

**Indiana County Dirt Gravel Low Volume Road Program
Quality Assurance Board Meeting
ICCD Office 435 Hamill Road Indiana PA 15701
December 12, 2022 1PM**

Agenda

1. Introduction of QAB members and guests
2. Public Comment
3. Status of Program - Discussion

FY21 Grants open (contracts ending 12/31/2022)

(LV) East Mahoning Township, Decker's Point Road	85% complete. Extension to 2023.
(LV) East Mahoning Township, Pollock Road	Completed
(LV) Banks Township, Spotts Road	Completed
(LV) Center Township, Johnson Road	Completed
(LV) Green Township, Raspberry Road	Completed
Buffington Township, Red Mill Road	CANCELLED October 2022.
Grant Township, Lentz Road	Completed
Grant Township, Magnolia Road	Change of scope to DSA, extension to 2023.
Green Township, Pear Road	Design/permit secured. Extension to 2023.
Rayne Township, Chambersville Hill Road	Completed
West Mahoning Township, North Point Park Road	Reduced scope, Completed
Washington Township, Craig Road	Completed

FY22 Grants (contracts ending 12/31/2023) – Contracts sent this Fall

(LV) Brush Valley Township, Old Mission Road	Not yet started
(LV) Brush Valley Township, Spruce Hollow Road	Started
(LV) Center Township, Henry Road	Not yet started
(LV) Green Township, Acorn Road	Not yet started
(LV) Rayne Township, Kirkland Road A	Not yet started
(LV) Rayne Township, Kirkland Road B	Completed
East Mahoning Township, Gilgal Road	Not yet started
East Mahoning Township, Rowe Road	Change in scope to DSA
East Mahoning Township, Steffy Road	Not yet started
Grant Township, Braughler Road	Change in scope to fill
Grant Township, Hetzler Rd	Not yet started
Grant Township, Hetzler Rd 2	Not yet started
Green Township, Barr Road	Not yet started
Green Township, Redwood Road	Not yet started
Green Township, Stitt Road	Not yet started
Pa Game Commission, Tower Road	Not yet started
Rayne Township, Myers Hill Road	Not yet started

4. New QAB Project Phasing Policy– Action

ICCD does not currently have a mechanism to prioritize finishing phases of projects. Currently, phased projects can go unfinished for multiple funding cycles because the highest-ranking components are typically addressed in the first phase. One example is a project that remains unfinished without a driving surface because the drainage work was completed.

At the last QAB meeting (7/28/2022) several members were in favor of developing a Project Phasing Policy to prioritize subsequent phases of projects. The QAB favored policy development that ranks the whole project once, keeping in mind all phases, funds a feasible portion of the project (based on cost/amount of construction/capacity) and automatically funds a phase each year until the project is completed.

Staff recommends the following language for a Project Phasing Policy:

The QAB may approve projects that require multiple phases and contracts to complete. The QAB will rank the whole project once, keeping in mind all phases, fund a feasible portion of the project, and automatically fund subsequent phases of the project each year (as funding, eligibility, and participation allows) until the District deems the project completed. This does not guarantee funding for all Phases of a project.

Any project that requests phasing must meet the following eligibility criteria:

1. All phases of the project must be submitted with the initial grant application. This should provide an overall summary of the work to be completed to the best of the applicant's ability.
2. Applicant must break down each Phase into separate scopes of work. Each phase should be broken down into a workplan, grant request, and in-kind budget. The scope/size of each phase will vary by applicant and should consider costs, amount of construction, logistics, and capacity to complete work.
3. Phasing plans must be developed in cooperation with ICCD staff. This can be accomplished at the pre-application site visit.
4. Phases proposed must be on the same section of roadway or on connected and continuous section of roadway.

Once a project has been ranked and recommended for funding, one or more phases may be approved for funding. Prior to funding additional phases, a project re-evaluation meeting is required to evaluate municipal interest in completing additional phase(s) and capture fluctuations in materials costs/adjustments to budgets, scope of work changes, and program policy changes.

- **Recommend approving Project Phasing Policy.**

5. Utilization of DG Funds (FY20, FY21, FY22) – Discussion

Estimated Uncontracted DGR Budget

FY20 Project Funds (uncontracted)	\$63,091.89
FY21 Project Funds (estimated uncontracted)	\$241,303.93
FY22 Project Funds (estimated uncontracted/rollover funds)	- \$90,293.82
Available for Projects	\$214,102

The majority of the uncontracted funds are in FY21 from a cancelled contract for \$221,100. Staff worked on several existing projects in FY21 and FY22 to improve/expand the scope of work that are factored into these figures. FY22 project funds show as “overspent” because 2 of the expanded projects are in this FY - plan to roll over prior fiscal year funds. As of this meeting there are several outstanding contracts that need finalized to confirm final figures prior to signing new contracts.

6. Select Projects for Funding

1. *See project ranking sheets*

7. Next Meeting: TBD

8. Adjourn