

## **Important Information Regarding the Contents of this Document**

Please note that the policies and information presented in this document are current through the date given below. The documents made available within the [Center's Conservation Districts web pages](#) are intended to serve as a guide for the policies set by each Conservation District. While these policies may in fact be current at the time of your viewing, it is strongly recommended to contact the relevant Conservation District for the most current version.

Document Current Date: QAB Approval: February 19, 2026  
Final Board Approval: March 19, 2026

# **ENVIRONMENTALLY SENSITIVE MAINTENANCE OF DIRT & GRAVEL ROADS & LOW VOLUME PAVED ROADS SUSQUEHANNA COUNTY CONSERVATION DISTRICT PROGRAM POLICIES**

(February 2026)

## **STATEMENT OF POLICY:**

- The Quality Assurance Board in Susquehanna County will assist the Susquehanna County Conservation District in carrying out the Delegated Administrative, Educational, and Contractual responsibilities of the Dirt and Gravel Road Maintenance Program as contracted with the Pa Department of Agriculture through the State Conservation Commission.
- This program is a pollution prevention program. The purpose of the Quality Assurance Board (QAB) in Susquehanna County is to recommend to the Susquehanna County Conservation District Board those projects that pose the greatest potential to pollute the waters of the commonwealth.
- No District Director, QAB member, or District Employee shall as a result of this program, be permitted to obtain financial benefit for him/herself, a member of his/her immediate family or a business with which he/she is associated. This shall preclude the payment of normal salary and benefits to employees provided in their normal course of employment.
- This policy supersedes all other policies dated prior to the approval of this policy dated August 17, 2023.
- The Susquehanna County Conservation District does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

## **APPLICATIONS:**

- All eligible entities will have equal access to all Dirt and Gravel Road Program funds. To be eligible, an individual in charge of work plan development and/or project implementation for the applying entity must have attended the two-day Environmentally Sensitive Maintenance Training within the past 5 calendar years. Contractors are also highly encouraged to take ESM training.

- Initial applications will be solicited from eligible entities and submitted to the Conservation District.
- The applicant is to be contractually responsible for providing in-kind contributions at a minimum of 10% of the total project costs.
- Applicants may submit as many applications as they'd like.
- Applications will only be accepted during a preannounced application period.
- Applications may be modified and finalized based on the results of a field visit by a QAB representative and/or ESM-certified staff member from the Susquehanna County Conservation District.
- Applications must be submitted as a new application for each application period.
- There may be more than one round of applications per year if there are sufficient funds.
- During each application round, eligible applicants may apply for and receive contracts for both D&G and LVR monies.

### **RANKING CRITERIA:**

- QAB will rank all applications for contracting priority using a scoring system approved by the SCCD Board of Directors.
- Applicants who have not applied in the past 5 years will be awarded 10 points on the Project Ranking score sheet.
- In the case of a tie, in-kind contributions will be the deciding factor.
- Applicants will be responsible for maintaining a completed project. Maintenance includes keeping ditches and drainage features clean and functioning, maintaining the crown of the road, and ensuring that top material remains on the road surface. It is expected these projects will be maintained for five years unless there is a compelling reason; the QAB may change the time period. Failure to do so may be cause for the District to refuse future project requests until maintenance is performed.

### **CONTRACTING WITH THE APPLICANT:**

- Applicants awarded grants will be notified.
- Contracts will be for a one-year period unless extended through documented Approval by the Susquehanna County Conservation District SCCD Board of Directors.
- Major contract modifications (over \$10,000 or major change in scope of work) will require review by the QAB and the approval of the SCCD Board of Directors.

### **CONSTRUCTION:**

- No funds will be released to the grantee until a pre-construction meeting has occurred between the applicant and the QAB representative

- If requested (and pre-construction meeting requirements have been met), advance payment of up to 50% of the contract amount will be made to the applicant.
- An ESM-certified QAB representative will approve all materials and methods of construction. An ESM-certified QAB representative should also be on site during delivery of the first load of DSA to ensure the material meets Program specifications.
- DSA materials may only be laid with a paver.
- Trucks without tarps are ineligible to deliver DSA. If a truck attempts to deliver material that has not been tarped, it may be refused.
- The D&G program will pay for no more than 18' width for DSA
- The D&G program may pay for guard rails, driveway pipes, and off-right-of-way additions on a case-by-case basis by decision of the QAB.
- On LVR, the QAB will not pay for extensive areas of asphalt paving, but will pay for areas disturbed by needed ESM practices.
- All QAB meetings are subject to the sunshine laws.
- Grantees must inform the Conservation District as to which DSA supplier will be utilized a minimum of 60 days prior to the placement of DSA.

#### **STREAM CROSSINGS:**

- All stream crossing applications/projects must meet the Dirt, Gravel, and Low Volume Roads standards as listed in the DGLVR Administrative Manual Chapter 7 provided by the Center for Dirt and Gravel Road Studies.

#### **CERTIFICATION & PAYMENT:**

- A qualified QAB representative will certify the completion of the project based on a final inspection through the filing of a "Project Performance and Grant Financial Status Report."
- Receipts must be received and compiled throughout the project by the applicant until submission to the District for final payment.
- Project completion report and all required documentation must be submitted to the District prior to the project end date.