If you are reading this, then you are successfully seeing the webinar video. In addition to audio on the webinar, we have opened a phone conference line to allow attendees to listen and ask questions directly: **866-823-7699**. Please use either the webinar audio or conference line, but not both (will produce feedback)

Audio also available via phone: 866-823-7699
For assistance, call: 814-865-5355
Use Chat box to ask Questions

Participant phone lines will be muted until after initial presentation

Audio also available via phone: 866-823-7699
For assistance, call: 814-865-5355
Webinar, including Q&A, will be recorded and available later. www.dirtandgravelroads.org

Audio also available via phone: 866-823-7699
For assistance, call: 814-865-5355
Program Forms Update

• Background

• Overview of Admin Manual

• Walkthrough of forms
• Program Administrative Manual approved in November

• As part of manual:
  – Many REVISED forms
  – Several NEW forms
• Program Administrative Manual approved in November

• As part of manual:
  – Many REVISED forms
  – Several NEW forms

• **Purpose**: Provide OVERVIEW of manual structure and forms with focus on what is new and revised.
  – Will not have time to go over every blank in every form.
  – Will not have time to get into policy details
• When do I start using the new forms...?
• When do I start using the new forms...?

NOW!

• Finish out current contracts with old forms, use new forms for 2015 projects.
Program Forms Update

• Background

• Overview of Admin Manual

• Walkthrough of forms
Forms Update

DG&LVR Administrative Manual
Approved by SCC 11/12/14

1) Introduction
2) SCC Role
3) Conservation District Role
4) Quality Assurance Board Role
5) Applicant Role
6) Center for Dirt and Gravel Roads
7) Additional Policies
8) Permits and Other Requirements

Available online.
Hard Copies being printed for CDs.
Poll

How familiar are you with the NEW Program Admin Manual?
1) Introduction

3-page “Abstract” of the Program and the rest of the manual.

Program Structure

Program History

ESM Overview

Available online.

Hard Copies being printed for CDs.
1) Introduction
2) SCC Role
3) Conservation District Role
4) Quality Assurance Board Role
5) Applicant Role
6) Center for Dirt and Gravel Roads
7) Additional Policies
8) Permits and Other Requirements

Appendices

Available online.
Hard Copies being printed for CDs.

1) SCC Role
3-page summary of SCC role

SCC Structure

Program Administration

QAQC
3) District Role

Over ½ of manual

- Receiving Funds
- Accounting for Funds
- Dispersing Funds to Grantees
- CD Educational Opportunities
- Program Eligibility

3.8 Administering Projects

GIS system

Annual Reports
4) **Quality Assurance Board Role**

Defines composition and function of QAB

**Composition**

**Meeting Requirements**

**QAB Role in Projects**

**QAB Role in Policy**
5) Applicant Role

Intentionally repeats previous material

Written “to” the applicant audience

Intended to be standalone to give to applicants.

Available online.

Hard Copies being printed for CDs.
6) Center Role

3-page overview of Center role and available services

Education

Outreach

Technical Assistance

Documentation
Admin Manual

DG&LVR Administrative Manual
Approved by SCC 11/12/14

1) Introduction
2) SCC Role
3) Conservation District Role
4) Quality Assurance Board Role
5) Applicant Role
6) Center for Dirt and Gravel Roads
7) Additional Policies
8) Permits and Other Requirements

Appendices

Available online.
Hard Copies being printed for CDs.

7) Additional Policies

Policies that apply to certain circumstances:

Stream Crossing Replacement
Driving Surface Aggregate
Paved LVR-Specific Policies
8) Permits

Brief overview of permit issues related to Program projects.

Available online.
Hard Copies being printed for CDs.
1) Introduction
2) SCC Role
3) Conservation District Role
4) Quality Assurance Board Role
5) Applicant Role
6) Center for Dirt and Gravel Roads
7) Additional Policies
8) Permits and Other Requirements

Program forms and policies
Will be focus of the rest of this webinar.
Program Forms Update

- Background
- Overview of Admin Manual
- Walkthrough of forms
A. Dirt Gravel, And Low Volume Road Program Law 9106
B. Commission Statement Of Policy
C. 5 Year Agreement Between Districts And Commission
D. New-hire Program Guide revised
E. Grant Application, Work Plan & Instructions revised
F. Contract & Instructions revised
G. General Contract Provisions
H. Contract Amendment & Instructions revised
I. Schedule Of Payments
J. Project Completion Report And Instructions revised
K. Replenishment Request Form revised
L. Traffic Count Validation/Instructions new
M. Stream Crossing Evaluation/Instructions new
N. DSA Specification And Certification
O. Off Row Consent Form new
P. QAQC Documents
Q. Project Ranking Criteria
R. Allocation Formula Details
S. Definitions
T. Contact Information
D. New-hire Program Guide revised
E. Grant Application, Work Plan & Instructions revised
F. Contract & Instructions revised
G. General Contract Provisions
H. Contract Amendment & Instructions revised
I. Schedule Of Payments
J. Project Completion Report And Instructions revised
K. Replenishment Request Form revised
L. Traffic Count Validation/Instructions new
M. Stream Crossing Evaluation/Instructions new
O. Off Row Consent Form new
D. New Hire Guide

2 page “cheat sheet” for new CD hires.

Forms Update

“New Hire” Guide to Administering the Dirt, Gravel, and Low Volume Road Maintenance Program

This document is meant as an overview of administering the Dirt and Gravel Road Maintenance Program for new staff and technicians at County Conservation Districts.

PROGRAM OVERVIEW: The Dirt, Gravel, and Low Volume Road Maintenance Program began in 1997 stemming from an initiative by Trout Unlimited. The primary goal of the Program is to reduce pollution to our streams by improving the rural road network. The Program directs funding to “worksites” where road runoff is affecting water quality. The Program implements long-term fixes to rural public roads in order to create a more environmentally and economically sustainable road network.

CENTER OVERVIEW: The Center for Dirt and Gravel Road Studies (Center) at Penn State was formed in 1999 to handle the statewide education and outreach component of the Program. The Center provides: 2-day ESM training, Annual Maintenance Workshop, website, newsletters, technical documentation, technical assistance for projects (PSU, GIS, or conservation), forms and training. The Center is funded by the PA State Conservation Commission and PA Bureau of Forestry through the Dirt and Gravel Road Program. The Center also maintains other research and education contracts with outside entities.

PROGRAM STRUCTURE: The Program is unique in that it relies heavily on “Combined approach” which relies more on education and training and the local level, and relies on a statewide education and support program to ensure local projects follow Program guidelines.

• State Conservation Commission (SCC): Administers Program statewide at Department of Agriculture (PDA)
• PSU Center: Education/training, tech support for the Program statewide.
• Conservation Districts: Run the Program within each county including: create local policy and priorities, accept Grant Applications, fund and oversee projects, track projects and spending, and submit annual reports.
• Quality Assurance Board (QAB): (one per District) Advises District on policies and funding priority, and ranks applications for funding. QAB only provides recommendations to the District Board. District Board members are a non-voting chair appointed by the District, and a voting representative from the District, PAFSC, and NRCS.
• Grant Recipients: Apply to Conservation District for funding. Do work or hire contractor to do work. Mostly townships, but PAGC, PAPBC, DOT any other public entities are eligible.

DISTRICT ALLOCATIONS: District receive Funds from State Conservation Commission through PDA

• District Allocation: The Program’s annual allocation is a Product of the Conservation Districts based largely on the number of unpaved roads and workdays in each county. Allocations range from $100,000 to $1.4M.

• Spending Requirements: Funds must be spent on or committed by 2 years of receipt. County fails to meet this requirement will be ineligible for future grants until they meet this spending requirement. This is determined as part of the Annual Summary Report each January.

• Administration: Districts can spend up to 10% of their annual allocation on program administration, and 10% on education. Eligible expense include salary, travel, training expenses, equipment (field and office), etc.

• GRANT APPLICATION PROCESS: Municipalities (and others) apply to District for Funding

• Eligibility: Applicants must be ESM training within the past 5 years in order to be eligible to apply to the Conservation District for funding. Only unpaved (and “fee”) roads that are open to public travel for at least part of the year are eligible. Projects must also have an impact on water quality.

• Application Cycle: Many Districts have an application deadline each year. Some smaller counties continuously accept applications and other Districts have a fixed schedule.

• Project Funding: Each District should already have written ranking criteria to determine project funding priority developed by the QAB. This formal ranking is important as it serves to justify the recommendations of the QAB.

• Preemptive site visit: Counties who have the most success typically meet with the township BEFORE they submit applications to collaborate on creating a site plan. This early engagement will help avoid miscommunication and ensure everyone is on the same page. Additionally, technical assistance is available.

• Notification: The applicant should notify the Conservation District in advance as to when project work will start.

授予管理：保护区域是责任

• 合同：根据“grant application”和其他相关文件确定

• 预算：如果项目基金可先进入（项目基金） supplying and other expenses are required. The Contractor has the option to advance funds for these expenses if necessary. Funds may be advanced for up to 35% of the original contract. Overruns of up to 20% of the original contract can be funded in a new or separate contract.

• 执行摘要：各合同方均应遵守合同条款。某些支出通常需要在合同开始后才能支付。某些支出通常要求依据，特别是在新的项目方面，以确保双方能够得到充分的信息。工程方面的变化可以协商。

• 项目完成报告：项目完成后，应提交项目完成报告。报告应包括项目完成情况和成本的总结。

教育机会：更多关于该计划的ESM实践

• 环境敏感性安全维护（ESM）课程：提供现场和实验室的训练，以提高环境敏感性安全的实践。

GIS & REPORTS: District Tracks Projects and Submit Annual Report

UGRoads System: To cut down on paperwork and facilitate project tracking, the Program uses a customized GIS interface called “UGRoads.” The system is housed on a computer at each Conservation District. The system is used to track project location and details such as what was done and what was spent.

Annual Maintenance Workshop: Each year on January 15th, reports are due using the UG/Roads GIS System. Project data from the previous year must be entered for all completed and contracted projects.

QAG: Quality Assurance / Quality Control Effort: The QAG process is a collaborative effort between the Center and the Program. The QAG team visits each Conservation District individually in an effort to evaluate and improve the Program at the County level. The QAG team visits approximately 20 Districts on an annual basis.

PROJECT WORK: On the Ground Projects: The best way to get familiar with project work is to attend an ESM training workshop. This training will help to learn the basics of project work.

Paved Low Volume Roads: Paved LVRs with less than 500 vehicles per day were made eligible for Program funding in 2014. Look for more details in the administrative manual.

网站：www.dirtandgravelyroads.org: The Center and Program website contains information including technical bulletins, blank forms, GIS program download, reference material, technical documentation, and more.

中心：咨询和教育是中心的中心！www.conservationinstitute.com: Center is committed to helping project design, to create project assistance, and to provide project assistance.

- 联系：与项目协调员联系，与项目协调员协调。1-844-765-3535

- QAG: Contact the Program Coordinator at the QAG at 717-767-7203.

PAPER HARD FILES MUST INCLUDE

1. Signed Contract with all attachments, including grant application and project sketch showing project location and site layout (what was done and where)
2. Contact information (if applicable)
3. Checks of all expenses paid

TYPICAL PROJECT LIFECYCLE

1. Applicant submits a grant application.
2. Applicant notifies the District of the project.
3. District meets with applicants to discuss the project.
4. District reviews the application and makes recommendations to the applicant.
5. Applicant submits the completed application.
6. QAB recommends a project for funding based on established criteria.
7. District Board approves project and a contract is signed with the applicant.
8. 50% of the funds are advanced to the applicant.
9. Project work is done by the contractor.
10. Project work is done by the contractor.
11. District conducts final inspection and fills out Project Performance Report.
12. District submits project data into OIS system.
D. New-hire Program Guide revised
E. Grant Application, Work Plan & Instructions revised
F. Contract & Instructions revised
G. General Contract Provisions
H. Contract Amendment & Instructions revised
I. Schedule Of Payments
J. Project Completion Report And Instructions revised
K. Replenishment Request Form revised
L. Traffic Count Validation/Instructions new
M. Stream Crossing Evaluation/Instructions new
O. Off Row Consent Form new
Grant app and forms used to apply to CD

- **Revised** project-specific Grant Application
- **NEW** optional cost summary forms
- **Revised** Project Sketch (back of grant app)
- **New** Instructions for all forms
Forms Update

E. Grant App, Work plan, Instructions

- Grant Application (front)
- Project Sketch (back)
1. The applicant is required to identify and obtain all necessary permits before starting the project.

2. Identify the proposed work elements: □ Ditches Improved □ Ditch Outlets Added □ Off Right-of-Way Improvements □ Road Banks Improved □ Road Base Improved □ Road Surface Stabilized □ Stream Crossings Improved □ Storm Water Improvements □ Vegetative Management □ Other  

3. The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.

4. Complete Attachment B “Project Work Plan” including a sketch of proposed project. Attach a locational map with the project highlighted.

5. Project cost estimate: (summarize costs here and attach detailed documentation if needed)

<table>
<thead>
<tr>
<th>Materials</th>
<th>Grant Requested Funds</th>
<th>Equipment</th>
<th>Labor</th>
<th>Materials</th>
<th>In-Kind Contributions</th>
<th>Equipment</th>
<th>Labor</th>
</tr>
</thead>
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</tr>
</tbody>
</table>

See Attachment A1

See Attachment A2

Grant Requested………… $_______________

In-Kind Contributions….. $_______________

Total Project Value……… $_______________

Applicant Signature

Date

Questions changed slightly

Additional Cost Sheets Available

Cost Summary
### Grant Requested Project Funds

**SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE**
**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE**
**DETAILED ESTIMATED PROJECT EXPENDITURES**

#### Use best estimates and complete as much info as possible.

<table>
<thead>
<tr>
<th>Materials</th>
<th>Equipment</th>
<th>Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Type</td>
<td>Type</td>
</tr>
<tr>
<td>Unit Cost</td>
<td>Hours</td>
<td>Rate/Hr</td>
</tr>
<tr>
<td>Qty</td>
<td>FEMA</td>
<td></td>
</tr>
<tr>
<td>Cost $</td>
<td>Cost $</td>
<td>Cost $</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Materials $</th>
<th>Total Equipment $</th>
<th>Total Labor $</th>
</tr>
</thead>
</table>

* FEMA rates are only applicable where municipality-owned equipment is used; otherwise use contracted rates.

**Total Grant Requested:**

---

**Applicant:**

**County:**

**Road Name / ID Number:**

**Date:**
### Bottom of Grant Application

<table>
<thead>
<tr>
<th>Material</th>
<th>Grant Requested Funds</th>
<th>In-Kind Contributions</th>
<th>Total Project Value</th>
</tr>
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<tbody>
<tr>
<td>Materials</td>
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<tr>
<td>Labor</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

- **Grant Requested**: $________
- **In-Kind Contributions**: $________
- **Total Project Value**: $________

---

**Total Materials**: $________

**Total Equipment**: $________

**Total Labor**: $________

---

* FEMA rates are only applicable where municipality-owned equipment is used; otherwise use contracted rates.

* Prevailing wage may apply to projects over $25,000 when a contractor is involved.
**SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE**

**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE**

**DETAILED ESTIMATED PROJECT EXPENDITURES**

**IN-KIND FUNDS**

Use best estimates and complete as much info as possible.

<table>
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<th>Labor</th>
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<td>Rate/Hr</td>
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<tr>
<td>Qty</td>
<td>FEMA</td>
<td>Hours</td>
</tr>
<tr>
<td>Cost $</td>
<td>Cost $</td>
<td>Cost $</td>
</tr>
</tbody>
</table>

| Total Materials $ | Total Equipment $ | Total Labor $ |

*FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.*

*Prevailing wage may apply to projects over $25,000 when a contractor is involved.*

**Total In-Kind Contributions: $**

(materials + equipment + labor)

---

**Applicant**

**County**

**Road Name / ID Number**

**Date**
### E. Grant App, Work plan, Instructions

#### Bottom of Grant Application

<table>
<thead>
<tr>
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<th>Grant Requested Funds</th>
<th>In-Kind Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>Labor</td>
<td>Equipment</td>
</tr>
</tbody>
</table>

- **Grant Requested** $__________
- **In-Kind Contributions** $__________
- **Total Project Value** $__________

**See Attachment A1**

**See Attachment A2**

<table>
<thead>
<tr>
<th>Applicant Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Total Materials $**

**Total Equipment $**

**Total Labor $**

*FEMA rates are only applicable where municipality-owned equipment is used, otherwise use contracted rates.*

*Prevailing wage may apply to projects over $25,000 when a contractor is involved.*

**Total Grant Requested:** $__________

**Applicant**

**County**

**Road Name / ID Number**

**Date**
Project Sketch (back of grant app)

Instructions:
- Draw a sketch of the proposed project that includes:
  - All Proposed Work (i.e., Cross Pipes, Stream Crossings, Other ESM Practices)
  - Project Road Length in Feet or Miles
  - Nearest Intersection and/or Reference Landmarks
  - Known Utilities
  - North Arrow
- Attach a copy of a locational map with the project highlighted
- Attach additional project details as necessary
Grant Application Instructions

Grant Application/Project Work Plan Instructions

Sample Sketch

Project Work Plan Sketch:

- Install new signs and markers.
- Replace current signs.
- Construct new signs.
- Install new lights.
- Replace current lights.
- Construct new lights.

Additional Notes:
- Use only.
- Forms Update.
- Grant App Instructions, Sample Sketch.
- Section 060 of the Pennsylvania Vehicle Code.
- Low Volume Road Maintenance.
- Grant Application/Project Work Plan Instructions.
- Grant Application Instructions.
New forms and instructions available online
Will provide link at end

Blank Forms:

Grant Application Packet:

- **Grant Application:** One-page application submitted by the road-owning entity to the Conservation District. This becomes "Attachment A" to the contract between the Conservation District and the Grant recipient.

- **Work Plan:** Project sketch detailing proposed work. Can be on the back of the grant application. This becomes "Attachment B" to the contract between the Conservation District and the Grant recipient.

- **Expenditure Sheets:** Two optional sheets, one for grant requested funds and one for inkind contributions, that can be attached to the grant application if needed.

- [Grant Application Packet](#) (468 KB): Includes the four forms mentioned above.
  - [Grant Application Instructions](#) (1.54 MB): Instructions to complete the above forms.
D. New-hire Program Guide revised
E. Grant Application, Work Plan & Instructions revised
F. Contract & Instructions revised
G. General Contract Provisions
H. Contract Amendment & Instructions revised
I. Schedule Of Payments
J. Project Completion Report And Instructions revised
K. Replenishment Request Form revised
L. Traffic Count Validation/Instructions new
M. Stream Crossing Evaluation/Instructions new
O. Off Row Consent Form new
E. Contract

- 2-page contract between CD and grantee
- Minor changes
- CDs can add provisions

Appendix F. Contract & Instructions

Legal contract between the conservation district and the grant recipient. Attachments to the contract include:

- Attachment A – Grant Application (project specific)
- Attachment B – Work Plan (project specific)
- Attachment C – General Contract Provisions (PA standard)
- Attachment D – Dirt, Gravel and Low Volume Road Maintenance Program Statement of Policy (PA standard)
- Attachment E – Quality Assurance Board Standards (county specific)
- Attachment F – Schedule of Payments (project specific)
- Attachment G – Project Performance Report (project specific)
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE PROJECT AGREEMENT BETWEEN

______________________ COUNTY CONSERVATION DISTRICT

AND

______________________ County

Now, this ___ day of __________, the __________ County
Conservation District (“District”), and ________________________ known heretofore as the “project participant”, agree as follows:

(1) The project participant will perform a road maintenance project on specified portions of roads in accordance with the Application and Work Plan attached hereto.

(2) This project will be conducted in accordance with standards that prohibit the use of materials or practices that are environmentally harmful and are consistent with the environmental standards approved by the Quality Assurance Board, which are attached hereto and incorporated herein.

(3) The project will be conducted in accordance with the “General Contract Conditions” required by the State Conservation Commission (“Commission”), the “Dirt, Gravel and Low Volume Road Maintenance Program Statement of Policy”, and the District’s Contract Provision Statement of Policy, all of which are attached hereto and incorporated herein.

(4) The project participant agrees to provide documentation to the District required prior to project commencement, and further agrees to comply with all such permits as a condition of performing the agreement.

(5) The project participant shall ensure that this contract and all other arrangements entered into pursuant to the implementation of this contract are in conformity with all applicable local, state, and federal laws, rules, and regulations.

(6) The District agrees to fund the eligible costs for this project in an amount to, but not exceeding $_____________. This contract can be amended, using the Program’s “Contract Amendment Form” up to an additional 20% of the original contract amount identified here, at the discretion of the District.

(7) The project funds will be disbursed by the District to the project participant in accordance with the schedule of payments attached hereto.

(8) A project participant shall maintain a separate accounting of funds received under this agreement.

(9) Records must be kept for three years from the date of record completion.

(10) The Commission will have access to all relevant program documents during that time.

(11) Neither the District nor the Quality Assurance Board shall be held responsible for any loss of life, personal injury, or property damages of any kind incurred in performing or completing the work or duties under this contract.

(12) The project participant agrees to work concurrently with the District to complete a copy of the Project Performance Report when the project is completed.

(13) The project participant shall provide the District notice of at least _________ days prior to project commencement.

(14) The project participant shall complete the project no later than __________ unless an extension of time is approved by the District.

(15) The project participant shall obtain and satisfy all requirements as determined by the District.

(16) This document and the attachments hereto constitute the entire agreement between the parties.

WHEREFORE, the parties have set their hands on the date indicated, intending to be bound hereby.

FOR THE DISTRICT:

______________________

(Signed) (Date)

______________________

(Print Name) (Title)

List of Attachments:
Attachment A - Grant Application (project specific)
Attachment B - Work Plan (project specific)
Attachment C - General Contract Provisions (PD standard)
Attachment D - Dirt, Gravel and Low Volume Road Maintenance Program Statement of Policy (PD standard)
Attachment E - Quality Assurance Board Standards (county specific)
Attachment F - Schedule of Payments (project specific)
(12) The project participant agrees to work concurrently with the district to complete a copy of the Project Performance Report when the project is completed.

(13) The project participant shall provide the district notice of at least _________ days prior to project commencement.

(14) The project participant shall complete the project no later than ____________, unless an extension of time is approved by the district.

(15) The project participant shall obtain and satisfy all requirements as determined by the district.
• 2-page contract between CD and grantee

• CDs can **add** provisions to contract
  – Need to be approved by your solicitor.
  – Need to notify SCC.
Forms Update

D. New-hire Program Guide revised

E. Grant Application, Work Plan & Instructions revised

F. Contract & Instructions revised

G. General Contract Provisions

H. Contract Amendment & Instructions revised

I. Schedule Of Payments

J. Project Completion Report And Instructions revised

K. Replenishment Request Form revised

L. Traffic Count Validation/Instructions new

M. Stream Crossing Evaluation/Instructions new

O. Off Row Consent Form new
F. General Contract Provisions

• 2 pages of legal provisions that attach to contract
• NO changes
D. New-hire Program Guide revised
E. Grant Application, Work Plan & Instructions revised
F. Contract & Instructions revised
G. General Contract Provisions
H. Contract Amendment & Instructions revised
I. Schedule Of Payments
J. Project Completion Report And Instructions revised
K. Replenishment Request Form revised
L. Traffic Count Validation/Instructions new
M. Stream Crossing Evaluation/Instructions new
O. Off Row Consent Form new
• One-page amendment to contract between CD and grantee.
• Minor changes

H. Contract Amendment

Dirt, Gravel, and Low Volume Road Maintenance Project Amendment #_____ to Agreement Between ________________________ Conservation District and ________________________

Whereas, the agreement required the project participant to perform a road maintenance project (“project”) in accordance with an Application and Work Plan attached to the agreement.

Whereas, the agreement required the district to fund the eligible costs of the project in an amount up to, but not exceeding $______________

Whereas, the project participant underestimated the amount of money that it would need to complete the project in accordance with an Application and Work Plan attached to the agreement.

Whereas, the district is able to provide eligible funds to the project participant as long as the funds are used to complete the project as specified in the Application and Work Plan attached to the agreement and the total additional funds are no more than 20% of the amount of money included in the original agreement.

Now therefore, intending to be legally bound, the parties agree as follows:

1. The district agrees to provide additional money to fund the eligible costs for the project in an amount up to, but not exceeding $______________. The maximum amount payable to project participant for the entire project is increased to $______________

2. The district agrees to extend the project completion date to ________________. The project participant agrees to complete the project by this extended date.

3. Except as amended hereby, the original agreement remains in full force and effect.

Wherefore, the parties have set their hands on the date indicated, intending to be bound hereby.

For the District: __________________________ For the project participant: __________________________

(Signed) __________________________ (Date) __________________________ (Signed) __________________________ (Date) __________________________

(Print Name) __________________________ (Print Name) __________________________

>Title) __________________________ (Title) __________________________
Whereas, the district is able to provide eligible funds to support project expenses, as long as the funds are used to complete the project as specified in the Application and Work Plan attached to the agreement and the total additional funds are no more than 20% of the amount of money included in the original agreement.

Now therefore, intending to be legally bound, the parties agree as follows:

1. The district agrees to provide additional monies to fund the eligible costs for the project in an amount up to, but not exceeding $\_\_\_\_\_\_\_. The maximum amount payable to project participant for the entire project is increased to $\_\_\_\_\_\_.

2. The district agrees to extend the project completion date to \_\_\_\_\_. The project participant agrees to complete the project by this extended date.

3. Except as amended hereby, the original agreement remains in full force and effect.

Wherefore, the parties have set their hands and seals, intending to be bound.
H. Contract Amendment

NEW Amendment Instructions

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE

DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE

Amendment Instructions

The following instructions pertain to the Dirt, Gravel and Low Volume Maintenance Program Contract Amendment.

Header Information:
- Amendment # ________ -- The unique number that identifies this amendment.
- Conservation District -- Conservation district name.
- And __________________ -- The recipient of the Dirt, Gravel, and Low Volume Road Maintenance grant (Project Participant)

Original Contract Information:
- ...not exceeding $ __________ -- The total amount originally contracted for this project.

Parties agree as follows:

(1)
- ...not exceeding $ __________ -- The additional funds being made available to complete the work. This amount cannot be greater than 20% of the amount originally awarded. For example, if the original contract’s grant was for $10,000 then the maximum amendment allowed is $2,000. Even
- ...entire project is increased to $ __________ -- The sum total of the original contract plus the amendment. Using the example above, this would be $12,000 ($10,000 + $2,000). If multiple amendments are used, the total of those amendments must not exceed the original contract amount.

... The amended expected
D. New-hire Program Guide revised
E. Grant Application, Work Plan & Instructions revised
F. Contract & Instructions revised
G. General Contract Provisions
H. Contract Amendment & Instructions revised
I. Schedule Of Payments
J. Project Completion Report And Instructions revised
K. Replenishment Request Form revised
L. Traffic Count Validation/Instructions new
M. Stream Crossing Evaluation/Instructions new
O. Off Row Consent Form new
Forms Update

I. Schedule of Payments

- Schedule of payments
- Outlines payment plan with grantee
- NO Change
D. New-hire Program Guide revised
E. Grant Application, Work Plan & Instructions revised
F. Contract & Instructions revised
G. General Contract Provisions
H. Contract Amendment & Instructions revised
I. Schedule Of Payments
J. Project Completion Report And Instructions revised
K. Replenishment Request Form revised
L. Traffic Count Validation/Instructions new
M. Stream Crossing Evaluation/Instructions new
O. Off Row Consent Form new
• Project Completion Report
• Closeout summary of individual project
• Encourage joint CD/grantee completion at final inspection.
  – Summarizes funding
  – Summarizes work
  – Signed by CD and grantee
• Significant Changes
• Significant Changes - Why?

• Old Form: ineffective summaries
  – Vegetation Management ________ Sq Ft
  – Road Surface Stabilized _________ Sq Ft
  – Ditch Stabilized _____________ Sq Ft

• New form allows for better ESMP tracking.
**J. Project Completion Report**

**Forms Update**
- Expanded to front and back

**Project Info**
- Project Participants
- Work Site ID
- Road Name / ID Number

**Financial Summary**
- Project Commitments:
  - Contract Amount: $ [Amount]
  - Materials: $ [Amount]
  - Equipment: $ [Amount]
  - Labor: $ [Amount]
  - Total Expenditures: $ [Amount]
- In-Kind Contributions from Grant Recipients:
  - Materials: $ [Amount]
  - Equipment: $ [Amount]
- Total In-Kind Value: $ [Amount]

**ESM Practice Summary**
- Road Banks
- Seal Coating
- Geo Separation Fabric, Grid, or Cell
- French Mattresses Constructed

**Notes and Signatures**
- Conservation District Rep.
- Date
- Project Participant Rep.
- Date
No changes to financial data
J. Project Completion Report

Forms Update

Front Back

Additional Project Notes:

[Space for notes]

I attest that all work elements proposed in the project contract have been completed to the extent invoiced and in accordance with all contract agreements.

[CD and Grantee Signatures]
SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
PROJECT COMPLETION REPORT

**Project Totals**
Use best estimates and complete as much info as possible. Include work completed for both Project Expenditures and In-Kind Contributions.

<table>
<thead>
<tr>
<th>Ditch Improvements/Outlets</th>
<th>Off Right-of-Way Improvements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn Outs Installed</td>
<td>Diversion Swales Constructed</td>
</tr>
<tr>
<td>New Cross Pipes Installed</td>
<td>Bank Benches</td>
</tr>
<tr>
<td>Cross Pipes Replaced</td>
<td>Through Drains</td>
</tr>
<tr>
<td>Through the Bank Pipes</td>
<td>Access Drainage Improvements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Road Base</th>
<th>Road Surface Stabilized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Fill Added</td>
<td>DSA Placed</td>
</tr>
<tr>
<td>Full Depth, Chemical, Mechanical Stabilization</td>
<td>Sealed Surface</td>
</tr>
<tr>
<td>Geo Separation Fabric, Grid, or Cell.</td>
<td>Broad Based Dips</td>
</tr>
<tr>
<td>Under Drain Added</td>
<td>Grade Brakes</td>
</tr>
<tr>
<td>French Mattresses Constructed</td>
<td>Dust Suppressant Used</td>
</tr>
</tbody>
</table>
### Road Banks
- Soil Pinning: [ ] sq yd
- Geo Stabilized Bank: [ ] sq yd

### Road-Stream Interface
- High Water Bypass: [ ] #
- In-stream Stabilization Structures: [ ] #
- Bioengineering: [ ] sq yd

### Structural Storm Water Improvements
- Infiltration: [ ] sq yd
- Detention: [ ] sq yd
- Dispersal: [ ] sq yd

### Vegetative Management
- Select Thinning/Pruning: [ ] ft
- Seeding/Mulching: [ ] sq yd

### Stream Crossings Replaced
- (check all that apply and enter structure opening width size in feet)
- Stream Crossings Replaced: [ ] #
  - [ ] Bottomless Arch Structures
  - [ ] Box Culverts
  - [ ] Bridges
  - [ ] Circular Culverts
  - [ ] GRS-IBS Spans
  - [ ] Plate Arch Structures
  - [ ] Squash Culverts

### Other
- All Other Practices Implemented: [ ] #
- List Practices: [ ]

---

*PAGE 2 OF 2*
J. Project Completion Report

- NEW Project Completion Report Instructions

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
DIRT, GRAVEL, AND LOW VOLUME ROAD MAINTENANCE
Project Completion Report Instructions

The following instructions pertain to the Dirt, Gravel and Low Volume Maintenance Program Project Completion form.

The form is intended to summarize and “close out” a project. The signed form must be retained in project files. It is strongly recommended that all Grant Recipient and Conservation District representatives hold an on-site meeting to complete this report.

General Information:
- County - The County where the completed project is located.
- Municipality - The Municipality (township, borough, or city) where the completed project is located.
- Date - The date the Project Completion Report was completed.
- Project Participant - The recipient of the Dirt, Gravel, and Low Volume Road Maintenance grant.
- Work Site ID - The site identifier for the road maintenance work funded. This identifier was determined by the Conservation District when the contract was awarded.
- Road Name / ID Number - The name and identification number of the road in question. List both if available.

Dirt, Gravel and Low Volume Program Funds: This section only includes actual grant costs paid for by the program through the Conservation District. Grant Recipients must provide receipts.

- Project Commitments:
  A. Contract Amount - This is the amount agreed on within the signed contract between the Conservation District and the Grant Recipient.
  B. Amendments - Any amendments to the above contract amount, if applicable.
  C. Total Committed - Contract Amount + Amendments. The total Program funds committed to the project.

- Project Expenditures:
  D. Materials - The actual cost of all the materials funded by the Program grant.
  E. Equipment - The actual cost of all the equipment funded by the Program grant.
  F. Labor - The actual cost of all the labor funded by the Program grant.
  G. Total Expenditures - Materials + Equipment + Labor. This is the total expenditures of the project that are funded by the Dirt, Gravel, and Low Volume Road Maintenance Program grant. It is permissible to allocate and reallocate funds to cover the breakdown of materials, equipment, and labor, but “Line G: Total Expenditures” must reflect the total funding paid by the Conservation District to the Grant Recipient.

Note: All project costs are incurred by the Grant Recipient that are NOT in-kind contributions. In-kind contributions are not required. Materials supplied as in-kind contributions.

PROJECT TOTALS (Page 2): Below is a very brief list of items.

- Ditch Improvements/Outlets:
  - Turnouts Installed - Any opening in the road.
  - New Cross Pipes Installed - Any new cross pipe.
  - Cross Pipes Replaced - Any existing pipe through the bank pipe.

- Road Base:
  - Road Fill Added - Any material that is used to construct or repair the road, the ditch, bank, or impacted off-right-of-way.
  - Full Depth, Chemical, Mechanical Stabilization - Incorporation of material such as cement, Geo Separation Fabric, Grid, or Cell.
  - French Mattresses Constructed - Free draining to allow water to move through the road.

- Road Banks:
  - Soil Pinning - Any stabilization practice utilizing soil.

- Road-Stream Interface:
  - High Water Bypass - Road area reinforced for high water flow.
  - In-stream Stabilization Structures - Any structure installed to strengthen stream banks or beds.
  - Bioengineering - Any area stabilized using debris or vegetation.

- Stream Crossings Replaced: Enter the number of crossings.
  - Bottomless Arch Structures - Any bottomless or box culverts.
  - Box Culverts - Square or rectangular structures.
  - Bridges - Any traditional crossing with steel reinforcement.
  - Circular Culverts - Any culvert built using GRS-IBS.
  - GRS-IBS Spans - Any circular structure made with steel reinfocement.
  - Plate Arch Structures - Any structure with a plate arch.
  - Squash Culverts - Any oval or reshaped circular structure.

- Off Right-of-Way Improvements:
  - Ditch
  - Culvert

- Planting:
  - Trees
  - Shrubs

- Other:
  - Signage
  - Fencing
D. New-hire Program Guide revised
E. Grant Application, Work Plan & Instructions revised
F. Contract & Instructions revised
G. General Contract Provisions
H. Contract Amendment & Instructions revised
I. Schedule Of Payments
J. Project Completion Report And Instructions revised
K. Replenishment Request Form revised
L. Traffic Count Validation/Instructions new
M. Stream Crossing Evaluation/Instructions new
O. Off Row Consent Form new
K. Replenishment

• Replenishment used by Districts to request remaining funds from SCC
  – Districts get 50% of allocation up front
  – Must request replenishment for reminder after funds are spent
  – Can be all at once, or in several requests
K. Replenishment

Forms Update

- **NEW** form includes D&G and LVR funds
  - D&G/LVR funds must be tracked separately
  - Can request D&G, LVR, or both using one form.

---

**State Conservation Commission**

**Dirt, Gravel & Low Volume Roads Maintenance Form**

**Application for Replenishment of Advance Working Capital**

<table>
<thead>
<tr>
<th>County Conservation District</th>
<th>SAP Vendor ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Vendor Invoice Date:</td>
</tr>
<tr>
<td>Agreement #:</td>
<td>Time Period: to</td>
</tr>
</tbody>
</table>

- **Dirt & Gravel administrative expenses claimed this period** $_____
- **Dirt & Gravel education & training expenses claimed this period** $_____
- **Dirt & Gravel project expenses claimed this period** $_____

**Total Dirt & Gravel expenses** $_____

- **Low Volume administrative expenses claimed this period** $_____
- **Low Volume education & training expenses claimed this period** $_____
- **Low Volume project expenses claimed this period** $_____

**Total Low Volume expenses** $_____

- **Total administrative expenses claimed this period** $_____
- **Total education & training expenses claimed this period** $_____
- **Total expenses claimed this period** $_____

**Total expenses claimed for this period** $_____

☐ This represents the total expenses for this period  ☐ This is the balance that remains

Explain that:

All expenses reflected herein were made in accordance with the ‘Dirt & Gravel Road Statement of Policy’, ‘General Contract Conditions’, and the criteria approved by this Conservation District’s Quality Assurance Board. Advances and expenses were made only for expenses deemed ‘eligible’ by Article 13.6.1 of the Statement of Policy and contracted to the District. A separate accounting of funds received under this program has been made and will be retained for three years. All required supporting expense documents will also be available for audit.

Sworn:

District Manager (print)  Signature  Date

Witness:

Conservation District  Signature  Date

---

**FOR STATE CONSERVATION COMMISSION USE ONLY:**

Commission verifies that the District’s expenditures for projects, training and administration adhere to limits of Section 9106 of Act 3, 1997, the Dirt & Gravel Road Maintenance Program Statement of Policy and the Five Year Program Agreement.

Approved:  State Conservation Commission  Draw  Amount: $

Account Code: 0000000-005400000-30035  Date 06-11-00100
# K. Replenishment

**State Conservation Commission**  
Revised 7/8/2014

## Dirt, Gravel & Low Volume Roads Maintenance Form

### Application for Replenishment of Advance Working Capital

<table>
<thead>
<tr>
<th>County Conservation District</th>
<th>SAP Vendor ID: ____________</th>
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<tbody>
<tr>
<td>Address:</td>
<td>Vendor Invoice Date: ____________</td>
</tr>
<tr>
<td>Agreement #:</td>
<td>Time Period: ____________ to ____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Claimed for this period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dirt &amp; Gravel administrative expenses</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Dirt &amp; Gravel education &amp; training expenses</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Dirt &amp; Gravel project expenses</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Total Dirt &amp; Gravel expenses</strong></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Claimed for this period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Volume administrative expenses</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Low Volume education &amp; training expenses</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Low Volume project expenses</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Total Low Volume expenses</strong></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Claimed for this period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total administrative expenses</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total education &amp; training expenses</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Total expenses claimed this period</strong></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Total expenses claimed for this period**: $ ____

**Replenishment requested** (total expenses or contract account balance): $ ____

☐ This represents the total expenses for this period. ☐ This is the balance that remains.
<table>
<thead>
<tr>
<th><strong>This represents the total expenses for this period</strong></th>
<th><strong>This is the balance that remains</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>I attest that:</td>
<td></td>
</tr>
<tr>
<td>All expenditures reflected herein were made in accordance with the ‘Dirt &amp; Gravel Road Statement of Policy’, ‘General Contract Conditions’, and the criteria approved by this Conservation District’s Quality Assurance Board. Advances and expenditures were made only for those expenses deemed “eligible” by Article 83.615 of the Statement of Policy and contractually agreed to in Article 83.611 of the Statement of Policy. A separate accounting of funds received under this program has been made and will be retained for three years. All required supporting expense documents will also be available for audit.</td>
<td></td>
</tr>
</tbody>
</table>

**Sworn:**

District Manager (print)  Signature  Date

**Witness:**

Conservation District  Signature  Date

---

**FOR STATE CONSERVATION COMMISSION USE ONLY:**

Commission verifies that the District’s expenditures for projects, training and administration adhere to limits of Section 9106 of Act 3, 1997, the Dirt & Gravel Road Maintenance Program Statement of Policy and the Five Year Program Agreement.

Approved:

State Conservation Commission  Date  Amount: $

Account Code: 6600400-305400000-300351116811001000

- This form goes to Roy Richardson at SCC.
D. New-hire Program Guide revised

E. Grant Application, Work Plan & Instructions revised

F. Contract & Instructions revised

G. General Contract Provisions

H. Contract Amendment & Instructions revised

I. Schedule Of Payments

J. Project Completion Report And Instructions revised

K. Replenishment Request Form revised

L. Traffic Count Validation/Instructions new

M. Stream Crossing Evaluation/Instructions new

O. Off Row Consent Form new
• LVRs must have less than 500 vehicles per day
• Traffic must be validated before a contract can be signed.

• More Info:
  – Details in Manual.
  – 10/23 LVR webinar and presentation on Center website.
L. Traffic Count Form

Road location

Level 1 count: 2-hours

Level 2 count: 24-hours

Use Existing counts (back)

Instructions

Signatures
D. New-hire Program Guide revised
E. Grant Application, Work Plan & Instructions revised
F. Contract & Instructions revised
G. General Contract Provisions
H. Contract Amendment & Instructions revised
I. Schedule Of Payments
J. Project Completion Report And Instructions revised
K. Replenishment Request Form revised
L. Traffic Count Validation/Instructions new
M. Stream Crossing Evaluation/Instructions new
O. Off Row Consent Form new
• **NEW** policy for replacing culverts and bridges.
• Applies to both D&G and LVR projects.
• Limits replacements to areas where structure is causing problem with stream.
Details in manual, and likely future Webinar topic.
D. New-hire Program Guide revised

E. Grant Application, Work Plan & Instructions revised

F. Contract & Instructions revised

G. General Contract Provisions

H. Contract Amendment & Instructions revised

I. Schedule Of Payments

J. Project Completion Report And Instructions revised

K. Replenishment Request Form revised

L. Traffic Count Validation/Instructions new

M. Stream Crossing Evaluation/Instructions new

O. Off Row Consent Form new
• **Written permission needed when:**
  – Working outside the right-of-way
  – Impacting landowners (discharging pipe, etc.)

• Districts can use their own form, or the example provided here, **but must use something!**
Consent, license and release agreement

________________________ (landowner)

_____________________________ (road-owning entity) and

________________________________________ (Herein referred to as “Road Owning Entity”)

AGREEMENT: The undersigned have agreed that employees, agents or contractors of Road Owning Entity may, for purposes of implementing the practices described in the above described property for purposes of implementing the practices described above, and for the future maintenance of those practices. This consent, license and release shall be binding on successors, representatives, heirs, successors and assigns, forever release and discharge the Road Owning Entity, its officials, officers, agents, servants and employees and any other person acting with or on behalf of the Road Owning Entity (Released Parties) of and from any and all claims, liabilities, actions and demands of any and all nature whatsoever, in any way related to any acts or omissions of the Release Parties relating to the practices.


day of ____________, 20__.

Owner Name

Landowner Signature

Date

Witness Signature

Date
A. Dirt Gravel, And Low Volume Road Program Law 9106
B. Commission Statement Of Policy
C. 5 Year Agreement Between Districts And Commission
D. New-hire Program Guide revised
E. Grant Application, Work Plan & Instructions revised
F. Contract & Instructions revised
G. General Contract Provisions
H. Contract Amendment & Instructions revised
I. Schedule Of Payments
J. Project Completion Report And Instructions revised
K. Replenishment Request Form revised
L. Traffic Count Validation/Instructions new
M. Stream Crossing Evaluation/Instructions new
N. DSA Specification And Certification
O. Off Row Consent Form new
P. QAQC Documents
Q. Project Ranking Criteria
R. Allocation Formula Details
S. Definitions
T. Contact Information
• When do I start using the new forms...?

**NOW!**

• Finish out current contracts with old forms, use new forms for 2015 projects.
• 2014 Summary Report due 1/15/15 using old DGRoads GIS system

• New GIS system under development
  – Web-based
  – Will include new forms
  – Expected transition late spring 2015
Poll

Future Webinar Topics?
- Stream Crossing Replacement Policy
- DSA Clearinghouse
- New and updated policies in manual
- QAQC process restart
- Administrative Issues
- GIS Update / Demo
- Prevailing Wage
- Permit Issues
- Project oversight
- ESM specifics
- Urban LVR BMPs
Poll

Future Webinar Topics?
Links

Admin Manual (w/forms)

Individual Forms

Webinar recordings and presentations