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Admin Manual History

• 2001-2013 Manual relatively unchanged
• 2014 Additional Funding and LVR
• 2014 Manual completely re-written
• 2014 (Nov) SCC Approval
• 2015-16 Compiled edits, additions, changes
• 2016 Several Advisory Workgroup meetings
• 2016 6 week CD comment period in Nov/Dec
• 4/11/2017 New Manual approved by SCC
On the Web:

- 4/11/17 Admin Manual
- 2 page summary of changes

3 hard copies to be mailed to each CD
Major Changes

1. Introduction
2. SCC Role
3. Conservation District Role
4. Quality Assurance Board Role
5. Applicant Role
6. Center for Dirt and Gravel Road Studies Role
7. Additional Program Policies
8. Permits

Note the goal here is to make you aware of changes, not explain every details of each change.
Chap 1: Introduction

• 4-page overview of manual, Program, history, ESM practices
• No significant Changes
Chap 2: SCC Role

• Discusses SCC setup, allocation of funds to CDs, and Quality Assurance Quality Control Process

• No Significant Changes
Chap 3: CD Role

- Details CD role, ~1/2 of manual
- Several Changes

Purchase of Equipment: Clarification that equipment cannot be purchased for applicants with either grant or admin/edu funds. CD can buy equipment for rent or loan to applicants with admin/edu funds.
Chap 3: CD Role

- Details CD role, ~1/2 of manual
- Several Changes

New Education Section: Added section on education BY CDs: Ideas for outreach such as: demo day; legislative breakfasts; attending and hosting workshops; project signage; municipal visits; project tours; etc.
Chap 3: CD Role

- Details CD role, ~1/2 of manual
- Several Changes

**Off-ROW:** Clarified section on working outside the public Right-of-Way. Need written SCC approval if working more than 500’ off ROW, or if more than 35% of contract will be spent off ROW.
Chap 3: CD Role

• *Details CD role, ~1/2 of manual*
• Several Changes

Financial Accounting:
- Requiring closeout of old contracts: several contracts on books that are 5+ years old
- Requiring quarterly GIS updates: moving towards more frequent updates of spending data: more to come in future
Chap 3: CD Role

- Details CD role, ~1/2 of manual
- Several Changes

Several other changes:
- Clarifications about ESM certification
- Guidance on determining road ownership
- Clarification on Prevailing Wage
- New section on retention of receipts
Chap 4: QAB Role

- Details QAB role in each count in making local policy and recommending projects for funding
- No Significant Changes
Chap 5: Applicant Role

• Repetition of other sections, designed for applicants.

• Applicable changes made elsewhere in manual were incorporated here as well.
### Chap 6: CDGRS Role

- Explains Center’s role of training and technical assistance
- No Significant Changes
Chap 7: Additional Policies

- Specific policies that do not apply to every project
  - Stream Crossing Replacement
  - Driving Surface Aggregate
  - Full Depth Reclamation
  - LVR Specific Policies

- Several Changes
Chap 7: Additional Policies

- *Specific policies that do not apply to every project*

Stream Crossing Replacement Policy:

- **OLD**: Existing pipes under 3’ can be replaced
- **NEW**: Existing pipes under 4’ can be replaced
- **OLD**: larger pipes must be undersized at 50% bankfull or less to qualify for replacement
- **NEW**: larger pipes must be undersized at 75% bankfull or less to qualify for replacement
Chap 7: Additional Policies

- Specific policies that do not apply to every project

Stream Crossing Replacement Policy:

- New Bankfull Guidance Page

Guidance in Determining Bankfull Stream Width in Pennsylvania

**Bankfull Flow:** This flow stage is determined by the elevation point of incipient flooding, indicated by deposits of sand or silt at the active scour mark, break in stream bank slope, perennial vegetation limit, rock discoloration, and root hair exposure. It is typically called the “channel-forming flow”, with roughly a 1.5-2 year recurrence interval, and is where a stream will typically begin to access its floodplain.

**Bankfull Width** – The width of the channel at the bankfull elevation.

**Finding a “Reference Reach” of a Stream:**
Because streams vary widely in composition, slope, and manmade impacts, it is impossible to create a set of “instructions” for determining bankfull that will work on every channel. The goal when determining bankfull flow is to find a “Reference Reach” of the stream that is the most representative of the natural channel. This sometimes means moving further upstream or down, or skipping sections of stream that are unnaturally widened or constricted. Be flexible in choosing your bankfull measurement locations in order to find a section of stream that is the most representative of the natural channel.

**Procedure for Determining Bankfull Width Near a Road / Stream Crossing Structure:**
Location: Start at a location away from the influence of any culvert or bridge, since they often impact width. To do this, roughly estimate bankfull channel width, then go at least 5 times that distance away from the structure. Looking upstream is preferred, but downstream reaches can be used if necessary (see locations to avoid below)

Determine Bankfull: Using the indicators below, find the elevation that matches the most bankfull criteria, using both sides of the channel. Start on the side with the best indicators. Begin at the stream and move up the bank to a point you are sure is above bankfull. Then start moving back down the bank looking for indicators to determine where the bankfull elevation is. Try to match that elevation with indicators on the opposite bank. Stretch a measuring tape across the stream and record where the bankfull point is located.
Chap 7: Additional Policies

• Specific policies that do not apply to every project

Driving Surface Aggregate:

• Manual changed to reflect new SCC spec approved by SCC in March 2016.
• Wording added to allow fill projects to be capped with material other than DSA, in order to encourage more fill projects.
Chap 7: Additional Policies

• Specific policies that do not apply to every project

Full Depth Reclamation:
Chap 7: Additional Policies

• Specific policies that do not apply to every project

Full Depth Reclamation:

• Historically not much FDR done by Program, but increased interest with LVR and more funding.
• New section, no existing Guidance.
• Allows FDR on LVR sites only (not unpaved)
• Requires to follow PennDOT guidance
• Several additional requirements
Chap 8: Permits

• *Brief permitting overview*

• *No Significant Changes*
New Policies Effective 4/11/17

Old contracts that do not meet new policies are “grandfathered” in
Appendices:

- **Significant Changes**
- Reduced number of appendices
- Made more items available online instead of in manual
- Now only “standard forms” are in manual:
  - Dirt Gravel, And Low Volume Road Program Law
  - Commission Statement Of Policy
  - 5 Year Agreement Between Districts And SCC
  - Contract
  - General Contract Provisions
  - Contract Amendment & Instructions
  - Schedule Of Payments
  - Project Completion Report And Instructions
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