



Arkansas Unpaved Roads Program
Administrative Manual

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1.0 Introduction

This manual is intended to outline policies, rules, and provide guidance to participants in the Arkansas' Unpaved Roads Program (*hereafter* Program). The Program was created during the 90th General Legislative Assembly of the State of Arkansas through Senate Bill 613 becoming law as Act 898.

The primary audience of this manual is personnel of the Arkansas Economic Development Commission's – Division of Rural Services (*hereafter* DRS), Arkansas Rural Development Commission (ARDC), County Judges, county roads crews, conservation district personnel, and project stakeholders who work with DRS and advise the Program. Grant applicants may find sections of the manual useful when developing proposals and preparing the DRS grant application.

1.1 Program Purpose

The purpose of the Program is to create a better unpaved county road system with a reduced negative environmental impact on priority water resources in Arkansas. The Program focuses on best management practices (BMPs) that reduce the impact of sediment and road runoff to streams, rivers, and drinking water supplies while reducing long term unpaved county road maintenance costs.

1.2 Program Structure

The programmatic framework, statewide funding, and implementation guidance comes from DRS. Program stakeholders include the Arkansas Association of Counties, Arkansas Association of Conservation Districts, Arkansas Forestry Commission, Arkansas Game and Fish Commission, Arkansas Natural Resources Commission, County Judges in Arkansas, U.S. Department of Agriculture's Natural Resources Conservation Service, the Center for Training Transportation Professionals at the University of Arkansas, and U.S. Department of Interior's Fish and Wildlife Service, Arkansas Farm Bureau, and The Nature Conservancy in Arkansas. The agencies and organizations listed in this section are encouraged to provide match funds to leverage the legislatively appropriated state funds that will be distributed as grants by DRS.

The counties of Arkansas will be encouraged to apply for grant funding through the DRS and complete the project work. All proposed and funded projects are required to have at least a fifty percent (50%) match contribution and counties can apply for up to \$75,000. In-kind goods and services committed by the county will include without limitation - labor, equipment use, materials, and services. Donations from private entities and other Program stakeholders can be applied to meet or exceed the programmatic matching requirements. Other sources of funds that will benefit a county's grant applications are encouraged. The Program is a public, private partnership to benefit the people of Arkansas.

Arkansas Rural Development Commission

The Division of Rural Services (*formally the Department of Rural Services*) and the Arkansas Rural Development Commission (*hereafter Commission*) were established under Act 302 of 1991, and merged with the Arkansas Economic Development Commission under Act 8 of the 2015 First Extraordinary Session. DRS assists local agencies in rural areas with information and technical assistance. The mission of the DRS and its Commission are to enhance the quality of life in rural Arkansas.

The Commission sets policy and long-term goals for the DRS and decides which communities will receive grant funds. The Commission is made up of eleven (11) regular voting members representing rural areas of the state. All commissioners are private citizens. Seven (7) are appointed by the Governor from each of Arkansas' four congressional districts to serve five year terms. Two (2) of the commissioners are appointed for two years by the President Pro Tempore of the Senate, and the other two (2) are appointed for two years by the Speaker of the House.

DRS will operate the Arkansas Unpaved Roads Program turnkey by: 1) providing administrative support to operate a statewide grants program, 2) performing technical assistance to grantees and performing construction oversight *as needed*; 3) assisting with trainings and workshops in concert with stakeholders, and; 4) provide quality assurance and control (QA/QC) by monitoring on-the-ground construction projects to meet stated goals. The role of DRS is detailed in section 2 of this manual.

Arkansas Conservation Districts

Conservation Districts are political subdivisions of the State of Arkansas. They are a creation of popular vote of resident landowners for the purpose of conserving land and water resources as authorized by Act No. 197 of the Arkansas General Assembly of 1937. The Arkansas Association of Conservation Districts (AACD) represents all districts with a stated purpose and mission to assist in their efforts to serve the soil and water conservation needs of the people of Arkansas.

For the Program, Conservation Districts will support DRS by providing technical assistance to counties and construction crews if requested by DRS. Selected AACD staff will receive advanced training in unpaved roads construction techniques and will be prepared to perform QA/QC functions standalone or in combination with DRS staff. District staff will work closely with the DRS and the Program's stakeholder advisory board. The role of Conservation Districts is further detailed in section 2 of this manual.

Program Stakeholder Advisory Committee

The DRS will create an advisory committee (*hereafter* Committee) that will serve DRS in three specific duties. First, the Committee will review grant applications - rank grant applications and provide evaluations to DRS and its Commission.

Second, the Committee will provide technical expertise in the subject matters of unpaved roads – construction methods and technologies, sediment abatement methods, conservation of land, soil, and water, watershed management, roads system assessment, fisheries, and aquatic biology. Additionally, the advisory group will provide DRS with project monitoring protocols and assessment procedures.

Third, the Committee will develop and deliver a 1-day training course required for Program eligibility, hold semi-annual unpaved roads maintenance workshops, and provide technical and administrative assistance to counties if required.

Grant Applicants

Any County in Arkansas, regardless of population, that owns and maintains unpaved public roads is eligible to apply for Program funding. Eligible projects are required to be located in a priority watershed, further defined in Chapter 3 of this manual. Successful applicants will enter into grant agreements with DRS to complete project work. Applicants can complete project work themselves, by hiring contractors, or both.

1.3 Program History

More than 85% of county roads in Arkansas are unpaved. These roads are the transportation backbone for many of Arkansas’ economic sectors including agriculture, forestry, energy, and outdoor recreation. They also provide residential access for many of the state’s citizens. However, unpaved roads can cause impacts to local streams and lakes by delivering excess sediment into these water bodies. Stream crossings also can cause alterations to stream hydrology and habitat.

In February 2015, Senate Bill 613 became law creating the Arkansas unpaved roads program housed within the DRS. The bill was enacted into law as Act 898 of 2015 - known as the “Arkansas Unpaved Roads Program Act”. The program provides best management practices (BMPs) training for the construction and maintenance of unpaved roads, plus established a grant program requiring a 1:1 match from participating public and private partners to implement projects. Funding is available to Arkansas counties for priority unpaved road improvement projects through a grant making process housed within the DRS.

The County Judges’ Association of Arkansas was the lead partner in developing the Program joined by the Arkansas Association of Conservation Districts, Arkansas Game and Fish

Commission, Arkansas Farm Bureau, the Arkansas Economic Development Commission, Division of Rural Services, Arkansas Forestry Association, County Judges, U.S. Department of Agriculture's Natural Resources Conservation Service, the Center for Training Transportation Professionals at the University of Arkansas, Arkansas Forestry Commission, the U.S. Fish and Wildlife Service, The Nature Conservancy and many others.

Program Timeline

2009-2014: Ten pilot projects were designed and built in Arkansas on unpaved road segments by Program stakeholders using methods prescribed by Penn State's Center for Dirt and Gravel Roads Studies (*hereafter* CDGRS). These projects were used as demonstration projects to prove that the methods prescribed and taught by CDGRS worked in Arkansas.

The Program borrows heavily from CDGRS in all aspects of administration, training, and project implementation. DRS, Program stakeholders, and the citizens of Arkansas would like to humbly and with great appreciation - acknowledge CDGRS assistance in the development of Arkansas' Unpaved Roads Program.

2011-2014: Five unpaved roads workshops were sponsored by Program stakeholders at the request of county judges. The workshops were successful and included in-field demonstrations for the environmentally sensitive techniques covered during the workshop.

2015: Senate Bill 613 was drafted becoming Arkansas state law as Act 898.

Unpaved Roads and Sediment in Arkansas

Sediment is the largest pollutant by volume to the waters of Arkansas. Unpaved roads are the second leading cause of non-point source pollution that impact Arkansas' rivers, lakes, and municipal water sources. Unpaved roads not only generate sediment but collect dirt-laden runoff from adjacent land uses. This results in increased flood flows, negative direct and cumulative sediment impacts to waters, and a host of other pollutants entering waterbodies.

1.4 Best Management Practices & Environmentally Sensitive Maintenance Overview

A best management practice (BMPs) for this administrative manual is defined as practices for the construction and maintenance of unpaved roads that are broadly accepted by roads engineers, roads managers, and maintenance professionals as the most effective approaches

to minimizing sediment impact to adjacent water bodies. Applicable BMPs are described and illustrated in the Environmentally Sensitive Manual that will be provided to Program participants during required training.

For this administrative manual, an “unpaved road project” is defined as a project that has as its purpose the reduction of erosion and sedimentation by: 1) Providing better drainage to an eroding unpaved public road maintained by a county; 2) Stabilizing erodible ditches and drainage outlets for an unpaved public road maintained by a county; 3) Creating a more durable driving surface for an unpaved public road maintained by a county; or a combination of all three.

The Program will have unpaved roads worksites. A worksite has an identified beginning and end that demarks the limits of the section of unpaved road impacting a priority waterbody. A priority waterbody is further defined in section 3 of this manual. The Program uses worksites to insure project funding is focused only on those sections of road(s) that impact water quality. The areas outside of worksites may be in need of repair or be generating sediment but do not have a direct connection to a stream or waterbody (typically on higher ground away from water). If the road segment, *or its ditches or drainage system* are connected to a priority waterbody, then this worksite is eligible for grant funding through the Program.

Environmentally Sensitive Maintenance

Environmentally Sensitive Maintenance (*hereafter* ESM) is a term used to describe a suite of principles and practices designed to create a more environmentally and financially sustainable public unpaved road system. ESM techniques have been developed and tested by roads professionals from, the U.S. Forest Service, and other industry leaders in unpaved roads management. They are long term practices designed to reduce erosion and maintenance within the road system.

Long-term environmental benefits are achieved by attempting to “restore natural drainage” to a state similar to how it was before the road existed. In contrast to traditional “stormwater systems” that are designed to collect and convey large volumes of runoff, ESM practices focus on diffusing flow at the source, encouraging infiltration and reducing concentrated flow volumes. Environmental benefits of this approach to waterways include reduced sediment and other pollutant delivery, and reduced flood flows by “disconnecting” the road drainage system.

Long-term financial benefits are achieved because the same forces of erosion that cause environmental damage translate into increased maintenance costs. Every time a road, ditch, or bank washes out, it requires a large time and money investment by the county. Some ESM

practices may have higher than average up-front costs but they save money over their lifetime by reducing future maintenance needs and costs.

ESM Principles

- Avoid concentrating drainage where possible;
- Minimize flow volumes;
- Reduce effects of concentrated drainage;
- Reduce surface erosion; and
- Reduce cost and frequency of unpaved road maintenance.

Example ESM Practices

The following is a very brief summary of some of the Program's most common ESM practices taught in the training course. Examples are from CDGRS (www.dirtandgravel.psu.edu).

- Road/Stream Interactions: ESM practices for stream crossings focus on reducing the sediment delivery to a river or lake, riverbank stability issues, and the river crossing itself. Practices such as highwater bypasses, French mattresses, proper stream crossing sizing, better bridge and pipe design, and in-stream flow control structures can be effectively used to stabilize the unpaved road/stream interface.
- Unpaved Road Surface: ESM practices for the unpaved road surface include drainage control and improved aggregate. Drainage control starts with proper crown and cross-slope, but also includes practices such as grade breaks, berm removal, and broad-based dips. Improved surface aggregate focuses on the Program's Driving Surface Aggregate and includes maintenance concerns such as grading and pothole repair.
- Unpaved Road Base: Practices that improve the base of a road include mechanical base improvements, underdrains, French mattresses, and in some cases full-depth reclamation.
- Vegetation Management Practices: Practices that manage vegetation in a sustainable manner will reduce erosion from the unpaved road area and save on future maintenance costs associated with tree trimming and cleanup. Practices include selective thinning, proper pruning, seeding and mulching, and managing vegetation for long term stability.
- Unpaved Road Bank Management Practices: Practices that stabilize the upslope or downslope road bank include slope reinforcement, filling the road profile, naturalizing bank shape, and natural or mechanical slope reinforcement.
- Unpaved Road Ditch and Outlet Stabilization: ESM practices for ditches include anything that reduces the flow in the ditch. The simplest of these practices is to provide more drainage outlets in the form of new turnouts and crosspipes. Selecting locations to

outlet water and choosing the proper outlet stabilization methods is also important. Other practices such as berm removal and filling the road profile attempt to eliminate ditches completely and promote sheet flow. Practices to reduce the effect of subsurface flow such as underdrains are also important.

2.0 Program Partner Roles & Responsibilities

2.1 Program Administration – Arkansas Economic Development Commission, Division of Rural Services

DRS will administer and operate the Program. DRS and its Commission will develop and approve all policies related to the Program within the framework of Act 898. The state-level staff consists of a Program and grants analyst and support staff that provides oversight to the administrative arm of the Program.

DRS will serve Program participants with these services: 1) Assistance in grant proposal development; 2) Pre-project site visits to include roads diagnostics *if needed*; 3) Grant administration assistance, and; 4) Assist Program participants in reporting *if needed*.

Grants Analyst

DRS and its Commission will assign a Grants Analyst. This person will be responsible for the review and administration of the Program. County judges and roads staff are encouraged to contact the Grants Analyst for answers to administrative questions on topics such as: Program policy interpretation; grant funding; questions on state policies; questions on spending requirements; questions about match; administrative issues regarding local projects; conflict resolution; training schedules and other general administrative issues.

2.2. Project Implementation

For the Program, both DRS and AACD will provide quality control and assurances (QA/QC) by monitoring grant funded projects to meet stated goals. Program staff will work closely with the Grants Analyst and the Committee to ensure the projects is meeting ESM standards.

DRS and AACD staff will perform a wide variety of tasks including education and outreach, project evaluations, provide technical assistance to county judges, road crews, and sub-contractors, project oversight, accounting, and auditing. This will include performing roads diagnostics, assessing drainage features, providing council on ESM practices and how they should be constructed, consulting on equipment operation and needs, on-site erosion control, and post-monitoring project performance. *It is important to note that Program stakeholders will also be available to assist DRS and AACD in these functions (See Section 1.2).*

Before serving in these roles as described above, DRS and AACD will appoint a staff lead(s) who will receive training in ESM and monitoring protocols in order to have depth-of-knowledge to provide technical expertise to Program participants. Additionally, DRS can work with AACD staff to develop regional technical expertise that will serve multiple counties and can be on-call to Program participants.

AACD will serve Program participants with these services: 1) Pre-project site visits to include roads diagnostics *if needed*; 2) Serve as the technical lead to resolve on-site construction

problems of any type *if needed*; 3) Monitor the project pre- and post-conditions; and 4) Assist Program participants in reporting if needed.

2.3 Stakeholder Advisory Committee

DRS will establish a stakeholder advisory committee, as established by Act 898. This Committee will be a conglomerate of state agencies, federal agencies, private organizations, private individuals, and other organizations that can provide the Program with resources such as technical expertise in roads (*unpaved and paved*) construction and management, aquatic biology, watershed management, forestry, training in ESM practices, development of match funding, water and soil conservation, and driving surface aggregates.

The Committee will review and rank grant proposals - *providing feedback to DRS and its Commission who will select projects for funding*, provide training curriculum for the Program, conduct training workshops, visit project sites as-needed, assist Program grantees with on-site technical assistance as-needed, develop matching fund sources, assist the Grants Analyst as-needed, and participate in meetings that further Program goals.

3.0 Program Training, Eligibility & Monitoring

3.1 Environmentally Sensitive Maintenance (ESM) Training

The ESM training for the Program is a one-day course that covers the road maintenance practices employed by the Program. ESM training is made available at no-cost to potential grant applicants – such as county judges, county roads personnel, and other interested parties. It is highly recommended that all persons representing the county who have a significant role in the Program attend ESM training, to include county administrative staff.

ESM training is mandatory for at least one county representative and for the county roads personnel (*such as the County's Roads Foreman*) most involved with the Program. ESM training must be taken once every 5 years to maintain certification.

The University of Arkansas' Center for Training Transportation Professionals will lead all state wide training efforts with assistance from the stakeholder advisory committee. Training will be conducted regionally to encourage participation by as many county employees and other interested parties as possible.

3.2 Technical Assistance Visits (Tech assists)

Technical assistance visits are conducted primarily by AACD and DRS staff with assistance or assignment of members the Committee. Technical Assistance visits are usually initiated by county personnel to request help with difficult worksites. Technical Assistance visits provide excellent training opportunities not only for the Program grantee but for DRS, AACD, and the stakeholder committee members.

3.3 Project Eligibility

A. Eligible Applicants

Public entities that own and maintain public roads in Arkansas that are open to public vehicle travel are eligible to apply for grants for Program funding. Counties are the primary applicants for Program funding. Other unincorporated areas with public, unpaved roads can also apply for funding as long as the entity has capacity to implement and management a Program grant. Any County in Arkansas, regardless of population, that owns and maintains unpaved public roads is eligible to apply for Program funding.

In determining applicant eligibility, it is important to focus on the entity that owns and maintains the road itself, not necessarily the land the road traverses. Often one entity owns and/or maintains the road through the property of another entity, for example a County-owned road might traverse through a State Forest, Wildlife Management Area, or National

Forest. The entity that owns and maintains the road corridor is the entity that is eligible to apply for Program funding. In this case, the county would be the eligible applicant. The county must gain the approval of the County Judge to apply.

The “ESM Certified” person for the applicant must be an employee or elected official of the entity. The ESM certified individual must be the person in charge of work plan development and project implementation for the applying entity. Attendance by individuals not directly involved with the project design and implementation (interns, secretaries, etc.) do not qualify as an applicant to be eligible for funding. Engineers on retainer or others who serve multiple municipalities are welcome to attend the ESM training, but their attendance does not count as “ESM Certification” for the counties or municipalities they represent. Alternatively, if an engineer is on staff at a particular eligible entity, it would count as ESM certification for that county or municipality. Empowering and educating local county personnel is one of the primary benefits of the Program. In the case of other entities, the person who has direct oversight responsibilities for the project must be the one to attend the ESM training.

Privately owned roads, even those open to public use, are not eligible to apply for funds. This applies to roads owned by private individuals but also includes roads owned by associations, private conservancies, non-profit companies, and other non-public entities. State and Federal agencies are not eligible to apply for grant funds.

B. Eligible Roads

Only public roads owned and maintained by eligible applicants described above may be considered for funding. A road must also be open to public motor vehicle travel for a minimum of eight (08) consecutive weeks annually in order to be eligible for funding.

Unpaved Roads – Dirt and Gravel Roads

The Program is designed to fund work on public roads with unbound road surfaces. These are surfaces of natural material or crushed aggregate that have not been incorporated into a bound layer using asphalt, oil, or other such binder. For the Program, driving surface aggregate (DSA) is NOT considered “paved” even though the material looks similar to pavement/concrete and is laid with paving equipment.

C. Eligible Projects

Program projects must focus on both unpaved road improvements and sediment reduction that is negatively impacting, or could negatively impact a priority waterbody covered by the Program. This includes the watershed area of the priority waterbody.

The proposed project must be located in a watershed area with at least one (1) of the following featured, listed in order of priority as listed in Act 898 of 2015:

- 1) An aquatic species the federal government has listed as a threatened, endangered, or candidate species;
- 2) A water body that has been determined to be impaired as a result of turbidity or sediment;
- 3) A drinking water source *for people*;
- 4) An interstate water body;
- 5) A species that the Arkansas Game and Fish Commission has declared is of greatest conservation need;
- 6) An agricultural or pasture land use; or
- 7) A forestry land use.

Projects should focus on worksites (identified pollution sites) and ESM practices to reduce pollution while providing a more stable unpaved road. Only projects that provide some form of environmental benefit, typically by reducing sediment and concentrated drainage to waterways, will be considered for funding.

D. Eligible Project Expenses

There are no special Program-specific requirements for paying for material, equipment, or labor costs for Program projects. These details will be outlined in the grant application. Counties should use the Arkansas state law as guidance. Other applicants should follow normal purchasing procedures and normal contract procedures using advertising and bidding as warranted. Those expenditures must be tracked following normal bookkeeping and audit procedures, and records must be retained for 3 years from project completion.

3.4 Project Monitoring

Project monitoring is designed to answer three questions:

1. Did the project succeed in reducing sediment pollution from leaving a worksite?
2. Are the ESM practices installed correctly and will less sediment enter a priority waterbody as a result of this project?
3. Was drainage disconnection achieved thereby reducing erosion?

STEP 1: Field data will be collected by AACD staff and other Program stakeholder as assigned in order to answer the questions stated above. A modified water erosion prediction project (WEPP) for roads will be used to collect pre- and post-project data to determine the amount of sediment reduction achieved at a worksite. Results will be reported as tons of sediment reduced per mile of road.

Field data collection will require three (03) site visits by AACD staff, *or others as assigned*. WEPP data sheets will be completed: 1) before the project begins, and; 2) five (05) days after project completion date. WEPP analysis will be used to produce sediment reduction yields. Five (05) repeatable photo-points will also be installed during these site visits.

Approximately one year later Program staff will return to the project site to perform a project walk through to ensure the project is still operational and reducing sediment. Photo-points will be repeated.

STEP 2: AACD staff (*or others as assigned*) will complete simple project completion report worksheet that will summarize the project implementation to ensure the grant was completed to achieve the grant objectives.

At least four percent (4%) of the awarded grant amount will be available to be spent on project monitoring. This amount will be included in the grant from DRS to the grant recipient. The recipient will use this amount to pay for all/part of the required monitoring.

3.5 Typical Expenses

Applicants may apply for the full or partial costs of materials, equipment, and labor required for implementation of the grant project. Salaries and other associated personnel expenses are not eligible. Eligible projects are capped at \$75,000.

Materials

Typical material expenses on a project include but are not limited to items such as pipe, stone, fill, fabric, aggregate, etc. Products with the potential ability to leach off the road (such as dust suppressants) must meet Arkansas state standard requirements for non-pollution.

Equipment

Program projects are often completed with applicant-owned equipment. In most cases, this will be county owned equipment. Reimbursement of applicant-owned equipment costs may be an eligible expense under the Program as: 1) the accepted Federal Emergency Management Agency (FEMA) rates if submitted with the grant application and/or; 2)

legitimate quote or invoice acceptable by DRS and/or; 3) The labor is \$18.04 per hour, unless sufficient documentation from a specialist is provided to DRS to justify another amount.

Some Program projects may require equipment that the applicant does not own. It may be an eligible expense for an applicant to rent or lease equipment necessary to complete a project with Program funds. Equipment rented or leased with Program funds can only be used on the project for which it was rented or donated.

Grant funds from the Program cannot be used to purchase or maintain equipment.

Contractor Costs

Projects may be completed entirely by subcontractor where no unpaved road work is performed by the applicant. Applicant should follow standard procedures regarding project bidding and working with sub-contractors. DRS will make payments to the grant recipient (*in most cases this will be a county*), not directly to the grant recipient's sub-contractors.

Consultants, Engineering, and Permitting Costs

Some Program projects will require permits and/or engineering or consultant work to design and complete. Program funds can be used to cover engineering, permitting, or similar consultant costs, but such costs are limited to a maximum of 10% of the total contract between the DRS and the grant recipient. Note this limit is defined as up to 10% of the contract amount (Program contracted funds), not 10% of the total project value (which could include in-kind or other funds).

3.6 Combined Funds

Program funds may be combined with other funds to pay for a project. If Program funds are combined with other funding sources, detailed accounting of which funds were spent on which portions of the project must be maintained. The other funding sources may be used as matching funds for Program projects, provided the Program funds are used on eligible worksites. Projects funded with combined funding sources must still adhere to the Program's non-pollution standards and ESM practices. Should other funding sources have requirements in conflict with the Program's non-pollution standards, the funding sources cannot be combined. It may be possible to complete a project in stages where the Program funds are used on a phase of a project (i.e.-drainage and base improvements) and another funding source is used on a different phase (i.e.-improving the road surface).

3.7 Notification to Applicants

DRS is responsible for informing all potential applicants of funding availability, application deadlines, and other information necessary to Program participation. The Grants Analyst should work with the Committee in development of strategies for ensuring equal access and notification to potential Program applicants.

3.8 Pre-Application Site Visit

Applicants are encouraged to conduct site visits with DRS staff (*or members of the AACD and/or Committee*) on-site to discuss the potential project before an application is submitted for funding in excess of \$25,000. The purpose of a pre-application meeting is to work jointly with the applicant to ensure the plan they submit is in the best interest of both entities. Some applicants, especially those new to the Program, may focus on road improvement concerns over environmental concerns. The pre-application meeting allows Program staff to provide input on the potential project at an early stage before the applicant has invested a large amount of time and resources in developing a worksite plan.

It also allows an early discussion of potential topics relating to permitting, funding availability, and other issues that could affect the scope or design of the project. Potential landowner issues, discussed in should be a part of the initial site visit. Often the type of ESM practices used on an unpaved road will depend a great deal on the cooperation of local landowners, especially where off right-of-way work or additional drainage outlets are required for successful project completion.

3.9 Application Process

All applications for Program funding must be received on the DRS application packet form that has been approved by its Commission. The form must be signed by the applicant.

DRS staff should review applications for administrative completeness and to ensure they comply with established Program policies and guidance. A project sketch, location map, and itemized costs are a required part of the grant application. DRS personnel are encouraged to work with applicants to revise the scope of their applications that do not meet Program standards. DRS personnel may make minor changes to the application and have the applicant show concurrence by initialing and dating the change. In cases where significant changes are needed to the application work plan, DRS should work with the applicant to create a new grant application that represents an acceptable project. Examples of “significant changes” may include: changes in project scope, recommended design changes, considerations for engineering and permitting costs, resizing of stream crossing structures, etc. The DRS, at their

discretion, may refuse to accept incomplete applications or applications that do not properly address environmental issues or other Program rules.

- Grant Application: The approved grant application submitted by the applicant will include cost estimate breakdowns and budget tables for both the requested grant funds and match funds. The matching requirement ratio is 1:1. Every grant dollar must be matched with one dollar of non-grant funds. The grant application must include a work plan, which consists of a hand-drawn or digitally produced sketch of the proposed project. A work plan is a plan view of the road with all planned features such as pipes, aggregate, underdrain, surface features, etc. Applicants may use the space provided on the back of the grant application for the work plan. The grant application must also include a map that identifies where the project is located with a clear delineation of the waterbody that will be impacted by the project. The waterbody must be named.
- General Contract Program Contracts. (Appendix A)
- Program Statement of Policy: Program Statement of Policy required on all Program grants. (Appendix B)
- DRS Standards and policies: Any policies adopted by DRS and its Commission.

Applications that DRS deems complete and potentially acceptable to the Program should be forwarded to the Committee for review and prioritization. The Committee will review and prioritize applications based on established written criteria and make funding recommendations to the DRS and its Commission. The Committee operates in an advisory capacity only.

All applications for funding must be approved by the DRS' Commission, Governor's Office and the Arkansas Legislature. All applicants should be notified in writing of the funding decisions of the DRS and its Commission.

3.10 Grant Changes & Amendments

In some cases, unforeseen circumstances arise that may require changes to the scope of a project. Changes that affect the requested funds or completion timeframe of the grant project can be made at the discretion of the DRS.

3.11 Final Inspection

Upon project completion, a final inspection must be scheduled on-site involving the DRS, AACD, *or its assigns* and the grant recipient. Final inspections should be completed within five days after work is complete, so any remediation can be done while equipment is still on site if needed. Other entities such as personnel from DRS, Program stakeholders, and sub-

contractors to the grant recipient should be encouraged to participate. The purpose of the final inspection is to:

- Verify the project is completed in accordance with Program standards and to the satisfaction of the DRS;
- Verify that all work elements classified as “in-kind services” are also completed in accordance with Program standards and to the satisfaction of DRS;
- Verify that work elements proposed in the work plan have been properly installed; and
- Allow DRS to summarize the project work elements and costs on the Project Completion Report.

3.12 Project File Retention

All records relating to the Program grant must be kept for a minimum of three (3) years from the date of final payment on a project.

3.13 Unfunded Applications

Applicants not selected for funding may request to re-submit their application for the following Fiscal Year. If unfunded grant applications are retained, the DRS Grants Analyst should check with the applicant before the next grant cycle to insure the scope or costs of the application have not changed.

3.14 Grant Funding Cycles

DRS may have an open application period, or they may establish application deadlines. All potential applicants should be informed of any application deadlines in accordance with the notification requirements.