



MIFFLIN COUNTY

CONSERVATION DISTRICT

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Mifflin County Dirt, Gravel, Low Volume Road Quality Assurance Board Policies and Procedures

Effective January 19, 1999; revised July 2026

Purpose¹

The purpose of the Quality Assurance Board (QAB) in Mifflin County is to provide recommendations to the Mifflin Conservation District Board of Directors regarding Section 9106 of the PA Motor Vehicle Code. The QAB will assist the Mifflin Conservation District in carrying out the Administrative, Educational and Contractual responsibilities of the Dirt, Gravel, Low Volume Road Program.

The QAB will establish priorities and requirements for funding through the Dirt, Gravel, Low Volume Road Program. The QAB responsibilities will include review of applications submitted for funding, conducting site visits (as necessary and determined by the QAB), and recommending eligible applications to the Mifflin County Conservation District (MCCD) Board of Directors for funding that will address non-point source pollution in affected areas. Formal selection and approval of projects to be funded will be acted on during monthly MCCD Board of Director meetings, which are open to the public.

The QAB in Mifflin County will be comprised of one voting member appointed by each of the following: the MCCD Board, the Natural Resources Conservation Service (NRCS), and the Pennsylvania Fish & Boat Commission (PAFBC). MCCD will make every attempt to appoint a District Board member as a voting member. One non-voting chairperson will be appointed by the MCCD QAB and Board of Directors and will vote only as necessary to break a voting tie. Refer to the most recent NRCS and PFBC Designee letters and District Board meeting minutes for Designee listings in the event that QAB members cannot be available at the meeting times.

- The QAB will typically meet on the second Wednesday of March and September (September as needed) each year at the MCCD office at 10:00 a.m. Other meetings will be held on an as-needed and as-requested basis.
- Applications may be submitted to the Conservation District at any time throughout the year (open enrollment).
- In order to be considered for funding at one of the District's QAB meetings, the fully completed, signed **applications must be received by 4:00 p.m. seven (7) days PRIOR TO the QAB ranking meeting.**

The QAB will evaluate all previously submitted applications during any ranking meeting as long as the applications are received 7 days PRIOR TO the meeting. All formal adoption of policies,

¹ Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (c)

project approvals, and formal actions will occur during the monthly, “Sunshined” Board meetings.²

Minutes of the QAB meeting will be taken by the staff person responsible for the program and distributed to each member after the meeting and are available for public review upon request.³

Conflict of Interest⁴

The QAB recommended from their January 19, 1999 meeting to the District Board the current policy as follows: “An individual member of the Quality Assurance Board who has a personal conflict or interest in a specific project shall abstain from evaluating, ranking, or voting for that specific project application. The two remaining QAB members shall vote, and in the case of a tie, the non-voting member of the QAB shall break the tie with a vote,” as outlined in the Dirt, Gravel, Low Volume Road Administrative Manual.

Finance⁵

Administrative costs will not exceed limits (typically 10% each for Administration and Education) set by the state entity administering the DGLVR program (typically the State Conservation Commission-SCC) regarding allocations provided to the District.

Educational monies may be used for any item(s) deemed appropriate and reasonable as detailed in the most current DGLVR administrative manual provided typically by the SCC.

Demonstration Projects

The Mifflin County Conservation District will develop, design and conduct demonstration projects only when no projects are applied for or the district directors determine a need for a project that is unique to a particular situation. Demonstration projects may be funded all or in part by the educational allotment.

Project Ranking/ Scoring⁶

On October 21st, 2014, the District Board adopted the original ranking criteria based on the current (at that time) recommendations from both the Penn State Dirt, Gravel, Low Volume Road Program and the State Conservation Commission. Please refer to the most recently dated application and ranking criteria approved by the District Board for a detailed explanation of the most up-to-date ranking criteria.

² Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (d), (1)

³ Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (d), (2)

⁴ Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (d), (3)

⁵ Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (b), (4)

⁶ Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (b), (3)

Projects will be ranked with the latest MCCD DGLVR Project Evaluation Form. Typically, those projects with the highest overall project score will be the applications offered any available project funding held by the MCCD. MCCD Board of Directors will retain the right to and the discretionary power to determine if funding distribution will be adjusted otherwise for various case-specific reasons such as, but not limited to: applicant historic maintenance of funded projects, number of recently active contracts, frequency of application, frequency of secured contracts, etc. Any such deviation from the Project Evaluation Form will be well documented in the monthly District Board meeting minutes.

The Conservation District will not be expected to retain applications beyond those chosen for funding and within the most current ranking fiscal year (generally a 12 month retention). Therefore, resubmittal each year is necessary and may be as simple as inserting a new date and any updated cost information on the application, although applicants should choose to revise applications annually to reflect any project scope of work changes. There are no restrictions on the number of applications that can be submitted by one applicant.

Application Eligibility Guidelines/ Equal Access Statement⁷

Municipalities and other public road-owning entities (PADOT, PGC, certain Authorities, etc.) may be eligible for funding as per the latest State Conservation Commission Dirt, Gravel, Low Volume Roads Road program guidelines. The QAB will have a year-round, open enrollment sign-up period for all eligible applicants.

All submitted applications will be reviewed, ranked and recommended for funding at the QAB meeting. Applicants that have open contracts at the time of the QAB annual meeting may not be considered for further funding until the existing contract is completed unless no other projects have been submitted and/ or selected by the QAB for funding. These recommendations will be given to the District Board at the next regularly scheduled MCCD Board meeting for final approval. Applicants will be notified in writing or via email of their status after final Board approval. It is the MCCD's intent to approve at the following Board meeting those grants that have been recommended by the QAB.

Any and all qualified applicants within Mifflin County are eligible for funding provided the applicant meets and follows the following criteria:

1. While not mandatory, it is highly recommended that a site visit be conducted with District staff prior to submission of any application.
2. Applicants have at the minimum, one current elected/appointed or employed individual, who is the primarily responsible party for road maintenance, who has attended and completed the two-day Environmentally Sensitive Road Maintenance Workshop within the past 5 years.
3. All necessary local, state, and federal permits both environmentally related and otherwise have been obtained or will be obtained prior to contract execution. Copies will be made available upon request by the District.

⁷ Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (b), (1)

4. Submitted an application that should include the one-page signature application form and any other necessary documentation for review (maps, sketches, etc.) and should include a breakdown of the cost estimate of the project, including any in-kind services. It is the policy of the QAB to minimize the amount of paperwork necessary to move a project through to the completion phase, thus no formal application procedures are given beyond the one-page application⁸.
5. Only sites with impact to water quality are eligible for funding.
6. Grant applications will be approved at public, “Sunshined” QAB and MCCD board meetings.

It will be the policy of the QAB to allow the inclusion of work outside of the applicant’s road right of way provided the work is necessary for the successful completion and continued maintenance of non-point source pollution problem corrected on the site and subject to the discretion of the District QAB and Board of Directors.

Stream alteration/ restoration projects that require extensive engineering and off-ROW improvements will require significant planning and coordination with the MCCD prior to approval of grant applications. This will likely impact only those pipe/ bridge projects that have a clearly defined stream (flowing or not) channel leading to the crossing; “normal” roadway crosspipes without defined stream channels (as defined by the DGLVR policies, found on the PSU DGLVR website) will be ranked and funded as any other DGLVR project.

Paving (including all forms, such as tar and chip) will not be a priority nor generally funded practice by the MCCD except in those circumstances when the paving is part of restoration work for an otherwise approved project (i.e. crosspipe replacement, French mattress installation, surface treatment after all drainage issues have been resolved, etc.).

Maintenance is an applicant responsibility. This program will not allocate funding but will provide technical guidance for maintenance. Applicants will be expected to maintain previously funded projects PRIOR TO requesting funding for additional projects. Applications can be submitted at any time, however, funding allocation and contract execution will not occur until proper past maintenance of the applicant’s Dirt, Gravel, Low Volume Road projects can be verified by and at the discretion of the Conservation District.

Information regarding the DGLVR program will be made available to all eligible applicants and entities equally and at the same time. The QAB and the Mifflin County Conservation District shall prohibit discrimination on the basis of race, color, national origin, gender, religion, age, age, disability, political beliefs, sexual orientation, and marital or family status. Any and all of the most recent program guidelines and policies established by the State Conservation Commission will be followed.

⁸ Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (b), (2)

Education

The MCCD, dependent on District resources, may sponsor Environmentally Sensitive Road Maintenance Workshops at no charge to any municipality wishing to attend.

Funding Procedures

The Mifflin County Conservation District Manager or staff person responsible for the program will sign all approved contracts with applicants. The Conservation District will distribute the funds in the following manner:

- The Conservation District maintains financial account(s) specifically for the Dirt, Gravel, Low Volume program as required by the most recent state entity (often SCC) program administrative manual.
- It is the applicant's responsibility to determine what, if any, prevailing wage rules apply to the project. As of January 2020, the prevailing wage threshold for the DGLVR program was \$25,000.⁰⁰.
- All cost overruns must have prior approval by the District before those overruns can become eligible reimbursable expenses to the Municipality. Cost overruns exceeding 40% of the original contract amount require a new project application and will have to be re-ranked at the next QAB ranking meeting.
- Applicant administration and engineering costs will follow the most current policy as established by the State Conservation Commission or current DGLVR state-level managing entity. Refer to the current state-level policy manual for specific details.
- Upon execution of the project contract, the District may forward 50% of the grant amount prior to the beginning of construction activities if requested in writing or via email by the applicant, an additional 20% (if requested and with documented incurred expenses), and 30% after project completion and certification by the District and Municipality. The applicant is responsible for retaining receipts, weigh slips, labor accounting, etc. to document expenditure of entire grant amount (100%).
- If the applicant is unable to complete the approved project before the contract deadline, the applicant may submit a written/ emailed request to the QAB for an extension on the project⁹. Unless otherwise specifically approved by the Board, projects that have received one extension and have yet to begin work on the project will likely be required to re-submit their application for review as a new project at the next QAB ranking meeting.

Driving Surface Aggregate

The only approved driving surface aggregate that may be funded under the Dirt, Gravel, Low Volume Road program is the DSA mix specified in the program guidelines and technical bulletins. Due to the high cost per linear mile for placement of DSA, it is the policy of the QAB

⁹Approved at the November 2023 MCCD Board Mtg: Manager and delegated MCCD staff may on behalf of the Board of Directors approve DGLVR amendment requests for time extensions as well as funding requests not to exceed 20% of the original grant value.

and Mifflin County Conservation District to require testing of any DSA material used, prior to the start of DSA placement on the project, to ensure compliance with the most recent DSA standards as set by the Program. Applicants will be responsible for coordinating testing of DSA materials as well as all costs associated with the testing. Testing costs are an eligible administrative expense under the program. Placement of DSA material will be completed within the timeframes established in the most recent state entity (SCC) DGLVR administrative manual (typically before the Close of Business on or before September 15th of the year), unless otherwise approved by the MCCD and the SCC 30 days prior to the deadline.

Project Completion/ Final Certification¹⁰

It is the policy of the QAB to provide one member, typically the staff person primarily responsible for the program, to conduct a formal inspection of all projects prior to any payment to any applicant to ensure all components being submitted for reimbursement by the applicant are in compliance with all program requirements.

For the project to be considered complete, all site work must be accomplished and stabilized as indicated in the contract in a manner to be considered satisfactory to achieve the purpose it was designed to, as determined by the QAB and/or the Conservation District. All receipts, weigh slips, labor accounting, etc. must meet or exceed the total grant amount requested by the municipality prior to funding release.

Non-Pollution Standards¹¹

Section 9106 (f)(7) of the PA Motor Vehicle Code requires Quality Assurance Boards to adopt standards that prohibit use of materials or practices that are environmentally harmful. The Statement of Policy 83.613 (1) (b) formalizes that requirement. In response, the QAB has adopted standards prohibiting the use of materials or practices which are environmentally harmful or do not meet the programs' "non-pollution" standard. These materials include, but are not limited to: noxious weeds, fugitive emissions, and dust control products that may pose a problem if they enter a waterway. Compliance with all existing environmental laws is a condition of purchase under the contract agreement between the Conservation District and the applicant. An environmentally suitable substitute for dust control, as determined by the State Conservation Commission, may qualify for payment.

¹⁰ Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (b), (7)

¹¹ Title 25, Part I, Subpart C, Article 1, Chapter 83, Subchapter F., 83.608, (b), (6)

DGLVR PROGAM FLOW CHART

