



Dirt, Gravel, and Low Volume Road Maintenance Program POLICY

Adopted February 12, 2025

Background

The Westmoreland Conservation District (WCD), through an AGREEMENT 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 (QAB) 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 WCD 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 resubmit 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 WCD 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 WCD 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 WCD 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.

Equal Access Clause

All Westmoreland County municipalities and other entities (PA Fish and Boat, PADOT, County Parks, etc..) that own roads are eligible to receive funds to perform Environmentally Sensitive Maintenance (ESM) practices on their public roads.

Incentive for Training

To qualify for funding, at least one currently elected/appointed or employed individual from the eligible entity must attend, the ESM course within the last 5 years. The ESM certified individual must be a person in charge and on site when ESM practices are being installed for the applying road entity. Applicants may be reimbursed in travel expenses for attending ESM trainings or annual workshops presented by the Center for Dirt and Gravel Road Studies. All eligible applicants will be given a list of dates and locations of the required ESM training sessions.

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 only be eligible to receive funding for additional projects when they have completed their currently funded project(s); or it is considered an emergency project by WCD and in immediate need of work.

Cost Overruns

The Program will reserve an amount of \$30,000 (thirty thousand dollars) of the total yearly Dirt and Gravel Road allocation from the State Conservation Commission. In addition, \$40,000 (forty 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 40% 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 Westmoreland Conservation District staff, provided proper documentation accompanies the request for funds.

Application Resubmittals

Any applications that were previously submitted to the WCD, 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.

Pipe specifications

The WCD Dirt, Gravel, and Low-volume Road Program requires that any project proposing to install underdrain follow the Commonwealth of Pennsylvania, DEPARTMENT OF TRANSPORTATION'S most recent 408 publication. Specifically, any underdrain material and installation should follow Section 610 (Pipe underdrain and pavement base drain).

Off right-of-way (ROW) agreements

The WCD 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 (or equivalent) before a contract will be executed and funding will be distributed.

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 WCD 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.

Quick Response Fund

In order for a project to be considered for the WCD Dirt, Gravel, and Low Volume Roads Quick Response funds, the municipality must be certified in Environmentally Sensitive Maintenance (ESM), through the PSU Center for Dirt and Gravel Road Studies. Funding must be used on dirt and gravel or low volume roads (less than 500 vehicles a day) and follow all Dirt Gravel and Low Volume Roads (DGLVR) Policies set forth by the State Conservation Commission. The

project also must be a result of an unavoidable natural disaster, such as flooding, landslides, etc. or unforeseen problems such as missed BMP on past project or adjacent (off-ROW) issues. Quick Response funding is not intended to be used for routine maintenance, only for unforeseen circumstances.

The WCD Quick Response grant will utilize available project funds from the WCD Dirt Gravel, and Low Volume Road account. The grant round will open June 1st and close July 31st pending adequate funds are available. Grant requests should not exceed the amount of \$15,000 without approval from WCD staff. If an applicant already has an active DGLVR contract with WCD they are not eligible for quick response funding.

In order to apply for the quick response funding the one page Dirt Gravel and Low Volume Roads grant application must be completed and submitted to WCD DGLVR staff. The application is to be reviewed and approved by the Quality Assurance Board and the WCD District Board at a monthly meeting. Contracting of projects, payments, and off right- of-way permission will follow the standard DGLVR procedures.