



Dirt, Gravel, and Low Volume Road Maintenance Program
POLICY
Adopted February 20, 2016

Background

The Westmoreland Conservation District (WCD), through an AGREEMENT (December 18, 2013) with the State Conservation Commission will administer the Dirt, Gravel, and Low Volume Road Maintenance Program. The program will be conducted in accordance with Section 9106 of the Vehicle Code, 75 Pa. C.S. Section 9106 and the Commission's Statement of Policy. The Program will be implemented by a Quality Assurance Board established under the supervision and guidance of the WCD.

Quality Assurance Board (QAB)

The QAB will assist WCD in carrying out its administrative responsibilities. The QAB will establish funding priorities, review grant applications, and make funding recommendations to WCD.

The QAB will be comprised of three (3) voting members. One member (Chairperson) appointed from the WCD Board of Directors, one member from the Natural Resource Conservation Service, and one member from the PA Fish and Boat Commission. In addition, a non-voting Chairperson of the QAB will be an employee of WCD whose job description includes administration of the Program.

All QAB meetings will be conducted under Robert's Rules of Order and be conducted under the Sunshine Law.

Minutes of the QAB meetings will be kept on record and available to the public pursuant to WCD's Right To Know Policy.

Application Retention

The Westmoreland Conservation District will retain applications on file for one (1) year from the date of submittal. In each funding cycle all applications will be scored and ranked. Applicants will be required to re-submit applications in the next funding cycle.

Conflict of Interest

Any member of the QAB or the WCD will not evaluate, prioritize or vote on any project of the Program in which they or any direct family member has a financial tie or stand to benefit from the completion or lack of completion of a project funded by the Program.

Demonstration Project

The Westmoreland Conservation District will develop, design and conduct demonstration projects only when no eligible projects exist in Westmoreland County or the district directors determine a need for a project that is unique to a particular situation.

Environmental Performance

The Westmoreland Conservation District will not pay for or allow the use of products on Program funded projects that have not been approved by the State Conservation Commission as being environmentally acceptable.

Number of Applications

The Westmoreland Conservation District will allow an applicant to submit as many applications for Program funding as they wish during any grant year.

Program Notification

WCD will notify all eligible applicants in Westmoreland County when funding rounds are available through the Program. The applicants will be notified by regular first class U.S. Mail.

Program Evaluation

The WCD will rank all Program projects with the approved evaluation form(s), which will be reviewed every year.

Discrimination Clause

The WCD shall prohibit the discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Past Due Projects

The Program will consider granting extensions to contracts provided a request is made in writing before the contract expires. Contracts will be extended for a maximum of one year. An applicant will not be eligible to receive funding for additional projects until they have completed their currently funded project or projects.

Cost Overruns

The Program will reserve an amount of \$15,000 (fifteen thousand dollars) of the total yearly Dirt and Gravel Road allocation from the State Conservation Commission. In addition, \$20,000 (twenty thousand dollars) of the total yearly Low Volume Road allocation will be reserved. In the event of a cost overrun, a grantee may request payment above and beyond their project contracted amount. This request cannot exceed 20% of the total project cost. Payments for cost overruns may be made for materials only. Cost overrun payments shall be made at the discretion of the Quality Assurance Board, provided proper documentation accompanies the request for funds.



**Dirt, Gravel, and Low-Volume Road Maintenance Program
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Adopted March 11, 2015

POLICY addendum(s)

RE: Pipe specifications

The Westmoreland Conservation District Dirt, Gravel, and Low-volume Road Program requires that any project proposing to install underdrain follow the Commonwealth of Pennsylvania, DEPARTMENT OF TRANSPORTATION Publication 408/2011. Specifically, any underdrain material and installation should follow Section 610 (Pipe underdrain and pavement base drain).

RE: Off right-of-way (ROW) agreements

The Westmoreland Conservation District Dirt, Gravel, and Low-volume Road Program requires that when any project proposes to impact off ROW, that the adjacent landowner sign the required Consent, license and release agreement before a contract will be executed and funding will be distributed.

RE: Full-depth reclamation (FDR)

For the purposes of this policy, FDR will be defined according to the Asphalt Recycling & Reclaiming Association as: "A pavement rehabilitation technique in which the full flexible pavement section and a predetermined portion of the underlying materials are uniformly crushed, pulverized or blended, resulting in a stabilized base course; further stabilization may be obtained through the use of available additives."

The Westmoreland Conservation District Dirt, Gravel, and Low-volume Road Program requires that any applicant proposing FDR must have, as part of their application, an independent mix design from a professional engineer with FDR experience. The mix design shall be based upon the soils, expected traffic, and desired surface of the project. The mix design shall then be bid to FDR contractors based upon the applicants bidding procedures.



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Adopted February 8, 2017

POLICY addendum(s)

RE: Application Resubmittals

Any applications that were previously submitted to the Westmoreland Conservation District, ranked, and allocated funding, but did not complete the contract or project, will not be eligible for future consideration until the issue is rectified that prevented the contract or project from being completed.