum period of 24 hours. Note that these are the minimum criteria for a count. More comprehensive or longer counts can be substituted as long as they meet the minimum requirements below for a “Level 2 count”. A Level 2 count of 500 vehicles per day or less will qualify the road for LVR funding. Level 2 counts supersede Level 1 counts if there is a discrepancy. A level 2 count must meet the following criteria:

- It must be conducted between March 1 and the week before Thanksgiving.
- It cannot be conducted on a holiday, or the day before or after a holiday.
- It must be conducted between 12 AM Tuesday and 12 AM Friday.
- It must be conducted for a minimum of 24 consecutive hours.
- Only the number of vehicle passes is counted, regardless of direction of travel or type of vehicle.

If a Level 2 count produces a count of 500 vehicles per day or less, the project on the road is considered eligible. If a Level 2 count produces a count of more than 500 vehicles per day, a project on that road is not eligible for LVR funding. 24 hour counts do not have to be broken up by hour or any smaller time unit.

The criteria described in the Level 2 count represent a “minimum acceptable criteria”. Counties may use or adopt more stringent traffic count requirements as long as it meets or exceeds the requirements here. (A more stringent requirement is a count that provides more statistically accurate data. For example: requiring Level 2 counts for all roads, requiring 48 hour counts, or requiring hourly totals on counts to provide information to PennDOT.)

7.5.4 Seasonal Activities and Special Circumstances

A traffic count survey cannot be conducted in a timeframe or manner that intentionally causes artificially low average daily traffic counts on a particular road segment. This includes conducting a traffic count during summer recess for a school access road, or conducting a traffic count when access to a road segment is temporarily or partially restricted or reduced (i.e. detoured, weight, or size restricted, etc.) or conducting a traffic count in any other timeframe or manner that intentionally causes low average daily traffic counts.

Chapter 8

Permits and Other Requirements

8. PERMITS AND OTHER REQUIREMENTS

Program projects must comply with all federal state and local permit requirements. The Program has no specialized permits and projects are not exempt from any permit requirements. For specific questions regarding permitting, contact your local DEP regional staff or district.

Any required project permits must be obtained by the grant recipient before work can begin on the portion of the project related to the permit.

Permits are not required in order for an application to be submitted to the district. Any required permits must be obtained by the grant recipient before work can begin on the portion of the project related to the permit. The grant recipient is responsible for obtaining all necessary permits. The district is responsible for verifying all necessary permits have been obtained and retaining documentation with project files. Permit costs, and any engineering required cost for permits, is an allowable project expense at the discretion of the district as long as such costs are less than 10 percent of the total contract. The list below represents the most common permits required in road maintenance work, but is not all-inclusive.

8.1.1 National Pollutant Discharge Elimination System (NPDES)

The National Pollutant Discharge Elimination System (NPDES) is a program established under the Federal Clean Water Act (CWA) to control discharges from point sources. The program was originally established to focus on discharges from pipes but since 1990 has included requirements for storm water runoff. The specific statute is found in Section 402 of the CWA.

If a project is going outside the cross-section of the road and more than 1 acre of construction occurs, an NPDES permit is required.

Contact the local district for more information.

8.1.2 State Permits

A wide variety of permits may be required from multiple state agencies for various aspects of the Program. District staff are knowledgeable about which permits are necessary and are willing to help project grant recipients obtain those permits.

8.1.2.1 Erosion and Sediment Control - 25 Pa Code Chapter 102.

An Erosion and Sediment Control plan (E&S plan) is a document that outlines erosion control measures to be employed during project implementation. An E&S plan is required for projects where more than 5,000 square feet of earth is disturbed, or in all cases in special protection watersheds..

An E&S control permit is required if a project will disturb more than 25 acres (inside and outside the road footprint combined).

For more details on Erosion and Sediment control, see: the Erosion and Sediment Pollution Control Manual (DEP Document 363-2134-008).

8.1.2.2 Water Obstruction and Encroachments- 25 Pa Code Chapter 105

Chapter 105 deals with watercourses and wetlands. A watercourse is a channel for the conveyance of surface water with a defined bed and banks.

Chapter 105 permits are waived for water obstructions (culverts, fills, etc.) if the drainage area to watercourse is less than 100 acres. However the U.S. Army Corps of Engineers may be required to review and approve the project.

8.1.2.3 General Permits

8.1.2.3.1 GP-7

General Permit-7 may be used for culverts and bridge replacement if the drainage area is less than 1 sq. mi.

For bridges and culverts that were constructed prior to 1979 and have a drainage area of less than 5 sq. mi the permit requirements are waived, as the bridge exists. If work has to be done to the structure a waiver of permit can be obtained from the regional DEP office.

All other projects will require a submittal of a joint permit to the regional DEP office. Township officials are encouraged to work with district staff so that all regulatory requirements are met.

8.1.2.3.2 General Permit 11

A (GP-11) is issued by the DEP and is for maintenance, testing, repair or replacement of water obstructions and encroachments. The GP-11 is not a replacement for an emergency permit and should be used for culverts bridges and other water obstructions but not dams. The grant recipient should contact the regional DEP office for the latest information and instructions. Other restrictions including Bog Turtles and PNDI may have to be considered..

8.1.2.4 Pennsylvania Natural Diversity Inventory (PNDI)

The Pennsylvania Natural Diversity Inventory (PNDI) identifies and describes the Commonwealth's rarest and most significant ecological resources. Data is collected and maintained using the format of the Nature Conservancy's Natural Heritage Program (NHP). The NHP is an international network for biological information. PNDI is Pennsylvania's NHP and the consistency of data and record keeping provides an opportunity to assess the status of an organism or ecosystem over a broad geographic area. The PNDI's geographic areas are not constrained by political boundaries or subdivisions. PNDI represents the most comprehensive and consistent baseline information available to analyze cause and effect for this indicator.

For more information on PNDI, go to: the Department of Conservation and Natural Resources at <http://www.naturalheritage.state.pa.us/>

8.1.3 Pennsylvania One Call System, Inc.

The One Call System is a single nonprofit communication clearinghouse established within the Commonwealth to provide a single toll free telephone number for contractors or designers or any other person planning to perform excavation work. The One Call System notifies the facility owner of the contractors' intent to perform excavation. After PA One Call is made, utility companies will visit the project site to mark any underground utilities such as power or gas lines to prevent damage. PA One Call will provide serial numbers to callers as proof they have met the requirement of the law. Districts should remind grant recipients, engineers, and contractors involved with Program projects of their notification requirements under the PA One Call law. PA One Call serial numbers must be retained with project files. For more information, see: <http://www.palcall.org> PA One Call: Call Before You Dig! 800-242-1776.

8.1.4 Local Ordinances

Counties and local municipalities are responsible for most planning and zoning ordinances. Municipal roadmasters should be aware of any ordinances or local limiting factors that may inhibit Program projects. The municipality should ensure that any projects are not in conflict with local ordinances.

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Appendix A. **Dirt Gravel, And Low Volume Road Program Law 9106**

Section 9106 of PA motor vehicle code that establishes the Dirt, Gravel, and Low Volume Road Program. Originally passed in 1997 and amended by PA act 89 of 2013.

§ 9106. Dirt, gravel and low volume road maintenance.

(A)statement of purpose. It is the intent and purpose of this section:

- (1) to fund safe, efficient and environmentally sound maintenance of sections of dirt and gravel roads which have been identified as sources of dust and sediment pollution.
- (2) to establish a dedicated and earmarked funding mechanism that provides streamlined appropriation to the county level and enables local officials to establish fiscal and environmental controls.
- (3) to fund safe, efficient and environmentally sound maintenance of sections of low volume roads that are sealed or paved with an average daily traffic count of 500 vehicles or less.

(B)general rule.--Of the funds available under section 9502(a)(1) (relating to imposition of tax), \$7,000,000 shall be annually distributed to the department of conservation and natural resources for the maintenance and mitigation of dust and sediment pollution from parks and forestry roads. Funds in the amount of \$28,000,000 shall be appropriated annually to the state conservation commission and administered in a non-lapsing, nontransferable account restricted to maintenance and improvement of dirt, gravel and low volume state and municipal roads. The state conservation commission shall apportion the funds based on written criteria it develops to establish priorities based on preventing dust and sediment pollution. In the first fiscal year, top priority shall be given to specific trouble spot locations already mapped by the task force on dirt and gravel roads and available from the department. A minimum of \$8,000,000 of the total appropriated annually shall be for maintenance and improvement of low volume roads." *(NOTE: remainder of § 9106 remains unchanged)*

(C)Apportionment Criteria. The apportionment criteria shall:

- (1) Be based on verified need to correct pollution problems related to the road.
- (2) Consider the total miles of dirt and gravel roads maintained by local municipalities or state agencies that are open to the public during any period of the year.
- (3) Consider total miles of dirt and gravel roads within watersheds protected as of November 1996 as exceptional value or high quality waters of this Commonwealth.
- (4) Consider allowances for the local cost of limestone aggregate.
- (5) Consider the commitments of grant applicants to comply with the non-pollution requirements established.

(D) State Conservation Commission. The State Conservation Commission shall:

- (1) Adopt performance standards
- (2) Provide for a system of audit.
- (3) Annually assess the program and annually report to the Transportation Committee of the Senate and the Transportation Committee of the House of Representatives on its acceptance and effectiveness. The State Conservation Commission shall be entitled to withhold and expend the costs of the audit and report preparation up to the maximum limit of 2% of the funds administered.

(E) Quality Assurance Boards.

Apportioned funds are to be dispersed to the county conservation districts which apply for then and are to be used by State agencies and local municipalities that maintain roads within the county and fulfill certain requirements specified under subsection (g). Within the conservation district a Quality Assurance Board shall be impaneled to establish and administer the grant program. The four member Quality Assurance Board 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.

(F) Administration. The Quality Assurance Board's administration of funding shall include:

- (1) Adoption of written criteria to assure equal access for all eligible applicants within specified funding categories.
- (2) Provision of documentation that application has been made for all required permits.
- (3) Adoption of procedures that assure a minimal amount of procedural paperwork.
- (4) Adoption of written criteria to specify priorities:
- (5) Adoption of funding categories to provide separate budgeting for:
 - (i) Department of Conservation and Natural Resources, Bureau of Forestry roads.
 - (ii) Municipal government roads.
 - (iii) Road demonstration projects.
 - (iv) Training grants restricted to 15% of funding.
 - (v) Administrative costs, limited to actual documented costs and restricted to a maximum of 10%.
- (6) Adoption of incentives for training road managers and equipment operators.
- (7) Adoption of standards that prohibit use of materials or practices which are environmentally harmful.
- (8) Adoption of site inspection requirements to verify completion of work.

(G) Grant Application. Each grant application shall:

- (1) Be specific to one work site or one type of work except that all State Forest roads within one county and within one Forest District may be authorized on a single grant.
- (2) Expedite the approval process by allowing the Quality Assurance Board to insert additional requirements that complete and qualify the grant for approval and which when accepted by the applicant become a binding obligation on the applicant.
- (3) Require minimal handwritten information such as location, problem being solved, basis of cost estimate, project work schedule, basis of successful completion, and type and amount of pollution reduced. The grant application shall not exceed one page with reference to published standards being acceptable.

Appendix B. **Commission Statement of Policy**

Statement of Policy for Dirt, Gravel, and Low Volume Road maintenance Program. This document also becomes “Attachment C” (by reference) to the contract between the Conservation District and the Grant recipient.

DIRT, GRAVEL, AND LOW VOLUME ROAD MAINTENANCE PROGRAM - STATEMENT OF POLICY

Approved as final by action of the State Conservation Commission on January 17, 2018.

Section 1. Purpose. It is the intention of the Commission to provide local governments and other eligible entities with funds to:

(a) Fund safe, efficient and environmentally sound maintenance of sections of dirt and gravel roads which have been identified as sources of dust and sediment pollution.

(b) Establish a dedicated and earmarked funding mechanism that provides streamlined apportionment to the county level and enables local officials to establish fiscal and environmental controls.

(c) Fund safe, efficient and environmentally sound maintenance of sections of low volume roads that are sealed or paved and have an average daily traffic count of 500 vehicles or less. Provide training to road crews on techniques of dirt, gravel, and low volume road maintenance which minimize negative environmental impact.

(d) Conduct demonstrations of new and innovative techniques of dirt, gravel, and low volume road maintenance to assist in training of road crews and educate the public on this matter.

Section 2. Definitions. The following words and terms, when used in this subchapter, have the following meanings, unless the context clearly indicates otherwise:

Act - The act of November 25, 2013, P. L. 974, No.89 (75 Pa.C.S. § 9106).

Advisory Workgroup - Advisory workgroups established by the Commission to assist and advise the Commission on the implementation and administration of the program.

Center - Center for Dirt and Gravel Road Studies at Penn State University

Commission - The State Conservation Commission created by the Conservation District Law (Act of May 15, 1945, P.L. 547, No. 217, as amended July 7, 2006 (P.L. 1059, No. 110) and subsequently amended July 9, 2008 (P.L. 986, No. 75) (3 P.S. §849 et seq.)).

Cooperating organization - An organization approved by the Commission to assist in implementing the act.

District - A conservation district as defined in the Conservation District Law.

Exceptional value - A stream or watershed which is designated as an exceptional value water under Chapter 93 (relating to water quality standards).

High quality - A stream or watershed which is designated as a high-quality water under 25 Pa. Code Chapter 93 (relating to water quality standards).

Low volume road - A road that is sealed or paved and has an average daily traffic count of 500 vehicles or less

Performance standards - The administrative policies or technical requirements, or both, adopted by the Commission for the implementation of the Program, including standards that prohibit the use of materials or practices which are environmentally harmful.

Program - The Dirt, Gravel, and Low Volume Road Maintenance Program.

Project area - A designated area where critical sediment or dust, or both, pollution problems have been identified.

Project participant - A municipality or State agency eligible to participate in a Program project under the act.

QAB - Quality Assurance Board-The administrative board impaneled by a district to administer the Program locally, under 75 Pa.C.S. § 9106(e).

Section 3. Cooperation.

(a) The Commission will encourage cooperation between Commonwealth and Federal agencies, the Center for Dirt and Gravel Road Studies and other organizations which have either direct or indirect involvement in the program to achieve the objectives to reduce pollution originating from dirt, gravel, and low volume roads.

(b) Agencies other than conservation districts will be encouraged to work closely with the appropriate conservation districts to promote local awareness of the projects and to effectuate the purposes of the Program.

Section 4. Apportionment Criteria.

(a) The Commission will apportion the amount of funds for each participating district under the program, based on the act and the criteria in subsection (c).

(b) The Commission may reallocate funds if an agreement cannot be fulfilled by the district, local government, contractor, and agency or cooperating organization.

(c) Apportionment criteria shall be based on the verified need to correct pollution problems related to the road and shall include consideration of the following:

- (1) The total number of miles of dirt and gravel roads maintained by local municipalities or State agencies that are open to the public during any period of the year.
- (2) The total miles of dirt and gravel roads within watersheds protected as of November 1996 as exceptional value or high quality waters of this Commonwealth.
- (3) Allowances for the local costs of limestone aggregate.
- (4) The commitments of grant applicants to comply with the nonpollution requirements established.
- (5) Other factors determined by the Commission to be appropriate.

(d) The Commission may allocate funds for training or road demonstration project, or both, to an aggregated budget managed by the Commission and may establish spending limits, consistent with the act, which includes the portion of the aggregated funds administered by the Commission.

Section 5. Payments by the Commission to Districts.

(a) State funds apportioned to districts under this Program will be utilized solely for implementing a county level Program.

(b) The Commission will provide apportioned funds to a participating district through an agreement between the Commission and each participating district.

(c) The Commission may withhold funds until the Commission has received any overdue Program reports and audit statements as required by the Commission.

(d) For purposes of disbursing funds to participating conservation districts, the Commission may process an advanced working capital payment as follows:

- (1) Upon the full execution of the grant agreement, the Commission may process up to 50% of the approved grant amount. Subsequent payments to the districts will be made on an "actual cash expended" basis to replenish the working capital advance.
- (2) Advance payments by a conservation district to an eligible project participant under a project agreement shall be considered "actual cash expended" when the advance is paid by the conservation district.

(3) The district shall request the payments to replenish working capital to the Commission in a format and time frame as prescribed by the Commission. The Commission may set a minimum payment level or time frequency, or both, for each request for payment.

Section 6. Advisory Workgroups. Advisory workgroups shall advise the Commission on the following:

- (a) Allocation of funds from the State level to conservation districts.
- (b) Development of Program and administrative procedures for QABs.
- (c) Review of administrative and technical guidance for the Program.
- (d) Other matters relating to the administration of the Program.

Section 7. District Responsibilities.

(a) A district participating in the Program shall enter into an agreement with the Commission establishing the duties and responsibilities of each entity.

(b) The district shall receive and manage funds for the Program that have been apportioned by the Commission to the district.

(c) The district is responsible for all aspects of the management and administration of the Program within that county.

(d) A participating district shall conduct its Program consistent with the act, this subchapter and all other policies and regulations established by the Commission.

(e) The district shall appoint and impanel a four-member QAB to administer the Grant Program within the county, under the supervision and direction of the district board of directors. The QAB is to be comprised of a non-voting chairperson appointed by the district and one local representative appointed by each of the following entities:

- (1) The Federal Natural Resource Conservation Service.
- (2) The Fish and Boat Commission.
- (3) The district.

(f) The district shall develop a fair and open project selection process, consistent with Commission policy, that provides general program information to all eligible project participants and includes sign-up periods necessary to receive requests for road maintenance and repair work

from eligible project participants. Special efforts will be made to enlist the cooperation of project participants with identified critical erosion or dust problems.

(g) Work completion by project participants will be subject to approval by the district under the performance standards adopted by the QAB.

(h) The district shall conduct an annual audit of Program expenditures in accordance with guidance provided by the Commission.

(i) The district shall submit the results of its annual audit to the Commission in a manner and time frame established by the Commission. The Commission reserves the right to audit all Program-related accounts and records to determine if funds were expended in accordance with Commission policies and the act.

(j) The district shall report Program accomplishments to the Commission on prescribed forms at times as specified by the Commission.

(k) The district shall maintain a separate accounting of funds received under the Program. The district shall maintain an itemized accounting of administrative costs claimed. Districts shall deposit funds in a Federally insured interest bearing account. Interest earnings from the account shall be applied only to the Program. The percent of apportioned funds utilized by the district for administration or training grants may not exceed those limits established by the Commission or the act, or both.

(l) Records shall be retained by districts for 3 years after completion of the work.

(m) The Commission reserves the right to examine all records and files maintained by the district related to the administration of the district's Program.

Section 8. QAB Responsibilities.

(a) The QAB impaneled by a district shall establish and administer the Program for the district under the direction of the board of directors of the district and consistent with the policies adopted by the Commission.

(b) The QAB shall consider and adopt the following:

- (1) Written criteria to assure equal access for all eligible applicants within each funding category.
- (2) Procedures that assure a minimum amount of procedural paperwork.
- (3) Written criteria to specify priorities.

(4) Funding categories to provide separate budgeting for road maintenance projects, road demonstration projects, training grants and administrative costs:

(A) QAB training grants may not exceed limits established by the Commission.

(B) Administrative costs may not exceed 10%.

(5) Incentives for training road managers and equipment operators.

(6) Standards that prohibit use of materials or practices which are environmentally harmful.

(7) Site inspection requirements to verify completion of work.

(c) The QAB shall review applications and recommend project participants to be funded through the Program.

(d) The QAB shall consider and adopt procedures for the conduct of business by the Board, including the following:

(1) Meeting schedules and procedures for public notice of meetings.

(2) Recordkeeping and provisions to make minutes and records available to the public.

(3) Rules of conduct, including rules necessary to avoid conflicts of interest by members of the QAB.

Section 9. Application by Project Participants.

(a) Applications will be on a form approved by the Commission. Applications should be submitted to the local conservation district at the times designated by the local district. Handwritten applications will be acceptable.

(b) An application shall be specific to one work location and shall include the following:

(1) A short description of the problem being solved.

(2) The basis of the cost estimate.

(3) The proposed project work schedule.

(4) The basis for successful completion.

(5) The type of pollution to be reduced.

(6) Other items specified by the Commission.

(c) The QAB may expedite the approval process by inserting additional requirements which become binding when accepted by the applicant.

Section 10. Agreements.

(a) An agreement is required between a district and project participants.

(b) The form of agreements between the district and project participants shall be approved by the Commission.

(c) Each agreement shall provide that the parties agree to comply with the conditions in this subchapter, the general contract conditions adopted by the Commission and the performance criteria adopted by the QAB of the district.

(d) The term of the agreement shall be sufficient to cover the duration of work implemented under the agreement.

Section 11. Eligible Expenses.

(a) Eligible expenses include all Program and project costs associated with the administration and implementation of the Program, and the design, review, approval, implementation and maintenance of any project approved and funded by the Program. Eligible costs payable to project participants for Program projects and eligible costs payable to conservation districts for the overall administration and implementation of the Program will be determined by the Commission.

(b) Eligible expenses for project participants include the materials, services and labor required to design and implement a project, including, but not limited to, construction and maintenance supplies and materials, equipment rental and transportation charges, demurrage, reimbursement for use of participant owned equipment, salaries and benefits, automotive and hauling travel including room and board expenses, contracted specialized services, miscellaneous expenses, certain engineering and technical fees as determined by the Commission and other expenses necessary for the satisfactory completion of a project as determined by the Commission.

(c) Eligible expenses for participating conservation districts shall include eligible costs defined in subsections (a) and (b) for project participants, plus materials, services, labor, insurance/liability coverage and all other expenses necessary for the overall administration and implementation of the Program, the development and delivery of training/education programs, demonstration projects, resource assessment, site inspections and other expenses determined by the Commission to be necessary to administer and implement the Program.

Section 12. Project Participant Responsibilities.

(a) Project participants shall conduct the dirt, gravel, and low volume road maintenance project in accordance with the project agreement with the district, the work plan for the project, the standards established by the QAB for the district, and the policies adopted by the Commission.

(b) Project participants may not use materials or practices that are environmentally harmful.

(c) Project participants shall apply for necessary local, State and Federal permits required for the project and provide the district with suitable documentation of permit issuance and requirements.

(d) Project participants shall report Program accomplishments to the district in a manner prescribed in the agreement.

(e) Claims for payment shall be submitted to the district in accordance with the schedule contained in the agreement. The claims shall be itemized and show that the utilization of funds are in accordance with the budget outlined in the agreement. The claims shall also include receipts, weigh slips or other appropriate supporting information, as determined by the Commission, to document actual expenditures by the project participant.

(f) The district and the Commission reserve the right to audit project related accounts and records to determine if funds were expended in conformance with the agreement.

(g) A project participant shall maintain a separate accounting of the funds received under the Program.

(h) Records shall be retained for 3 years following the last payment for the project.

(i) Upon the request of the district or the Commission, or both, project participants shall provide access to all records, files and documents related to Program projects.

Section 13. Performance Standards.

(a) The Commission will establish, as it deems appropriate, performance standards for the implementation of the Program. These standards may include specific administrative policies or technical requirements, or both, adopted by the Commission for the implementation and administration of the Program, including standards which prohibit the use of materials or practices which are environmentally harmful.

(b) Standards which prohibit the use of materials or practices which are environmentally harmful shall include the following minimum requirements:

(1) The commercial products used by project participants within a project area shall be used or installed, or both, according to manufacturer's recommendations and label requirements.

(2) Materials toxic to aquatic life, as defined by The Clean Streams Law (35 P. S. §§ 691.1--691.1001), may not be used where surface runoff may enter surface or ground waters.

(3) Compliance with applicable Federal, State and local laws, regulations and permit requirements.

Section 14. Payment of Eligible Expenses to Project Participants.

(a) Payments made by a district pursuant to a project agreement shall be solely for eligible expenses.

(b) Claims for payment shall be submitted by a project participant to the district in accordance with the schedule and terms contained in the approved project agreement. The claims shall be itemized and show that the utilization of funds are in accordance with the project cost summary contained in the approved project application and work plan. Claims may include receipts, weigh slips, equipment use time sheets, employee time sheets or other appropriate supporting information to document actual expenditures by the project participants.

(c) For the purpose of dispersing funds to a project participant under a project agreement, the district may process an advanced working capital payment as follows:

(1) Upon the full execution of the project agreement, the district may process an advanced payment to a project participant of up to 50% of the approved project expenses.

(2) Subsequent payments to the project participant will be made on an actual cash expended basis.

(3) In all cases, the district shall withhold payment of at least 30% of the approved project expenses until the satisfactory completion of the project. Final payment for the project expenses shall be made only after a final inspection by the district determines that the work was performed consistent with the project application and the work plan, and to the satisfaction of the district.

Appendix C. Contract and Attachments

Contract: Two page legal contract between Conservation District and Grant Recipient.

Contract Attachments:

All attachments should be completed, signed (if applicable), and included in project files.

Attachment A: Grant application and work plan (included here)

One page Grant Application with Project Sketch on back. Optional cost sheets provided to detail costs for more complex projects.

Attachment B: General Contract Provisions (included here)

General legal provisions pertaining to the contract

Attachment C: Statement of Policy (incorporated into contract by reference)

State Conservation Commission Statement of Policy, incorporated into contract by reference. Included in this manual as Appendix B.

Attachment D: QAB Standards (not included here, county specific)

Copy of local Quality Assurance Board Standards. This information is county-specific and is not included in this manual.

Attachment E: Schedule of Payments (included here)

One page form outlining structure of payments from Conservation District to Grant Recipient.

Attachment F: Prevailing Wage Notification Letter (included here)

Letter to verify Grant Recipient has been notified of Prevailing Wage requirements

Attachment G: Prevailing Wage Certification of Compliance (included here)

Form from PA Department of Labor and Industry to be completed by contractor if applicable verifying Prevailing Wage was paid. Not this is a standard Labor and Industry form, and is already required of contractors who are subject to prevailing wage.

Contract # _____

**DIRT, GRAVEL AND LOW VOLUME ROAD
MAINTENANCE PROJECT AGREEMENT BETWEEN**

**_____ COUNTY CONSERVATION DISTRICT
AND
_____**

Now, this ____ day of _____, _____, the _____ County
Conservation District ("district")
and _____,
known wherein as the "project participant", agree as follows:

(1) _____ will
conduct, or cause to be conducted, a road maintenance project on specified portions of
_____,
in accordance the Application and Work Plan attached hereto.

(2) This project will be conducted in accordance with standards that prohibit the
use of materials or practices that are environmentally harmful and in accordance with the
application and work plan attached hereto and incorporated herein. Any changes or
modifications to the work plan will be performed to the satisfaction of the district.

(3) This project will be conducted in accordance with the "General Contract
Provisions" required by the State Conservation Commission ("Commission"), the
"Dirt, Gravel and Low Volume Road Maintenance Program Statement of Policy"
which is hereby incorporated by reference and can be found at
www.dirtandgravelroads.org, as adopted by the Commission and as may be amended
from time to time, and the environmental standards approved by the Quality Assurance
Board, which are attached hereto and incorporated herein.

(4) The project participant agrees to provide documentation to the district that all
required federal, state, or local permits have been obtained prior to project
commencement on the portion of the project requiring a permit, and further agrees to
comply with all such permits as a condition of performing this agreement.

(5) The project participant shall ensure that this contract and all other
arrangements entered into pursuant to the implementation of this contract are in
conformance with all applicable local, state, and federal laws, rules, and regulations.
This includes prevailing wage act requirements that must be followed for any
contracts where the total project value is in excess of \$25,000.

(6) The district agrees to fund the eligible costs for this project in an amount up
to, but not exceeding, \$ _____. This contract can be amended
using the Program's "Contract Amendment Form" up to an additional 20% of the
original contract amount identified here, at the discretion of the district.

(7) The project funds will be disbursed by the district to
_____ in accordance with the attached schedule of payments.

(8) A project participant shall maintain a separate accounting of funds received under the program.

(9) Records must be kept for seven years from the date of project completion.

(10) The Commission will have access to all relevant program documents during that time.

(11) Neither the district nor the Quality Assurance Board shall be held responsible for any loss of life, personal injury, or property damages of any kind incurred in performing or completing the work or duties under this contract.

(12) The project participant agrees to work concurrently with the district to complete a copy of the Project Completion Report when the project is completed.

(13) The project participant shall provide the district notice of at least _____ days prior to project commencement.

(14) The project participant shall complete the project no later than _____, unless an extension of time is approved by the district.

(15) The project participant shall obtain and satisfy all requirements as determined by the district.

(16) This document and the attachments hereto constitute the entire agreement between parties.

WHEREFORE, the parties have set their hands on the date indicated, intending to be bound hereby.

FOR THE DISTRICT:

FOR: _____

(Signed) (Date)

(Signed) (Date)

(Print Name)

(Print Name)

(Title)

(Title)

List of Attachments:

Attachment A – Grant Application and Workplan (*project specific*)

Attachment B – General Contract Provisions (*PA standard*)

Attachment C – Statement of Policy, incorporated by reference, available at
www.dirtandgravelroads.org

Attachment D – Quality Assurance Board Standards (*county specific*)

Attachment E – Schedule of Payments (*project specific*)

Attachment F – Prevailing Wage Notification Letter (*project specific*)

Attachment G - Prevailing Wage Certified Statement of Compliance (*project specific*)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
Contract Instructions

The following instructions pertain to the Dirt, Gravel and Low Volume Maintenance Program **Contract**. These instructions are to act as a guide only. Note that all fields are required unless indicated otherwise.

It is strongly recommended project participant and Conservation District representatives hold an on-site meeting to complete this contract.

Header Information:

- **Contract #** – The contract number as assigned by the DGLVR GIS Mapper.
- _____ **County** – The County the road project in question is within.
- **And** _____ – The recipient of the Dirt, Gravel, and Low Volume Road Maintenance grant (Project Participant)

Date and Participant Section:

- _____ **day of** _____, _____, – The numerical day (i.e., 22nd), the month (i.e., May), and year (i.e., 2014) the contract is awarded.
- _____ **County** – The County the road project in question is within.
- **And** _____ – The Project Participant.

(1):

- _____ **will** – The Project Participant.
- **Specified portions of** _____ – The name and identification number of the road in question. List both if available.

(6):

- \$ _____ – The total amount to be funded for this project.

(7):

- **district to** _____ – The Project Participant.

(13):

- _____ **days** – The number of days' notice the Conservation District requires prior to the start of construction.

(14):

- **no later than** _____ – The expected completion date of the project.

Finalizing the Contract:

- **For the District**
 - **Signed** - The signature of the Conservation District representative.
 - **Date** – The date the Conservation District representative signed the Contract.
- **For** – The Project Participant.
 - **Signed** – The signature of the Project Participant representative.
 - **Date** – The date the Project Participant representative signed the Contract.

DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION

			District Use Only	
Project Location: County _____	Project Location: Municipality _____		Application Type: DGR <input type="checkbox"/> LVR <input type="checkbox"/>	
ESM Certified Person _____	Position _____	Certification Date _____	Funded Site ID: _____	
Date Received: _____				
Official Name of Applying Agency _____				
Mailing Address _____				
Contact Person _____	Phone _____	Fax _____	E-Mail _____	

Road Name / ID Number _____	Affected Stream or Tributary _____
Proposed Project Start Date _____	Proposed Project Completion Date _____
Existing Road Surface Type: <input type="checkbox"/> Unpaved <input type="checkbox"/> Paved	
Is project considered an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No	

1. The applicant is required to identify and obtain all necessary permits before starting the project.
2. Identify the proposed work elements: ☐ Ditches Improved ☐ Ditch Outlets Added ☐ Off Right-of-Way Improvements
☐ Road Banks Improved ☐ Road Base Improved ☐ Road Surface Stabilized
☐ Stream Crossings Improved ☐ Storm Water Improvements ☐ Vegetative Management ☐ Other _____
3. The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
4. Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
5. Project cost estimate: (summarize costs here and attach detailed documentation if needed)

Materials	<u>Grant Requested Funds</u>	Labor	Materials	<u>In-Kind Contributions</u>
	Equipment			Equipment
				Labor
See Attachment A1			See Attachment A2	

Grant Requested..... \$ _____
In-Kind Contributions..... \$ _____
Total Project Value..... \$ _____

Applicant Signature	Date
---------------------	------

DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE PROJECT WORK PLAN

Applicant

Road Name / ID Numb

Date

Instructions:

- Draw a sketch of the proposed project that includes:
 - All Proposed Work (i.e., Cross Pipes, Stream Crossings, Other ESM Practices)
 - Project Road Length in Feet or Miles
 - Nearest Intersection and/or Reference Landmarks
 - Known Utilities
 - North Arrow
- Attach a copy of a locational map with the project highlighted
- Attach additional project details as necessary



Dial 8-1-1 or 1-800-242-1776 not less than 3 business days nor more than 10 business days prior to the start of excavation.

Project Length = _____ feet / miles (circle one)

North Arrow

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
DETAILED ESTIMATED PROJECT EXPENDITURES
GRANT REQUESTED FUNDS

Use best estimates and complete as much info as possible.

Materials			
Type	Unit Cost	Qty	Cost \$
Total Materials \$			

Equipment			
Type	Hours	FEMA* Rate/Hr	Cost \$
Total Equipment \$			

Labor			
Type	Rate/Hr	Hours	Cost \$
Total Labor \$			

* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

Total Grant Requested: \$ _____ (materials + equipment + labor)

Applicant

County

Road Name / ID Number

Date

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
DETAILED ESTIMATED PROJECT EXPENDITURES
IN-KIND FUNDS

Use best estimates and complete as much info as possible.

Materials			
Type	Unit Cost	Qty	Cost \$
Total Materials \$			

Equipment			
Type	Hours	FEMA* Rate/Hr	Cost \$
Total Equipment \$			

Labor			
Type	Rate/Hr	Hours	Cost \$
Total Labor \$			

* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

Total In-Kind Contributions: \$ _____ (materials + equipment + labor)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
Grant Application/Project Work Plan Instructions

The following instructions pertain to the Dirt, Gravel and Low Volume Maintenance Program **Grant Application** and **Project Work Plan** forms. These instructions are to act as a guide only. Note that all fields are required unless indicated otherwise.

It is strongly recommended grant applicant and Conservation District representatives hold an on-site meeting to discuss a potential project plan before an application is submitted.

Grant Application Instructions

"District Use Only":

- Applicant DOES NOT fill out any of the information within this box.

General Information:

- **County** – The County the road project in question is within.
- **Municipality** – The Municipality (township, borough, or city) the road project in question is within.
- **ESM Certified Person** – List the person who will oversee the project who is currently ESM certified.
- **Position** – The current position of the ESM Certified Person.
- **Certification Date** – The date the ESM Certified Person completed their ESM training. Applicant may need to contact their Conservation District if the date is unknown. The person responsible for project design and oversight for applying entity must be ESM certified within last 5 years to be eligible for funding.
- **Official Name of Applying Agency** – The name of the agency who is applying for Dirt, Gravel and Low Volume Maintenance funding.
- **Mailing Address** – The mailing address of the applying agency. Include street address, state, and zip code.
- **Contact Person** – The official contact person of the applying agency.
- **Phone** – The phone number of the official contact person or the applying agency.
- **Fax** – The fax number of the official contact person or the applying agency. *Optional*
- **E-Mail** – The e-mail address of the official contact person or the applying agency. *Optional*

Affected Road Information:

- **Road Name / ID Number** – The name and identification number of the road in question. List both if available.
- **Affected Stream or Tributary** – The name of the stream or tributary that the road project in question is currently affecting. If project affects a small unnamed tributary (UNT), list the first named stream downstream of the tributary, such as "UNT to Trout Run".
- **Proposed Project Start Date** – The proposed date that applicant expects the project to begin.
- **Proposed Project Completion Date** – The proposed date that applicant expects the project to be finished.
- **Existing Road Surface Type** – Check the appropriate CURRENT surface type of the road project in question. "tar & chip" or "chip sealed" roads are considered paved.
- **Is project considered an emergency** – Check if the project would be considered an emergency. For example, a road that is washed out and is unpassable due to a storm would be considered an emergency.

Additional Questions, Proposed Work Elements, and Cost Estimates:

- 1) **Applicant is required to identify and obtain all necessary permits before starting the project:**
 - By signing the application, the applicant acknowledges they understand that they will be required to identify and obtain all required permits before starting the project. Applicant is not required to identify and obtain these permits prior to submitting the grant application.
- 2) **Identify the proposed work elements:** Check all that apply
 - **Ditches Improved** – Stabilizing ditches through elimination, vegetation, armoring, flow reduction, etc.
 - **Ditch Outlets Added** – Addition of drainage outlets such as pipes, turnouts, etc.
 - **Off Right-of-Way Improvements** – Improvements to access roads, lanes, etc. that affect the public roadway.
 - **Road Banks Improved** – Stabilizing of banks through reprofiling, armoring, vegetation, etc.

- **Road Base Improved** – Improvements to road base through material addition, milling, geo-synthetics, etc.
- **Road Surface Stabilized** – Improvements to the road surface through new material, stabilizers, etc.
- **Stream Crossings Improved** – Replacement or stabilization of road/stream crossings.
- **Storm Water Improvements** – Improvements to or disconnection of traditional storm water collection systems.
- **Vegetative Management** – Vegetation work such as tree thinning, selective thinning, seeding, etc.
- **Other** – List any other proposed work elements not covered by the above choices.

3) Applicant is required to obtain the DSA Specification and Certification form Prior to DSA placement.

- Applies to any projects using Driving Surface Aggregate (DSA).
- By signing the application, applicant acknowledges that they understand that they will be required to obtain the Specification and Certification from the aggregate supplier prior to aggregate placement.

4) Complete Attachment B by drawing a sketch of the proposed project. Attach a copy of a locational map with the project highlighted:

- This project sketch is part of the Project Work Plan that is addressed at the end of the Grant Application help.

5) Project cost estimate:

- **Applicant must provide estimates for both grant requested funds and in-kind services.**
 - **“Grant Requested Funds”**: summarizes the project costs that the applicant is requesting from the Program through the Conservation District.
 - **“In-Kind Contributions”**: summarizes the costs incurred by the applicant in project implementation where no reimbursement will be requested or made through the Program.
- **Cost estimates** - Cost estimates for simple projects may fit in the space provided on the Grant Application. Many projects, however, may require a separate worksheet. The optional “Detailed Estimated Project Expenditures” and “Detailed Estimated In-Kind Contributions” worksheets (Attachments A1 and A2) can be used to summarize cost details.
- **Grant Requested** – The project costs that the applicant is requesting from the Program through the Conservation District.
- **In-Kind Contributions** – The costs that will be borne by the applicant where no reimbursement will be requested or made through the Program.
- **Total Project Value** – Grant Requested + In-Kind Contributions. This is the total estimated cost of the project.

Finalizing the Application:

- **Applicant Signature** – The signature of the applicant.
- **Date** – The date the Grant Application was completed.

Project Work Plan Instructions

General Information:

- **Applicant** – The entity applying for the grant.
- **Road Name / ID Number** – The name and identification number of the road in question. List both if available.
- **Date** – The date the project work plan was completed.
- **North Arrow** – Draw a locational north arrow that identifies where north is as related to the sketch.
- **Project Length** – Enter the length of the proposed work area (not necessarily entire road length). Then circle the appropriate unit of "feet" or "miles". If the total proposed work length is less than 1 mile, then it is recommended to enter the work length in feet.

Attach a copy of a locational map with the project highlighted:

- Highlight or circle the project location on a map such as township map, topographic map, photocopied atlas map, GIS map, PennDOT map, etc. Do not include any project work items on the location map (they go on the workplan). The purpose of this map is to allow the project site to be easily found.

Project Work Sketch: The project sketch should detail the practices to be implemented on the road in plan view. Items such as new culverts, turnouts, streams, etc. should be identified on the sketch. Hand drawn sketches are acceptable. Below is a sample work sketch that could be placed in the body of the Project Work Plan.

SAMPLE

Any Mountain Road
Dirt and Gravel Road Project 2014
Every Township, Your County
Sketch AMRI
Not to Scale



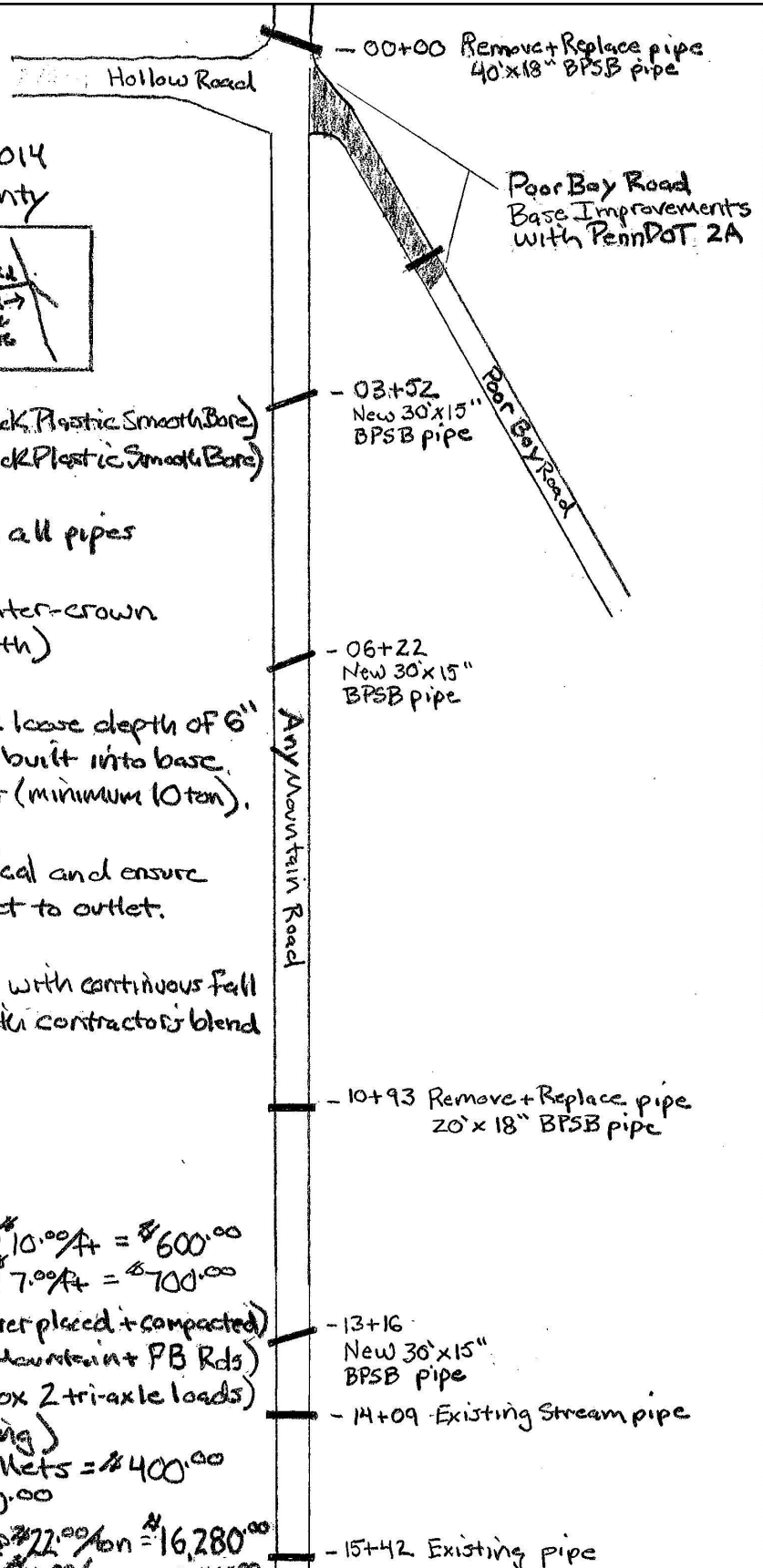
- Install three new pipes (15" Black Plastic Smooth Bore) and replace two pipes (18" Black Plastic Smooth Bore)
- Install Headwalls + Endwalls on all pipes
- Grade existing road to a 4% center-crown (1/2" of fall per 1' road width)
- Paver place DSA to a uniform loose depth of 6" to 16" wide. Reflect center-crown built into base. Compact with vibratory roller (minimum 10 ton).
- Keep pipes as shallow as practical and ensure a minimum of 2% fall from inlet to outlet.
- Grade wide-shallow ditches with continuous fall (stabilize ditches post-grading with contractor's blend grass seed + mulch)

Materials Estimate:

- 18" Dia. Smooth Bore Pipe - 60' @ \$10.00/Lt = \$600.00
- 15" Dia. Smooth Bore Pipe - 100' @ \$7.00/Lt = \$700.00
- Driving Surface Aggregate - 740 tons (paver placed + compacted) (for coverage of both Any Mountain + PB Rds)
- 2 RC Aggregate - 45 tons (approx 2 tri-axle loads) (for supplemental pipe bedding)
- Dimensional Wall Stone - 2 pallets = \$400.00
- Grass Seed + Mulch Hay = \$60.00

$$\begin{aligned} \text{DSA @ } \$22.00/\text{ton} &= \$16,280.00 \\ \text{2RC @ } \$11.00/\text{ton} &= \$495.00 \end{aligned}$$

Total Materials Estimate = \$18,535.00



DETAILED ESTIMATED PROJECT EXPENDITURES WORKSHEETS

INSTRUCTIONS

OPTIONAL - (attachments A1 and A2) - OPTIONAL

Included with the Grant Application packet are two additional project expenditure worksheets. These two worksheets, Grant Requested Funds and In-Kind Contributions, are referred to in the Grant Application as Attachment A1 and Attachment A2, respectively. These are not required but are recommended if the applicant needs more space than what is provided in the Grant Application. Since they are nearly identical, general help is provided below.

- **Grant Requested Funds/In-Kind Contributions Worksheets:**
- **Materials** – List the type, unit cost, quantity, and total cost for each proposed material.
- **Equipment** – List the type, hours, FEMA Rate/Hour if applicable, and cost for each piece of equipment proposed. Note that FEMA rates are only applicable where township-owned equipment if used otherwise applicant should use contracted rates.
- **Labor** – List the rate, hours, and cost per type of laborer.
- **Total** – The total cost of materials, equipment, and labor.
- **Applicant** – The Grant Application applicant.
- **County** – The County the road project in question is within.
- **Municipality** – The Municipality (township, borough, or city) the road project in question is within.
- **Road Name / ID Number** – The name and identification number of the road in question. List both if available.
- **Date** – The date the project expenditures form was completed.

GENERAL CONTRACT PROVISIONS

The following provisions shall be incorporated into all contracts under the Dirt and Gravel Road Maintenance Program:

(1) Legality – All work under this Agreement shall be performed in accordance with applicable statutes, rules, and regulations of the Federal, State, and local governments.

(2) Changes – The parties to the Agreement hereby agree to execute minor adjustments to this Agreement via a letter of mutual consent approved by the District.

(3) Suspension – When the District determines that the terms and conditions of this Agreement are not materially being met, the District may, upon written notice to the Contractor, suspend the Agreement until corrective action has been taken to the satisfaction of the District, or until the Agreement has been terminated.

(4) Termination – The District may terminate the Agreement in whole, or in part, at any time before the date of completion if any of the following occurs:

- (a) It is determined that the terms and conditions of the Agreement have not been met. Prompt notification in writing of the termination, with effective date, will be made by the District. Payments or recoveries by the District shall be in accordance with the legal rights and obligations of the parties.
- (b) Anticipated State and/or Federal funds are not obtained or continued at a sufficient level.
- (c) The District, without cause, provides written notification to the Contractor with an effective termination date. Payments and recoveries by the District shall be in accordance with the legal rights and obligations of the parties.

(5) Extension of Time – The Agreement may be extended for additional periods beyond its established expiration date by written amendment to the Agreement. The extension of time must be approved by both of the contract parties prior to the expiration date of the Agreement.

(6) Conflict of Interest

- (a) Interest of Members of the Commonwealth and others – No officer, member, or employee of the Commonwealth who exercises any function or responsibilities under this Agreement, shall participate in any decision relating to this Agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested; nor shall any such officer, member, or employee of the Commonwealth, and no member of its

governing body, have any interest, direct or indirect, in this Agreement or the proceeds thereof.

- (b) Interest of Contractor – The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants that in the performance of this Agreement, it shall not knowingly employ any persons having such interests. Contractor further certifies that no member of the Board of Directors of the Contractor or any of its officers have such adverse interest.

(7) Hold Harmless – Contractor shall be responsible for and agrees to indemnify and hold harmless the District, the County, the Commission, and the Commonwealth from and against damages to property or injuries (including death) to any person and other losses, damages, expenses, claims, demands, suits, and actions by any party against the District, the County, the Commission, and the Commonwealth in connection with the work performed by the Contractor.

(8) Fiscal Records – Contractor agrees to maintain books, records, documents, correspondence, and other evidence pertaining to the costs and expenses of this Agreement (hereinafter collectively referred to as “the records”, to the extent and in such detail as will properly reflect all costs, direct and indirect, of labor, materials, equipment, supplies, services, and all other costs and expenses of whatever nature for which funding has been provided under the provisions of this Agreement, and in accordance with generally accepted accounting principles.

(9) Retention of Records – The records shall be retained by the District and be made available for audit for a period of three (3) years after final payment is made and the Agreement has expired and all other pending matters are resolved.

(10) Right to Audit – The District, the Commission, and the Office of Auditor General, or any of their duly authorized representatives, shall have access to the records of the Contractor for the purpose of making an audit of financial transactions, compliance with the Agreement terms, and an evaluation of Agreement performance. It is further understood that the District, the Commission, and the Office of Auditor General are authorized to make examination, excerpts, copies, and transcriptions of such records during the course of an audit.

(11) Indirect Costs – Where indirect costs are part of the amount charged to the District, the method of determining those costs must be identified with sufficient documentation to support its use. Regardless of the method used to calculate indirect costs, the amount charged must not exceed actual costs incurred.

ATTACHMENT E
to Contract

**Dirt, Gravel, and Low Volume Road Maintenance Program
Schedule of Payments to Program Participants**

The conservation district agrees to disburse funds under this project agreement in the following manner:

- (1) All required permits must be obtained by the Program Participant before funds can be advanced from the Conservation District. Upon the full execution of this project agreement, the district agrees to provide an advanced payment to the project participant of \$_____ to be applied towards payment of eligible expenses incurred in the performance of the project (maximum of 50% of contract). The project participant agrees that these advanced funds will be utilized solely for eligible expenses as contained in the attached project application and work plan. The project participant shall supply the district with receipts, weigh slips, and/or other appropriate supporting information to document proper expenditure of advanced payments by the project participants prior to receiving additional payments under this agreement.
- (2) The district shall process subsequent payments to the project participant on an actual cash expended basis.
- (3) The district shall withhold \$_____ of the approved project expenses until the satisfactory completion of the project (minimum of 30% of the contract). Final payment for the project expenses shall be made only after a final inspection by the district determines that the work has been performed consistent with the project application and the work plan, and to the satisfaction of the district.
- (4) All claims submitted by the program participant pursuant to this agreement shall be submitted to the district in accordance with this schedule and the terms and conditions contained in the approved project agreement. The claims shall be itemized and show that the utilization of funds are in accordance with the project cost summary contained in the approved project application and work plan. Claims shall include receipts, weigh slips, and/or other appropriate supporting information to document actual expenditures by the project

Pa Dirt, Gravel, and Low Volume Road Program

Prevailing Wage Notification and Acknowledgment Form

Conservation District Notification to Grant Recipient

Date: _____
(notification date)

The _____ Conservation District is providing _____
(district name) (grant recipient)

this letter as an attachment to the Dirt, Gravel, and Low Volume Road contract on

_____ Road regarding the grant recipient's responsibility to meet
(road name / #)

prevailing wage requirements. For projects exceeding a total project value of \$25,000, the grant recipient must obtain a prevailing wage determination through the Department of Labor and Industry (DLI) and included it with the bid package for any contracted labor. Municipal employees are not subject to prevailing wage law.

By signing this form, the grant recipient acknowledges receipt of prevailing wage requirements from the Conservation District. If you have any questions regarding prevailing wage, please contact the PA Department of Labor and Industry, Bureau of Labor Law Compliance, at 800-932-0665, or visit: <https://www.dli.pa.gov/Individuals/Labor-Management-Relations/lrc/prevailing-wage>

Grant Recipient Acknowledgement to Conservation District

I hereby acknowledge that I have read and understand the above notification to

_____ to comply with Pennsylvania's prevailing wage law.
(grant recipient)

Printed Name (grant recipient signee)

Signature (grant recipient signee)

Title (grant recipient signee)

Date Acknowledged

THE NOTARIZATION MUST BE COMPLETED ON FIRST AND LAST SUBMISSIONS ONLY. ALL OTHER INFORMATION MUST BE COMPLETED WEEKLY.

*FRINGE BENEFITS EXPLANATION (FB): Bona fide benefits contribution, except those required by Federal or State Law (unemployment tax, workers' compensation, income taxes, etc.)

Please specify the type of benefits provided and contributions per hour:

- 1) Medical or hospital care _____
- 2) Pension or retirement _____
- 3) Life insurance _____
- 4) Disability _____
- 5) Vacation, holiday _____
- 6) Other (please specify) _____

CERTIFIED STATEMENT OF COMPLIANCE

1. The undersigned, having executed a contract with _____
(AWARDING AGENCY, CONTRACTOR OR SUBCONTRACTOR)
_____ for the construction of the above-identified project, acknowledges that:
 - (a) The prevailing wage requirements and the predetermined rates are included in the aforesaid contract.
 - (b) Correction of any infractions of the aforesaid conditions is the contractor's or subcontractor's responsibility.
 - (c) It is the contractor's responsibility to include the Prevailing Wage requirements and the predetermined rates in any subcontract or lower tier subcontract for this project.
2. The undersigned certifies that:
 - (a) Neither he nor his firm, nor any firm, corporation or partnership in which he or his firm has an interest is debarred by the Secretary of Labor and Industry pursuant to Section 11(e) of the PA Prevailing Wage Act, Act of August 15, 1961, P.L. 987 as amended, 43 P.S. § 165-11(e).
 - (b) No part of this contract has been or will be subcontracted to any subcontractor if such subcontractor or any firm, corporation or partnership in which such subcontractor has an interest is debarred pursuant to the aforementioned statute.
3. The undersigned certifies that:
 - (a) the legal name and the business address of the contractor or subcontractor are: _____

 - (b) The undersigned is: ☐ a single proprietorship ☐ a corporation organized in the state of _____
☐ a partnership ☐ other organization (describe) _____
 - (c) The name, title and address of the owner, partners or officers of the contractor/subcontractor are:

NAME	TITLE	ADDRESS

The willful falsification of any of the above statements may subject the contractor to civil or criminal prosecution, provided in the PA Prevailing Wage Act of August 15, 1961, P.L. 987, as amended, August 9, 1963, 43 P.S. § 165.1 through 165.17.

(DATE)

(SIGNATURE)

(TITLE)

SEAL

Taken, sworn and subscribed before me this _____ Day
of _____ A.D., _____

Appendix D. Contract Amendment

Single page amendment form that can be used to increase the funding amount or extend the completion date of an existing contract. Instruction page included. Funding can only be increased by 20 percent over original contract.

Contract # _____

Contract Amendment

**DIRT, GRAVEL, AND LOW VOLUME ROAD
MAINTENANCE PROJECT AMENDMENT # _____
TO AGREEMENT BETWEEN _____
COUNTY CONSERVATION DISTRICT AND**

(project participant)

Whereas, the agreement required the project participant to perform a road maintenance project ("project") in accordance with an Application and Work Plan attached to the agreement.

Whereas, the agreement required the district to fund the eligible costs of the project in an amount up to, but not exceeding \$_____.

Whereas, the project participant underestimated the amount of money that it would need to complete the project in accordance with an Application and Work Plan attached to the agreement.

Whereas, the district is able to provide eligible funds to the project participant as long as the funds are used to complete the project as specified in the Application and Work Plan attached to the agreement and the total additional funds are no more than 20% of the amount of money included in the original agreement.

Now therefore, intending to be legally bound, the parties agree as follows:

1. The district agrees to provide additional monies to fund the eligible costs for the project in an amount up to, but not exceeding \$_____. The maximum amount payable to project participant for the entire project is increased to \$_____.
2. The district agrees to extend the project completion date to _____. The project participant agrees to complete the project by this extended date.
3. Except as amended hereby, the original agreement remains in full force and effect.

Wherefore, the parties have set their hands on the date indicated, intending to be bound hereby.

For the District:

For the Project Participant:

(Signed) (Date)

(Signed) (Date)

(Print Name)

(Print Name)

(Title)

(Title)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
Amendment Instructions

The following instructions pertain to the Dirt, Gravel and Low Volume Maintenance Program **Amendment**. These instructions are to act as a guide only. Note that all fields are required unless indicated otherwise.

It is strongly recommended project participant and Conservation District representatives hold an on-site meeting to complete this amendment.

Header Information:

- **Contract #** – The contract number as assigned by the DGLVR GIS Mapper.
- **Amendment #** _____ – The unique number that identifies this amendment.
- _____ **County** – The County the road project in question is within.
- **And** _____ – The recipient of the Dirt, Gravel, and Low Volume Road Maintenance grant (Project Participant)

Original Contract Information:

- **exceeding \$** _____ – The total amount originally funded for this project.
- **no later than** _____ – The original expected completion date of the project.

(1):

- **exceeding \$** _____ – The additional funds available to complete the work. This amount cannot be greater than 20% of the amount originally awarded. For example, if the original contract's grant was for \$10,000 then the maximum amendment allowed is \$2,000.
- **entire project is increased to \$** _____ – The sum total of the original contract plus the amendment. Using the example above, this would be \$12,000 (\$10,000 + \$2,000).

(2):

- **extend the project completion date to** _____ – The amended expected completion date of the project.

Finalizing the Contract:

- **For the District**
 - **Signed** - The signature of the Conservation District representative.
 - **Date** – The date the Conservation District representative signed the Amendment.
 - **Print Name** – The name of the Conservation District representative.
 - **Title** – The title of the Conservation District representative.
- **For** – The Project Participant.
 - **Signed** – The signature of the Project Participant representative.
 - **Date** – The date the Project Participant representative signed the Amendment.
 - **Print Name** – The name of the Conservation District representative.
 - **Title** – The title of the Conservation District representative.

Appendix E. Stream Crossing Replacement Evaluation

One-page form for evaluating road/stream crossing structures for eligibility for replacement with Program funds. The form also includes bankfull determination guidance.

PA Dirt Gravel and Low Volume Road Program—Stream Crossing Evaluation Form

Reviewer Information: Site Information

Date: _____

Reviewer: _____

Entity: _____

Existing Structure (circle):



round



oval



bottomless arch



box culvert



footers & bridge



multiple openings

Other :
(describe/draw)

County _____ Township _____

Road Owning Entity _____

Structure Owning Entity _____

Road Name _____

Stream Name _____
"UNT" for unnamed tributary to

Latitude _____ N Longitude _____ W

Site notes: _____

Existing Conditions: quantitative assessment

Measuring Bankfull Channel Width: Since stream conditions vary, these guidelines are flexible, and the goal is to determine bankfull width of an unaltered "reference reach" of the stream. Look upstream if possible, trying to find an undisturbed "reference reach" of stream free from influences that may impact cross section (such as debris jams, floodplain obstructions, bedrock outcrops, etc.). In order to get out of the "area of influence" from the structure, roughly estimate the bankfull channel width, then go at least 5 times that distance away from the structure to begin taking bankfull measurements. Additional bankfull widths should be measured so that at least three (with 5 preferred) are collected. Subsequent bankfull width measurement should be collected at least 1/2 bankfull width away from the first measurement, taking care to avoid channel obstructions and bends. Additional bankfull determination guidance on reverse.

Bankfull width measurements: 1) _____ ft 2) _____ ft 3) _____ ft 4) _____ ft 5) _____ ft

A. Avg. Reference bankfull width _____ ft If it is impossible to obtain reference bankfull widths upstream of the structure, downstream widths can be used if they are taken out of the structure influence area.

B. Existing structure width _____ ft Width of structure at narrowest point.

C. Structure / Bankfull ratio _____ % Structure width divided by average bankfull width. (Line B divided by line A)

Existing Conditions: qualitative assessment

D. Stream Bank Erosion	upstream	none	slight	moderate	high	severe
	Erosion of banks immediately upstream and downstream of structure downstream	none	slight	moderate	high	severe
E. Stream Bed Erosion	upstream	none	slight	moderate	high	severe
	Evidence of head-cutting at inlet or plunge pool scour at outlet downstream	none	slight	moderate	high	severe
F. Stream Bed Deposition	upstream	none	slight	moderate	high	severe
	Evidence of gavel bar formation downstream	none	slight	moderate	high	severe
G. Bank Armoring		unknown	none	intact	failing	

Eligibility for Crossing Structural Replacement with Program Funds

Is the existing structure opening equal to or less than 13 square feet (equivalent to a 48" diameter round pipe): **NO-see below** **YES-Eligible**
Note that multiple-pipes are automatically eligible for replacement, but must be replaced with a single bankfull-width structure.

For larger structures, **all three** criteria below must be met in order to be eligible for replacement with Program funds:

Existing structure to bankfull width ratio of 75% or less. What is the existing structure to bankfull ratio (line C above): _____ %

Show signs of streambank erosion. Is stream bank erosion present (line D above): **YES** **NO**

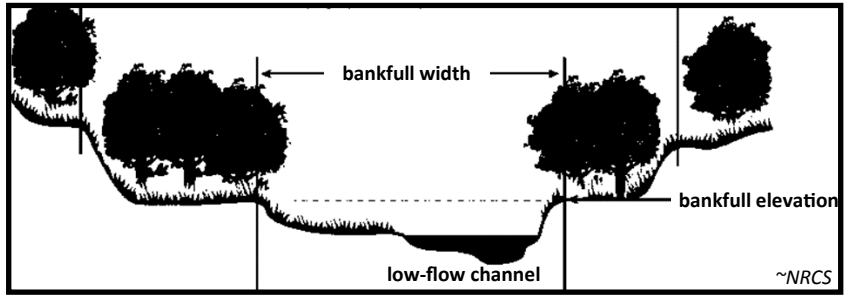
Show signs of streambed erosion/aggradation. Is streambed erosion/aggradation present (line H&J above): **YES** **NO**

Is this stream crossing eligible for replacement with Program funds? **YES** **NO**

Note that ALL new structures paid for with Program funds are required to span the bankfull channel with a single opening.

Guidance in Determining Bankfull Stream Width in Pennsylvania

Bankfull Flow: This flow stage is determined by the elevation point of incipient flooding, indicated by deposits of sand or silt at the active scour mark, break in stream bank slope, perennial vegetation limit, rock discoloration, and root hair exposure. It is typically called the “channel-forming flow”, with roughly a 1.5-2 year recurrence interval, and is where a stream will typically begin to access its floodplain.



Bankfull Width – The width of the channel at the bankfull elevation.

Finding a “Reference Reach” of a Stream:

Because streams vary widely in composition, slope, and manmade impacts, it is impossible to create a set of “instructions” for determining bankfull that will work on every channel. The goal when determining bankfull flow is to find a “Reference Reach” of the stream that is the most representative of the natural channel. This sometimes means moving further upstream or down, or skipping sections of stream that are unnaturally widened or constricted. **Be flexible in choosing your bankfull measurement locations in order to find a section of stream that is the most representative of the natural channel.**

Procedure for Determining Bankfull Width Near a Road / Stream Crossing Structure:

Location: Start at a location away from the influence of any culvert or bridge, since they often impact width. To do this, roughly estimate bankfull channel width, then go at least 5 times that distance away from the structure. Looking upstream is preferred, but downstream reaches can be used if necessary (*see locations to avoid below*).

Determine Bankfull: Using the indicators below, find the elevation that matches the most bankfull criteria, using both sides of the channel. Start on the side with the best indicators. Begin at the stream and move up the bank to a point you are sure is above bankfull. Then start moving back down the bank looking for indicators to determine where the bankfull elevation is. Try to match that elevation with indicators on the opposite bank. Stretch a measuring tape across the stream at your bankfull mark(s), noting that the tape should be level, to measure the bankfull channel width. Continue moving upstream or downstream, taking successive measurements that are at least 1/2 bankfull width apart (for example, if the first bankfull measurement is 16 feet, move at least 8 feet away before taking another measurement). Attempt to get at least 5 measurements, and average them together.

Field Indicators of Bankfull Flow: (*listed in order from most to least reliable indicators*)

Change in Bank Slope: Bankfull flows are often associated with “benches” or the top of the stream bank, unless the stream is entrenched or has been altered in the past.

Depositional Features: The top of features such as point bars and mid-channel bars are often indicators of the bankfull flow elevation. Use these elevations to look for additional clues on each bank at the same elevation.

Changes in Particle Size: Streams drop sediment when they start accessing their floodplain. A Change in particle size along a stream bank (from gravelly, to silty or sandy) often indicates bankfull elevation.

Vegetation Changes: Although not as reliable, changes in vegetation can indicate bankfull elevation.

Scour Features: Erosion and scour lines can be used if other features cannot be located.

Locations to Avoid in Determining Bankfull Flow: (*if possible*)

Logjams: These structures tend to increase the bankfull width temporarily in their immediate vicinity.

Manmade Impacts: Avoid locations with wall, weirs, dams, rip-rap, pipes, etc.

Bedrock Outcroppings: Bedrock can hide indicators of bankfull flow and alter channel width.

Braided Channels: Measure upstream or downstream of any braided channels if at all possible.

Tributaries/Springs: Measure bankfull between road crossing and any incoming flows that may increase width.

Hard Meander bends: Hard bends make it difficult to find good indicators since the stream is moving laterally.

Additional Bankfull Determination Tips:

- Bankfull flows will be level across the channel, so make sure your tape is level when measuring bankfull widths.
- When looking for bankfull indicators, think logically about a 1.5-2 year recurrence interval. Does it make sense that the points you are measuring as bankfull will see flow with that frequency?
- On entrenched streams, or streams with historically high sediment impacts (legacy sediments), bankfull elevation is often below the elevation of the “top of stream bank” due to many years of man-made impacts.
- Note that tree roots and other vegetation can exist below the bankfull elevation, especially in dry years.
- Measuring bankfull is often easier during Spring and Fall when vegetation is dormant.
- **Be flexible** in your measurement locations to find the best “Reference Reach” of a natural channel.

Appendix F. Traffic County Validation and Instructions

Form for recording traffic counts to ensure that paved low-volume roads have traffic counts of ≤ 500 vehicles per day in order to be eligible for funding. Applies to paved Low Volume Roads only, Dirt and Gravel Roads do not require traffic counts.

Select method used

Details for use of existing data or extrapolation from existing data:

Existing Data must have been collected within the previous 5 years and conform to the Program's Level 2 count protocol at a minimum. "Estimated" traffic counts that exist for many municipal roads cannot be used.

It is possible to use existing data for roads with 500 vehicles per day or less to extrapolate logically to subsidiary roads. For example, a spur road between two State Roads where both state roads have less than 500 vehicles per day must also have less than 500. This extrapolation of data can be used to verify that a road has 500 vehicles per day or less without performing a count. This extrapolation of traffic counts must prove the ADT on the road is 500 or less to the satisfaction of the Conservation District.

Describe existing data used and extrapolation methodology below. Attach additional material and maps if needed.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Dirt, Gravel, and Low Volume Road Maintenance Program (DGLVRP)

Traffic Count Instructions for Applicants

10/20/14

This document is intended to provide instructions to applicants for performing traffic counts. For details of the Program's Traffic Count Policy, see the Program's administrative manual chapter 7.4.

Traffic Count Location – This section is to enter basic information about the location of the traffic count such as the name and location of the road, county and township, and the name of the road owning entity. GIS coordinates are helpful to locate the project on a map, but if this is not known, please describe the location so that it can be easily found (i.e. Intersection of Elk Lane and Beaver Creek Road).

Choose one of the 3 methods below to determining traffic count:

- Existing Data or Extrapolation - Indicate whether this traffic count is taken from existing data, or extrapolated from existing data. See Chapter 7.4 of the administrative manual for more details on data extrapolation. Page two of the form can be used to describe the methodology used to extrapolate from existing traffic data.
- Level 1 Traffic count details – Record the date and time the count was performed, describe what method was used to take the count (i.e. camcorder). Indicate the name of the person taking the count, and who they work for. For a 2 hour count, multiply the number of cars counted by 12 to determine the average daily traffic (ADT).
- Level2 traffic count details – Record the length of the count, the dates and times of the count, and the type of counter used, including the make and model of the counter. Indicate the name of the person taking the count, and who they work for. Record the total count, then adjust to a 24 hour count if needed (i.e. 800 cars counted in 48 hours = 400 ADT).

Applicant Validation – Applicant must print and sign and date the validation form. Indicate the position held by the person signing the validation.

Conservation District Validation - Conservation District must print and sign and date the validation form. Indicate the position held by the person signing the validation.

Appendix G. Project Completion Report

Report used to summarize a completed project. Contains a summary of both financial information and the practices implemented on the project. It is recommended that conservation districts and grant recipients jointly complete this form as part of the final inspection.

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
PROJECT COMPLETION REPORT**

This form is intended to summarize financial expenditures and work completed for ONE PROJECT and must be filled in upon project completion.

Contract # _____

County	Municipality	Date
Project Participant	Funded Site ID	Road Name / ID Number

Dirt, Gravel and Low Volume Program Funds

Use actual project costs after receipts are totaled.

Project Commitments:

A. Contract Amount..... \$ _____

B. Amendments (if applicable)..... \$ _____

C. Total Committed (A+B)..... \$ _____

Project Expenditures: (receipts must be submitted)

D. Materials..... \$ _____

E. Equipment..... \$ _____

F. Labor..... \$ _____

G. Engineering (limit 10% of line C).... \$ _____

H. **Total Expenditures (D+E+F+G)..... \$ _____**
Represents the total DGLVR funds paid to the grant recipient.

In-Kind Contributions

Includes goods and services from applicant and other sources.

In-Kind Contributions from Grant Recipients:

I. Materials..... \$ _____

J. Equipment..... \$ _____

K. Labor..... \$ _____

L. Engineering..... \$ _____

In-Kind Contributions from Other Sources:

M. Other Sources (describe below)..... \$ _____

N. **Total In-Kind Value (I+J+K+L+M).** \$ _____

Project Cost Summary

O. **Total Project Value** (grant + in-kind): (H+N)..... \$ _____

Additional Project Notes:

I attest that all work elements proposed in the project contract have been completed to the extent invoiced and in accordance with all contract agreements.

Conservation District Rep.

Date

Project Participant Rep.

Date

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
 PROJECT COMPLETION REPORT**

Project Totals

Use best estimates and complete as much info as possible. Include work completed for both Project Expenditures and In-Kind Contributions.

Ditch Improvements/Outlets

Turn Outs Installed..... #

 New Cross Pipes Installed..... #

 Cross Pipes Replaced..... #

 Through the Bank Pipes..... #

Off Right-of-Way Improvements

Diversion Swales Constructed..... ft

 Bank Benches..... ft

 Through Drains..... #

 Access Drainage Improvements..... #

Road Base

Road Fill Added..... tons

 Full Depth, Chemical, Mechanical
 Stabilization..... sq yd

 Geo Separation Fabric, Grid, or Cell..... sq yd

 Under Drain Added..... ft

 French Mattresses Constructed..... sq yd

Road Surface Stabilized

DSA Placed..... tons

 Sealed Surface..... sq yd

 Broad Based Dips..... #

 Grade Brakes..... #

 Dust Suppressant Used..... sq yd

Road Banks

Soil Pinning..... sq yd

 Geo Stabilized Bank..... sq yd

Structural Storm Water Improvements

Infiltration..... sq yd

 Detention..... sq yd

 Dispersal..... sq yd

Road-Stream Interface

High Water Bypass..... #

 In-stream Stabilization Structures.... #

 Bioengineering..... sq yd

Vegetative Management

Select Thinning/Pruning..... ft

 Seeding/Mulching..... sq yd

Stream Crossing Replacements

(Type: **R**=round pipe; **M**=multiple pipes; **S**=squash pipe; **A**=arch pipe (w/bottom); **X**=box culvert (w/bottom); **BL(A/B)**= bottomless Arch/Box; **B**=bridge; **O**=other)

Crossing 1

Bankfull Width: _____ ft

Existing Structure	New Structure
Type: _____	Type: _____
Opening	Opening
Width: _____ ft	Width: _____ ft

Crossing 2

Bankfull Width: _____ ft

Existing Structure	New Structure
Type: _____	Type: _____
Opening	Opening
Width: _____ ft	Width: _____ ft

Crossing 3

Bankfull Width: _____ ft

Existing Structure	New Structure
Type: _____	Type: _____
Opening	Opening
Width: _____ ft	Width: _____ ft

Other

All Other Practices Implemented..... # List Practices.....

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
DIRT, GRAVEL, AND LOW VOLUME ROAD MAINTENANCE
Project Completion Report Instructions

The following instructions pertain to the Dirt, Gravel and Low Volume Maintenance Program **Project Completion** form. These instructions are to act as a guide only.

It is strongly recommended Grant Recipient and Conservation District representatives hold an on-site meeting to complete this report.

General Information:

- **Contract #** – The contract number as assigned by the DGLVR GIS Mapper.
- **County** – The County where the completed project is located.
- **Municipality** – The Municipality (township, borough, or city) where the completed project is located.
- **Date** – The date the Project Completion Report was completed.
- **Project Participant** – The recipient of the Dirt, Gravel, and Low Volume Road Maintenance grant.
- **Funded Site ID** – The site identifier for the road maintenance work funded. This identifier was determined by the Conservation District when the contract was awarded.
- **Road Name / ID Number** – The name and identification number of the road in question. List both if available.

Dirt, Gravel and Low Volume Funds: This section only includes actual grant costs paid for by the Program through the Conservation District. Grant Recipients must provide receipts.

- **Project Commitments:**
 - A **Contract Amount** – This is the amount agreed on within the signed contract between the Conservation District and the Grant Recipient.
 - B **Amendments** – Any amendments to the above contract amount. *(if applicable)*
 - C **Total Committed** – Contract Amount + Amendments. The total Program funds committed to the project.
- **Project Expenditures:**
 - D **Materials** – The actual cost of all the materials funded by the Program grant.
 - E **Equipment** – The actual cost of all the equipment funded by the Program grant.
 - F **Labor** – The actual cost of all the labor funded by the Program grant.
 - G **Engineering** – The actual engineering or related design costs funded by the Program Grant. Note this is limited to 10% of the total contract value, or line C above.
 - H **Total Expenditures** – Materials + Equipment + Labor + Engineering. This is the total expenditures of the project that are funded by the Dirt, Gravel, and Low Volume Road Maintenance Program grant. It is permissible to estimate the breakdown of materials, equipment, engineering, and labor if needed (such as when a contractor completes the work), but **“Line H: Total Expenditures” must reflect the total funding paid by the Conservation District to the Grant Recipient.**

In-Kind Contributions: In-kind contributions are project costs incurred by the Grant Recipient that are NOT reimbursed through the Program grant. Receipts are not required.

- I **Materials** – The total cost of grant recipient materials deemed to be in-kind contributions.
- J **Equipment** – The total cost of the grant recipient equipment deemed to be in-kind contributions.
- K **Labor** – The total cost of the grant recipient labor deemed to be in-kind contributions.
- L **Engineering** – The engineering or related design costs paid by the grant recipient as in-kind.
- M **Other Sources** – The total contributions from any other sources besides the grant recipient (other grants, etc.) deemed to be in-kind contributions. List these sources in the space provided.
- N **Total In-Kind Value** – Materials + Equipment + Labor + Engineering + Other Sources. This is the total cost deemed to be in-kind contributions.

Project Cost Summary:

- O **Total Project Value** – Total Expenditures + Total In-Kind. This is the overall total value of the funded road project.

Additional Project Notes:

- Any additional project information that should be included in this report.

Finalizing the Project Completion Report:

- **Conservation District Rep.** – The signature of the Conservation District representative.
- **Date** – The date the Conservation District representative signed the Project Completion Report.
- **Project Participant Rep.** – The signature of the Project Participant representative.
- **Date** – The date the Project Participant representative signed the Project Completion Report.

Project Totals (Page 2):

- **Ditch Improvements/Outlets:**
 - **Turn Outs Installed** – Any opening in the down slope side of the road to outlet water from the ditch.
 - **New Cross Pipes Installed** – Any new pipe installed through the road to manage water from upslope ditch.
 - **Cross Pipes Replaced** – Any existing pipe through the road that is replaced.
 - **Through the Bank Pipe** – A pipe, used similar to a turnout, that outlets water from the downslope ditch through the road bank.
- **Road Base:**
 - **Road Fill Added** – Any material that is used to elevate the road (besides surface aggregate).
 - **Full Depth, Chemical, Mechanical Stabilization** – A report of the road area impacted by the practice.
 - **Geo Separation Fabric, Grid, or Cell** – Total amount of geo-synthetics used.
 - **Under Drain Added** – Constructed or prefabricated underdrain installed as part of a project, may be under the road, ditch, bank, or impacted off-right-of-way area.
 - **French Mattresses Constructed** – Total constructed area of mattress under the road.
- **Road Banks:**
 - **Soil Pinning** – Any stabilization practice utilizing deep soil reinforcement with rebar, pins or tubes, etc.
 - **Geo Stabilized Bank** – Any stabilization practice incorporating layers of soil and geo-material.
- **Road-Stream Interface:**
 - **High Water Bypass** – Road area reinforced for controlled overflow of flooding events.
 - **In-stream Stabilization Structures** – Any structure that manages or redirects stream flow to stabilize the stream banks or bed.
 - **Bioengineering** – Any area stabilized using deep rooting tree and shrub cutting.
- **Stream Crossings Replaced:** Enter up to three structures that were replaced per project.
 - **Bankfull Width** – Width of the channel at bankfull flow.
 - **Type** – Enter letter corresponding to structure type for both existing and new structures. (Type: R=round pipe; M=multiple pipes; S=squash pipe; A=arch pipe (w/bottom); X=box culvert (w/bottom); BX(A/X)= bottomless Arch/Box; B=bridge; O=other)
 - **Width** – Enter width in feet for both existing and new structure.
- **Off Right-of-Way Improvements:**
 - **Diversion Swales Constructed** – Length of diversion swales installed.
 - **Bank Benches** – Total length of bank benches installed.
 - **Through Drains** – Length of pipe installed to conveying off right-of way flow through the road profile.
 - **Access Drainage Improvements** – Drainage improvements to the interface of the road and driveways, farm lanes, trails, and other off-site access points.
- **Road Surface Stabilized:**
 - **DSA Placed** – Total Driving Surface Aggregate used on the project.
 - **Sealed Surface** – Total road surface sealed with any asphalt-based product.
 - **Broad Based Dips** – Road surface drainage feature that conveys water from the up-slope road ditch, across the road surface, and out of the road profile.
 - **Grade Brakes** – Road surface drainage feature that sheds water off of the road surface into the ditch lines or out of the road profile.
 - **Dust Suppressant Used** – Total product used to manage dust. Product must be listed on Program's approved product list.

- **Structural Storm Water Improvements:** “Structural” refers to more hard-engineered practices such as infiltration basins, detention ponds, etc.
 - **Infiltration** – Area created for the infiltration of storm water.
 - **Detention** – Total area created for the detention of storm water.
 - **Dispersal** – Any structure created for the sole purpose of dispersing storm water.
- **Vegetative Management:**
 - **Select Thinning/Pruning** – Selective removal of road side trees and shrubs.
 - **Seeding/Mulching** – Total area seeded and mulched.
- **Other:**
 - **All Other Practices Implemented** – Any practice not covered under the listed Project totals. May include new innovative techniques. A description of the item or practice should be written on the comments section of this form.
 - **List Practices** – List all practices that fall in this category

Appendix H. Definitions and Acronyms

Definitions of common terms and acronyms used in this manual.

Definitions and Acronyms

Act - The Act of April 17, 1997 (P.L. 6, No. 3) amending the Vehicle Code by adding the Dirt and Gravel Road Maintenance Program at 75 P.S. §9106.

Administrative Funds (at the district) – up to 10% of a district's allocation that can be used to administer the Program at the county level.

Advance Working Capital – the portion of a conservation district's allocation that is received up-front from the Commission.

Allocations – Funding distributed from the Commission to conservation district for both Dirt and Gravel, and Low Volume Roads.

Assessment - The process of evaluating a road to determine which sections are having negative environmental impacts.

Average Daily Traffic Count- A traffic count that meets the standards described in section 7.3.6 of this manual.

Bankfull – The stream channel width at the dominant channel forming flow, typically with a recurrence interval between 1 and 2 years.

Center for Dirt and Gravel Road Studies – Non-profit entity at Penn State that provides education, outreach, and technical assistance to entities involved in the Program.

Certification – Relating to Driving Surface Aggregate: A notarized form provided by the quarry detailing specifications of the DSA material being provided.

Cooperating Organization - An organization approved by the Commission to assist in implementing the Act.

Demonstration Project – A “Demonstration Project” is a project that is funded by the Conservation Districts that does not follow the lifecycle of the “typical project” above. Demonstration Projects can be implemented by the Conservation District to showcase a particular practice or project without the typical application submittal and ranking process using the district's educational or administrative funds.

Dirt and Gravel Road – A public road with an unbound surface layer.

District - A conservation district as defined in the Act of December 19, 1984 (P.L. 1125, No. 221, §2) known as the Conservation District Law, 3 P.S. §849-864.

Driving Surface Aggregate (DSA) – A specification of crushed aggregate that is designed to achieve maximum density and resist erosion. DSA is the only approved surface aggregate for unpaved roads in the Program.

Education Funds (at the district) – up to 10% of a district's allocation that can be used to for educational efforts at the county level.

Environmentally Sensitive Maintenance (ESM) - a term used to describe a suite of principles and practices that are designed to create a more environmentally and financially sustainable public road system. They are long term practices designed to reduce erosion and maintenance within the road area.

Environmentally Sensitive Maintenance Training (ESM training) – 2-day training course that potential grant applicants must attend in order to be eligible for to apply to their district for funding.

Exceptional Value - A stream or watershed which is designated as an exceptional value water pursuant to 25 Pa. Code Chapter 93.

Geographic Information System (GIS) – A systems of interconnected digital maps and databases use to store large amounts of spatial data.

Grant Applicant / Recipient – A public road-owning entity such as a municipality or state agency who is eligible to apply to the district for Program funding.

High Quality - A stream or watershed which is designated as a high quality water pursuant to 25 Pa. Code Chapter 93.

In-kind - Materials or services contributed to a project by the grant recipient.

Low Volume Road - For the purposes of the low volume road, a low volume road is a paved or sealed road with an average daily traffic count of 500 vehicles or less.

Paved or Sealed Road - For the purposes of the low volume road program, a “paved” road is defined to include any road surfaced with asphalt, “tar and chip”, “chip seal”, bitumen, concrete, or other asphalt-like coating.

Performance Standards – Administrative policies and/or technical requirements adopted by the Commission for the implementation of the Dirt, Gravel, and Low Volume Road Maintenance Program, including standards that prohibit the use of materials or practices which are environmentally harmful.

Project Area – see also “*worksite*”, A worksite that has been designated for funding through the Program.

Project Completion Report – A two page form signed by the district and grant recipient that summarizes the funding and work for a particular project.

Project Participant - A municipality or state agency eligible to participate in a Dirt, and Low Volume Road Maintenance project under the Act.

Quality Assurance Board (QAB) - The 4-member administrative board impaneled by each district to administer the Dirt, Gravel, and Low Volume Road Maintenance Program locally, pursuant to 75 P.S. §9106(e).

Quality Assurance / Quality Control (QAQC) – A visit and review of an individual districts program administration and implementation by Program and Center staff.

Replenishment – Process for districts to claim remaining funding from the Commission after expenditure of advance working capital.

Right-of-way – A publicly owned corridor surrounding the road, in many cases extending 33’ from the centerline of the roadway.

State Conservation Commission (Commission) – Administrative home of the Program at the PA Department of Agriculture in Harrisburg.

Sunshine – Public meeting notification requirements that apply to QAB and Conservation District meetings.

Worksite – A section of road that have been identified to be a source of sediment or other pollution to a waterway.

Acronyms

ADT	Average Daily Traffic Count
ASR	Annual Summary Report
BMP	Best Management Practice
CD	Conservation District
CDGRS	Penn State Center for Dirt and Gravel Road Studies
COE	Corps of Engineers
DCNR	Department of Conservation and Natural Resources
DEP	Department of Environmental Protection
DGR	Dirt and or Gravel Road (unbound surface)
DGLVRP	Dirt, Gravel, and Low Volume Roads Program
DSA	Driving Surface Aggregate
DRBC	Delaware River Basin Commission
E&S Plan	Erosion and Sedimentation Pollution Control Plan
EPA	Environmental Protection Agency
EV/HQ	Exceptional Value/High Quality (stream designations)
ESM	Environmentally Sensitive Maintenance
FEMA	Federal Emergency Management Agency
G2	Growing Greener Program
GIS	Geographic Information System
GP	General Permit
GRS-IBS	Geos-synthetically Reinforced Soil – Integrated Bridge system
LVR	Low Volume Road (Under 500 Cars ADT)
MOU	Memorandum of Understanding
MS4	Municipal Storm Sewer System Separate from a Sanitary System
NACD	National Association of Conservation Districts

NICET	National Institute for Certification in Engineering Technologies
NPDES	National Pollutant Discharge Elimination System
NPS	National Park Service
NRCS	Natural Resources Conservation Service (USDA)
PACD	PA Association of Conservation Districts
PDA	PA Department of Agriculture
PEC	PA Environmental Council
PEMA	PA Emergency Management Agency
PFA	PA Forestry Association
PFBC	PA Fish and Boat Commission
PGC	Pennsylvania Game Commission
PNDI	Pennsylvania Natural Diversity Inventory
PSATS	PA State Association of Township Supervisors
QAB	Quality Assurance Board (Dirt, Gravel, and Low Volume Roads Program)
QAQC	Quality Assurance / Quality Control Visit
RCSOB	Rachel Carson State Office Building
ROW	Right-of-Way
SCC	State Conservation Commission
SOP	Standard Operating Procedure
SRBC	Susquehanna River Basin Commission
TMDL	Total Maximum Daily Load (Watershed Conservation 303d)
TU	Trout Unlimited
USDA	United States Department of Agriculture
USFS	United States Forest Service
USFWS	United States Fish and Wildlife Service
USGS	United States Geological Survey