

# Dirt, Gravel, and Low Volume Road Maintenance Program

If you are reading this, then you are successfully seeing the meeting video. Meeting audio should be automatic through your computer, and options can be accessed in the “audio options” button on the bottom left. If your computer audio is not working, you can listen on your phone by dialing 312-626-6799 (*only needed if computer audio is not possible*).

## Administrative Training January 2023

Audio via Phone if needed: 312-626-6799  
Webinar ID: 952 8609 6347

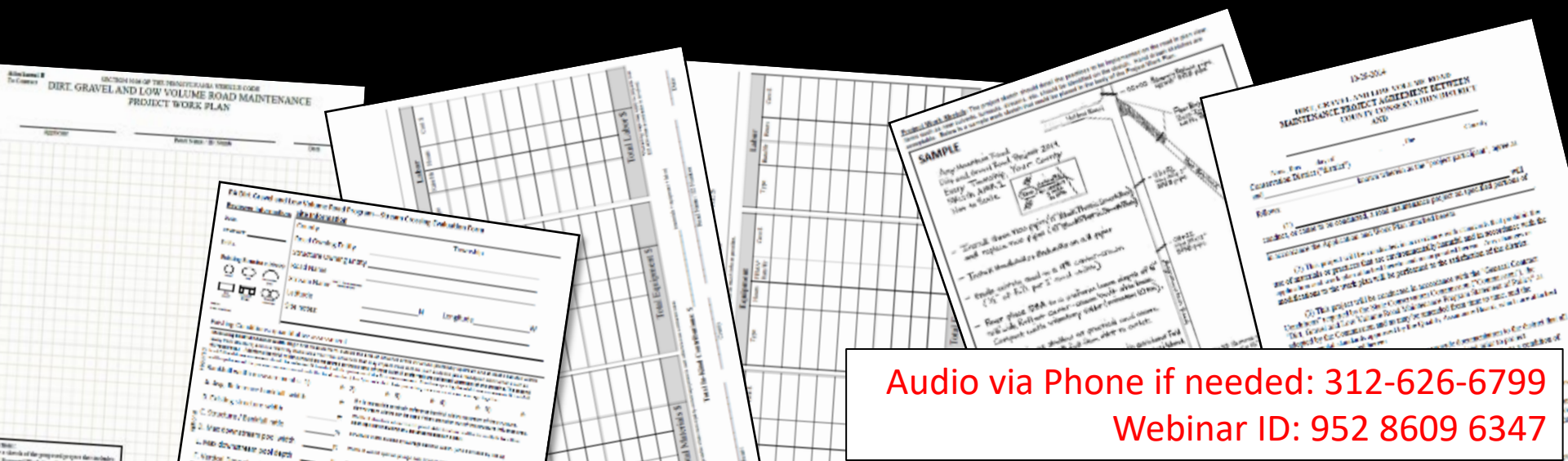
# Logistics and Introductions

Roy Richardson – SCC

Sherri Law – SCC

Steve Bloser - PSU

[www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)



Audio via Phone if needed: 312-626-6799

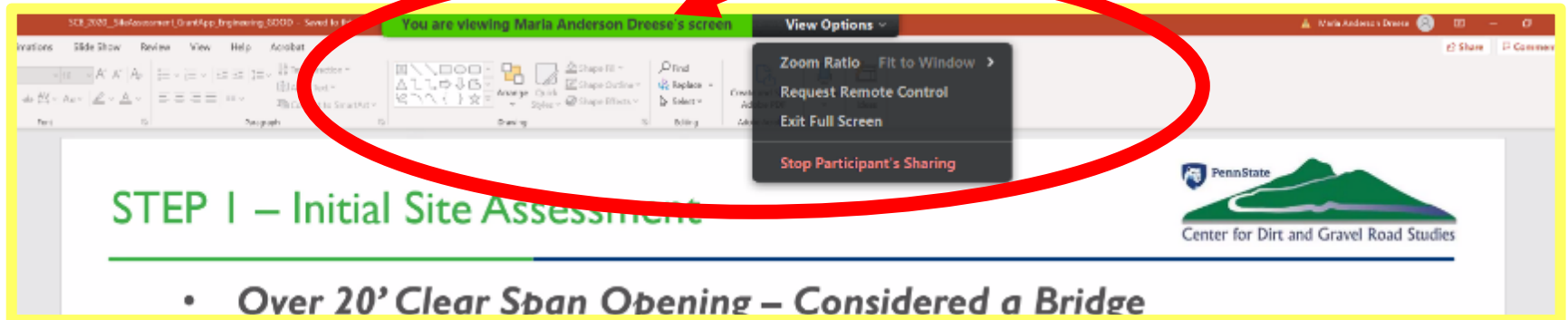
Webinar ID: 952 8609 6347

# Zoom Logistics

## Top of your screen:

- Viewing options
- Get out of full screen mode, etc.

Your buttons will look different, just look for the lime green tab



Audio via Phone if needed: 312-626-6799  
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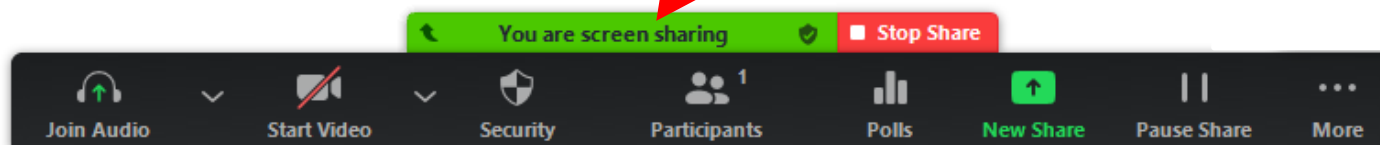


# Zoom Logistics

## Bottom of your screen:

- Zoom Controls

Your buttons will look different, just look for the lime green tab

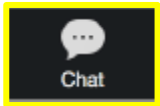


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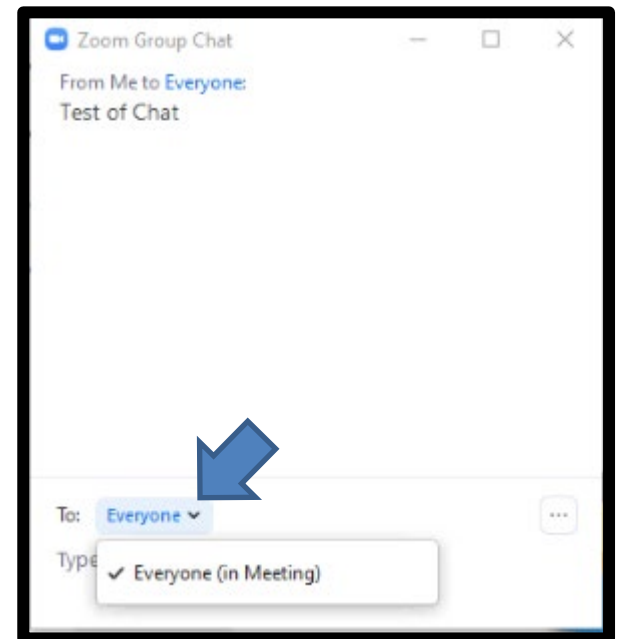
# Zoom Logistics

- You are muted by default.
- **Three options to communicate:**



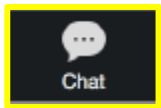
**Chat**: text chat with panelists and/or attendees

Roy\Justin\Steve



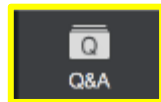
# Zoom Logistics

- You are muted by default.
- **Three options to communicate:**



**Chat**: text chat with panelists and/or attendees

Roy\Justin\Steve



**Q&A**: Ask questions to panelists (can be anonymous)

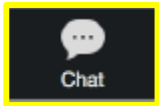
A screenshot of the Zoom Q&A interface. It shows a text input field with the placeholder text "Type your question here...". Below the input field is a checkbox labeled "Send anonymously" and a "Send" button.

Audio via Phone if needed: 312-626-6799

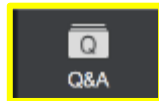
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# Zoom Logistics

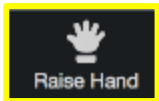
- You are muted by default.
- **Three options to communicate:**



**Chat**: text chat with panelists and/or attendees



**Q&A**: Ask questions to panelists



**Raise Hand**: We will assume you wish to speak and unmute you

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# Admin Training Schedule

## Today

Will take 1-2 breaks

**Let's Get Started**

**PLEASE ASK QUESTIONS**

**This is the full  
(directors cut)  
DGLVR admin  
training, not a  
shortened refresher.**

**Logistical questions?**

Audio via Phone if needed: 312-626-6799

Webinar ID: 952 8609 6347

# Dirt, Gravel, and Low Volume Road Maintenance Program

RECORD

Administrative Training  
January 2023





# Dirt, Gravel, and Low Volume Road Maintenance Program

## Administrative Training January 2023





- **Roy Richardson**

- PROGRAM Coordinator
- State Conservation Commission
- Pa Department of Agriculture
- [rrichardso@pa.gov](mailto:rrichardso@pa.gov)
- 717-787-2013

- **Sherri Law**

- State Conservation Commission
- Pa Department of Agriculture
- [shlaw@pa.gov](mailto:shlaw@pa.gov)
- 223 – 666 – 2567 / Cell: 717-480-2303

- **Vacant**

**Steve Bloser**

CENTER Director  
PSU Center for Dirt and Gravel  
Roads

[smb201@psu.edu](mailto:smb201@psu.edu)

814-865-5355

## Goals today:

- Provide guidance for Districts to run their Program.
- Clear up “grey areas” in existing Program.
- Outline new topics.

YOU'VE GOT TO  
BE KIDDING ME! THE ONE  
NIGHT OF THE YEAR WHEN  
I NEED THEM AT THE TOP  
OF THEIR GAME...AND  
I GET A FLAT!



DOUG  
BENTLEY



# Program Fundamentals

- **Focus on environmental and road improvement projects**
- **Local control**
  - Conservation District runs local Program
  - Quality Assurance Boards at County
  - State guidance and local policies
- Application and Grant Process, 90%+ of applicants are townships.

**What do we mean by “Local Control”?**

What do we mean by “Local Control”?

0% Local Control





**What do we mean by “Local Control”?**

**100% Local Control**



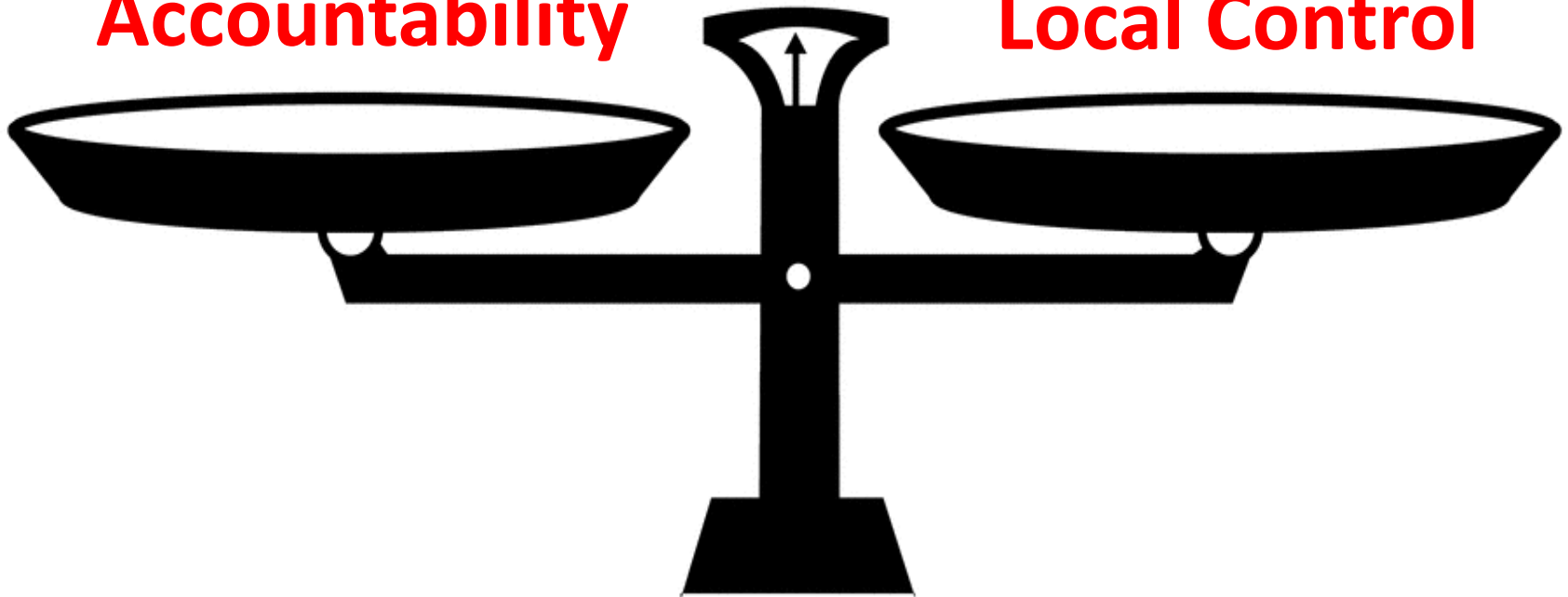
**What do we mean by “Local Control”?**  
**Effective local control**



**Overall balancing act**

**Need for Increased  
Accountability**

**Simplicity and  
Local Control**



## DG&LVR Administrative Manual

Approved by SCC 5/10/22

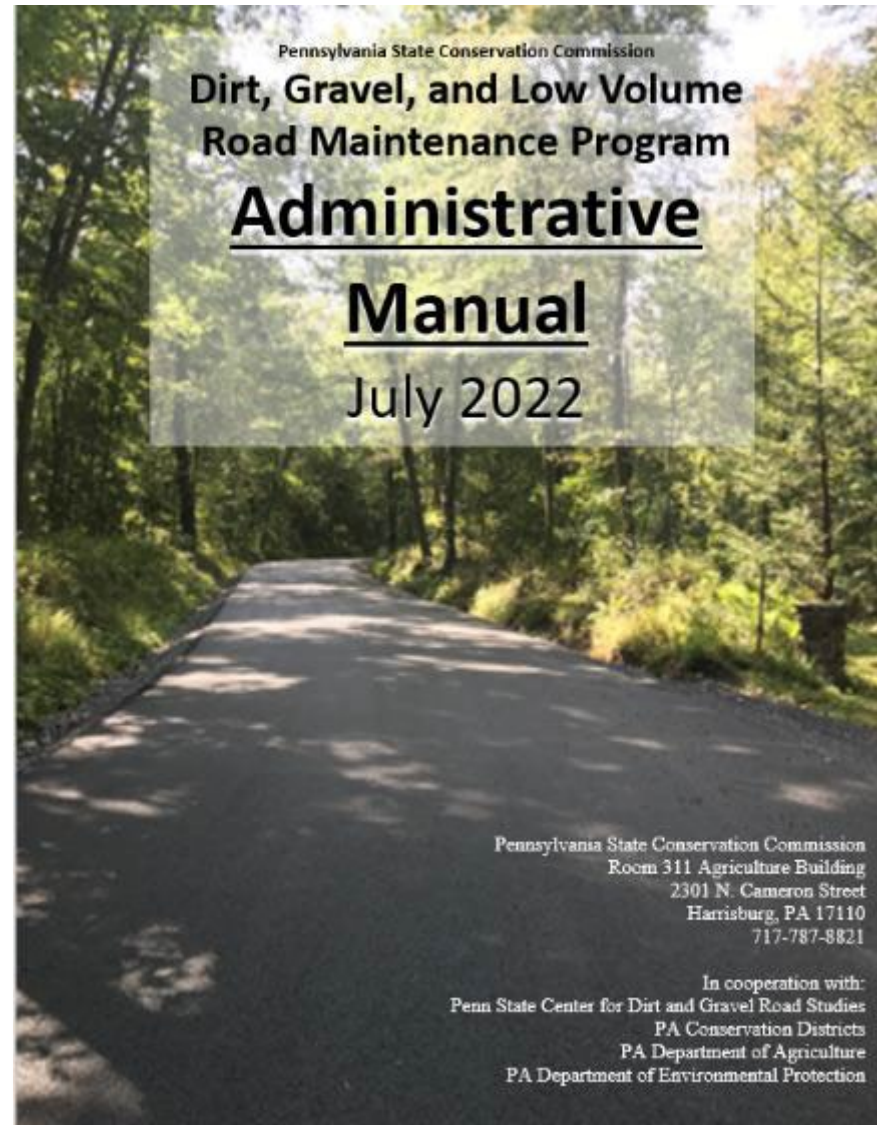
- 1) Introduction
- 2) SCC Role
- 3) Conservation District Role
- 4) Quality Assurance Board Role
- 5) Applicant Role
- 6) Center for Dirt and Gravel Roads
- 7) Additional Policies
- 8) Permits and Other Requirements

Appendices

**Available online.**

**Hard copies sent on request.**

**Training Follows Manual!**



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## **1) Introduction**

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

**Program Structure**

**Program History**

**ESM Overview**

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### **1) SCC Role**

**4-page summary of SCC role**

**SCC Structure**

**Program Administration**

**QAQC**



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### **3) District Role**

**Over ½ of manual**

**Receiving Funds**

**Accounting for Funds**

**Dispersing Funds to Grantees**

**CD Educational Opportunities**

**Education/Training by CDs**

**Program Eligibility**

**Administering Projects**

**GIS system**

**Quarterly Reports**

**Annual Reports**

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## **4) QAB Role**

**Defines composition and function of QAB**

**Composition**

**Meeting Requirements**

**QAB Role in Projects**

**QAB Role in Policy**

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## **5) Applicant Role**

**Intentionally repeats previous material**

**Written “to” the applicant audience**

**Intended to be standalone to give to applicants.**

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## **6) Center Role**

**3-page overview of Center role and available services**

**Education**

**Outreach**

**Technical Assistance**

**Documentation**

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## **7) Additional Policies**

**Policies that apply to certain circumstances:**

**Stream Crossing Replacement**

**Driving Surface Aggregate**

**Paved LVR-Specific Policies**

**Full Depth Reclamation**

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## **8) Permits**

**Brief overview of permit issues related to Program projects.**



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## Appendices

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**Training Follows Manual!**

## Appendices

### Program forms and policies...

- A. DIRT, GRAVEL, AND LOW-VOLUME ROAD
- B. COMMISSION STATEMENT OF POLICY .....
- C. GRANT APPLICATION.....
- D. TRAFFIC COUNT VALIDATION AND INSTRU
- E. COST ALLOCATION METHOD EXAMPLES..
- F. DRIVING SURFACE AGGREGATE STANDAR
- G. STREAM CROSSING DESIGN AND INSTALL
- H. STREAM CROSSING ELIGIBILITY DETERM
- I. EXEMPTIONS FROM THE STREAM CROSSI
- J. STREAM CROSSING PROJECT LIFECYCL
- K. DEFINITIONS AND ACRONYMS.....

## 1) Introduction

2) SCC Role

3) Conservation District Role

4) Quality Assurance Board

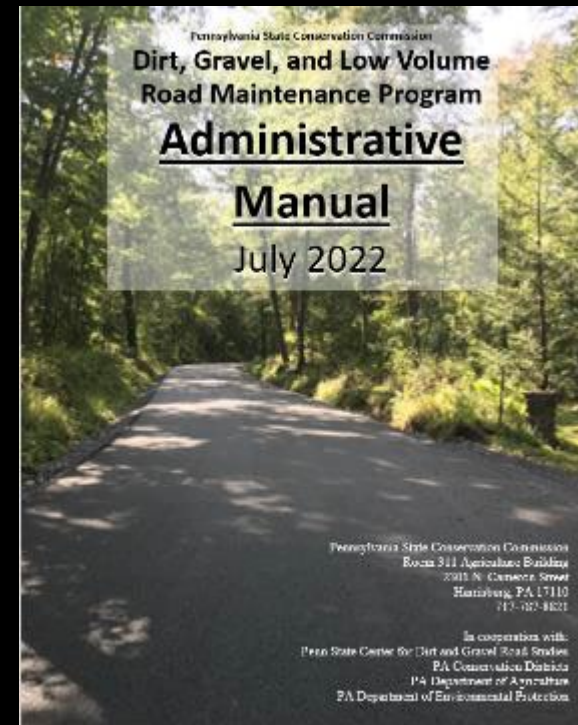
5) Applicant Role

6) Center for Dirt and Gravel Roads

7) Additional Policies

8) Permits and Other Requirements

Appendices



- 1.1 Program Purpose
- 1.2 Program Structure
- 1.3 Program History
- 1.4 Worksites

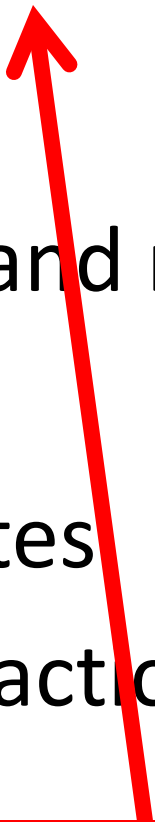
Topic List:  
Program Overview

## **Introduction Contents**

- Overview of Program and rest of manual
- Brief Program history
- Explanation of Worksites
- Brief Explanation of Environmentally Sensitive Maintenance practices

## Introduction Contents

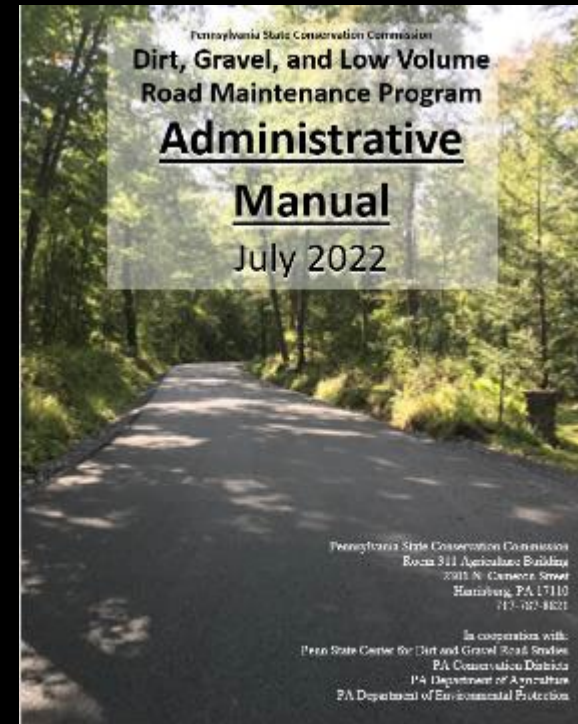
- Overview of Program and rest of manual
- Brief Program history
- Explanation of Worksites
- Explanation of ESM practices



Note manual section and title on top of slide. Follow along or take notes in manual.



- 1) Introduction
  - 2) **SCC Role**
  - 3) Conservation District Role
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## State Conservation Commission (SCC)

- 14-member board in PA Department of Agriculture
- Doug M. Wolfgang: Executive Secretary
- Roy Richardson: DGLVR Program Coordinator
- Sherri Law: DGLVR Staff
- vacant: DGLVR Staff

## SCC Role

- SCC Structure
- Program Coordinator
- Allocations
- Replenishments
- Establishing Policy
- Quality Assurance / Quality Control

## Quality Assurance / Quality Control (QAQC)

- 1-2 day visit to review county Program.
- Financial, Administration & Functionality, Projects.
- Involves SCC, Center, and Field Reps.
- Planning to visit ~22 districts annually.
- Complete details on website  
[www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)



### **QAQC Round 1:**

- Every County visited 2003-2011

### **QAQC Round 2:**

- Every County visited 2015-2017

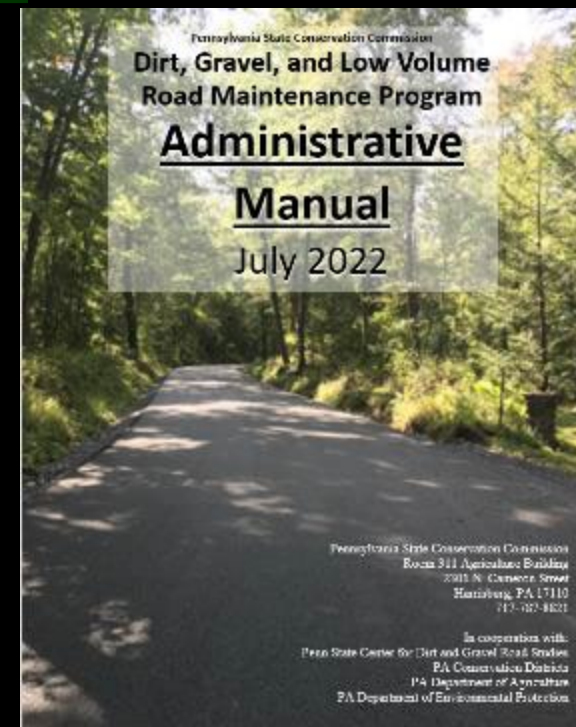
### **QAQC Round 3:**

- Every County visited 2018-2020

### **QAQC Round 4:**

- 2021 to 2023
- 48 completed so far

- 1) Introduction
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  - 3) **Conservation District Role**
  - 4) Quality Assurance Board
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- **District Role:**
  - Run the Program within each County.
  - Receive \$ from SCC
  - Provide grants to applicants

SHERRI

- ~~3.1 CD Structure~~
- ~~3.2 Overview~~
- 3.3 Receiving Funds from SCC
- 3.4 Accounting of funds at CD
- 3.5 Dispersing funds to Grant Recipients
- 3.6 CD Educational opportunities
- 3.7 Program Eligibility
- **3.8 Administering Projects**
- 3.9 GIS System
- 3.10 Annual Summary Reports

Topic List:  
follow the money



- ~~3.1 CD Structure~~
- ~~3.2 Overview~~
- 3.3 Receiving Funds from SCC
- 3.4 Accounting of funds at CD
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## Receiving Funds from SCC

- 5-year agreement (FY 2022-23 is year 5)
- Timeline for allocations
  - Approved by SCC in May
  - Approved in State Budget for July 1
  - Advances received by CDs by September
- Allocations are formula-based:
  - **DGR**: miles of unpaved roads and worksites and proximity to streams
  - **LVR**: miles of urban and non-urban roads and proximity to streams
  - Complete details: [www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)



### DGLVR funds will be direct deposited into each conservation district's account

- Required by PA State Treasury
- Separate deposits for DGR and LVR

- **Districts receive replenishments of remaining 50% of funds based on actual spending**
  - Replenishments handled in GIS quarterly reporting system
    - Automatically generated each quarter
    - DGR and LVR replenishment will come in separate deposits

### Replenishments

Potential Claim: \$	36,442.22
Available Funds (Cur): \$	61,711.00
Available Funds (Prev): \$	0.00
Amount Requested: \$	36,442.22

## Spending Requirements

- DGR and LVR spending tracked separately.
- All funds must be **spent** within two years of state budget approval to be eligible for future allocations.
  - Administration and Education funds must be utilized within the fiscal year they are allotted
  - At the end of the fiscal year, unspent admin and edu funds become project funds (which still must be spent by the end of the 2-year time frame)
- If a District misses a year, can be eligible in future years if they meet future requirements.



## **Spending Requirements**

- Tracked in the GIS
- Contact the SCC for assistance with meeting spending requirements

Navigation bar with icons for home, refresh, search, and other GIS functions. The URL is <https://gis.dirtandgravel.psu.edu/mapper/map.aspx>. A red circle highlights the 'Annual Summary Report' icon in the toolbar.

**Annual  
Summary  
Report**

**Annual Summary Report**

Funding Source: **Dirt and Gravel** County: **Whole State**

Summary Report | Project Totals ('15 +) | Project Totals ('14 -) | All Contracts | Errors | Date Submitted: \_\_\_\_\_

Year	Contracted Count	Contracted Total	Contracted Spent	Completed Count	Completed Total	Administration	Education	Limestone Cost
2022	118	9,310,398.73	2,002,849.71	58	2,856,862.64	363,210.12	126,135.84	23.56
2021	141	12,968,539.77	4,814,668.75	207	12,850,917.33	1,536,625.16	506,851.44	23.98
2020	37	4,550,828.57	2,076,602.96	268	16,604,129.56	1,420,652.74	443,439.90	23.65
2019	11	1,055,292.53	456,390.31	390	21,385,655.95	1,467,528.25	647,629.03	22.95
2018	3	354,729.06	177,364.53	268	15,346,704.89	1,417,325.96	718,143.88	22.47
2017	0	0.00	0.00	352	15,707,647.37	1,299,460.35	557,222.70	21.50
2016	0	0.00	0.00	358	13,683,316.04	1,300,929.38	468,000.45	21.27
2015	0	0.00	0.00	262	7,630,261.99	1,137,323.57	485,496.57	21.12
2014	0	0.00	0.00	160	3,315,915.31	463,406.95	106,998.65	20.34
2013	0	0.00	0.00	164	3,029,114.09	250,017.87	76,390.98	19.32
<b>Total</b>	<b>310</b>	<b>28,239,788.66</b>	<b>9,527,876.26</b>	<b>5229</b>	<b>157,111,549.99</b>	<b>14,605,186.59</b>	<b>5,258,533.50</b>	<b>21.76</b>

**ASR Overview (2022/2023)**

Total Spent: \$ **186,503,146.34**

Spending Req.: \$ **190,115,592.00**

Difference: \$ **(3,612,445.66)**

**Report Checklist**

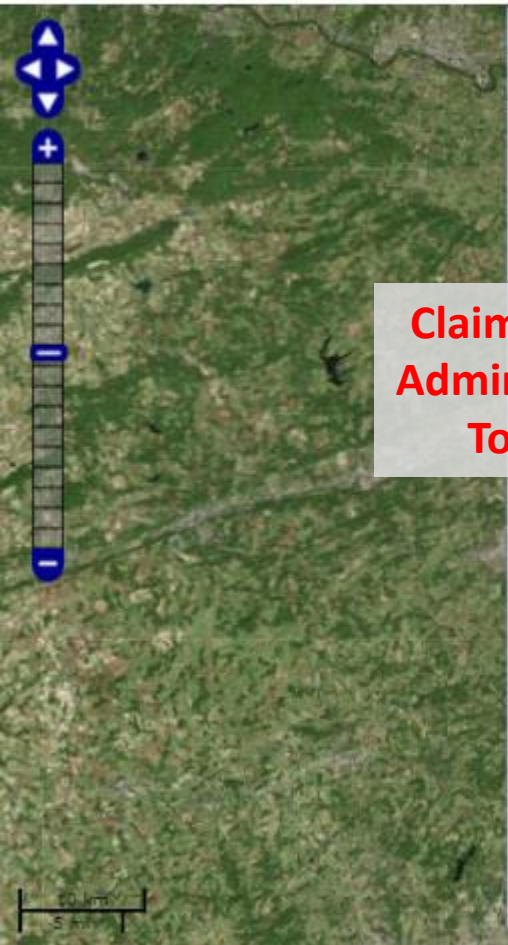
- Stone Cost
- QRs Accepted
- Contract Errors Reviewed/Corrected
- Local Account Balances Verified

**Center Use Only**

Accepted Date: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Accept Report



Quarterly Report

Select Quarter: [v] | Select County: [v] | Date Submitted: [ ]

Dirt and Gravel | Low Volume | Activity Report | Managers

Program Income | Program Expenses

SCC Advance: \$ [ ] | Administrative: \$ [ ]

SCC Replenishment: \$ [ ] | Education: \$ [ ]

Interest Earned: \$ [ ] | Projects: \$ [ ]

Other: \$ [ ] | Other: \$ [ ]

Balance at District | Replenishments

Starting Balance: \$ [ ] | Potential Claim: \$ [ ]

Income: \$ [ ] | Harrisburg Funds (Cur): \$ [ ]

Expenses Total: \$ [ ] | Harrisburg Funds (Prev): \$ [ ]

Ending Balance: \$ [ ] | Amount Requested: \$ [ ]

Report Checklist | SCC Use Only

Income & Expenses |  Manager Reviewed | Accept Date: [ ] | By: [ ]

Activity Report |  All Contracts Valid |  Replenishment Processed |  Expenses Approved

**Claimable  
Admin/Edu  
Tool**

**Budget  
Tool**

The screenshot displays a software interface with a light green background. At the top, there are two dropdown menus: one with a folder icon and another with a question mark icon. Below these, the interface is divided into three sections by horizontal lines. The first section is titled "Previous Fiscal Year (20/21)" and shows "Administrative: \$" followed by a text box containing "0.00", and "Education: \$" followed by a text box containing "0.00". The second section is titled "Current Fiscal Year (21/22)" and shows "Administrative: \$" followed by a text box containing "10,000.00", and "Education: \$" followed by a text box containing "10,000.00". The third section is titled "Total Remaining (Previous + Current)" and shows "Administrative: \$" followed by a text box containing "10,000.00", and "Education: \$" followed by a text box containing "10,000.00". At the bottom of the interface, there are two blue buttons: "Apply Remaining Admin" on the left and "Apply Remaining Edu" on the right.

Fiscal Year	Administrative (\$)	Education (\$)
Previous Fiscal Year (20/21)	0.00	0.00
Current Fiscal Year (21/22)	10,000.00	10,000.00
<b>Total Remaining (Previous + Current)</b>	<b>10,000.00</b>	<b>10,000.00</b>

**NOTE:** This **ONLY** accounts for administrative and education spending reported in quarterly reports  
*(Does not include budgeted/planned admin or edu spending)*

**Spending Status**

Unreported Advance: \$	
Unreported Replenishments: \$	
Current Balance: \$	100,000.00
Committed Remaining: \$	60,000.00
Uncommitted Balance: \$	40,000.00

Updated based on quarterly reports

Funds committed but not paid to contracts in GIS

Funds available for future spending (project, admin, and edu)

NOTE: *Does not include budgeted/planned admin or edu spending*



Dirt and Gravel | Low Volume | Activity Report | Managers | Date Submitted:

No Receipt Uploaded

**Program**

SCC Advance: .00

SCC Replenishment: .00

Interest Earned: .00

Other: .00

**Balance**

Starting Balance: .00

Income: .00

Expenses Total: .00

Ending Balance: .00

**Report C**

Income & Expenses

Activity Report

All Contracts Valid

Replenishment Processed

Expenses Approved

**Budget Tool**

In order to effectively use this budgeting tool, the Uncommitted Balance needs to be accurate. Be sure that the Dirt and Gravel income and expenses are current through today and have been entered into the Quarterly Report.

Uncommitted Balance: \$	<input type="text" value="139,588.85"/>
Miscellaneous Income: \$	<input type="text" value="0.00"/>
Proposed Administrative Expenses: \$	<input type="text" value="0.00"/>
Proposed Education Expenses: \$	<input type="text" value="0.00"/>
Expected Project Commitments: \$	<input type="text" value="0.00"/>
Amount to Withhold for Amendments: \$	<input type="text" value="0.00"/>
Estimated Project Balance: \$	<input type="text" value="139,588.85"/>

**NOTE:** This tool resets every quarter

*Make sure quarterly report is up to date before starting*

**See 7/7/22 webinar recording for details**





*JOHNNY  
HAWKINS*

Copyright 2019

**A cheese grader**

- ~~3.1 CD Structure~~
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- 3.10 Annual Summary Reports

- DGLVR funds must be in an interest-bearing Federal Deposit Insurance Corporation or equivalent insured account
- Districts must ensure that account balances in excess of \$250,000 are also insured or otherwise collateralized
- District records relating to the DGLVR Program must be kept for a minimum of 7 years

## Separate Accounting:

- **Dirt and Gravel Roads funds** (Project, Admin, and Edu)
  - to be used solely for Dirt and Gravel Road Program expenses
  - must be accounted for separate from the Low Volume Roads funds
- **Low Volume Roads funds** (Project, Admin, and Edu)
  - to be used solely for Low Volume Road Program expenses
  - must be accounted for separate from the Low Volume Roads funds

*While it is not required to have separate accounts for Program funds, separate accounting is required for administrative, education, project work, and interest for both the Dirt and Gravel and Low-Volume Road allocations.*

## Separate Accounting:

- Districts are required to track funding based on the following categories:

### **DGR**

- **Income**
  - Advances
  - Replenishments
  - Interest earned
- **Expenses**
  - Administration
  - Education / Training
  - Projects

### **LVR**

- **Income**
  - Advances
  - Replenishments
  - Interest earned
- **Expenses**
  - Administration
  - Education / Training
  - Projects

These categories are in the quarterly report



Quarterly Report
x

Select Quarter Select County

Dirt and Gravel Low Volume Activity Report Managers
Date Submitted:

<p><b>Program Income</b></p> <p>SCC Advance: \$ <input type="text"/></p> <p>SCC Replenishment: \$ <input type="text"/></p> <p>Interest Earned: \$ <input type="text"/></p> <p>Other: \$ <input type="text"/></p>	<div style="border: 1px solid gray; background-color: #f0f0f0; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>“Other” Should be rare</b></p> </div>	<p><b>Program Expenses</b></p> <p>Administrative: \$ <input type="text"/></p> <p>Education: \$ <input type="text"/></p> <p>Projects: \$ <input type="text"/></p> <p>Other: \$ <input type="text"/></p>
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<p><b>Balance at District</b></p> <p>Starting Balance: \$ <input type="text"/></p> <p>Income: \$ <input type="text"/></p> <p>Expenses Total: \$ <input type="text"/></p> <p>Ending Balance: \$ <input type="text"/></p>	<p><b>Replenishments</b></p> <p>Potential Claim: \$ <input type="text"/></p> <p>Harrisburg Funds (Cur): \$ <input type="text"/></p> <p>Harrisburg Funds (Prev): \$ <input type="text"/></p> <p>Amount Requested: \$ <input type="text"/></p>
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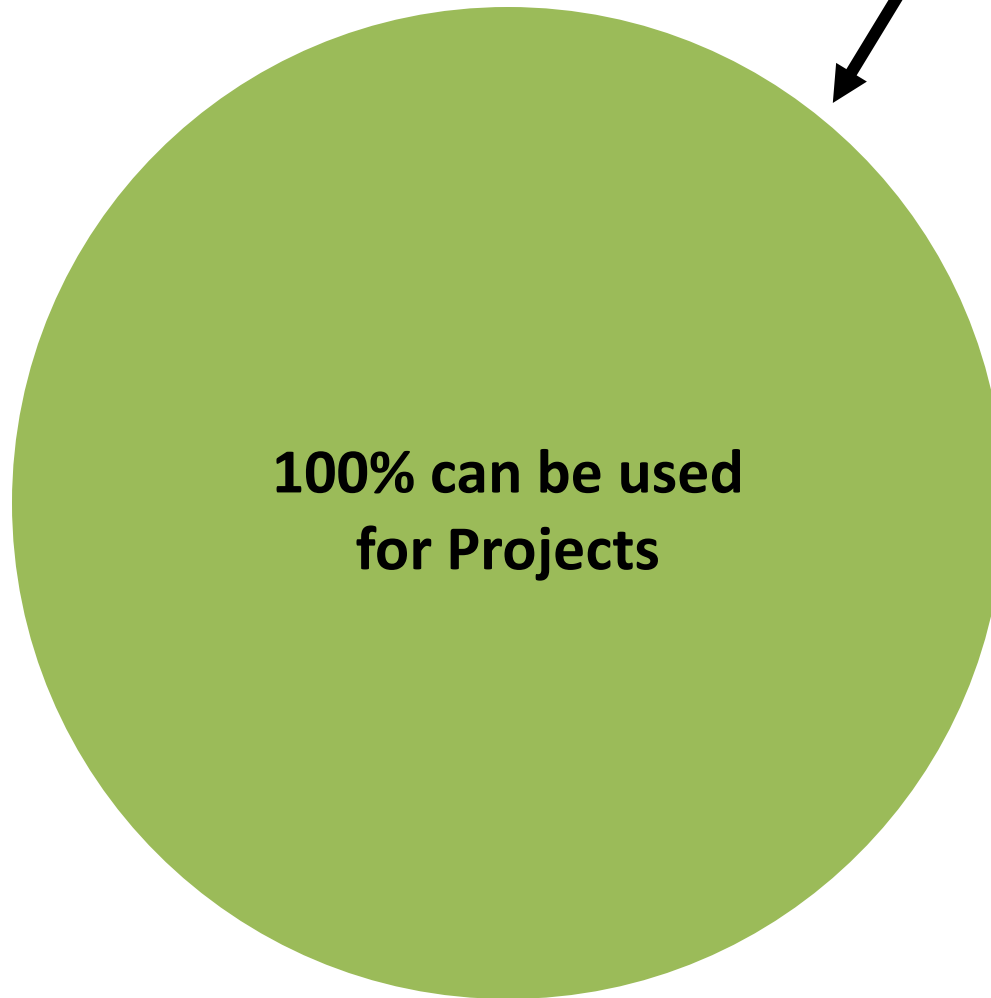
<p><b>Report Checklist</b></p> <p><input type="checkbox"/> Income &amp; Expenses    <input type="checkbox"/> Manager Reviewed</p> <p><input type="checkbox"/> Activity Report        <input type="checkbox"/> All Contracts Valid</p>	<p><b>SCC Use Only</b> <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span></p> <p>Accept Date: <input type="text"/> By: <input type="text"/></p> <p><input type="checkbox"/> Replenishment Processed    <input type="checkbox"/> Expenses Approved</p>
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District May Utilize:

- **Up to 10% for administration.**
- **Up to 10% for education/training**
- **At least 80% must be spent on projects.**

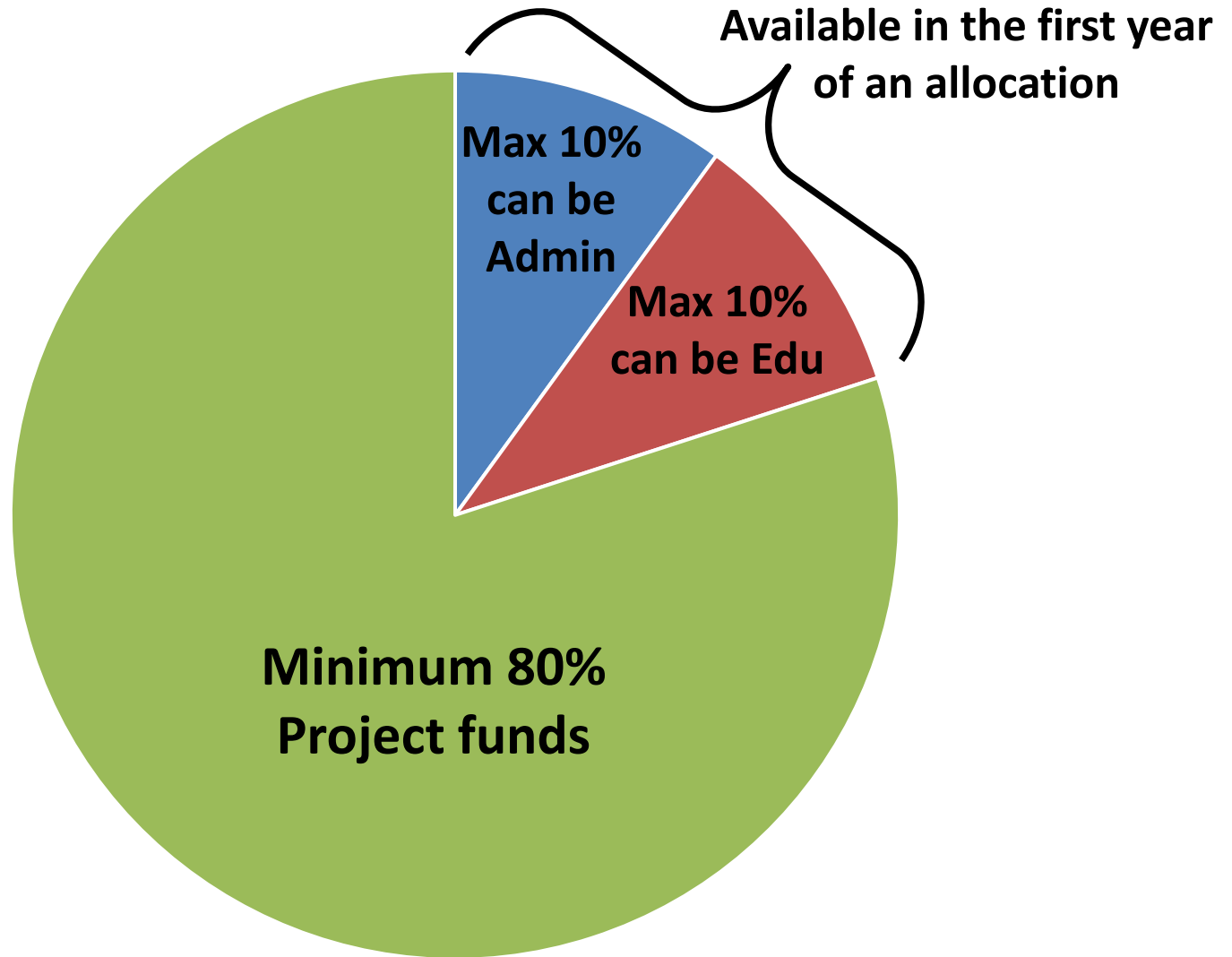
**DGLVR Allocation**

**Must be spent  
in 2 years**



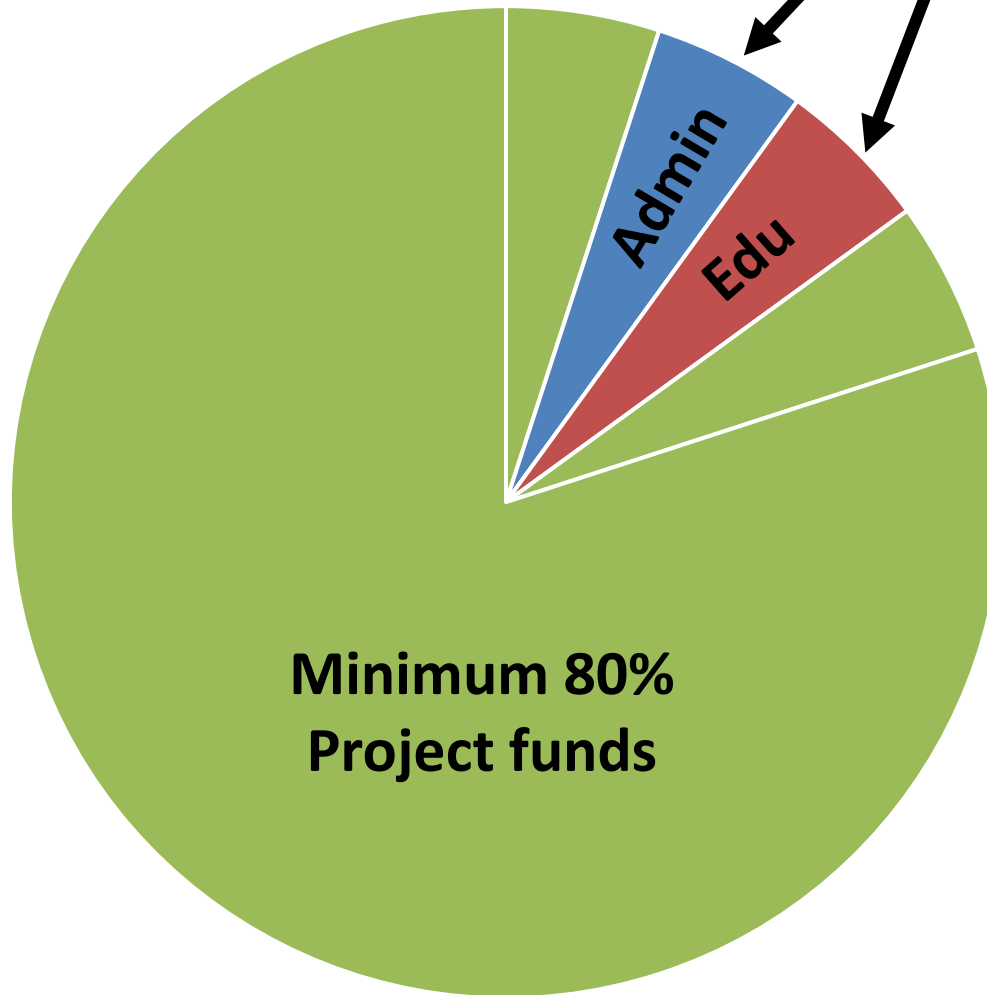
**100% can be used  
for Projects**

# DGLVR Allocation

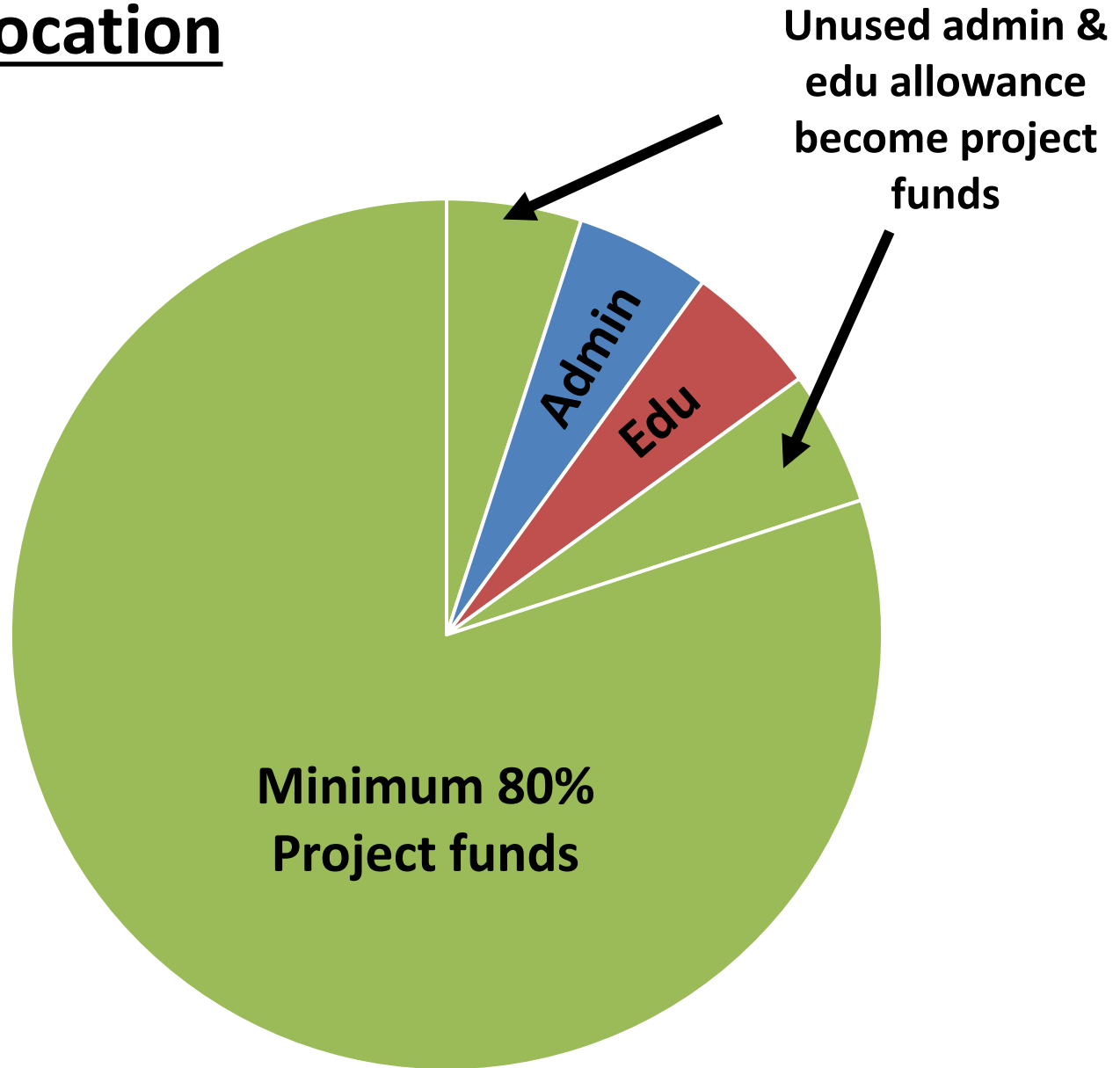


**DGLVR Allocation**

Can use less than  
10% of allocation for admin  
and 10% of allocation for edu



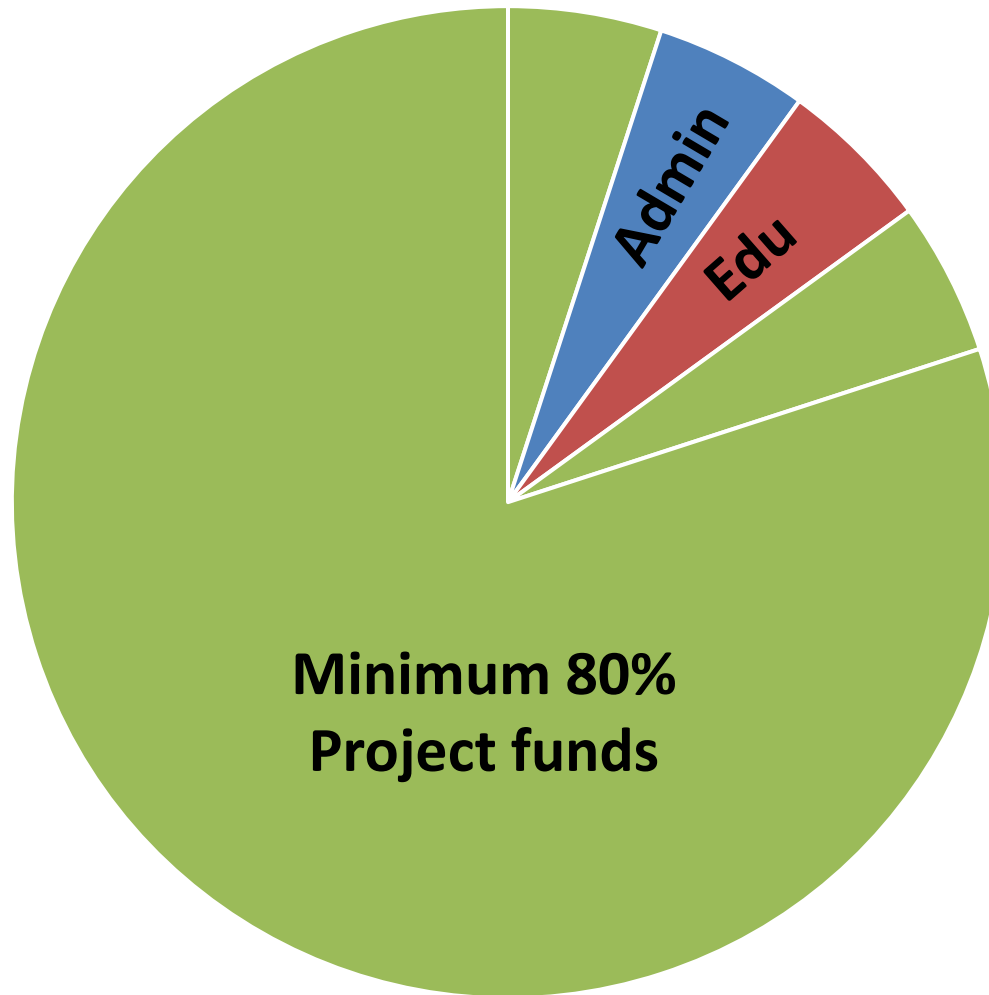
# DGLVR Allocation





DGLVR Allocation

**All funds must be spent in 2 years**



The background of the slide is a dense, overlapping field of 100 US dollar bills, appearing to be falling or scattered across the frame. The bills are rendered in a semi-transparent, light greenish-grey color, creating a textured, monochromatic effect. The text 'Spending Policies' is superimposed over this background in a large, bold, black font.

# Spending Policies

## Guidelines for Administrative Funds

- Up to 10% of allocations of both DGR and LVR
  - Up to 100% of funds can be used on projects
- Primary purpose of Admin Funds is:
  - Ensure adequate funding for technical staff who work on the Program
- Must be spent on eligible expenses as they are incurred.
- Must be incurred within the allotted fiscal year (1 year spending limit)
- “Banking” of funds is not permitted

# Administration Funds

Dirt and Gravel | Low Volume | Activity Report | Managers | Date Submitted: 07-08-2019

Program Income	Program Expenses
SCC Advance: \$ 0.00	<b>Administrative: \$ 369.72</b>
SCC Replenishment: \$ 10,294.77	Education: \$ 2,118.19
Interest Earned: \$ 391.95	Projects: \$ 61,821.46
Other: \$ 0.00	

Balance at District	Replenishments
Starting Balance: \$ 74,218.65	Potential Claim: \$ 64,309.37
Income: \$ 10,686.72	Harrisburg Funds (Cur): \$ 29,897.27
Expenses Total: \$ 64,309.37	Harrisburg Funds (Prev): \$ 0.00
Ending Balance: \$ 20,596.00	Amount Requested: \$ 29,897.27

## Guidelines for Education / Training Funds

- Up to 10% of allocations of both DGR and LVR
  - Up to 100% of funds can be used on projects
- Primary purpose of education funds:
  - Allow District to attend trainings and events for their own education
  - Provide training and events for potential program participants
- Must be spent on eligible expenses as they are incurred.
- Must be incurred within the allotted fiscal year
- “Banking” of funds is not permitted

# Education/Training Funds

Date Submitted: 07-08-2019

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Program Income	Program Expenses
SCC Advance: \$ <input type="text" value="0.00"/>	Administrative: \$ <input type="text" value="369.72"/>
SCC Replenishment: \$ <input type="text" value="10,294.77"/>	<b>Education: \$ <input type="text" value="2,118.19"/></b>
Interest Earned: \$ <input type="text" value="391.95"/>	Projects: \$ <input type="text" value="61,821.46"/>
Other: \$ <input type="text" value="0.00"/>	

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Balance at District	Replenishments
Starting Balance: \$ <input type="text" value="74,218.65"/>	Potential Claim: \$ <input type="text" value="64,309.37"/>
Income: \$ <input type="text" value="10,686.72"/>	Harrisburg Funds (Cur): \$ <input type="text" value="29,897.27"/>
Expenses Total: \$ <input type="text" value="64,309.37"/>	Harrisburg Funds (Prev): \$ <input type="text" value="0.00"/>
Ending Balance: \$ <input type="text" value="20,596.00"/>	Amount Requested: \$ <input type="text" value="29,897.27"/>

# Admin and Edu funds are not the same

## Admin

- Salary and Benefits for administering the Program
- Travel for administering the Program
- Office Expenses
- Field Equipment
- Aggregate testing
- Consulting services
- Overhead costs (insurance, utilities, rent)

- **Equipment for rental** to applicants
- **Demonstration Projects**
- **Cost Allocation Method** must be used for shared expenses

## Edu

- Salary and Benefits for time related to DGLVR educational activities
- Travel for educational purposes
  - Costs to attend trainings
- Costs to host trainings
- Promotional materials
- Participation incentives



Admin and Edu funds are not the same

*Salary and Benefits*

Admin

- Salary and Benefits for administering the DGLVR Program

Edu

- Salary and Benefits related to DGLVR educational activities

- **Cost Allocation Method** must be used for shared expenses
- Salary and Benefits for technical staff, support staff, and management salaries

- Example administration activities include:
  - site inspections, meetings, completing paperwork, communications, etc. related to DGLVR Projects.
  - QAB meetings and Conservation District Board of Director meetings
  - Reviewing DGLVR applications

- DGLVR educational activities include:
  - attending or hosting trainings, conferences, field days, workshops, technical assistance, or other outreach activities.
  - Teaching individuals or small groups about the DGLVR Program in regard to potential DGLVR Project sites without a current contract for DGLVR funds. This includes working with potential grant applicants to develop an application for DGLVR funds, such as pre-application meetings.
- DGLVR educational activities do NOT include:
  - Administering DGLVR Projects with a current DGLVR Contract
  - Administering the DGLVR Program, including QAB meetings, Conservation District Board of Director meetings, and reviewing DGLVR applications

## Salary and Benefits:

- Salary can only be claimed for time spent working directly on administration or education/training efforts for the DGLVR program.
- Tracking can be done on an hourly basis, a percent effort basis, or some other method that allocates salary in accordance with time spent on the Program.
- Conservation districts must be able to document that staff time claimed as administrative time is spent on eligible administrative activities and staff time claimed as education time is spent on eligible education activities.

## Staff time tracking:

- This should be a time sheet and/or report that includes details of the activity, including:
  - the date
  - activity description
  - staff member(s)
  - amount of time
  - road name & road owner
  - how the activity qualifies as a DGLVR admin or edu activity
- or some other method that documents that admin or edu time is spent on eligible admin or edu activities, respectively.







# Example Time Tracking Method

January

## DGLVR Program 2021 Expense Tracking

Date	Expense	Amount	Description	D&G Admin	D&G Ed	D&G Project	LVR Admin	LVR Ed	LVR Project	Total
										0.00
										0.00
			<b>Total Expenses</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1/7/2021	finance mgr	1 hr	annual summary webinar	14.50			14.50			29.00
1/13/2021	finance mgr	1 hr	updated monthly sheets/balancing quarter	14.50			14.50			29.00
1/14/2021	finance mgr	1/2 hr	qaqc webinar	7.25			7.25			14.50
1/14/2021	finance mgr	1 hr	finalize quarter, balance out year end, make tracking sheets for 2021	14.50			14.50			29.00
1/28/2021	finance mgr	2 hrs	admin training	14.50	14.50		14.50	14.50		58.00
1/29/2021	finance mgr	2 hrs	admin training	14.50	14.50		14.50	14.50		58.00
										0.00
										0.00
			<b>Total Admin</b>	79.75	29.00	0.00	79.75	29.00	0.00	217.50
1/7/2021	RCS	4 Hrs	Webinar/Ems/Staff Mtg	39.02	39.02		39.02	39.02		156.08
1/12/2021	RCS	4 Hrs	Year End/Mtg Co Park Rd	39.02	39.02		39.02	39.02		156.08
1/13/2021	RCS	2 Hrs	Q4 Reporting	39.02			39.02			78.04
1/14/2021	RCS	3 Hrs	Webinar/ASR		58.53			58.53		117.06
1/15/2021	RCS	1 Hr	Co Park Rd DEP Coord Ltr				39.02			39.02
1/19/2021	RCS	4 Hrs	DG Site Visit-Brady's Lk	78.04	78.04					156.08
1/22/2021	RCS	1 Hr	ASR/Allocation/Toby Twp Mtg	9.76	9.76		9.76	9.76		39.04
1/29/2021	RCS	1 Hr	Staff Mtgs	19.51			19.51			39.02
			<b>Total Time</b>	224.37	224.37	0.00	185.35	146.33	0.00	780.42

**Grand Total**      \$304.12      \$253.37      \$0.00      \$265.10      \$175.33      \$0.00      \$997.92

Admin and Edu funds are not the same

*Travel*

Admin

Travel to:

- field sites & meetings
- vehicle costs
- per-diems
- Parking
- Etc.

Edu

Travel to:

- set up trainings, workshops, and demonstrations for local stakeholders
- Attend trainings/workshops
- Provide trainings/workshops

Admin and Edu funds are not the same

*Field Equipment*

Equipment for applicants  
(NOT eligible)

Admin

Edu

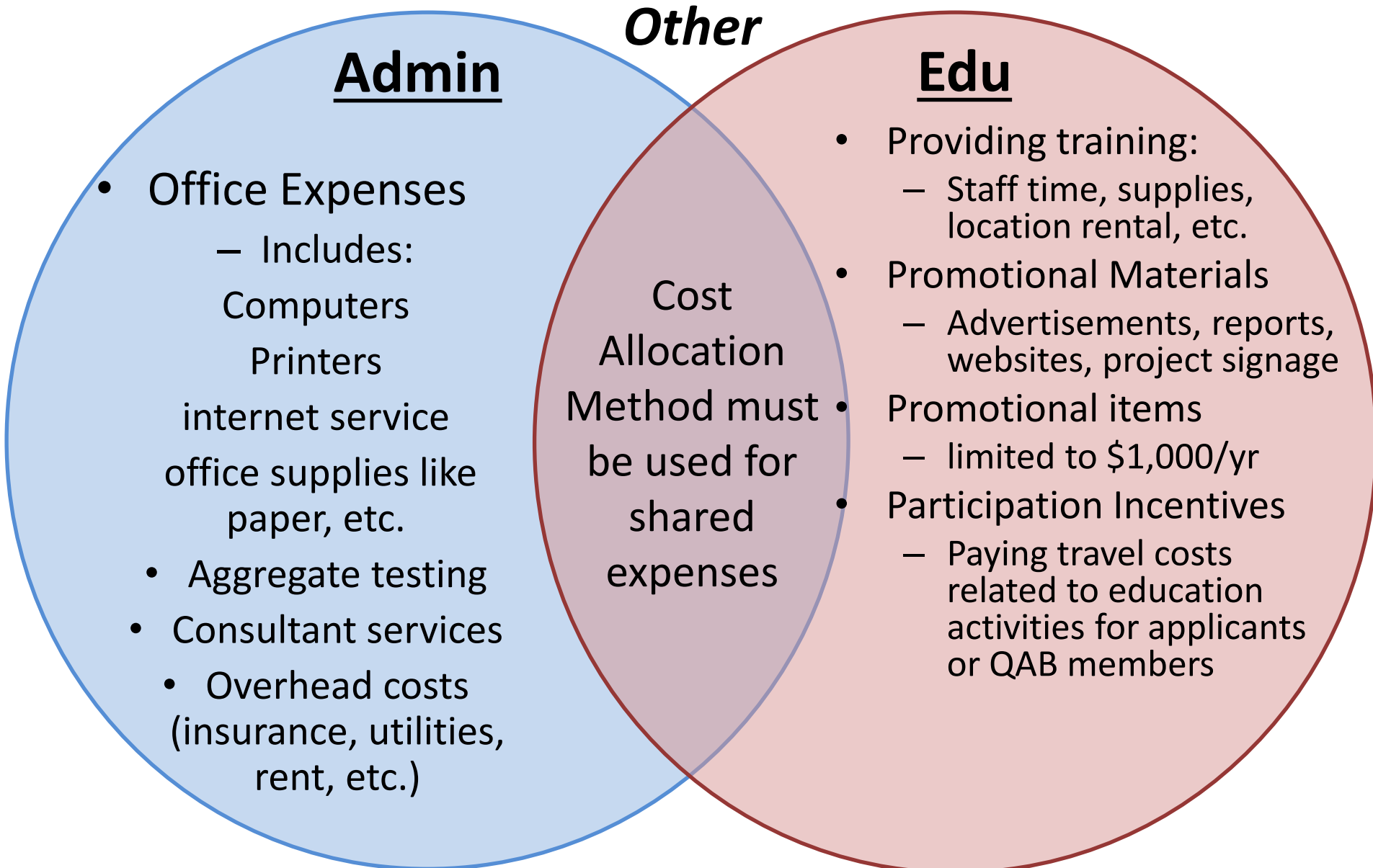
Equipment for CD use:

- Levels
- Tapes
- survey equipment
- safety equipment
- etc.

- Equipment for loan/rental to applicants
  - Leaf blowers
  - traffic counters
  - grader blades
  - etc.
- Cost Allocation Method must be used for shared expenses

Some districts may choose to use drones to take project pictures, video, and create educational materials. Note that districts using drones for any program are subject to the SCC's "Conservation District Drone Utilization Policy".

## Admin and Edu funds are not the same



- Some expenses will be 100% eligible DGLVR expenses:
  - folders for DGLVR files
  - mileage to a DGLVR project site
  - QAB newspaper ad
  - Etc.
- Some expenses will be shared with other programs:
  - File folders for any district staff to use
  - Vehicle maintenance for a shared district vehicle
  - Newsletter that covers all district programs
  - Etc.

- Only a portion of shared expenses are eligible DGLVR expenses
- Why?
  - DGR funds can only be used for DGR expenses
  - LVR funds can only be used for LVR expenses
- Separate accounting is required

### **DGR Expenses**

- Administration
- Education / Training
- Projects

### **LVR Expenses**

- Administration
- Education / Training
- Projects

How do we determine what portion of shared expenses are eligible DGR and LVR expenses?

- Cost Allocation Method (CAM):
  - Method for splitting shared costs proportionately between multiple programs
- Splitting a dinner bill with friends is a cost allocation method
  - You only pay for what you ate



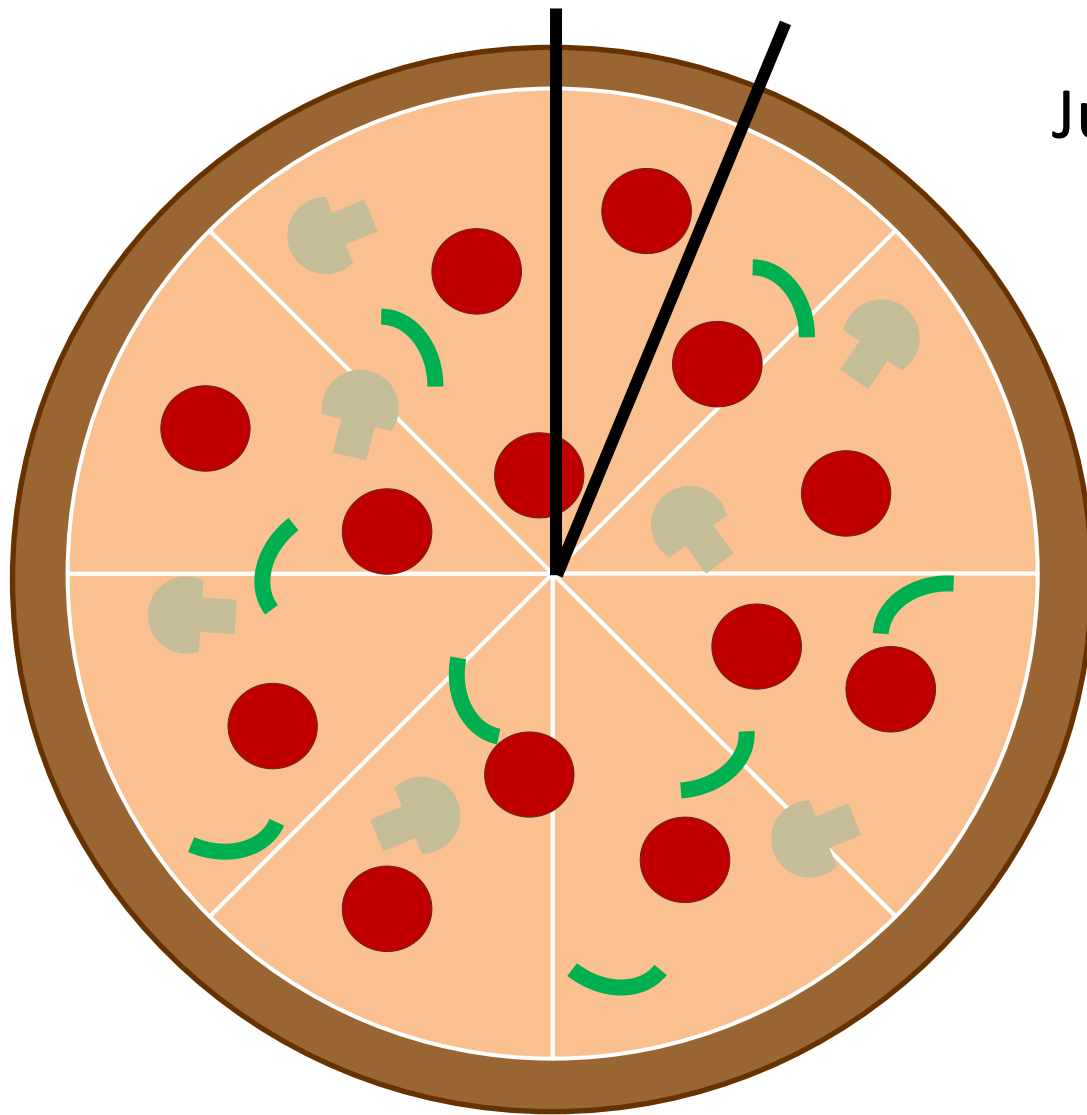


## Cost Allocation Method (CAM):

- Must be utilized for shared district expenses, such as:
  - Vehicles
  - Rent
  - Office Supplies
  - Phone/Internet
  - Etc.
- Must be available to the SCC upon request

## Cost Allocation Method Policy

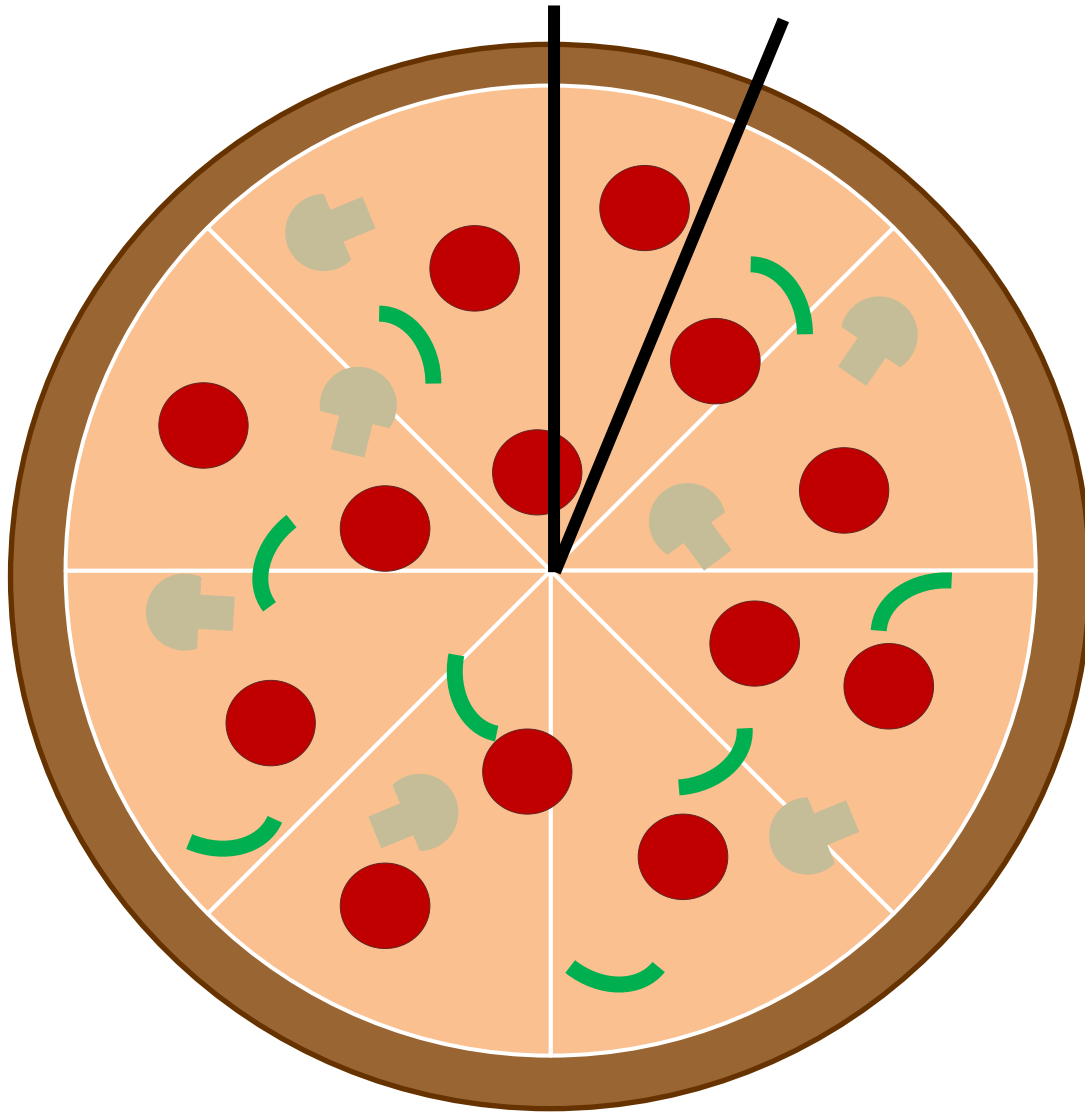
- The percent of shared expenses that are eligible DGR expenses are equal to the percent of staff time spent on DGR activities.
  - The percent of staff time spent on DGR activities must be calculated compared to the total staff time spent on all programs/activities sharing the expense.
- The percent of shared expenses that are eligible LVR expenses are equal to the percent of staff time spent on LVR activities.
  - The percent of staff time spent on LVR activities must be calculated compared to the total staff time spent on all programs/activities sharing the expense.



Justin ate  $\frac{1}{2}$  slice of pizza

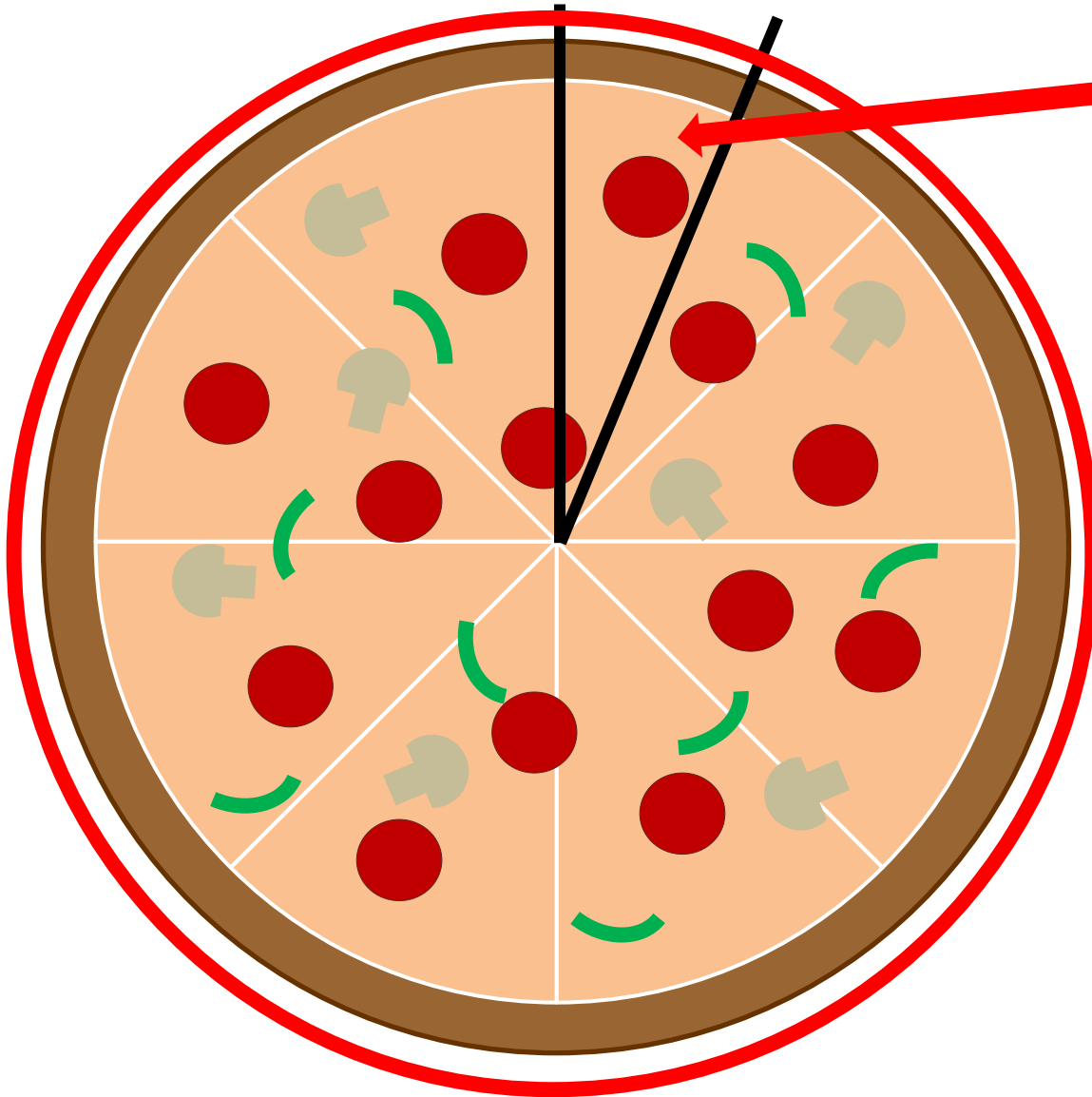
How much of the pizza does Justin pay for?

Justin pays for  $\frac{1}{16}$  of the pizza



Pizza = shared  
expense

How much  
pizza you eat =  
how much of  
the expense is  
used for DGR or  
LVR



The percent of shared expenses that are eligible DGR expenses are equal to the percent of staff time spent on DGR activities.

The percent of staff time spent on DGR activities must be calculated compared to the total staff time spent on all programs/activities sharing the expense.

## **Cost Allocation Method for Salaries**

- Salaries and associated benefits can only be paid for with DGLVR funds for time spent working directly on the DGLVR Program.
- Tracking can be done on an hourly basis, a percent effort basis, or some other method that allocates salary in accordance with time spent on the DGLVR Program.

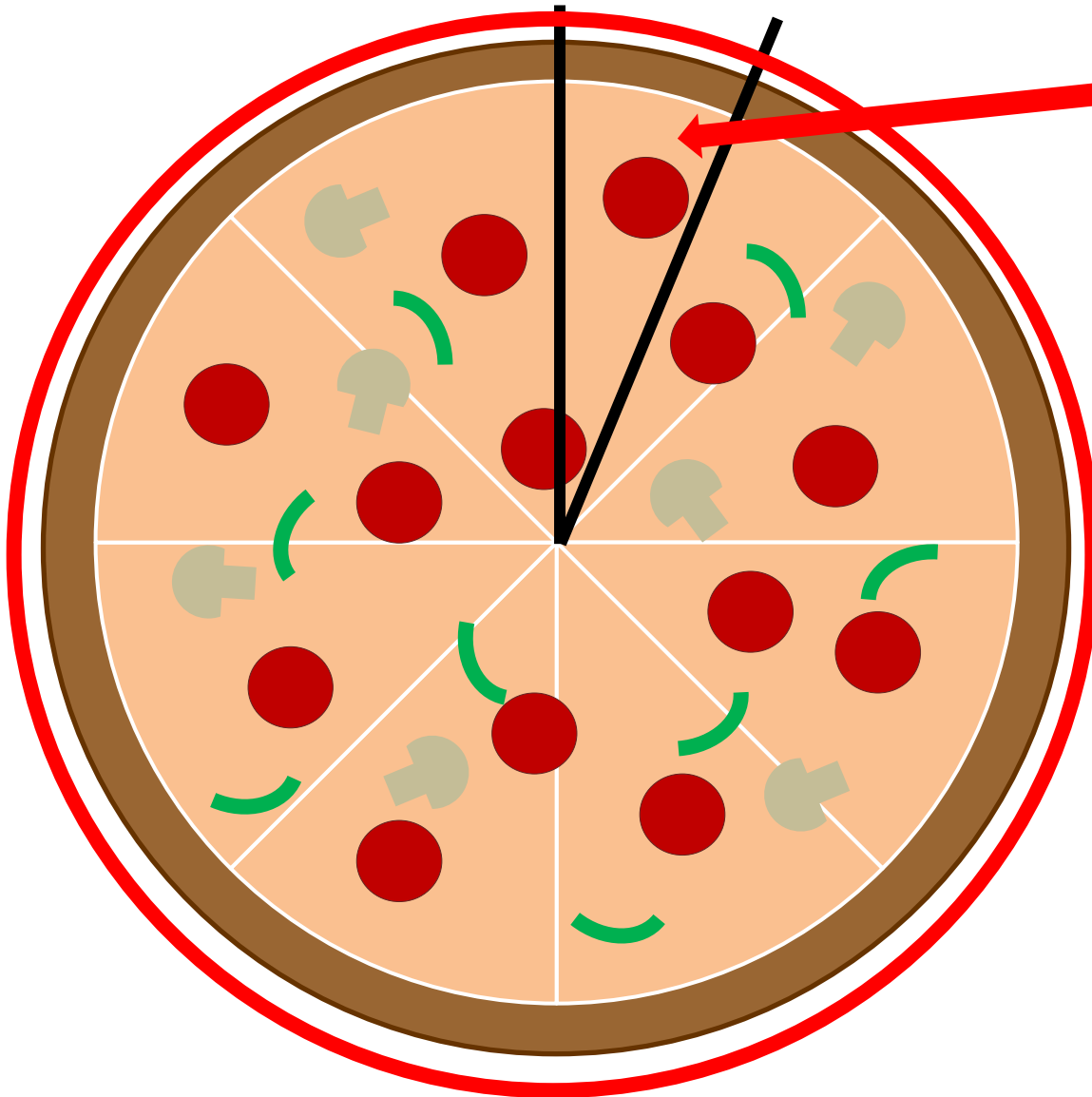
## Cost Allocation Method for Salaries

- Salary and benefits for time spent on DGR activities are to be paid for with DGR funds.
- If a conservation district chooses to divide salaries on a percent basis, then:
  - the percent of a staff member's salaries and benefits paid for with **DGR** funds must be proportionate to the amount of time that staff member spends on **DGR** activities out of the staff member's total hours in a given time period.



## Cost Allocation Method for Salaries CONTINUED

- Salary and benefits for time spent on LVR activities are to be paid for with LVR funds.
- If a conservation district chooses to divide salaries on a percent basis, then:
  - The *percent of a staff member's salaries and benefits paid for with LVR funds must be proportionate to the amount of time that staff member spends on LVR activities out of the staff member's total hours in a given time period.*



The percent of a staff member's salaries and benefits paid for with LVR funds

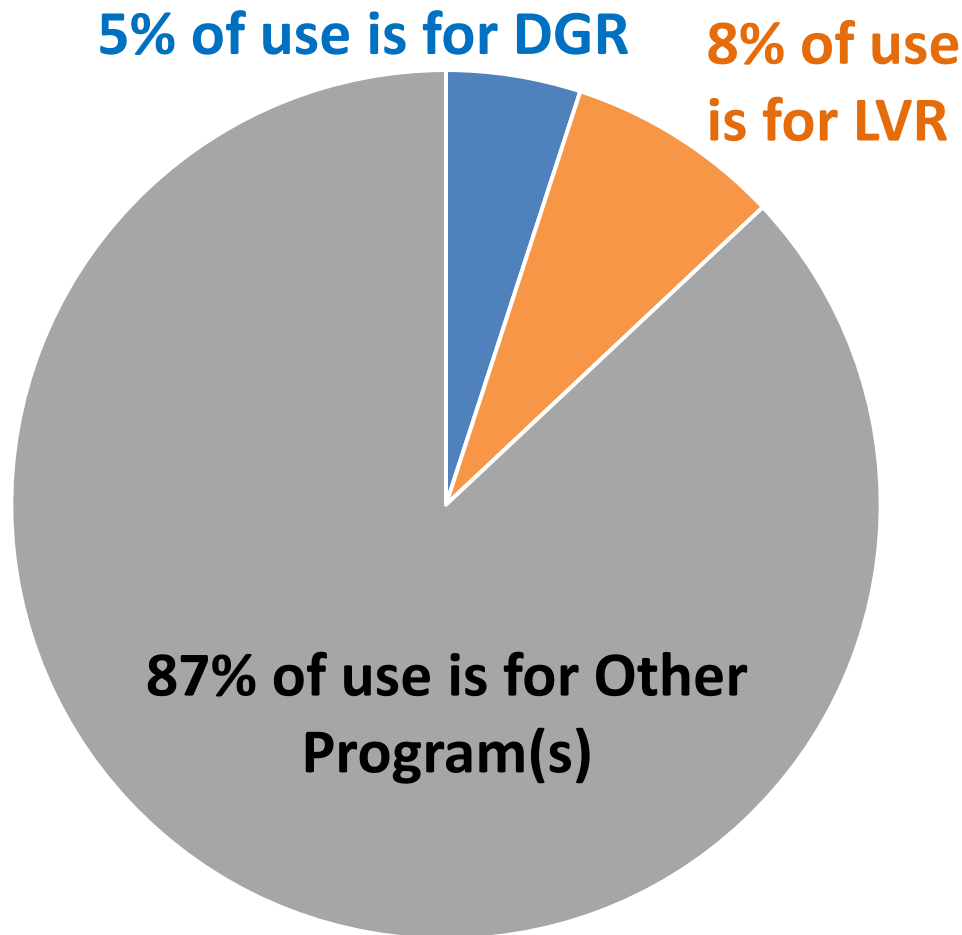
must be proportionate to the amount of time that staff member spends on LVR activities out of the staff member's total hours in a given time period.

- Examples of cost allocation methods that meet the policy outlined above are available in appendix *E*.
  - These are not the only acceptable cost allocation methods.
- For assistance in developing a cost allocation method, contact the SCC.

**CAM Example 3:** If a district has a vehicle that is shared unequally by several programs, vehicle expenses or charges must be based on actual usage for each Program.

## Cost Allocation Method Example 3:

Vehicle shared unequally by multiple programs



How shared expenses are paid:

- 5% are eligible DGR expenses
- 8% are eligible LVR expenses
- 87% are NOT eligible DGLVR expenses

*Example 3:*

Vehicle is used for 500 miles in a quarter. 52 of those miles were for DGR activities, and 110 were for LVR activities.

Eligible DGR mileage expense =

$$52 \times \$0.58 \text{ (or other acceptable mileage rate)} = \mathbf{\$30.16}$$

Eligible LVR mileage expense =

$$110 \times \$0.58 \text{ (or other acceptable mileage rate)} = \mathbf{\$63.80}$$

OR

How much of a \$50 oil change is eligible for reimbursement with DGR and LVR funds?

$$\text{DGR: } \frac{52}{500} = 0.104$$

$$\$50 \times 0.104 = \mathbf{\$5.20 \text{ of the oil change}}$$

**is an eligible DGR expense**

$$\text{LVR: } \frac{110}{500} = 0.22$$

$$\$50 \times 0.22 = \mathbf{\$11.00 \text{ of the oil change}}$$

**is an eligible LVR expense**

**CAM Example 2:** If a district has a vehicle that is shared equally by 4 programs, vehicle expenses could be divided equally among the 4 Programs.

DGLVR is one of the 4 programs, and the vehicle is used for equal amounts on DGR and LVR activities.

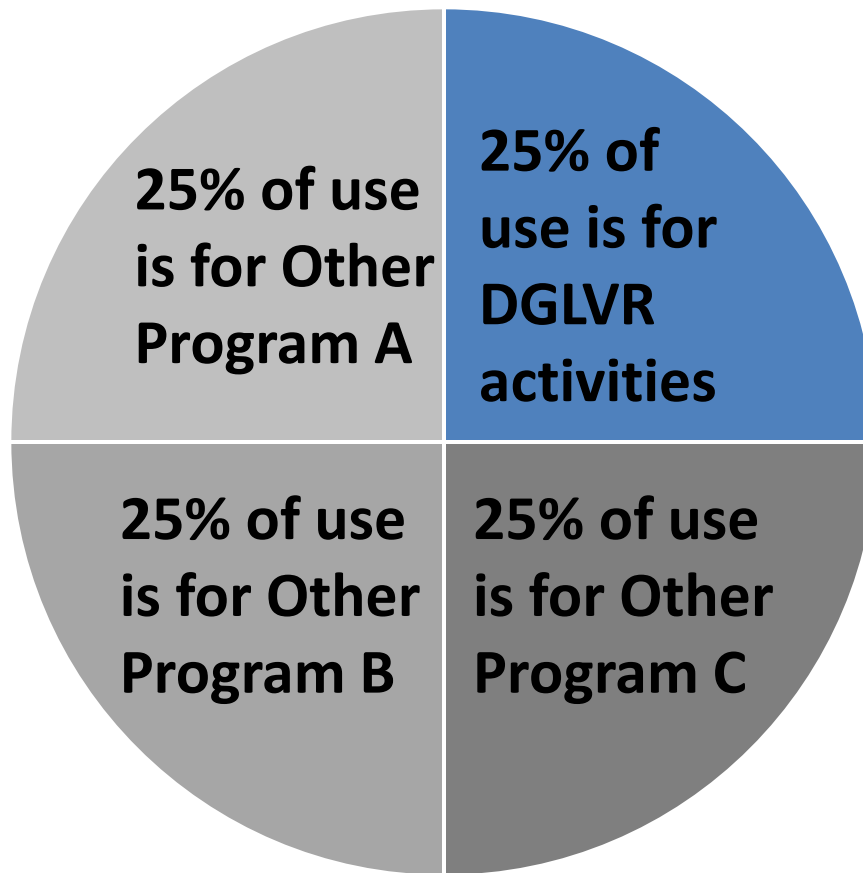
- 1/8 (12.5%) of the vehicle expenses are eligible DGR expenses, and
- 1/8 (12.5%) of the vehicle expenses are eligible LVR expenses.

*Note: In this scenario, vehicle logs would document the equal usage of the vehicle for different programs, and the logs must be retained and provided upon request per section 3.4.1.*



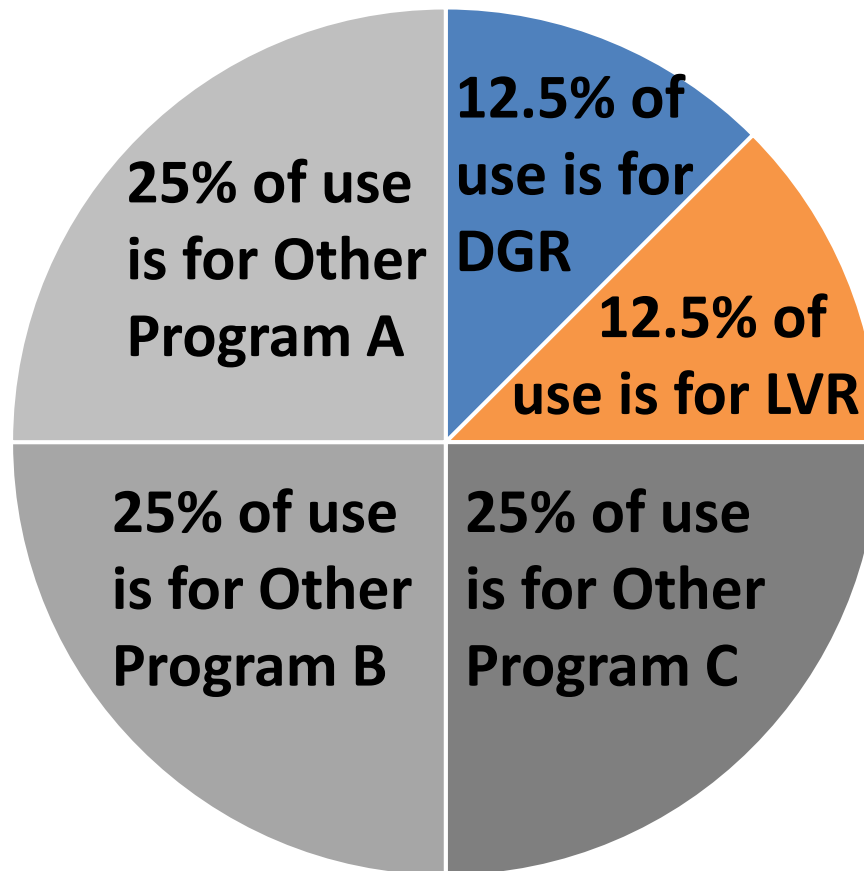
## Cost Allocation Method Example 2:

Vehicle shared equally by 4 Programs



## Cost Allocation Method Example 2:

Vehicle shared equally by 4 Programs



How shared expenses are paid:

- 12.5% are eligible DGR expenses
- 12.5% are eligible LVR expenses
- 75% are NOT eligible DGLVR expenses

Example 2: Example Expense: \$1,000.00

$$\frac{100\%}{8} = 12.5\%$$

8

1/8 (12.5%) of vehicle use is  
DGR

$\$1,000 \times 12.5\% = \mathbf{\$125.00}$  is an  
eligible DGR expense

1/8 (12.5%) of vehicle use  
is LVR

$\$1,000 \times 12.5\% = \mathbf{\$125.00}$   
is an eligible LVR expense

$\$1,000 - \$125 - \$125 = \mathbf{\$750}$  is not an eligible DGR or LVR expense

## Cost Allocation Method Example 1:

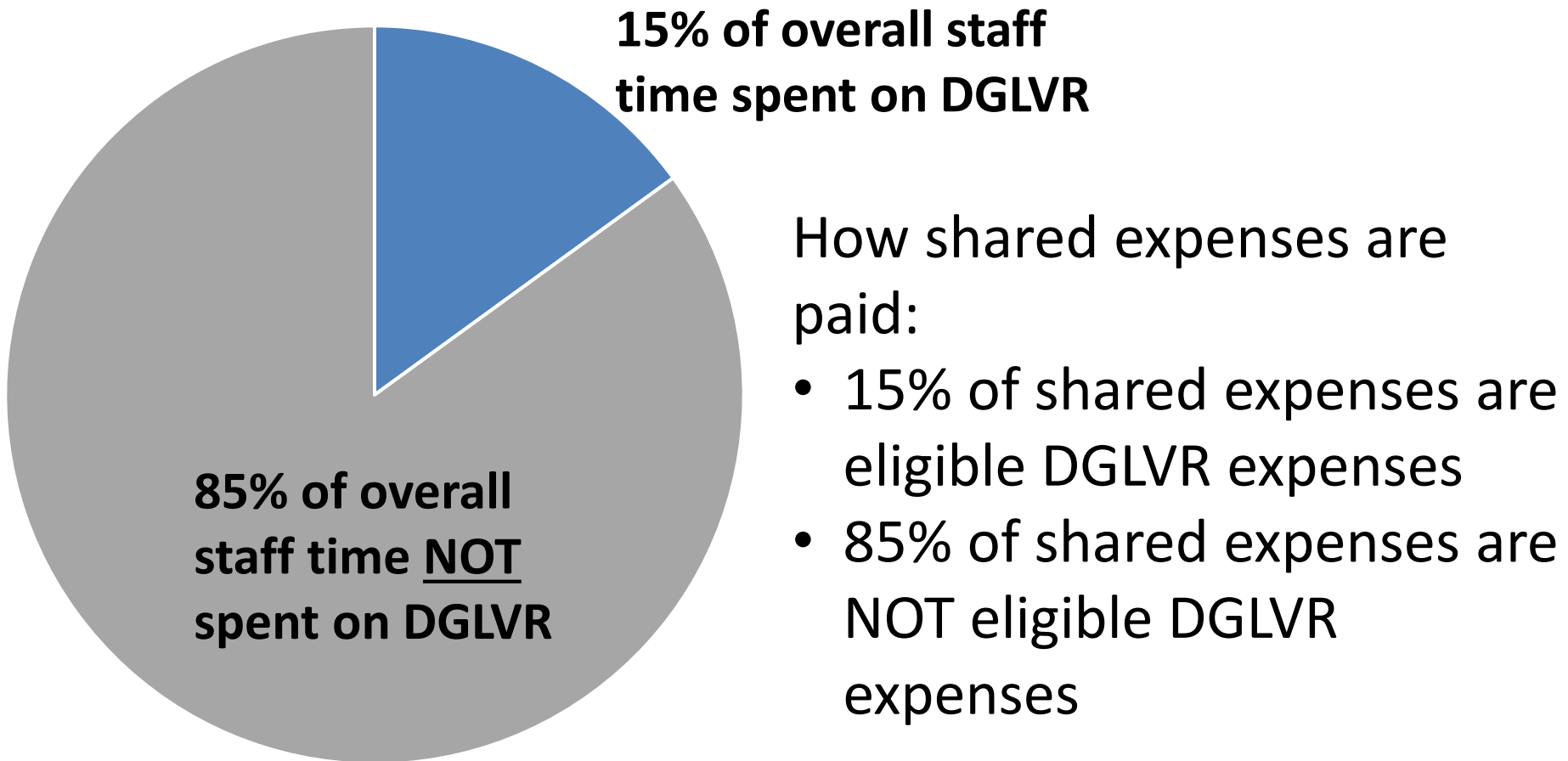
- Using Full Time Equivalents (FTE)
  - Defined by the Federal Government Accountability office as:
    - “number of total hours worked divided by the maximum number of compensable hours in a full-time schedule”

## Cost Allocation Method Example 1:

- 1.5 out of 10 FTEs spent on DGLVR
- District has 10 Staff
  - 1 staff spends 100% of their time on DGLVR and 1 staff spends 50% of their time on DGLVR
  - 1.5 of the 10 FTE's are funded by and actually spend that amount of time working on the Program
  - Then 15% of general overhead expenses (utilities, rent, etc.) are eligible DGLVR Program expenses

## Cost Allocation Method Example 1:

1.5 out of 10 FTEs spent on DGLVR



**15% of overall staff  
time spent on DGLVR**

How shared expenses are paid:

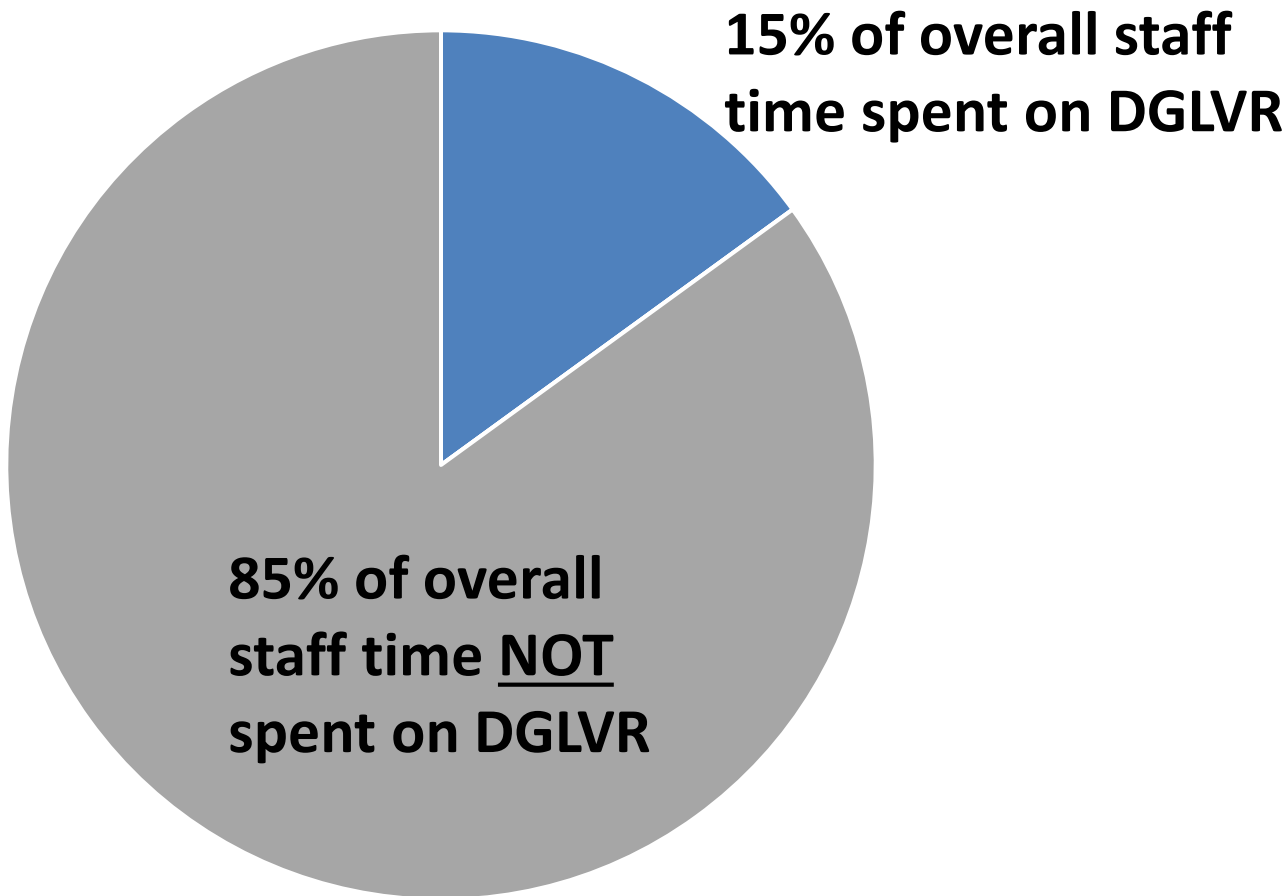
- 15% of shared expenses are eligible DGLVR expenses
- 85% of shared expenses are NOT eligible DGLVR expenses

## Cost Allocation Method Example 1:

- 1.5 out of 10 FTEs spent on DGLVR Program
  - Then 15% of general overhead expenses (utilities, rent, etc.) can be charged to DGLVR Program
  - Should be further sub-divided into DGR and LVR
    - 75% of DGLVR time is spent on DGR
    - 25% of DGLVR time is spent on LVR
  - Therefore,
- $15\% \times 0.75 = 11.25\%$  of shared expenses are eligible DGR expenses
- $15\% \times 0.25 = 3.75\%$  of shared expenses are eligible LVR expenses

## Cost Allocation Method Example 1:

1.5 out of 10 FTEs spent on DGLVR



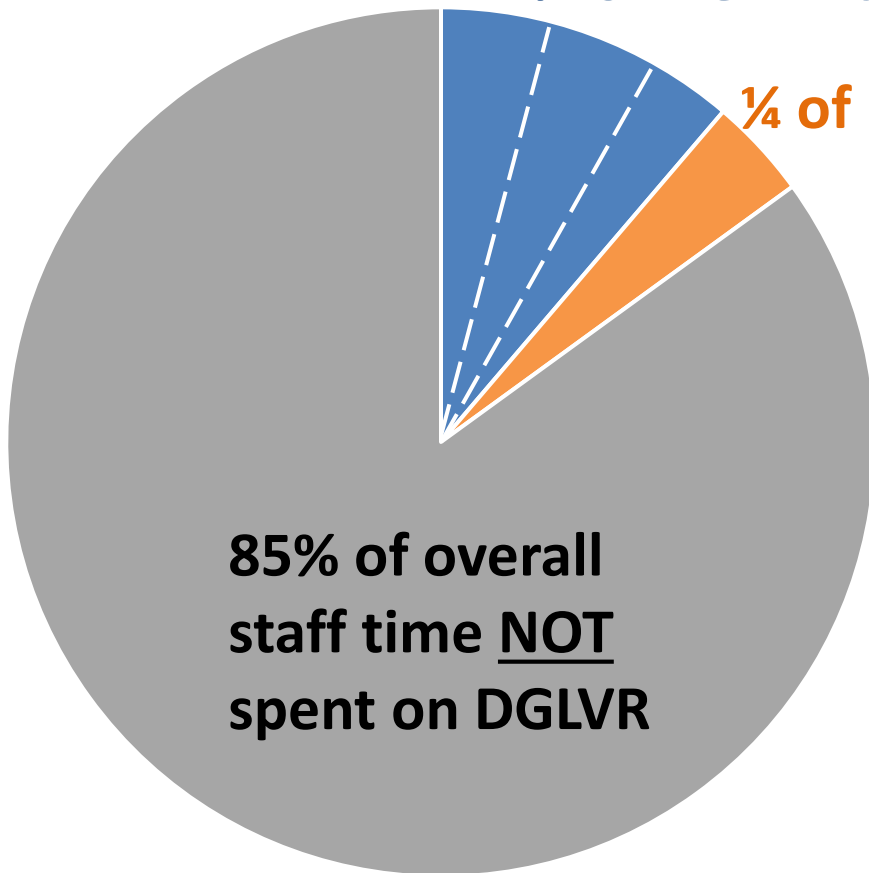


## Cost Allocation Method Example 1:

1.5 out of 10 FTEs spent on DGLVR

$\frac{3}{4}$  of DGLVR time is spent on DGR 11.25%

$\frac{1}{4}$  of DGLVR time is spent on LVR 3.75%



How shared expenses are paid:

- 11.25% are eligible DGR expenses
- 3.75% are eligible LVR expenses
- 85% are NOT eligible DGLVR expenses

Example 1: 1.5 FTEs out of 10 FTEs are spent on DGLVR Activities. 75% of the 1.5 FTEs is spent on DGR activities, and 25% is spent on LVR activities.

Two ways to calculate percentages:

$$15\% \div 4 = 3.75\%$$

$\frac{3}{4}$  of DGLVR time is DGR

$$3.75\% \times 3 = 11.25\% \text{ is DGR}$$

$\frac{1}{4}$  of DGLVR time is LVR

$$3.75\% \times 1 = 3.75\% \text{ is LVR}$$

OR

$$75\% \text{ of } 15\% = 0.75 \times 0.15 = 0.1125$$

$$25\% \text{ of } 15\% = 0.25 \times 0.15 = 0.0375$$

Example 1: 1.5 FTEs out of 10 FTEs are spent on DGLVR Activities. 75% of the 1.5 FTEs is spent on DGR activities, and 25% is spent on LVR activities.

*Remember, this means:*

11.25% of overall staff time is DGR

3.75% of overall staff time is LVR

Example Expense: How much of a \$1,000.00 expense is an eligible DGR and LVR expense?

$\$1,000 \times 0.1125 = \mathbf{\$112.50}$  is an eligible DGR expense

$\$1,000 \times 0.0375 = \mathbf{\$37.50}$  is an eligible LVR expense

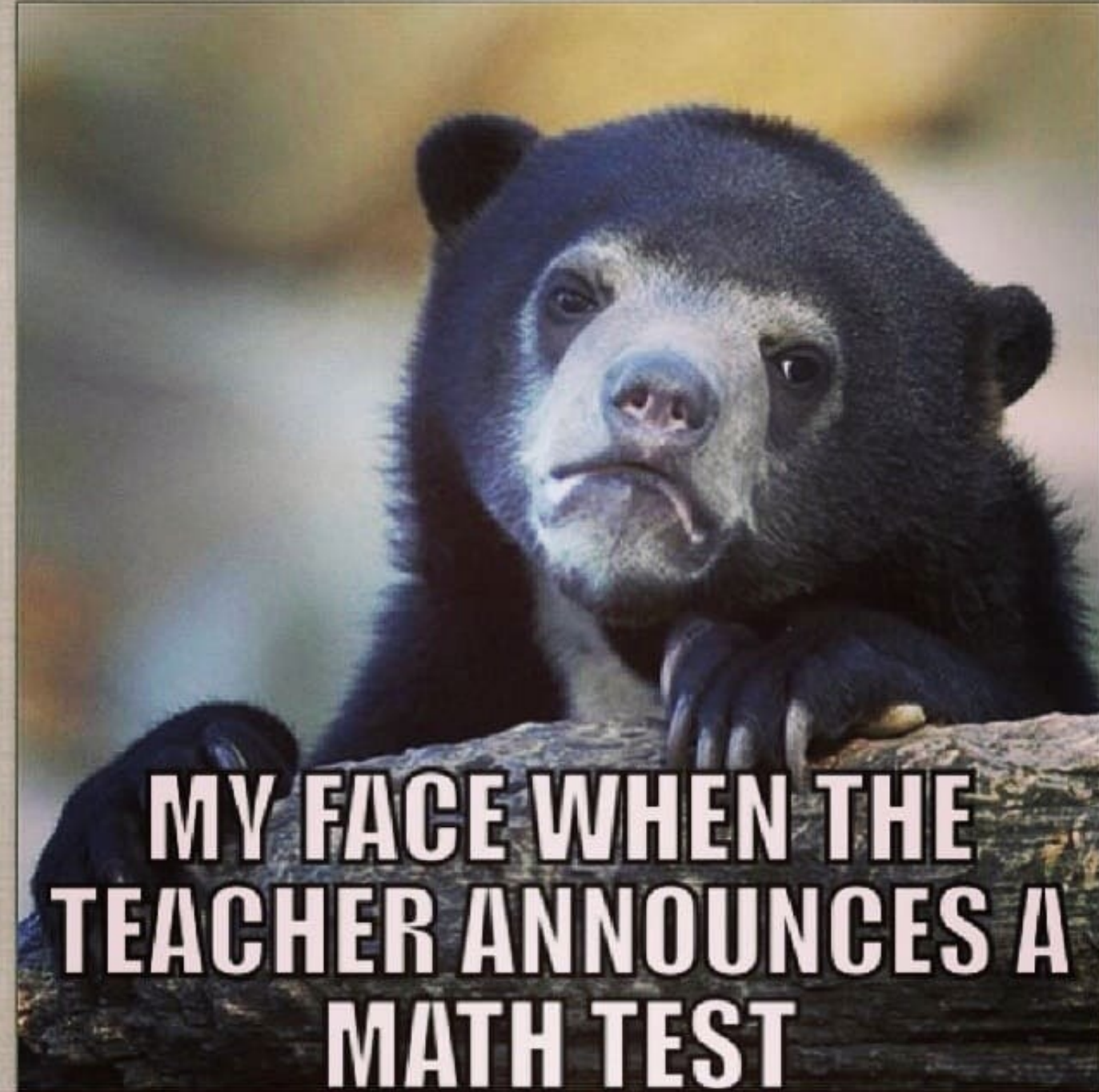
$\$1,000 - \$112.50 - \$37.50 = \mathbf{\$850}$  is not an eligible DGR or LVR expense

## Unacceptable Expense / Cost Allocation Method

### Examples:

- District utilizes only DGLVR program funds to purchase a vehicle and pay for vehicle expenses, but the vehicle is shared by all district programs
- District technician spends 5% of their time on DGR and 3% of their time on LVR, but 50% of their salary and benefits are paid for with DGLVR funds
- A District spends 15% of their total staff time on DGR activities. 15% of a new backhoe for an applicant is paid for with DGR funds. (DGLVR funds cannot be used to buy equipment for applicants)

- Examples of cost allocation methods that meet the policy outlined above are available in appendix *E*.
  - These are not the only acceptable cost allocation methods.
- Contact the SCC for assistance in developing a cost allocation method or with any other policy questions/assistance needs.
- The SCC is there to help you understand and follow policy



**MY FACE WHEN THE  
TEACHER ANNOUNCES A  
MATH TEST**

## Project Funds

- At least 80% of funds must go to projects.
- Project funds are totaled by the GIS system from the information a District submits for each project
- Eligible project expenses outlined in Section 3.7

Payment Information	
Payments:	2
Contract Amount: \$	117,304.00
Amendments Total: \$	0.00
Saved Payments Total: \$	109,098.32
Remaining Balance: \$	8,205.68



# Project Funds

Dirt and Gravel | Low Volume | Activity Report | Managers
Date Submitted: 07-08-2019

---

<p><b>Program Income</b></p> <p>SCC Advance: \$ <input type="text" value="0.00"/></p> <p>SCC Replenishment: \$ <input type="text" value="10,294.77"/></p> <p>Interest Earned: \$ <input type="text" value="391.95"/></p> <p>Other: \$ <input type="text" value="0.00"/></p>	<p><b>Program Expenses</b></p> <p>Administrative: \$ <input type="text" value="369.72"/></p> <p>Education: \$ <input type="text" value="2,118.19"/></p> <p><b>Projects: \$ <input type="text" value="61,821.46"/></b></p>
---	---

---

<p><b>Balance at District</b></p> <p>Starting Balance: \$ <input type="text" value="74,218.65"/></p> <p>Income: \$ <input type="text" value="10,686.72"/></p> <p>Expenses Total: \$ <input type="text" value="64,309.37"/></p> <p>Ending Balance: \$ <input type="text" value="20,596.00"/></p>	<p><b>Replenishments</b></p> <p>Potential Claim: \$ <input type="text" value="64,309.37"/></p> <p>Harrisburg Funds (Cur): \$ <input type="text" value="29,897.27"/></p> <p>Harrisburg Funds (Prev): \$ <input type="text" value="0.00"/></p> <p>Amount Requested: \$ <input type="text" value="29,897.27"/></p>
---	---



## Interest Funds

- **ALL interest accrued on ALL categories of DGLVR funds (even admin and edu) must be spent on DGLVR projects.**
- DGR interest must go to DGR projects and LVR interest must go to LVR projects.
- Interest tracked in quarterly reporting



Program Income	
SCC Advance: \$	100,000.00
SCC Replenishment: \$	50,000.00
Interest Earned: \$	231.28
Other: \$	0.00

## Demonstration Projects

- **District-funded outside of ranking system.**
- **Showcase new technology, education site, etc.**
  - **Only education or administrative funds can be used.**
  - **Must follow existing Program policies:** be on an eligible public road; have off ROW permissions; have environmental benefit; meet LVR traffic counts; etc.
  - **Must have QAB and district board Approval.**
  - **Must have a contract, MOU, or other agreement with the road-owning entity.**
  - **Contact Center or Commission staff before contracting a Demo project.**

## Demonstration Projects

- Do not use to circumvent standard training requirements and normal project agreements.
  - **Regular project** (application, ranking) - any funds
  - **Demo Project** – admin/edu funds only
- You can do “education and outreach” efforts on any project.

## Verifying Funds

- QAQC team will request itemized documentation of DGLVR income and expenses
  - DGR and LVR will both be checked
- These funds will be cross referenced with figures entered (by the District) into the GIS system.
  - Check that quarterly report figures are accurate
- District will be asked to provide sufficient evidence of actual expenditures (QuickBooks, Copy of checks, invoices, etc.)
  - Check that expenses are eligible

# Verifying Funds

Date	Source Name	January through December 2017 Memo	Amount
<b>LowVol D&amp;G Twp Contracts</b>			
09/28/2017	[REDACTED]		38,161.64
Total LowVol D&G Twp Contracts			<b>38,161.64</b>
<b>LowVol D&amp;G Education</b>			
04/30/2017	[REDACTED]	Miles - 23 DGLVR	11.04
08/30/2017	[REDACTED] Commissioners	DG LVR Ed	32.46
08/30/2017	[REDACTED] Commissioners	12 hrs LVR Ed	481.92
08/30/2017	[REDACTED] Commissioners	18.5 LVR Ed OT	976.43
09/30/2017	[REDACTED] Commissioners	23 hrs DG LVR Ed	816.96
09/30/2017	[REDACTED] Commissioners	4 hrs LVR Ed	130.12
10/02/2017	[REDACTED] & Apparel	DG LVR - 6 Port Authority Caps	60.00
12/31/2017	[REDACTED]	40 hrs DG LVR Ed	1,298.40
Total LowVol D&G Education			<b>3,807.33</b>
<b>LowVol D&amp;G Admin</b>			
03/31/2017	[REDACTED] County Commissioners	.25 LVR	7.34
03/31/2017	[REDACTED] County Commissioners	21.5 hrs DG LVR	634.26
05/17/2017	Office Depot	Pens - [REDACTED]	5.24
06/29/2017	[REDACTED]	Miles - 11 LVR	5.28
06/30/2017	[REDACTED] Commissioners	23 DG LVR	669.57
06/30/2017	[REDACTED] Commissioners	2.5 DG LVR ad	81.33
06/30/2017	[REDACTED] Commissioners	33.25 LVR Ad	1,079.30
06/30/2017	[REDACTED] Commissioners	1.5 LVR Ad	155.24

Have documentation to back up



## **Dispersing Funds to Grant Recipients**

- Districts can advance up to 50% of funds to grant recipients
- Up to 70% of grant can be paid on a cash-expended basis
- At least 30% of grant must be retained until project completion
- Conservation districts should develop individual policies regarding payment to grantees
- Written schedule of payments is included in contract

## 3.5.3 Contract Amendments

In some cases, the grant recipient may request additional time or addition funding above the contracted amount to complete a project. The approval of additional time or funding to a contract is at the discretion of the district board, based either on a case by case basis or by county policy. Districts may develop their own policies for handling cost overruns and time extensions, provided they are consistent with Commission policy. **It is up to the discretion of the conservation district board if amendments to existing contracts must be recommended by the QAB. Options include but are not limited to: requiring district board approval; requiring QAB and district board approval; empowering CD staff to approve amendments, etc.** There is no additional funding from the Commission to pay for cost overruns.

## 3.5.3 Contract Amendments

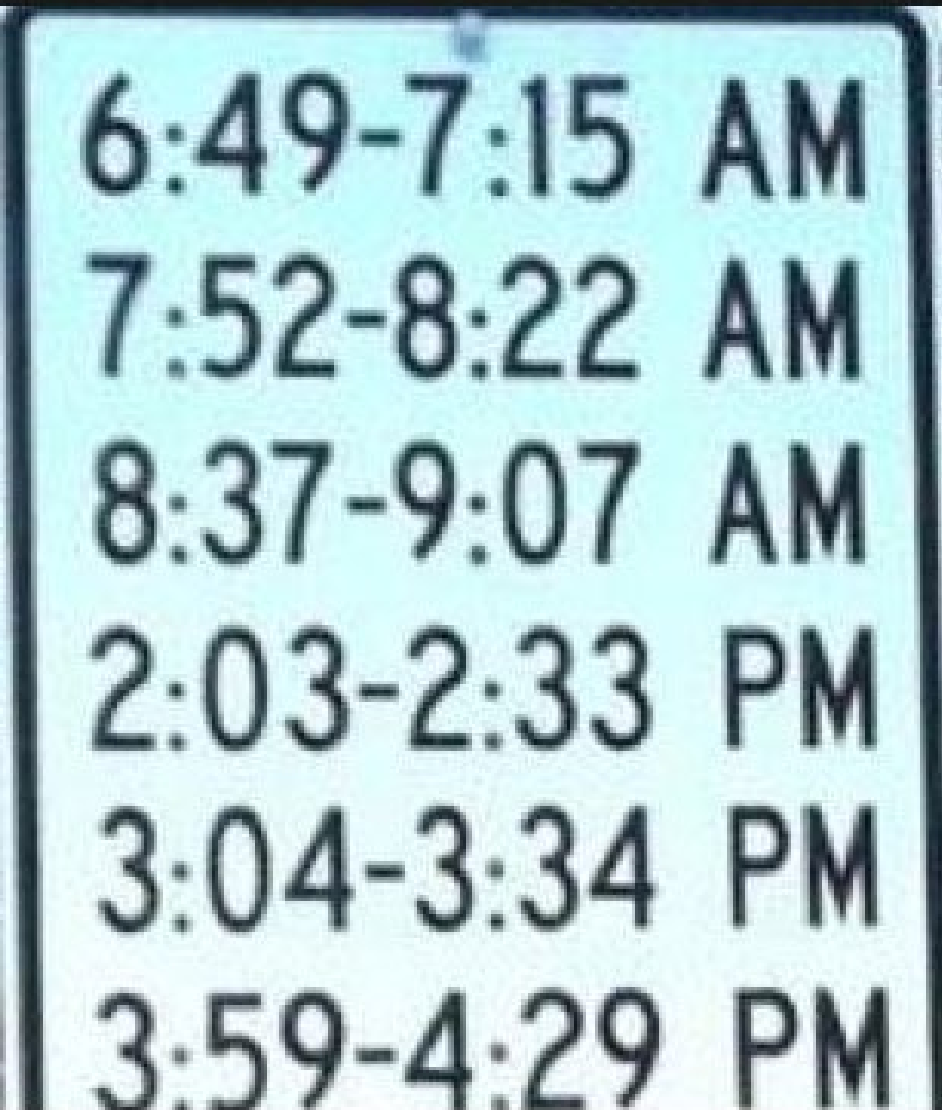
For cost overruns totaling 40 percent or less of the initial contract amount, a contract amendment must be completed and signed by both entities (available at [www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)). Multiple amendments may be granted, provided the total of all amendments is not more than 40 percent of the initial contract amount. Amendments must be approved by the district board according to policies they establish. For contract amendments over 40 percent, written approval is required from the State Conservation Commission.

~~For cost overruns totaling more than 20 percent of the initial contract amount, a second separate contract must be made for the additional funds.~~



Roy

Has to be a lawyer involved...



- ~~3.1 CD Structure~~
- ~~3.2 Overview~~
- 3.3 Receiving Funds from SCC
- 3.4 Accounting of funds at CD
- 3.5 Dispersing funds to Grant Recipients
- **3.6 CD Educational opportunities**
- 3.7 Program Eligibility
- **3.8 Administering Projects**
- 3.9 GIS System
- 3.10 Annual Summary Reports

## ESM Training

- Training course that covers road maintenance principals
- Mandatory for district staff involved with the program
- Mandatory for at least one district QAB member
- Highly recommended for everyone involved in the program
- Remote Trainings being held this winter

## Admin Training (ZZZzzzzz...)

- Covers administrative policies and guidance provided in the admin manual
- Required for staff persons most involved with the program
- Required Every 3 years



Sensing that he was about to doze off, the air bag on Wade's computer rapidly deployed.

## Annual Maintenance Workshop

- More in depth training than ESM
- ESM certified individual may attend annual workshop at least once every 5 yrs. in lieu of ESM training, provided their certification is not expired.





## Stream Crossing Certification

- CD staff must be certified to sign a contract for a stream crossing project on or after 7/1/2023
- 3 being planned before 7/1/2023
- 1 being planned for fall 2023
- 6 separate sessions
  - Mostly virtual half day
  - 2 days in the field



## Technical Assistance

- Conducted primarily by Center staff
- Initiated by districts
- Small group training for districts and municipalities
- Help with:
  - Project design / layout
  - Meet with applicants
  - Aggregate placement
  - Project implementation
  - Whatever you need!



## 3.6.1.2 Stream Crossing Replacement Training

Effective July 1, 2023, at least one conservation district staff member must have completed the DGLVR Program's "Stream Crossing Replacement Certification Training" and received a certificate of completion before the QAB can recommend or the conservation district can approve a contract for a project involving a stream crossing. A Stream Crossing Replacement Re-Certification Training must be taken once every three years to maintain staff certification. This training requirement does not apply to crossings that qualify for an automatic exemption from the DGLVR Stream Crossing Standard (see section 7.1.3.1).

[www.dirtandgravel.psu.edu](http://www.dirtandgravel.psu.edu)

**PennState**  
Center for Dirt and Gravel Road Studies

Login

C D G R S

HOME PA PROGRAM RESOURCES GENERAL RESOURCES EDUCATION / TRAINING NEWS & EVENTS CENTER

SCC PROGRAM OVERVIEW  
CONSERVATION DISTRICTS  
PROGRAM RESOURCES  
QAVQC  
LOW VOLUME ROADS  
ADVISORY WORKGROUPS  
PRODUCTS  
DCNR BOF PROGRAM

**Funded Site Viewer**

Site Type: Dirt and Gravel

Zoom to Site Id:

Year	Site Count
2016	0
2015	6
2014	3
2013	1
2012	2
2011	2
2010	3
2009	2
2008	3
2007	2
2006	2

View Sites Zoom to Sites

**CDGRS Mapper GIS System**

Explore completed projects around the state with the live public data viewer and interactive mapper. Click the "CDGRS Mapper" quick link to directly access it, or "More Info" for details.

[More Info](#)

**WHAT'S NEW**

Updated: ESM Eligibility List  
[/pa-program-resources](#) ships

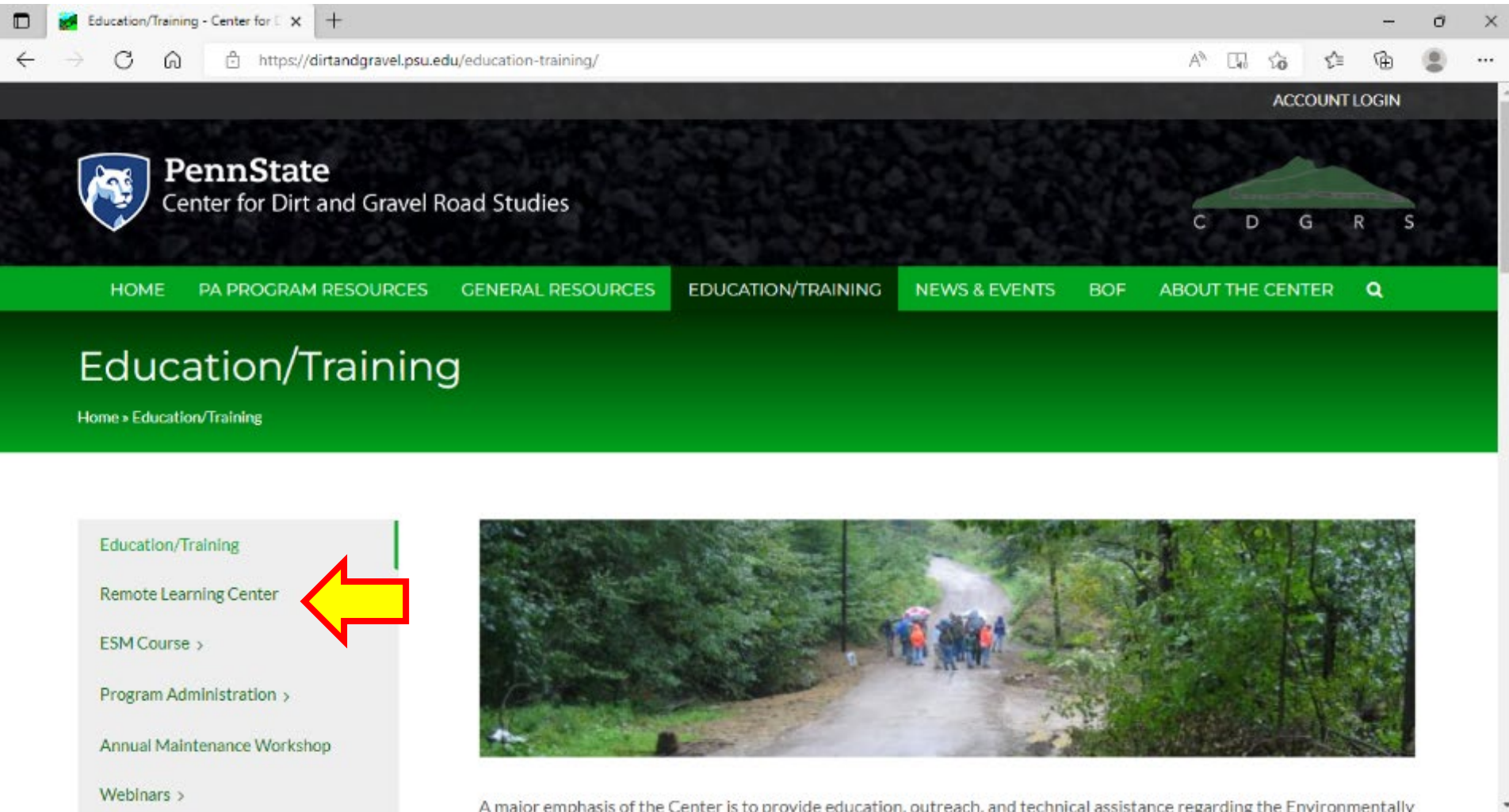
**UPCOMING EVENTS**

SEP Webinar: Quarterly Report Session from 2018 Workshop

**QUICK LINKS**

Annual Workshop

## Remote Learning Center



The screenshot shows a web browser window displaying the website for the Penn State Center for Dirt and Gravel Road Studies. The browser's address bar shows the URL: <https://dirtandgravel.psu.edu/education-training/>. The website header features the Penn State logo and the text "PennState Center for Dirt and Gravel Road Studies". A navigation menu is visible, with "EDUCATION/TRAINING" highlighted. Below the menu, the page title "Education/Training" is displayed, along with a breadcrumb trail "Home » Education/Training". A sidebar menu on the left lists several options: "Education/Training", "Remote Learning Center", "ESM Course >", "Program Administration >", "Annual Maintenance Workshop", and "Webinars >". A large red arrow points to the "Remote Learning Center" link. To the right of the sidebar, there is a photograph of a group of people standing on a dirt road in a wooded area.

ACCOUNT LOGIN

**PennState**  
Center for Dirt and Gravel Road Studies


C D G R S

HOME PA PROGRAM RESOURCES GENERAL RESOURCES EDUCATION/TRAINING NEWS & EVENTS BOF ABOUT THE CENTER

## Education/Training

Home » Education/Training

- Education/Training
- Remote Learning Center
- ESM Course >
- Program Administration >
- Annual Maintenance Workshop
- Webinars >



A major emphasis of the Center is to provide education, outreach, and technical assistance regarding the Environmentally

# Remote Learning Center

## Remote Learning Center

Home » Education/Training » Remote Learning Center

Education/Training

**Remote Learning Center**

ESM Course >

Program Administration >

Annual Maintenance Workshop

Webinars >

Assessment Training >

ESM Boot Camp

Stream Crossings >

Project Work

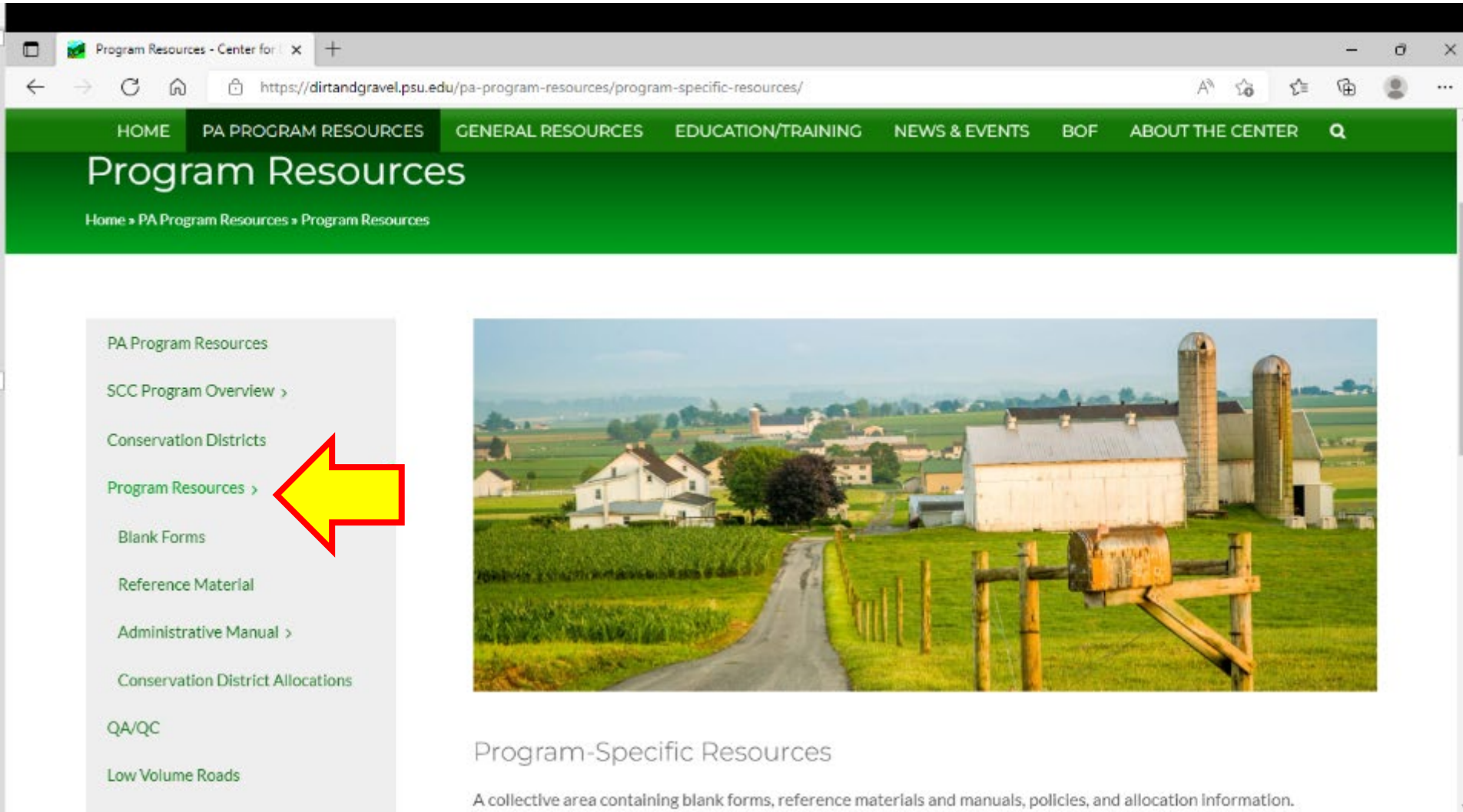
Welcome to the new DGLVR Remote Learning Center. The propose of this page is to provide a one-stop shop for recorded trainings and webinars in support of PA's Dirt and Gravel Road Maintenance Program. The majority of the content below is directed at Conservation District staff, although it is available to anyone. In addition to the recordings for each session below, where possible we have including the PowerPoint presentations so that Conservation Districts can utilize them in their own educational efforts. Note that for now, viewing and usage logs are not kept for these trainings.

### Topics Include:

- Administrative
- GIS / Reporting
- Project Work
- Stream Crossings
- Driving Surface Aggregate



[www.dirtandgravel.psu.edu](http://www.dirtandgravel.psu.edu)



The screenshot shows a web browser window with the URL <https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/>. The website has a green header with navigation links: HOME, PA PROGRAM RESOURCES, GENERAL RESOURCES, EDUCATION/TRAINING, NEWS & EVENTS, BOF, and ABOUT THE CENTER. Below the header is a large green banner with the text "Program Resources" and a breadcrumb trail: "Home » PA Program Resources » Program Resources".

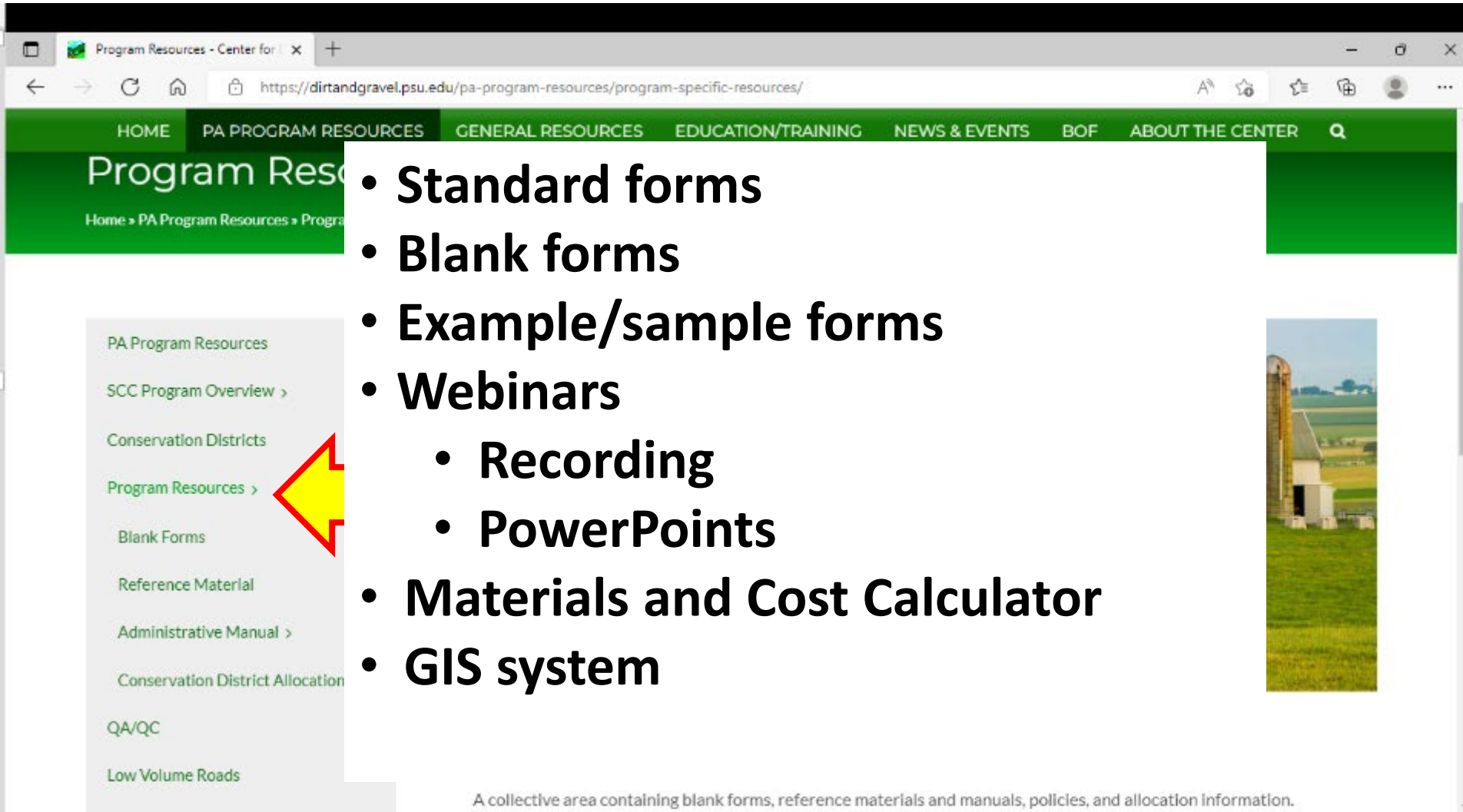
On the left side, there is a vertical menu with the following items:

- PA Program Resources
- SCC Program Overview >
- Conservation Districts
- Program Resources >
- Blank Forms
- Reference Material
- Administrative Manual >
- Conservation District Allocations
- QA/QC
- Low Volume Roads

A large yellow arrow with a red outline points to the "Program Resources >" link in the menu.

On the right side, there is a large photograph of a rural farm scene with a dirt road, a white barn, and two silos. Below the photo is the heading "Program-Specific Resources" and a descriptive paragraph: "A collective area containing blank forms, reference materials and manuals, policies, and allocation information."

[www.dirtandgravel.psu.edu](http://www.dirtandgravel.psu.edu)



The screenshot shows a web browser displaying the website <https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/>. The navigation menu includes: HOME, PA PROGRAM RESOURCES, GENERAL RESOURCES, EDUCATION/TRAINING, NEWS & EVENTS, BOF, and ABOUT THE CENTER. The main content area is titled "Program Resources" and lists several items: PA Program Resources, SCC Program Overview >, Conservation Districts, Program Resources >, Blank Forms, Reference Material, Administrative Manual >, Conservation District Allocation, QA/QC, and Low Volume Roads. A yellow arrow points to the "Program Resources >" link. A list of resources is overlaid on the right side of the page, including: Standard forms, Blank forms, Example/sample forms, Webinars (Recording, PowerPoints), Materials and Cost Calculator, and GIS system. A small image of a farm with a silo is visible on the right side of the page.

- Standard forms
- Blank forms
- Example/sample forms
- Webinars
  - Recording
  - PowerPoints
- Materials and Cost Calculator
- GIS system

A collective area containing blank forms, reference materials and manuals, policies, and allocation information.

## Other Documentation

- [www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)
- Technical bulletins
- Sample forms and policies
- Blank forms
- Aggregate guidance
- GIS help
- Reference material
- 70+ webinars and other recorded trainings

## Education by Districts for applicants:

### Participate in existing events

- Municipal Conventions
- Contractor Workshops
- Legislative Breakfasts
- Municipal Visits

### Hold new events

- Demo Days
- Program Update Sessions
- Project tours

**Promotion:** press releases, signs, emails

### Jan 2017 Webinar CD Education and Outreach Ideas

- **January 17: CD Education and Outreach Ideas**
  - Education and outreach ideas and efforts for Conservation Districts to improve interactions with municipalities and other potential applicants.
  - [Webinar Download](#) (45.3 MB): MP4 format (- 38 minutes)
  - Presentation Downloads:
    - [Adobe PDE](#) (1.32 MB)
    - [MS Powerpoint](#) (8.45 MB)





- ~~3.1 CD Structure~~
- ~~3.2 Overview~~
- 3.3 Receiving Funds from SCC
- 3.4 Accounting of funds at CD
- 3.5 Dispersing funds to Grant Recipients
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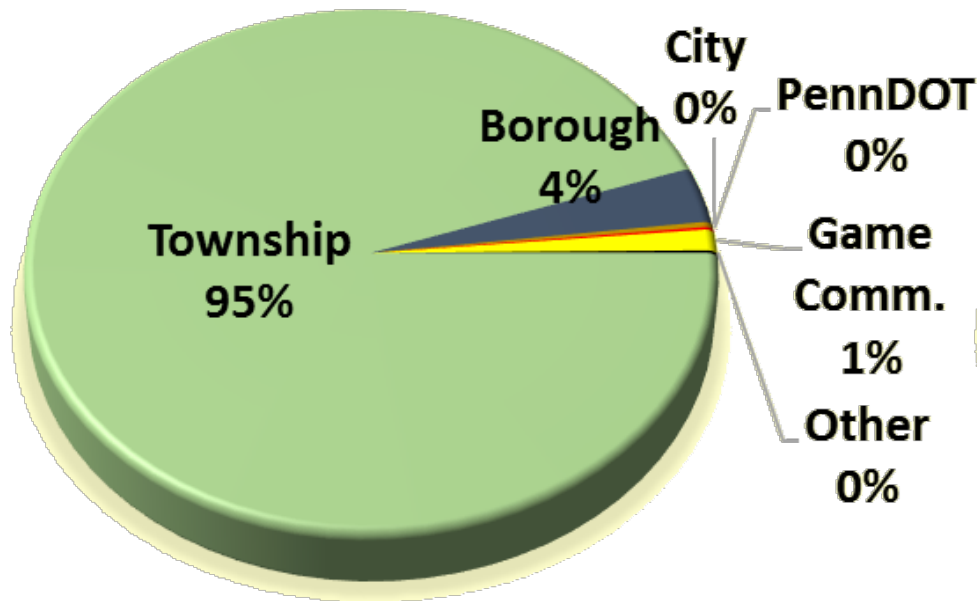
## Eligible Applicants

- Public entities that own roads
- **Person in charge of the project** must be ESM certified to apply
- Municipalities (1400+ twps, 800+ boroughs, 50+ cities)
- State entities such as:
  - PennDOT, Game Commission, Fish & Boat
  - County and other Government entities
- Federal roads and private roads are NOT eligible
  - All public roads are “born” in legislation

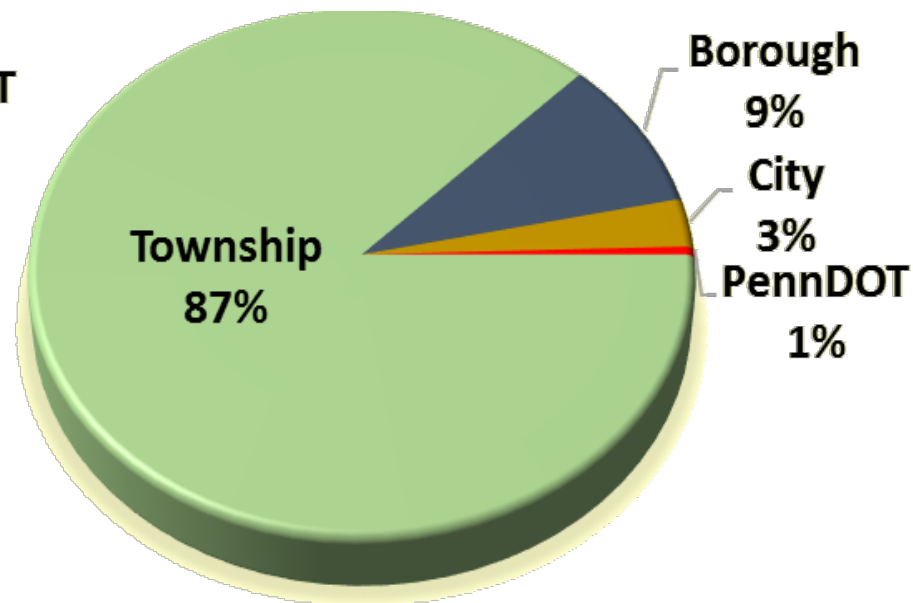
## Eligible Applicants

- Public entities that own roads
- Grant recipients: 2019-2020:

**DIRT AND GRAVEL ROAD**



**LOW VOLUME ROAD**



## Road Ownership

- The entity that owns the “right of way” is the determining factor, not who owns the adjacent land
- Contracts and payments can only be made with the entity that owns the road
- Questionable situations?
  - Check for liquid fuels funding
  - Courthouse records
  - Responsibility of the applicant to prove ownership

## Ineligible Entities

- Federal Government
  - National Parks and Forest Roads
  - US ACOE Lands
- Private Road Owners:
  - Homeowners Associations
  - Conservancies
  - Non-Profits
  - Etc.

- **Dirt and Gravel Road**
  - “Unbound” surfaces.
  - “gradable”
- **Paved Low Volume Road**
  - Surface bound with asphalt, oil, or other binder
  - Includes “tar and chip”
  - 500 vehicles a day or less – traffic count required
- **Surface Conservations**
  - Converting poorly constructed LVR into a DGR may utilize either LVR or DGR funding

*“Eligible Sites”*

- *Stream Impact*
- *Publicly owned*
- *Open to public travel*
- *ESM certified*
- *<500ADT (if paved)*



## Eligible Projects

- Focus on environmental and road improvements
- Use ESM practices as described in section 1.4
  - Reduce sediment
  - Reduce concentrated drainage
- Program focus is on long-term environmental and road improvements
  - “routine maintenance” is not eligible for funding
    - Crack sealing
    - Grading roads
    - Bridge repairs



## **Eligible Project Expenses**

- No program specific purchase requirements (use applicant's established procedures for bidding and purchasing)
- Records of purchases must be kept (by the grant recipient) for 7 years from project completion
- Applicants can apply for the full cost of all materials, equipment, and labor

## Materials

- Typical materials include pipe, stone, fabric, etc.
- Products with leaching potential must meet SCC standards for non-pollution. Approved products list on [www.dirtandgravelroads.org](http://www.dirtandgravelroads.org).
- Inlets and outlets of all cross pipes must have erosion protection, such as headwalls, endwalls, drop inlet boxes, and/or rip rap. All stream crossing structures must have a headwall and endwall.

## Equipment

- Reimbursement of applicant owned equipment is eligible (@ FEMA rates)
- Equipment can be rented, FEMA rates do not apply.
- DGLVR funds, including project, administrative, or education, cannot be used to purchase, cost share, or maintain equipment for an applicant.
- It is acceptable for a Conservation District to purchase equipment for loan/rent to applicants.

## 3.7.4.2 Equipment

- Contact Commission or Center staff for questions about equipment without listed FEMA rates. **Where FEMA rates do not accurately reflect local equipment costs, applicants may request approval to use other rates, if written documentation can be provided.**

**Red Text** shows wording changes to the DGLVR Admin Manual (effective 7/1/2022)

Does this go under equipment, or labor???



## **Labor**

- Reimbursement of labor and equipment operators is an eligible expense.
- Labor rates may include wage and benefits.



## Municipal Labor

- Reimbursement of labor and equipment operators is an eligible expense
- Labor rates may include wage and benefits.
- **PREVAILING WAGE**: Does not apply to projects done with Municipal labor force.

## Contractors

- Projects may be completed in whole or in part by contractors
- Grant recipients use their standard bidding procedures
- Districts must make payments to the grant recipient, not the contractors
- **PREVAILING WAGE:**



Sherri

- **PREVAILING WAGE**: Projects where the estimated total project cost exceeds \$25,000 (NOT \$100,000) are subject to the prevailing wage act for contracted labor.

It is the responsibility of the grant recipient to obtain the Prevailing Wage Act scale for the area and include it in any proposal to solicit bids for the contract. The Prevailing Wage scale can be obtained from the Prevailing Wage Division of the Pennsylvania Department of Labor and Industry. If the Prevailing Wage Act applies, the advertisement shall also note this fact.

- **PREVAILING WAGE**: Projects where the estimated total project cost exceeds \$25,000 (NOT \$100,000) are subject to the prevailing wage act for contracted labor.
  - Total Project Costs: include other grant sources in-kind material (not equipment/labor).
  - Cannot “split” projects to avoid PW.
  - PW does not apply to municipal labor.
  - PW must be documented in project file

- **PREVAILING WAGE FAQ: 19 Q&As**

## Prevailing Wage & the Dirt, Gravel, and Low-Volume Road Program Frequently Asked Questions for Municipalities

updated 4/2022

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**NOTE:** *The information provided here is to help Dirt, Gravel, and Low-Volume Road (DGLVR) grant recipients understand how the Pennsylvania Prevailing Wage Act affects DGLVR Projects and is NOT an official determination on whether or not Prevailing Wage applies to a specific project. If a DGLVR grant recipient has any questions about whether Prevailing Wage applies to a specific project, they should contact the PA Department of Labor and Industry for an official determination.*

---

*Thank you to the Huntingdon County Conservation District and the PA Department of Labor and Industry for preparing this document*

### 1. What is the Pennsylvania Prevailing Wage Act?

This piece of legislation requires the “prevailing wage” rate to be paid to contracted labor for construction projects with an estimated cost of \$25,000.00 or more when public funds are involved.

### 2. Who determines prevailing wage rates?

The Bureau of Labor Law Compliance, which is part of the PA Department of Labor and Industry

- **PREVAILING WAGE FAQ: 19 Q&As**

**11. If the Prevailing Wage Act applies to my project, who gets paid prevailing wage?**

- All municipal, township, and state works are exempt from prevailing wage. Municipal employees are not contractors and therefore do not need to be paid prevailing wage. If “Township A” hires “Township B” to do work in “Township A”, neither township is required to pay prevailing wage. Any private contractor on the same job, however, may be if it is over \$25,000.
- All contracted labor actively involved in construction including owner/operators of a contracting business, must be paid prevailing wage
- Supervisory personnel do NOT need to be paid prevailing wage
  - Supervisory personnel inspect/provide guidance on site. If they actively participate in the construction, such as by picking up a shovel to help spread aggregate, they should be paid prevailing wage for the hours they spend actually doing road construction
- Vendors whose sole involvement in the project is delivering materials on site, including truck drivers delivering aggregate, do NOT need to be paid prevailing wage
  - Trucks delivering aggregate/pavement into a paver are vendors
  - If a truck delivers aggregate and then stays on site, is loaded with debris, and hauls it off site, the truck is no longer considered a vendor and the driver should be paid prevailing wage for the time spend participating in project work

## • PREVAILING WAGE DGLVR Documents

### PW Notification Letter (F)

- Required for all projects
- Ensures grant recipient knows PW requirements

### PW Certification (G) **two pages**

- Required for all projects where PW applies
- Required before making final payment

4/2018

Conservation District Notification and Acknowledgment Form

Conservation District is providing \_\_\_\_\_ (recipient)

the \_\_\_\_\_ (district name)

this letter as an attachment to the Dirt, Gravel, and Low Volume Road Program

\_\_\_\_\_ (road name / #)

prevaling wage requirements. For project \_\_\_\_\_

recipient must obtain a prevailing wage de \_\_\_\_\_

Industry (DLI) and included it with the bid \_\_\_\_\_

are not subject to prevailing wage law.

By signing this form, the grant recipient acknowledges receipt of prevailing wage requirements from the Conservation District. If you have any questions regarding prevailing wage please contact the PA Department of Labor and Industry, Bureau of Labor Law Compliance, \_\_\_\_\_

\_\_\_\_\_ <https://www.dli.pa.gov/Individuals/Labor-Management-Relations/lc/prevailing-w>

THE NOTARIZATION MUST BE COMPLETED ON FIRST AND LAST SUBMISSIONS ONLY. ALL INFORMATION MUST BE COMPLETED WEEKLY.

\*FRINGE BENEFITS EXPLANATION (FB): Bona fide benefits contribution, except those required by Federal Law (unemployment tax, workers' compensation, income taxes, etc.)

Please specify the type of benefits provided and contributions per hour:

- 1) Medical or hospital care \_\_\_\_\_
- 2) Pension or retirement \_\_\_\_\_
- 3) Life insurance \_\_\_\_\_
- 4) Disability \_\_\_\_\_
- 5) Vacation, holiday \_\_\_\_\_

STATEMENT OF COMPLIANCE

(AWARDING AGENCY, CONTRACTOR OR SUBCONTRACTOR)

of the above-identified project, acknowledges that: \_\_\_\_\_

\_\_\_\_\_ determined rates are included in the aforesaid contract.

\_\_\_\_\_ aforesaid conditions is the contractor's or subcontractor's responsibility

- (c) It is the contractor's responsibility to include the Prevailing Wage requirements and the predetermined rates any subcontract or lower tier subcontract for this project.
2. The undersigned certifies that:
  - (a) Neither he nor his firm, nor any firm, corporation or partnership in which he or his firm has an interest is debarred by the Secretary of Labor and Industry pursuant to Section 11(e) of the PA Prevailing Wage Act, Act of August 15, 1961, P.L. 987 as amended, 43 P.S. § 165-11(e)

**Attachments F and G to Contract  
(Contract and attachments are automatically  
generated in GIS)**

## 3.7.4.5 Prevailing Wage Documentation

If federal funds are involved in a project, federal prevailing wage requirements (Davis Bacon Act) often supersedes PA prevailing wage. Davis Bacon requirements are acceptable to the DGLVR program in this case, and Certified Payroll forms accepted by the US Department of Labor must be completed and kept in the project file.

Red Text shows wording changes to the DGLVR Admin Manual (effective 7/1/2022)

- <https://www.dirtandgravel.psu.edu/education-and-training/webinars/past-webinars>
- **April 7: Prevailing Wage II**  
**2022**
  - This webinar was the second part of an earlier PW webinar this spring, with this webinar involving invited speakers. Speakers from the U.S. Department of Labor and PA Department of Labor and Industry joined this webinar to discuss Prevailing Wage and answer questions related to the DGLVR Program.
  - [Webinar Download](#) (344 MB): MP4 format (*~1 hour, 37 minutes*)
- **January 27: Prevailing Wage**  
**2022**
  - This webinar provided an overview of Prevailing Wage requirements for DGLVR Program with some updated examples.
  - [Webinar Download](#) (72.2 MB): MP4 format (*~34 minutes*)



## Additional Information:

**Brian Smolock,**

Labor Law Investigator

PA Department of Labor and Industry

[717-787-0606](tel:717-787-0606)

[bsmolock@pa.gov](mailto:bsmolock@pa.gov)

- **In Kind Contributions**
  - **In-Kind:** materials, equipment, and labor funded by other sources, typically the applicant
  - No Statewide requirement for in kind amounts
  - **Only contributions that meet all Program policies may be counted as in-kind contributions.**
    - *Stream crossings, DSA, FDR are most common*

### 3.7.4.7 Consultants, Engineering, and Permitting Costs

Program funds can be used to cover engineering, permitting, or similar consultant costs, but such costs are limited to a maximum of ~~10~~ 20 percent of the total contract amount between the district and the grant recipient, with a maximum of \$25,000 total for engineering, permitting, or similar consultant costs. Note this limit is defined as up to ~~10-20~~ percent of the contract amount (Program contracted funds), not ~~10-20~~ percent of the total project value (which could include in-kind or other funds).

Red Text shows wording changes to the DGLVR Admin Manual (effective 7/1/2022)

### 3.7.4.7 Consultants, Engineering, and Permitting Costs

For example, a \$30,000 contract on a project totaling \$50,000 is limited to 20 percent of the contract, or \$6,000, for engineering and permitting.

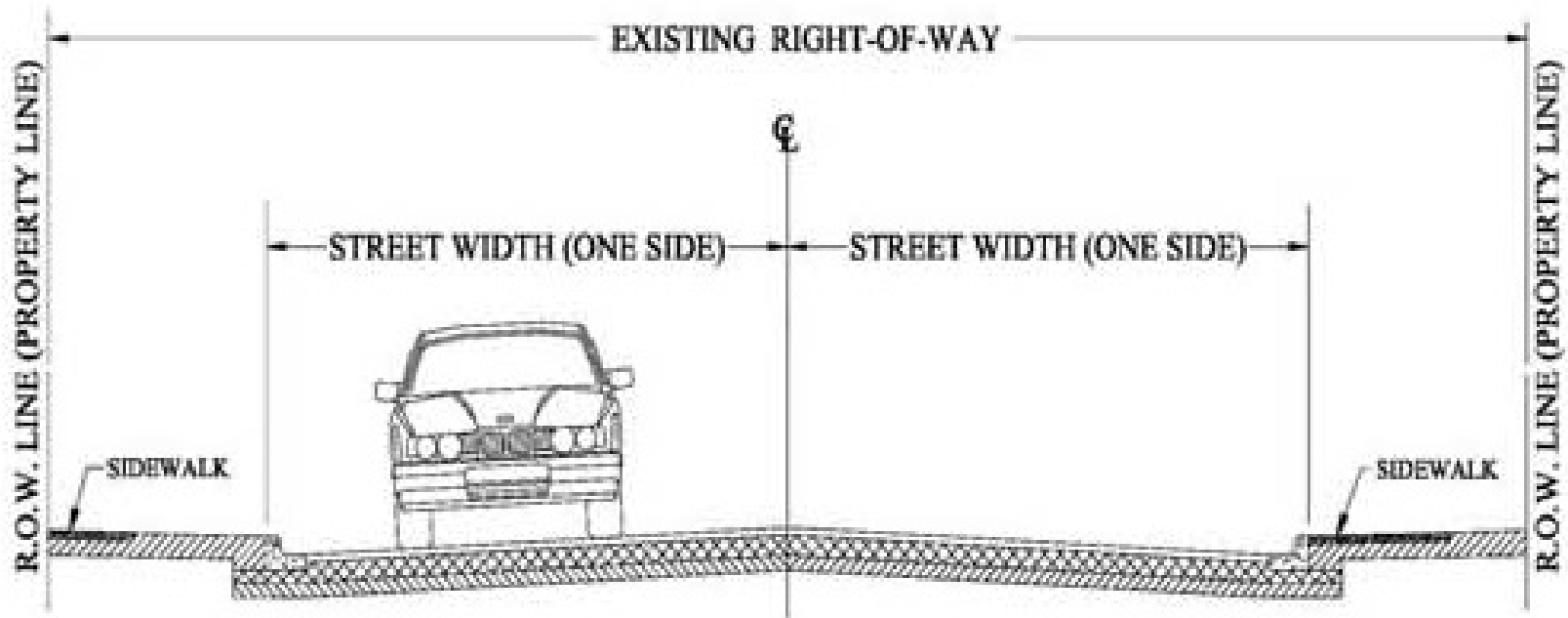
Another example, a \$140,000 contract, 20 percent of the contract would be \$28,000, but the program will only fund up to the maximum of \$25,000. Preparation or design costs such as engineering or surveying that are incurred before the contract is signed are not eligible for grant reimbursement but can be counted as in-kind.

# Speaking of Engineering...



ROY

- **Right-of-way:**
  - Publicly owned road corridor.
  - Typically 33' width (16.5' from road Centerline) for municipal roads.
  - Exceptions do apply, sometime up to 50'.



- **Written permission from landowners is required when working outside the right-of-way.**
- Districts can use their own form, or the example provided in manual, but must use something!

Consent, license and release agreement  
(road-owning entity) and \_\_\_\_\_ (landowner)

**Word Version Available Online**  
[www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)

BACKGROUND: The \_\_\_\_\_ (Hereinafter "Road Owning Entity") and \_\_\_\_\_ (Hereinafter "Landowner") have agreed that employees, agents or representatives of the Road Owning Entity shall have access to and use of the undersigned's land to cut, open, maintain, clear, or otherwise improve the undersigned's lands as deemed necessary by the Road Owning Entity for the purpose of and understands the scope of the work which the Road Owning Entity intends to perform on the undersigned's lands for this purpose.

AGREEMENT: For and in consideration of the benefits accruing from proper maintenance of the undersigned's drainage facilities, I/we, the undersigned, intending to be bound by the following terms and conditions, hereby agree as follows:

Signature: The undersigned certifies that the undersigned is the owner of the property described below and that the undersigned is the owner of the property described below.

the above-described property for purposes of implementing the practices described in the "scope of work" above, and for the future maintenance of those practices. This consent, license and release shall be binding on the undersigned, his heirs, assigns and employees and any other persons claiming through the undersigned and effective for the life expectancy of the practices implemented.

4. Release: The undersigned hereby releases, for himself/themselves, their heirs, assigns, forever release and discharge the Road Owning Entity (Released Parties) of and from all claims, damages, losses, and all natures whatsoever, including reasonable attorneys' fees, of any and all natures whatsoever, arising out of or from any acts or omissions of the Release Parties relating to the practices described in the "scope of work" above, and for the future maintenance of those practices.

Binding on Successors: This Consent, License and Release shall be binding on the undersigned, his heirs, assigns, successors, representatives and assigns.

Witness Whereof, I/we have executed this agreement, certificate of consent, license and release, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



**Working outside the right-of-way is permissible with DGLVR funds only under certain conditions:**

- Must be directly necessary to the successful completion of the project on a public road.
- Limited in scope to cost effective practices that directly reduce road impacts
- **Grant recipient MUST obtain written permission before starting the project**
- Districts must keep a copy of written permission in the project file

### **3.7.4.8 Working Off Right-of-Way**

Landowner permission should be sought as early as possible in the funding process, ideally before contracting, to ensure the project can be implemented as planned.

In some cases, landowner permission may be instrumental to implementing a successful DGLVR project (additional culvert outlets for example). In some cases, a viable alternative may exist to implement a successful plan without landowner permission, but in other cases sufficient water quality improvements cannot be made due to landowner constraints. In such cases, DGLVR funding may be better spent on a different project location. Contact the SCC in questionable circumstances where a lack of landowner permission may hinder successful project implementation.

**In certain situations, off-right-of-way work requires the prior written approval from the SCC before a contract can be signed:**

- Where off-right-of-way work is more than **35% of the total** project costs (including program funds and in-kind contributions)
- Where work extends more than **500 feet off of the right-of-way.**

**Landowner permission is suggested when off-right-of-way impacts are expected, even if work is done within right-of-way.**

- New pipes and turnouts.
- Subsurface drainage
  - French mattress
- Driveway issues.
- Road fill jobs.

- **Program funds may be combined with other funds to pay for a project.**
  - Detailed accounting of which funds were spent on which portions of the project must be maintained
  - Other funding sources may be used as matching funds, provided the program funds are used on eligible projects
  - Must still adhere to non-pollution standards and ESM practices

- ~~3.1 CD Structure~~
- ~~3.2 Overview~~
- 3.3 Receiving Funds from SCC
- 3.4 Accounting of funds at CD
- 3.5 Dispersing funds to Grant Recipients
- 3.6 CD Educational opportunities
- 3.7 Program Eligibility
- **3.8 Administering Projects**
- 3.9 GIS System
- 3.10 Annual Summary Reports

- **3.8 Administering Projects**

3.8.1 Notification to Applicants

3.8.2 Pre-Application Site Visit

3.8.3 Pre-Design Site Visit

3.8.4 Receiving Grant Applications

3.8.5 Contracting

3.8.6 Pre-Project Logistics

3.8.7 Project Oversight

3.8.8 Contract Amendments

3.8.9 Project Completion

3.8.10 Project File Retention

## Notifying Applicants

- Districts are responsible for informing all potential applicants of:
  - funding availability
  - Application deadlines
  - Other information necessary for Program Participation
- Districts should work with their QAB to develop strategies for insuring equal access and notifications



## Pre-app site visit

- Districts should meet with potential applicants on site BEFORE an application is submitted
- Early discussion of potential problems (permitting, funding availability, etc)
- Best interest of both parties.
- Look at potential landowner or off-ROW issues
- Checklist available

# Checklists & Tools

- Pre-application Checklist
- Pre-construction Checklist
- Project Hard Files Checklist
- Project Narrative
- Project Timeline

NOT REQUIRED, for  
your benefit

# Checklists & Tools

- **Pre-application Checklist**
- Pre-construction Checklist
- Project Hard Files Checklist
- Project Narrative
- Project Timeline

NOT REQUIRED, for your benefit

## Pre-Application Site Visit Checklist

D&GR  LVR

Applicant: \_\_\_\_\_ Road Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Reps: \_\_\_\_\_

CD Reps: \_\_\_\_\_

Additional Attendees: \_\_\_\_\_

### Site Eligibility

- Publicly owned road** (open to public vehicles at least 2 weeks per year)
- LVR <500 ADT** (count required before contract can be signed)
- Water Impact / Verified Worksite** (road impacts a stream, lake, wetland or waterbody)
- ESM certification** (person in charge of project for applicant has recent (last 5 years) ESM certification)

### Logistical Discussion Points

- Timelines** (application deadline, permits, bidding, contracting, and construction)
- Phased Projects** (large projects may be funded in separate phases (road fill, drainage, DSA))
- County-specific policies** (ranking criteria, in-kind, maintenance policies, paying for asphalt, etc.)
- Work performed by?** Applicant \_\_\_\_ Contractor \_\_\_\_
- Reminders** (standard bidding, prevailing wage (\$25,000 threshold), PA One-Call)

### Project-Specific Discussion Points

- Additional drainage improvements** (reduce maintenance and env. impact – and increase likelihood of funding)
- Road fill or berm removal** (Fill enough to promote sheet flow off of roadway)
- Added ditch outlets** (crosspipes, turnouts, through-the-bank pipes, to reduce ditch flow)
- French Mattresses and underdrains** (for subsurface water, consider seasonal spring flow)
- Off-ROW drainage issues to address**
  - Written Landowner agreement** (required for work outside of ROW)
  - Proposed alternative** (in lieu of landowner approval)
  - SCC approval required?** (>500' off road or > than 35% of grant?)
- Crosspipes** (as shallow as possible? fill for cover? effective angle? headwalls/endwalls/aprons?)
- Section fill / Grade break** (can be combined with shallow pipe installation, prevents surface flow bypassing pipe)
- Full Depth Reclamation** (Drainage addressed? Must be at least 8" of depth, 3<sup>rd</sup> party mix design, LVR only)
- Optional outside assistance** (SCC, CDGRS, TU, NRCS, PAFBC, etc.)

### Fill Projects

- Sufficient material** considered? (to gain sheet flow)
- Access road connectivity** considered? (transitions to intersections, lanes, and driveways)
- Potential sources of **available fill**: \_\_\_\_\_

### DSA Projects

- Pre-placement preparations** (drainage/base stability addressed, and base crowned at 4-6%)
- Likely **DSA suppliers**: \_\_\_\_\_
- Planned **DSA placement method** (paver required for >1,000 ton jobs)
- Advanced planning** (to allow time for DSA testing, and for completion of base/drainage work)

# Checklists & Tools

- Pre-application Checklist
- **Pre-construction Checklist**
- Project Hard Files Checklist
- Project Narrative
- Project Timeline

NOT REQUIRED, for your benefit

## Pre-Construction Site Visit Checklist

D&GR  LVR

**Applicant:** \_\_\_\_\_ **Road Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Reps:** \_\_\_\_\_

**CD Reps:** \_\_\_\_\_

**Contractors Present:** \_\_\_\_\_

**Others Present:** \_\_\_\_\_

### Logistical Discussion Points

- Proposed start date:** \_\_\_\_\_ **Proposed completion date:** \_\_\_\_\_
- CD Notification:** \_\_\_\_\_ days before project work begins by applicant
- Timelines** (mobilization, demobilization, project phases)
- Project Overview / Changes:** (overview workplan, procedures for changes in project scope, timeline, cost)
- Notifications** (PA One-Call, 911 services, notify impacted landowners, road closures, signage)
- Site Marking** (Considerer **painting or flagging** features on the road before or during the meeting)
- Level of on-site CD involvement/oversite** (at a minimum, the District should be on site when the project starts, and whenever a new practice or phase of the project begins)
- Receipts** (must be kept for reimbursement, including time and equipment usage)
- Final inspection** (plans for project closeout upon completion of work)

### Project-Specific Discussion Points

- Erosion and sediment controls** (what is needed and who is responsible)
- Landowner agreements** (signed for work outside ROW)
- Staging or storage areas** (for equipment and materials storage if necessary)
- Crosspipes** (review location, angle, **depth**, fill for cover, transitions, and headwalls/endwalls/aprons)
- ESMP locations** (review location and expectations for other **ESM Practices** such as mattresses, underdrain, etc.)

### Fill Projects

- Place and compact in lifts** (fill should compacted in layers no thicker than 12 inches)
- Access road connectivity** (transitions to intersections, lanes, and driveways)

### DSA Projects

- Testing** (has DSA been tested and met SCC specifications)
- Pre-placement preparations for DSA**
  - Drainage/base stability** (all drainage and base work is done, new fill adequately settled)
  - Crowned** (road base **crowned** or side sloped at 4-6%)
  - Paving Prep** (**Keys** required where placement starts/stops, **paving notch** recommended along road if possible)
- Weather** (seasonal limitations, and contingencies for weather related issues)
- Delivery Logistics** (# of trucks; turnaround points; spec sheet accompanies first load; weigh slips and receipts, optimum moisture; truck tarps; quarry contact: \_\_\_\_\_)

### Stream Crossing Projects

- Permits** (in place before work begins, meet any seasonal restrictions)

# Checklists & Tools

- Pre-application Checklist
- Pre-construction Checklist
- **Project Hard Files Checklist**
- Project Narrative
- Project Timeline

NOT REQUIRED, for your benefit

## "Hard File" Project Checklist

Worksite ID \_\_\_\_\_ Project Participant \_\_\_\_\_ Road Name / ID Number \_\_\_\_\_

### REQUIRED DOCUMENTS

- Contract Documents**
  - Contract:** complete and signed by both parties
  - All attachments as outlined in the admin manual are included with contract:**
    - Application:** Completed and signed. Applicant ESM certified. Detailed cost estimates included.
    - Work plan:** Identifies all deliverables on project. Identifies location of site (can be separate map).
    - General Contract Provisions**
    - QAB Standards** (any local policy)
    - Schedule of Payments**
    - Prevailing Wage Notification and Acknowledgement Form:** Required for every project. Must be signed by the grant recipient and returned to the District.
- Project Completion Report:** Properly completed and signed by both parties. Spending and deliverables consistent with contract and invoices.
- Photocopies of checks paid to the applicant or other proof of payment amount**
- Copy of all receipts/invoices to account for grant funds:** Receipts /invoices must total at a minimum the project expenditure amount and be consistent with Project Completion Report totals.

### REQUIRED (IF APPLICABLE) DOCUMENTS

- Prevailing Wage Certified Statement of Compliance**
- Traffic Count Validation Form**
- Stream Crossing Form:** on projects that fund stream crossing replacements
- Off Right of Way Consent Form:** on projects that involve any work outside the public right of way
- 3<sup>rd</sup> Party Mix Design for Full Depth Reclamation Projects**
- Signed Contract Amendment with minutes from District Board Approval:** if contract is amended (up to 20% of original)
- DSA Certification Forms (pre-project and as delivered):** on projects that place DSA
- Evidence that all applicable Permits have been obtained by the applicant**
- Erosion and Sediment Pollution Control Plan**
- PA 1-call serial # included**

### RECOMENDED DOCUMENTS

- Before, during, and after project pictures.**
- Project Narrative, Timeline, and Hard File Checklist**
- Project Expense Tracker**
- Evidence that QAB meetings are following the provisions of the PA Sunshine Act
- Copy of QAB Approval Meeting Minutes with complete Ranking Form
- Copy of District Board Meeting Minutes showing approval of contract
- Receipts for in-kind costs.

# Checklists & Tools

- Pre-application Checklist
- Pre-construction Checklist
- Project Hard Files Checklist
- **Project Narrative**
- Project Timeline

NOT REQUIRED, for your benefit

## "Project Narrative"

Worksite ID	Project Participant	Road Name / ID Number
-------------	---------------------	-----------------------

**Problems Being Addressed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project Summary:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Checklists & Tools

- Pre-application Checklist
- Pre-construction Checklist
- Project Hard Files Checklist
- Project Narrative
- **Project Timeline**

NOT REQUIRED, for your benefit

**PA State Conservation Commission - Dirt, Gravel & Low Volume Roads Maintenance**  
**"Project Timeline"**

PROJECT INFORMATION			
Proj Participant: _____		CD Board Approval Date: _____	
Road Name: _____		Contract Signed Date: _____	
Site ID: _____		Orig Contract Amount: \$ _____	
Prop Start Date: _____		Prop Completion Date: _____	

AMENDMENTS (any additions to contract amount or extensions in contract length, or both)			
Amendment 1	Amendment 2	Amendment 3	
Approved By: _____	Approved By: _____	Approved By: _____	
Date Approved: _____	Date Approved: _____	Date Approved: _____	
Additional Amt: \$ _____	Additional Amt: \$ _____	Additional Amt: \$ _____	
New Cont. Amt: \$ _____	New Cont. Amt: \$ _____	New Cont. Amt: \$ _____	
New End Date: _____	New End Date: _____	New End Date: _____	

PAYMENT LOG			
Date: _____	Check #: _____	Amount: \$ _____	Note: _____
Date: _____	Check #: _____	Amount: \$ _____	Note: _____
Date: _____	Check #: _____	Amount: \$ _____	Note: _____
Date: _____	Check #: _____	Amount: \$ _____	Note: _____

PROJECT CLOSEOUT			
Proj. Completion Report Done: by: _____		Date: _____	
Final Site Inspection Done: by: _____		Date: _____	
Final Payment Sent: by: _____		Date: _____	
Final Amount Paid: \$ _____		In-Kind: \$ _____	

EVENT LOG (Log phone calls, site visits, inspections, etc.)		
DATE	EVENT	NOTES

## Pre-design site visit

- If a project requires engineering
- It is highly recommended that districts meet with the grant recipient and engineer on site BEFORE design work is started
- Make sure the engineer understands DGLVR requirements
- Early discussion of potential problems (permitting, funding availability, etc.)
- Best interest of both parties.
- Keep in mind that engineering expenses incurred before a contract is signed are NOT eligible for reimbursement with DGLVR funds



- **3.8 Administering Projects**

3.8.1 Notification to Applicants

3.8.2 Pre-Application Site Visit

3.8.3 Pre-Design Site Visit

**3.8.4 Receiving Grant Applications**

3.8.5 Contracting

3.8.6 Pre-Project Logistics

3.8.7 Project Oversight

3.8.8 Contract Amendments

3.8.9 Project Completion

3.8.10 Project File Retention

Sherri

## Receiving Grant Apps: Timeline

- Receive Applications
- Work with applicants to revise if needed.
- Review for completeness and accuracy.
- Completed applications get forwarded to QAB for review and ranking.
- QAB recommendations taken to District Board for action
- Contract can then be made with grant recipient.

## Receiving Grant Apps

- Districts may set application periods, or they may have an open application period
- **One page application**
- Districts may develop their own policy for unfunded applications
  - Disapprove
  - Retain
  - Resubmit

## **Grant app and forms used to apply to CD**

- **Project-specific Grant Application**
- **Optional cost summary forms**
- **Project Sketch (back of grant app)**
- **Instructions for all forms**

# Chap 3. CD Role

# Grant App, Work plan, Instructions

**Attachment A**  
To Contract SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
GRANT APPLICATION

Project Location: County Your County, PA  
ESM Certified Person Joe Roschgy  
Official Name Every Town  
Mailing Address 811 Whispering Pine Rd, Postville, PA 16555  
Contact Person Dixie Wise Phone 814-295-5155 Fax 814-295-5152 E-Mail dwise@hotmail.com

**District Use Only**  
Application Type:  DGR  LVR  
Work Site ID: A001  
Date Received: 3/15/2015

**Grant Application (front)**

Road Name / ID Number Any Mountain Road / TR 301 Affected Stream or Tributary tributary Cold Bottom Creek  
Proposed Project Start Date 5-18-2015 Proposed Project Completion Date 5-1-2016  
Existing Road Surface Type:  Unpaved  Paved  
Is project considered an emergency?  Yes  No

- The applicant is required to identify and obtain all necessary permits before starting the project.
- 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 \_\_\_\_\_
- The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
- Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
- Project cost estimate: (summarize costs here and attach detailed documentation if needed)

Grant Requested Funds		In-Kind Contributions	
Materials	Equipment	Materials	Equipment
\$19,666.00		\$400.00	\$2,700.00
See attached sheet		See Attachment Sheet	
Labor		Labor	
			\$1,600.00
		See Attachment A2	

Grant Requested..... \$ 19,666.00  
In-Kind Contributions..... \$ 4,700.00  
Total Project Value..... \$ 24,366.00

Applicant Signature Dixie Wise

**Attachment B**  
To Contract SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
PROJECT WORK PLAN

Any Mountain Road  
Dirt and Gravel Road Project 2014  
Every Township, Your County  
Sketch AMR I  
Not to Scale

**Project Sketch (back)**

Install three new pipes and replace two pipes  
Install Headwalls + E  
Grade existing road to (1/2" of fall per 1' road width)  
Paver place DSA to a uniform loose depth of 6" to 6' wide. Reflect center-crown built into base. Compact with vibratory roller (minimum 10 ton).  
Keep pipes as shallow as practical and ensure a minimum of 2% fall from inlet to outlet.  
Grade wide - shallow ditches with continuous fall  
Stabilize areas of roadside disturbance with contractor mix grass seed + mulch

**Materials Estimate:**

- 18" Dia. Smooth Bore Pipe - 60' @ 8.50/A = \$510.00
- 15" Dia. Smooth Bore Pipe - 100' @ 7.00/A = \$700.00
- Driving Surface Aggregate - 740 tons (paver placed + compacted)
- 2A Aggregate for Poor Boy Road (approx 5 tri-axle loads)
- ZRC Aggregate - 45 tons (approx 2 tri-axle loads)
- Grass Seed + Straw Mulch = \$61.00
- Dimensional Wall Stone - 2 pallets = \$300.00
- 2A @ 12.00/ton = \$1,320.00
- DSA @ 22.00/ton = 16,280.00
- ZRC @ 11.00/ton = \$495.00

Total Materials Estimate = \$19,666.00

Instructions:  
• Draw a sketch of the proposed project that includes:  
• All Proposed Work (i.e., Cross Pipes, Stream Crossings, Other ESM Practices)

**Attachment A to Contract**  
(Grant application is appendix C in admin manual.  
Contract available at <https://dirtandgravel.psu.edu/>)

## Grant App - Top

### SECTION 9106 OF THE PENNSYLVANIA VEHICLE AND TRAILER WEIGHT AND LOAD REGULATIONS DIRT, GRAVEL AND LOW VOLUME ROADWAY IMPROVEMENT GRANT APPLICATION

## District Use Only Box

<u>Your County, PA</u> Project Location: County		<u>Every Township</u> Project Location: Municipality		<b>District Use Only</b>	
<u>Joe Roadguy</u> ESM Certified Person		<u>Twp. Roadmaster</u> Position		Application Type: <input checked="" type="checkbox"/> DGR <input type="checkbox"/> LVR	
		<u>Nov. 2014</u> Certification Date		Work Site ID: <u>A001</u>	
				Date Received: <u>3/15/2015</u>	
<u>Every Township, Your County, PA</u> Official Name of Applying Agency					
<u>811</u> <b>Applicant Info</b> <u>nic Rd., Postville, PA 16555</u> Mailing Address					
<u>Dixie Wise</u> Contact Person		<u>814-295-5155</u> Phone		<u>814-295-5152</u> Fax	
		<u>dwise@hotmail.com</u> E-Mail			

<u>Any Mountain Road / TR 301</u> R		<u>tributary Cold Bottom Creek</u> Affected Stream or Tributary			
<u>5-18-2016</u> Proposed Project Start Date		<u>5-1-2016</u> Proposed Project Completion Date		Existing Road Surface Type: <input checked="" type="checkbox"/> Unpaved <input type="checkbox"/> Paved	
		Is project considered an emergency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

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 \_\_\_\_\_



# E. Grant App, Work plan, Instructions

## Grant App - Bottom

Proposed Project Completion Date

Is project considered an emergency?  Yes  No

- The applicant is required to identify and obtain all necessary permits before starting the project.
- 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 \_\_\_\_\_
- The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
- Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
- Project cost estimate: (summarize costs here and attach detailed documentation if needed)

**Grant Request \$**

**In-Kind \$**

Grant Request \$			In-Kind \$		
Materials	Equipment	Labor	Materials	Equipment	Labor
\$19,666.00			\$400.00	\$2,700.00	\$1,600.00
See attached sheet			See Attachment Sheet		

**Additional  
Cost Sheets  
Available**

See Attachment A1

See Attachment A2

Grant Request.....	\$	19,666.00
In-Kind Contributions.....	\$	4,700.00
Total Project Value.....	\$	24,366.00

Dixie Wise  
Applicant Signature

3-6-15  
Date



**OPTIONAL**  
cost details

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

Use best estimates and complete as much info as possible.

Materials				Equipment				Labor			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
18" Plastic Pipe	8.50/ft	60	750.00								
15" Plastic Pipe	7.00/ft	100	700.00								
DSA	22.00/ton	740	16,280.00	includes all equipment and labor and in-out fees							
ZA	12.00/ton	110	1,320.00								
ZRC	11.00/ton	45	495.00								
Wall Stone	150.00/pallet	2	300.00								
Ryegrass Seed	3.00/lb	7	21.00								
Straw	5.00/bale	8	40.00								
Total Materials \$			19,666.00	Total Equipment \$				Total Labor \$			

**Attachment A to Contract**  
(Grant application is appendix C in admin manual.  
Contract available at <https://dirtandgravel.psu.edu/>)

\* 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: \$ 19,666.00 (materials + equipment + labor)

Every Township  
Applicant

Your  
County

Any Mountain Road / TR 301  
Road Name / ID Number

3-6-15  
Date

Attachment A1  
to Contract  
(optional)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE

PROJECT EXPENDITURES  
DED FUNDS

**Bottom of Grant Application**

Type	Grant Requested Funds			In-Kind Contributions		
	Materials	Equipment	Labor	Materials	Equipment	Labor
18" Plastic	\$19,666.00			\$400.00	\$2,700.00	\$1,600.00
15" Plastic	See attached Sheet			See Attachment Sheet		
DSA						
ZA						
ZRC						
Wall Stone	See Attachment A1			See Attachment A2		
Ryegrass	Grant Requested... .. \$	19,666.00				
Straw	In-Kind Contributions... .. \$	4,700.00				
	Total Project Value..... \$	24,366.00				
				<u>Dixie Wise</u>		3-6-15
				Applicant Signature		Date
	Total Materials \$	19,666.00		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: \$ 19,666.00 (materials + equipment + labor)

Every Township  
Applicant

Your  
County

Any Mountain Road / TR 301  
Road Name / ID Number

3-6-15  
Date



Attachment A2  
to Contract  
(optional)

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

**Bottom of Grant Application**

Type	Grant Requested Funds			In-Kind Contributions		
	Materials	Equipment	Labor	Materials	Equipment	Labor
Sandstone Fil	\$19,666.00 See attached sheet			\$400.00	\$2,700.00 See Attachment Sheet	\$1,600.00
	See Attachment A1			See Attachment A2		
Grant Requested..... \$ 19,666.00 In-Kind Contributions..... \$ 4,700.00 Total Project Value..... \$ 24,366.00		_____ Applicant Signature		3-6-15 Date		

Total Materials \$ 400.00      Total Equipment \$ 2,700.00      Total Labor \$ 1,600.00

\* 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: \$ 4,700.00 (materials + equipment + labor)

Every Township

Your

Any Mountain Road/TR 301

3-6-15

Applicant

County

Road Name / ID Number

Date



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

## Attachment A to Contract

(Grant application is appendix C in admin manual.)

Contract available at <https://dirtandgravel.psu.edu/>

### 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

Attachment B  
To Contract

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
PROJECT WORK PLAN

Any Mountain Road  
Dirt and Gravel Road Project 2014  
Every Township, Your County  
Sketch AMR I  
Not to Scale

Remove + Replace pipe  
40'x18" BPSB pipe

Poor Boy Road  
Base Improvements  
with PennDOT 2A

00+00

03+52  
New 30"x15"  
BPSB pipe

06+22  
New 30"x15"  
BPSB pipe

Any Mountain Road

10+93 Remove + Replace pipe  
20'x18" BPSB pipe

13+16  
New 30"x15"  
BPSB pipe

14+09 Existing Stream pipe

15+42 Existing pipe

Call three new pipes (15" Black Plastic Smooth Bore)  
replace two pipes (18" Black Plastic Smooth Bore)

Install Headwalls + Endwalls on all pipes

Grade existing road to a 4% center-crown  
(of fall per 1' road width)

Place DSA to a uniform loose depth of 6"  
wide. Reflect center-crown built into base.  
Compact with vibratory roller (minimum 10 ton).

- Keep pipes as shallow as practical and ensure a minimum of 2% fall from inlet to outlet.
- Grade under - shallow ditches with continuous fall
- Stabilize areas of roadside disturbance with contractor mix grass seed + mulch

Materials Estimate:

- 18" Dia. Smooth Bore Pipe - 60' @ \$8.50/ft = \$510.00
- 15" Dia Smooth Bore Pipe - 100' @ 7.00/ft = \$700.00
- Driving Surface Aggregate - 740 tons (power placed + compacted)
- 2A Aggregate for Poor Boy Road (approx 5 tri-axle loads)
- ZRC Aggregate - 45 tons (approx 2 tri-axle loads)
- Grass Seed + Straw Mulch = \$61.00
- Dimensional Wall Stone - 2 pallets = \$300.00
- 2A @ 12.00/ton = \$1,320.00
- DSA @ \$22.00/ton = \$16,280.00
- ZRC @ 11.00/ton = \$495.00

Total Materials Estimate = \$19,666.00

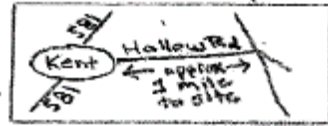
Instructions:  
Draw a sketch of the proposed project that includes:  
• All Proposed Work (i.e., Cross Pipes, Stream Crossings, Other ESM Practices)  
• Project Road Length in Feet or Miles  
• Nearest Intersection and/or Reference Landmarks  
• Known Utilities  
• North Arrow  
• Attach a copy of a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

**811**  
Dial 8-1-1 or 1-800-242-4776 not less than 3 business days nor more than 10 business days prior to the start of excavation.

Project Length = \_\_\_\_\_ feet / miles (circle one)

North Arrow

Any Mountain Road  
 Dirt and Gravel Road Project 2014  
 Every Township, Your County  
 SKETCH AMR I  
 Not to Scale

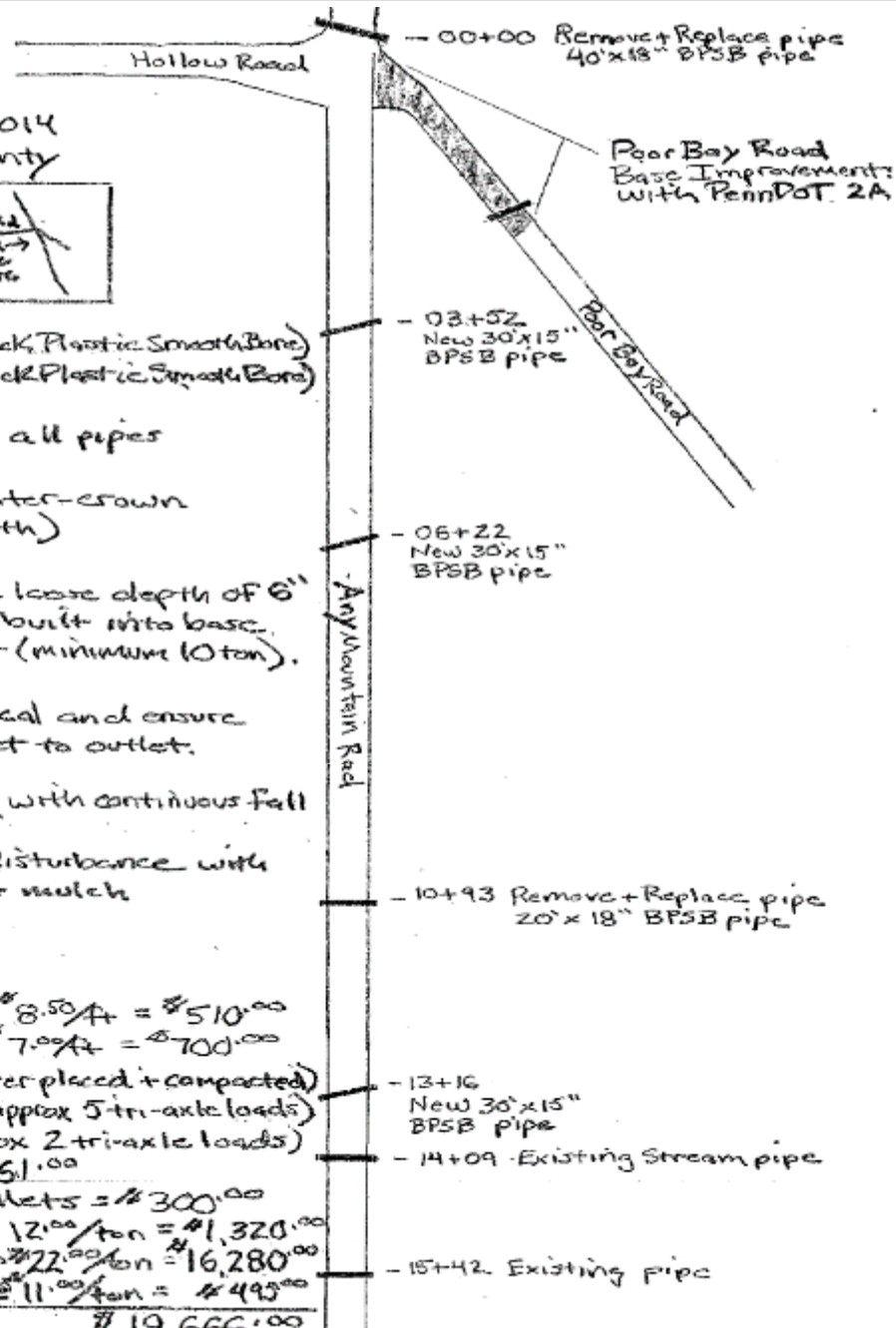


- Install three new pipes (15" Black Plastic Smooth Bore) and replace two pipes (18" Black Plastic Smooth Bore)
- Install Headwalls + Endwalls on all pipes
- Grade existing road to a 4% center-crown (1/2" of fall per 1' road width)
- Paver place DSA to a uniform loose depth of 6" to 16" wide. Reflect center-crown built into base. Compact with vibratory roller (minimum 10 ton).
- Keep pipes as shallow as practical and ensure a minimum of 2% fall from inlet to outlet.
- Grade wide-shallow ditches with continuous fall
- Stabilize areas of roadside disturbance with contractor mix grass seed + mulch

### Materials Estimate:

- 18" Dia. Smooth Bore Pipe - 60' @ \$8.50/ft = \$510.00
- 15" Dia Smooth Bore Pipe - 100' @ 7.00/ft = \$700.00
- Driving Surface Aggregate - 740 tons (paver placed + compacted)
- 2A Aggregate for Pear Bay Road (approx 5 tri-axle loads)
- 2RC Aggregate - 45 tons (approx 2 tri-axle loads)
- Grass Seed + Straw Mulch = \$61.00
- Dimensional Wall Stone - 2 pallets = \$300.00
- 2A @ 12.00/ton = \$1,320.00
- DSA @ \$22.00/ton = 16,280.00
- 2RC @ 11.00/ton = \$495.00

Total Materials Estimate = \$19,666.00



## Any Mountain Road Dirt and Gravel Road Plan Every Township, Your County, PA

A large amount of water from Poor Boy Road and the woods uphill erodes the ditch on Any Mountain Road and flow leaves the ditch and causes ruts and stone to wash from the road. There is very little of the limestone surface left on most of the road. The road drains to Cold Bottom Creek.

The project is located 1 mile east of route 581 in Kent. It is 1,542 feet long and begins at the crosspipe at the intersection with Poor Boy Road and ends at the first crosspipe east of the stream pipe. The project also includes base and drainage work on approx. 200 feet of Poor Boy Road, a private development road that currently drains to the road ditch on the west end of the project.

The plan is to correct drainage problems and improve the road surface with DSA.

00+00 – Remove and replace existing crosspipe with 40 feet of 18 inch pipe. Remove soft clay on Poor Boy Road and fill with sandstone from township pit. Shape the road with sandstone to flow to new 18 inch pipe. Make shallow swale where Poor Boy Road meets main road. Top the sandstone with 6" of 2A and grade to match shape of base.

03+52 – New 30 foot 15" pipe angled downslope. Headwalls on both ends.

06+22 – New 40 foot 15" pipe angled downslope toward spoil pile near posted sign. Headwalls on both ends.

10+93 – Remove and replace existing crosspipe with 20 feet of 18 inch pipe. Install new pipe approx. one foot farther toward upslope ditch than existing pipe was.

13+16 - New 30 foot 15" pipe angled downslope. Headwalls on both ends.

14+09 – Location of stream pipe.

15+42 – Location of first existing crosspipe east of stream.

Grade the road from ditch to ditch to make a 4% center-crown before installing DSA. Place DSA with a paver to 16 feet wide and a loose depth of 6 inches and compact with a vibratory roller.



## Grant App Instructions, Sample Sketch

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE**  
**Grant Application/Project Work Plan Instructions**

These instructions pertain to the Dirt, Gravel and Low Volume Maintenance Program Grant Application and Project Work Plans. These instructions are to act as a guide only. Note that all fields are required unless otherwise noted.

It is recommended that the grant applicant and Conservation District representatives hold an on-site meeting to discuss the potential project plan before an application is submitted.

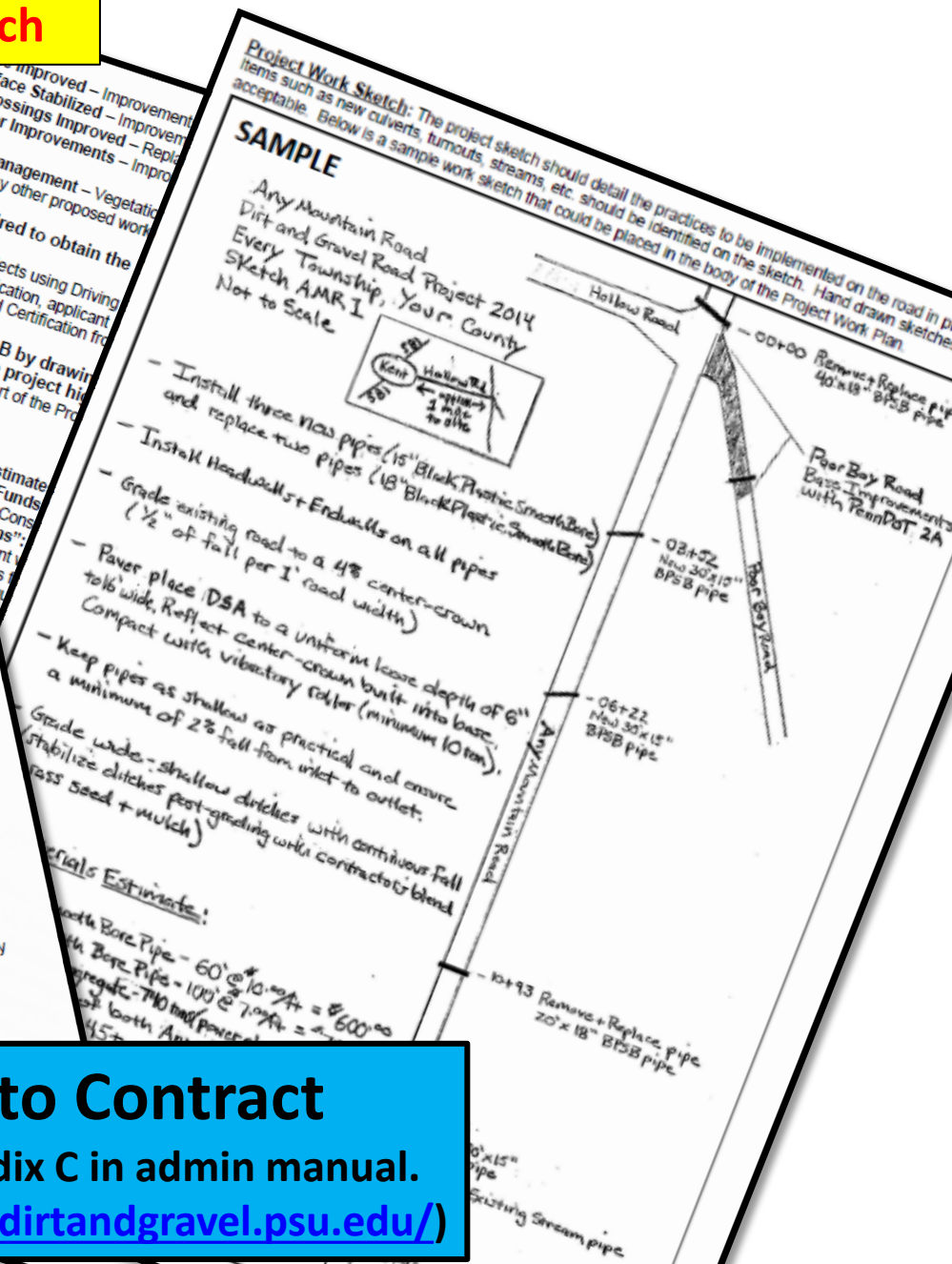
### Grant Application Instructions

- Use Only:**  
Applicant DOES NOT fill out any of the information within this box.
- General Information:**
- County – The County the road project in question is within.
  - Municipality – The Municipality (township, borough, or city) the road project in question is within.
  - ESM Certified Person – List the person who will oversee the project who is currently ESM certified.
  - Position – The current position of the ESM Certified Person.
  - Certification Date – The date the ESM Certified Person completed their ESM training. Applicant may need to contact their Conservation District if the date is unknown. The person responsible for project design and oversight for applying entity must be ESM certified within last 5 years to be eligible for Dirt, Gravel and Low Volume Maintenance funding.
  - Official Name of Applying Agency – The name of the agency who is applying for Dirt, Gravel and Low Volume Maintenance funding.
  - Mailing Address – The mailing address of the applying agency. Include street address, state, and zip code.
  - Contact Person – The official contact person of the applying agency.
  - Phone – The phone number of the official contact person or the applying agency. Optional
  - Fax – The fax number of the official contact person or the applying agency. Optional
  - E-Mail – The e-mail address of the official contact person or the applying agency. Optional

- Affected Road Information:**
- Road Name / ID Number – The name and identification number of the road in question. List both if available.
  - Affected Stream or Tributary – The name of the stream or tributary that the road project in question is currently affecting. If project affects a small unnamed tributary (UNT), list the first named stream downstream of the tributary, such as "UNT to Trout Run".
  - Proposed Project Start Date – The proposed date that applicant expects the project to begin.
  - Proposed Project Completion Date – The proposed date that applicant expects the project to be finished.
  - Existing Road Surface Type – Check the appropriate CURRENT surface type of the road project in question. "tar & chip" or "chip sealed" roads are considered paved.
  - Is project considered an emergency – Check if the project would be considered an emergency. For example, a road that is washed out and is impassable due to a storm would be considered an emergency.

- Additional Questions, Proposed Work Elements, and Cost Estimates:**
- Applicant is required to identify and obtain all necessary permits before starting the project. Applicant acknowledges they understand that they will be required to identify and obtain all necessary permits before starting the project. Applicant is not required to identify and obtain all necessary permits before starting the project.
- 1) Applicant is required to identify and obtain all necessary permits before starting the project.
  - 2) Identify the proposed work elements and cost estimates.

- Stream Surface Improved – Improvement
  - Stream Crossings Stabilized – Improvement
  - Storm Water Improvements – Replacement
  - Vegetative Management – Replacement
  - Other – List any other proposed work elements.
- Permit is required to obtain the following for any projects using Driving



**Attachment A to Contract**  
(Grant application is appendix C in admin manual.  
Contract available at <https://dirtandgravel.psu.edu/>)



- **Grant forms available online**
  - **With or without instructions**

Blank Forms - Center for Dirt and Gravel Road Studies

https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/blank-forms/

ACCOUNT LOGIN

**PennState**  
Center for Dirt and Gravel Road Studies

C D G R S

HOME PA PROGRAM RESOURCES GENERAL RESOURCES EDUCATION/TRAINING NEWS & EVENTS BOF ABOUT THE CENTER

Blank Forms

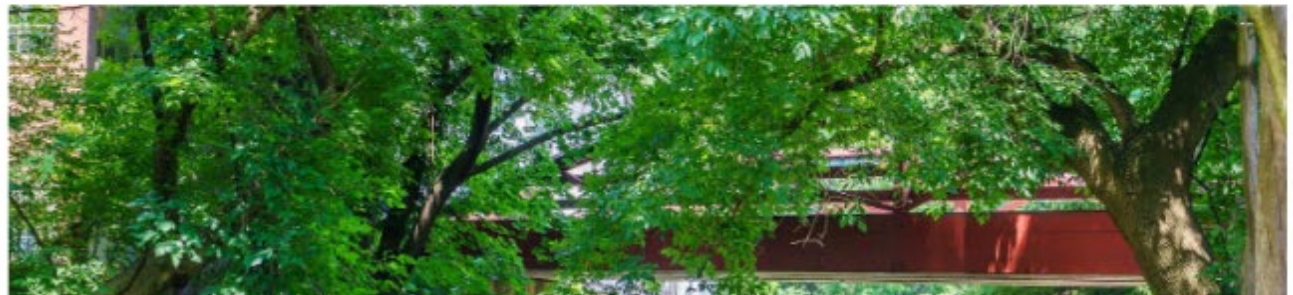
Home » PA Program Resources » Program Resources » Blank Forms

PA Program Resources

SCC Program Overview >

Conservation Districts

Program Resources >







- **3.8 Administering Projects**

3.8.1 Notification to Applicants

3.8.2 Pre-Application Site Visit

3.8.3 Pre-Design Site Visit

3.8.4 Receiving Grant Applications

**3.8.5 Contracting**

3.8.6 Pre-Project Logistics

3.8.7 Project Oversight

**3.8.8 Contract Amendments**

3.8.9 Project Completion

3.8.10 Project File Retention

Roy

## Contracting

- Contract must be in place before anything happens
  - No fund advances can take place without a contract
  - No work can begin without a contract
  - No expenses, such as engineering costs, can be incurred before a contract is signed

## 3.8.5 Contracting

Preparation or design costs such as engineering or surveying that are incurred before the contract is signed are not eligible for grant reimbursement but can be counted as in-kind.



10-29-2014  
**DIRT, GRAVEL AND LOW VOLUME ROAD  
MAINTENANCE PROJECT AGREEMENT BETWEEN  
COUNTY CONSERVATION DISTRICT  
AND**

\_\_\_\_\_, the \_\_\_\_\_ County  
Now, this \_\_\_\_ day of \_\_\_\_\_, the \_\_\_\_\_, known wherein as the "project participant", agree  
Conservation District ("district")  
and \_\_\_\_\_, known wherein as the "project participant", agree  
follows:

(1) \_\_\_\_\_ w  
conduct, or cause to be conducted, a road maintenance project on specified portions  
in accordance the Application and Work Plan attached hereto.

(2) This project will be conducted in accordance with standards that prohibi  
use of materials or practices that are environmentally harmful and in accordance w  
application and work plan attached hereto and incorporated herein. Any changes o  
modifications to the work plan will be performed to the satisfaction of the district.

(3) This 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"  
adopted by the Commission and as may be amended from time to time, and the  
environmental standards approved by the Quality Assurance Board, which are att  
hereto and incorporated herein.

(4) The project participant agrees to provide documentation to the district  
required federal, state, or local permits have been obtained prior to project  
commencement, and further agrees to comply with all such permits as a condition  
performing this 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  
conformance with all applicable local, state, and federal laws, rules, and regulati  
project in an amo

(6) The district agrees to  
to, but not exceeding, \$ \_\_\_\_\_  
using the Program's "Contract  
original contract amount ident

(7) The project funds

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

(9) Records must be kept for three years from the date of project 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 parties.

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

FOR THE DISTRICT:

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

FOR:

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

Available at  
<https://dirtandgravel.psu.edu/>  
and generated in GIS

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  
Attachment E - Statement of Policy (PA standard)  
Attachment F - Quality Assurance Board Standards (county specific)  
Attachment G - Schedule of Payments (project specific)  
Attachment H - Project Performance Report (project specific)



- **2-page contract between CD and grantee**
- **Other documents attached to contract:**

List of Attachments:

Attachment A – Grant Application and Workplan (*project specific*)

Attachment B – General Contract Provisions (*PA standard*)

Attachment C – Statement of Policy, incorporated by reference, available at  
[www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)

Attachment D – Quality Assurance Board Standards (*county specific*)

Attachment E – Schedule of Payments (*project specific*)

Attachment F – Prevailing Wage Notification Letter (*project specific*)

Attachment G - Prevailing Wage Certified Statement of Compliance (*project specific*)

**Must Generate Contract  
using the GIS System**

- **2-page contract between CD and grantee**
- **CDs can add provisions to contract**
  - **Need to be approved by your solicitor.**
  - **Need to notify SCC.**

## **Cancelling a contract**

- If a contract cannot be completed in a reasonable timeframe (2+ years), the district should consider closing out or canceling the contract.
- Districts who maintain open contracts for multiple years may see reduced allocations in future years at the discretion of the State Conservation Commission.

10-2014

## Dirt, Gravel, and Low Volume Road Maintenance Program Schedule of Payments to Program Participants

The conservation district agrees to disburse funds under this project agreement in the following manner:

**50% max**

(1) All required permits must be obtained by the Program Participant before funds can be advanced from the Conservation District. Upon the full execution of this project agreement, the district agrees to provide an advanced payment to the project participant of \$ \_\_\_\_\_ to be applied towards payment of eligible expenses incurred in the performance of the project (maximum of 50% of contract). The project participant agrees that these advanced funds will be utilized solely for eligible expenses as contained in the attached project application and work plan. The project participant shall supply the district with receipts, weigh slips, and/or other appropriate supporting information to document proper expenditure of advanced payments by the project participants prior to receiving additional payments under this agreement.

**30% min**

(2) The district shall process subsequent payments to the project participant on an actual cash expended basis.

(3) The district shall withhold \$ \_\_\_\_\_ of the approved project expenses until the satisfactory completion of the project (minimum of 30% of the contract). Final payment for the project expenses shall be made only after a final inspection by the

**Available Online**

[www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)

**Must Generate in GIS**

at pursuant to this agreement shall be

- If needed, a simple one-page amendment form can be used to:
  - increase contract by up to **40%** (*total of original contract*)
  - extend completion date
  - Increase both funds and time

**Must Generate in GIS**

Available at  
<https://dirtandgravel.psu.edu/>  
 and generated in GIS

Contract # \_\_\_\_\_  
 Contract Amendment

**DIRT, GRAVEL, AND LOW VOLUME ROAD  
 MAINTENANCE PROJECT AMENDMENT # \_\_\_\_\_**  
**TO AGREEMENT BETWEEN \_\_\_\_\_**  
**COUNTY CONSERVATION DISTRICT AND**  
 \_\_\_\_\_  
(project participant)

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 40% of the amount of money included in the original agreement, unless a larger amount is approved by the SCC and the approval form is attached to this Amendment.

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 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)	

Attachment: SCC Approval Form (if applicable)

Revised: 6/7/2022

**Limited to 40% of contract**



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 40% of the amount of money included in the original agreement, unless a larger amount is approved by the SCC and the approval form is attached to this Amendment.

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 \_\_\_\_\_ and effect.

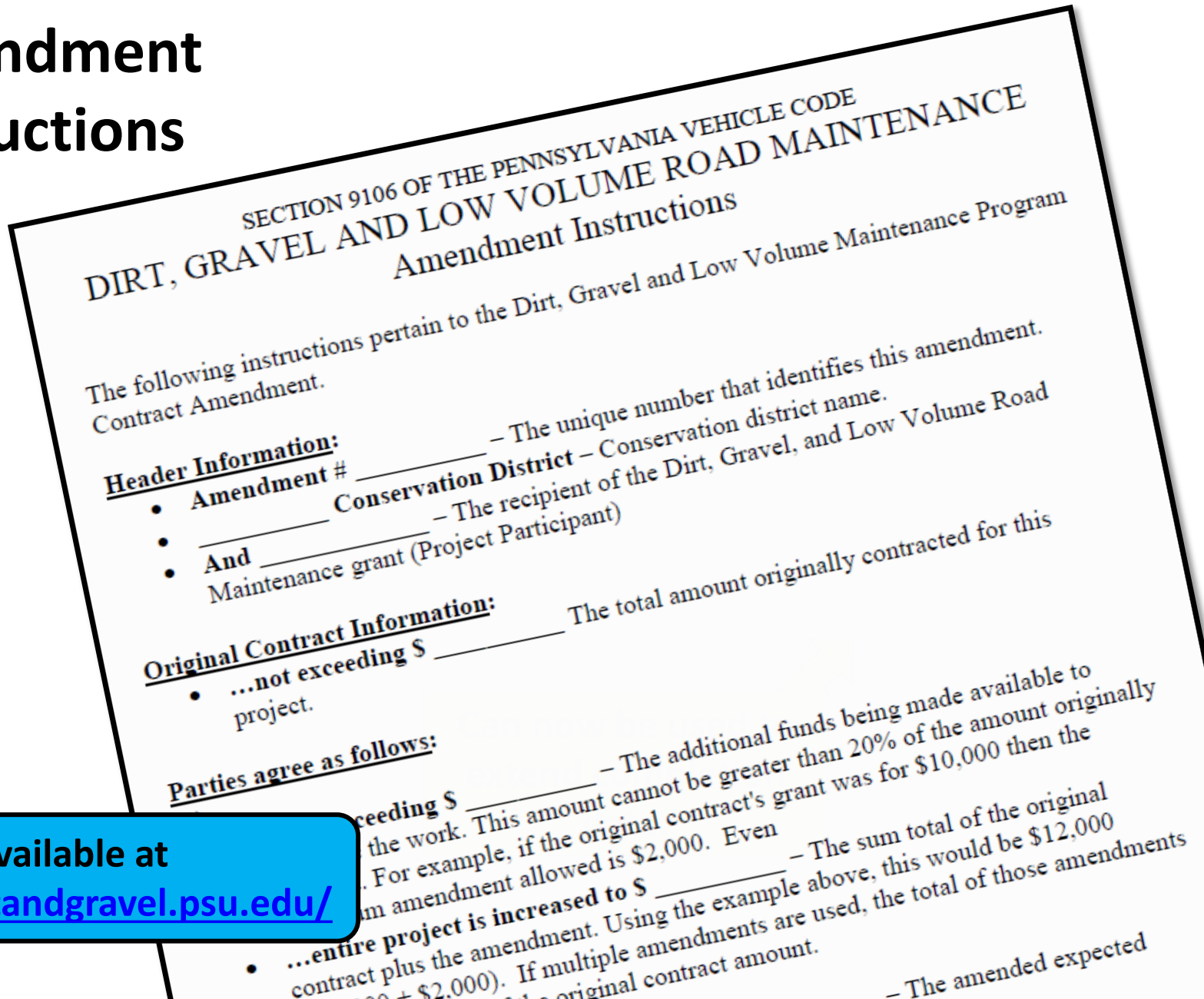
**Can be used to extend completion date.**



**Available at**  
<https://dirtandgravel.psu.edu/>  
**and generated in GIS**



- Amendment Instructions



Available at  
<https://dirtandgravel.psu.edu/>



- **2-page contract between CD and grantee**
- **Other documents attached to contract:**

**Automatically  
generated in GIS**

List of Attachments:

Attachment A – Grant Application and Workplan (*project specific*)

Attachment B – General Contract Provisions (*PA standard*)

Attachment C – Statement of Policy, incorporated by reference, available at  
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Attachment D – Quality Assurance Board Standards (*county specific*)

Attachment E – Schedule of Payments (*project specific*)

Attachment F – Prevailing Wage Notification Letter (*project specific*)

Attachment G - Prevailing Wage Certified Statement of Compliance (*project specific*)

**GIS now prints out entire application packet with  
all attachments except Grant App / Workplan**

- **3.8 Administering Projects**

3.8.1 Notification to Applicants

3.8.2 Pre-Application Site Visit

3.8.3 Pre-Design Site Visit

3.8.4 Receiving Grant Applications

3.8.5 Contracting

**3.8.6 Pre-Project Logistics**

3.8.7 Project Oversight

3.8.8 Contract Amendments

3.8.9 Project Completion

3.8.10 Project File Retention

## Pre project logistics

- Permits, Pa 1-call
  - It is the responsibility of the grant recipient to ensure that all necessary permits are obtained and any other pre-project requirements are met (1-call, PNDI, etc.)
  - It is the responsibility of the district to verify that permits have been obtained before work can begin on the portion of the project that requires a permit.

## Pre project logistics

- Pre-project meeting *(separate from pre-application meeting)*
  - Grant recipients MUST notify the conservation district before beginning work on a project.
  - The amount of notice is spelled out in the contract with the district.
  - Contractors and sub-contractors are strongly encouraged to attend.
  - Notify Center of planned DSA placements.
  - Checklist available

- **3.8 Administering Projects**

3.8.1 Notification to Applicants

3.8.2 Pre-Application Site Visit

3.8.3 Pre-Design Site Visit

3.8.4 Receiving Grant Applications

3.8.5 Contracting

3.8.6 Pre-Project Logistics

**3.8.7 Project Oversight**

3.8.8 Contract Amendments

3.8.9 Project Completion

3.8.10 Project File Retention

## Project Oversight

- District must ensure that project work is performed in accordance with contract and attachments, as well as Program policy and standards:
  - Stay involved
  - Have an on-site presence
  - Pay attention
  - Call Center/SCC for help if needed
  - No excuses!
- When it comes to project oversight, remember...

“You get what you inspect,  
not what you expect”

more involvement = better projects



## Project Oversight

- Make sure you are on site:
  - First day(s) of project work
  - When project moves to a new phase or practice
  - When critical practices or practices new to the applicant are being installed
  - For regular check-ins

## Project Oversight

- “The twp wanted to do it that way” is not an excuse
- The CD holds the purse strings
  - Ensure work is done properly
  - Require remediations where necessary
  - Don’t pay for subpar work



- **3.8 Administering Projects**

3.8.1 Notification to Applicants

3.8.2 Pre-Application Site Visit

3.8.3 Pre-Design Site Visit

3.8.4 Receiving Grant Applications

3.8.5 Contracting

3.8.6 Pre-Project Logistics

3.8.7 Project Oversight

3.8.8 Contract Amendments

**3.8.9 Project Completion**

3.8.10 Project File Retention

**Prior to final payment, the following are required:**

- **Final onsite inspection**
- **Signed project completion report**
  - Summarizes funding
  - Summarizes work
  - Signed by CD and grantee
  - Must be signed and retained with project files.
- **Receipts for all grant expenditures**

**Other documentation may also be required:**

- **DSA testing and certifications**
- **Off ROW consent forms**
- **Prevailing Wage documentation**
- **“Hard file checklist” available**

### **3.8.9.1 Final Inspection**

**A final inspection must be completed onsite involving the district and grant recipient**

- Verify the project is completed in accordance with Program standards and to the satisfaction of the district.
- Verify that all work elements classified as “in-kind services” are also completed in accordance with Program standards and to the satisfaction of the district.
- Verify that work elements proposed in the work plan have been properly installed.
- Allow the district to summarize the project work elements and costs on the project completion report.
- Document any changes made from the grant application that have not already been documented.



### **3.8.9.2 Final Project Remediation (if necessary)**

- **Remediation work may be required before the project can be consider “complete”**
- **The district should verify remediation work meets Program standards prior to making final payment**

Attachment G  
to Contract

SECTION 9106 OF THE PENNSYLVANIA  
DIRT, GRAVEL AND LOW VOLUME  
PROJECT COMPLETION REPORT

This form is intended to summarize financial expenditures and work completed for ONE PROJECT and must be filled in upon project completion.

**Expanded to front and back**

Yours County      Ferry Township      7/18/2015  
Date

**Project Info**

Dirt, Gravel and Low Volume Program Funds <i>Use actual project costs after receipts are totaled.</i>	In-Kind Contributions <i>Includes goods and services from applicant and other sources.</i>
<b>Project Commitments:</b>	<b>In-Kind Contributions from Grant Receipts:</b>
A. Contract Amount..... \$ 19,666.00	H. Materials..... \$ 400.00
B. Amendments (if any)..... \$ 300.00	I. Equipment..... \$ 2,700.00
	J. Fuel..... \$ 450.00

**Financial Summary**

<b>Project Expenditures:</b> <i>(receipts must be submitted)</i>	<b>In-Kind Contributions from Other Sources:</b>
D. Materials..... \$ 19,966.00	K. Other Sources (describe below)..... \$ —
E. Equipment..... \$ —	
F. Labor..... \$ —	
G. <b>Total Expenditures (D+E+F)..... \$ 19,966.00</b>	L. <b>Total In-Kind Value (H-I+J+K).... \$ 5,500.00</b>

**Project Cost Summary**

M. **Total Project Value (G+L)..... \$ 25,466.00**

Additional Project Notes: Township needed to buy an extra pallet of headwall stone to stabilize the stream pipe inlet + outlet (contract amendment for \$300.00). They also needed to have a third

**Notes and Signatures**

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.

Don Distenfeld      7/18/2015      Joe Roadguy      7/18/2015  
Conservation District Rep      Date      Project Participant Rep      Date

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE

LOW VOLUME ROAD MAINTENANCE  
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.

<b>Ditch Improvements/Outlets</b>	<b>Off Right-of-Way Improvements</b>
Turn Outs Installed..... <u>3</u> #	Diversion Swales Constructed..... _____ ft
New Cross Pipes Installed..... <u>3</u> #	Bank Beaches..... _____ ft
Cross Pipes Replaced..... <u>2</u> #	Through Drains..... _____ #
Through the Bank Pipes..... _____ #	Access Drainage Improvements..... <u>1</u> #

<b>Road Base</b>	<b>Road Surface Stabilized</b>
Full Stabilization..... _____ sq yd	Seamed Surface..... _____ sq yd
Geo Separation Fabric, Grid, or Cell..... _____ sq yd	Broad Based Dips..... _____ #
Under Drain Added..... _____ ft	Grade Brakes..... _____ #
French Mattresses Constructed..... _____ sq yd	Dust Suppressant Used..... _____ sq yd

<b>Road Banks</b>	<b>Structural Storm Water Improvements</b>
Soil Pinning..... _____ sq yd	Infiltration..... _____ sq yd
Geo Stabilized Bank..... _____ sq yd	Detention..... _____ sq yd
	Dispersal..... _____ sq yd

<b>Road-Stream Interface</b>	<b>Vegetative Management</b>
High Water Bypass..... _____ #	Select Thinning/Pruning..... _____ ft
In-stream Stabilization Structures..... _____ #	Seeding/Mulching..... <u>20</u> sq yd
Bioengineering..... _____ sq yd	

All Other Practices Implemented..... 12 #      List Practices..... New Headwalls / Endwalls

Available at  
<https://dirtandgravel.psu.edu/>  
and generated in GIS

Front Top

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
 DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
 PROJECT COMPLETION REPORT

This form is intended to summarize financial expenditures and work completed for ONE PROJECT and must be filled in upon project completion.

County _____	Municipality _____	Date _____
Project Participant _____	Work Site ID _____	Road Name / ID Number _____

**Financial Summary**

<p><b><u>Dirt, Gravel and Low Volume Program Funds</u></b>  <i>Use actual project costs after receipts are totaled.</i></p> <p><b>Project Commitments:</b></p> <p>A. Contract Amount..... \$ _____</p> <p>B. Amendments (if applicable)..... \$ _____</p> <p>C. Total Committed (A+B)..... \$ _____</p> <p><b>Project Expenditures: (receipts must be submitted)</b></p> <p>D. Materials..... \$ _____</p> <p>E. Equipment..... \$ _____</p> <p>F. Labor..... \$ _____</p> <p>G. Engineering (limit 10% of line C).... \$ _____</p> <p>H. <b>Total Expenditures (D+E+F+G)..... \$ _____</b>  <i>Represents the total DGLVR funds paid to the grant recipient.</i></p>	<p><b><u>In-Kind Contributions</u></b>  <i>Includes goods and services from applicant and other sources.</i></p> <p><b>In-Kind Contributions from Grant Recipients:</b></p> <p>I. Materials..... \$ _____</p> <p>J. Equipment..... \$ _____</p> <p>K. Labor..... \$ _____</p> <p>L. Engineering..... \$ _____</p> <p><b>In-Kind Contributions from Other Sources:</b></p> <p>M. Other Sources (describe below)..... \$ _____</p> <p>_____</p> <p>_____</p> <p>N. Total In-Kind..... \$ _____</p>
---	--

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<https://dirtandgravel.psu.edu/>  
 and generated in GIS

Front Bottom

Space for notes

Additional Project Notes: Township needed to buy an extra pallet of  
headwall stone to stabilize the stream pipe inlet + outlet  
(contract amendment for \$300.00). They also needed to have a third  
laborer on site for traffic control (additional \$800.00 in in-kind labor)

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.

Don Distenfeld      7/18/2015      Joe Roadguy      7/18/2015  
Conservation District Rep.      Date      Project Participant Rep.      Date

PAGE 1 OF 2

CD and Grantee Signatures

Available at  
<https://dirtandgravel.psu.edu/>  
and generated in GIS

[Back Top](#)

Available at  
<https://dirtandgravel.psu.edu/>  
 and generated in GIS

## SECTION 9106 OF THE PENNSYLVANIA DIRT, GRAVEL AND LOW VOLUME PROJECT COMPLETION

### Project Totals

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

#### Ditch Improvements/Outlets

Turn Outs Installed.....	<u>3</u>	#
New Cross Pipes Installed.....	<u>3</u>	#
Cross Pipes Replaced.....	<u>2</u>	#
Through the Bank Pipes.....	_____	#

#### Off Right-of-Way Improvements

Diversion Swales Constructed.....	_____	ft
Bank Benches.....	_____	ft
Through Drains.....	_____	#
Access Drainage Improvements.....	<u>1</u>	#

#### Road Base

Road Fill Added.....	_____	tons
Full Depth, Chemical, Mechanical Stabilization.....	_____	sq yd
Geo Separation Fabric, Grid, or Cell.	_____	sq yd
Under Drain Added.....	_____	ft
French Mattresses Constructed.....	_____	sq yd

#### Road Surface Stabilized

DSA Placed.....	<u>740</u>	tons
Sealed Surface.....	_____	sq yd
Broad Based Dips.....	_____	#
Grade Brakes.....	_____	#
Dust Suppressant Used.....	_____	sq yd

## Back Bottom

**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 Crossing Replacements** \_\_\_\_\_

*(Type: R=round pipe; M=multiple pipes; S=squash pipe; A=arch pipe (w/bottom); X=box culvert (w/bottom); BL(A/B)= bottomless Arch/Box; B=bridge; O=other)*

Crossing 1		Crossing 2		Crossing 3	
Bankfull Width: _____ ft		Bankfull Width: _____ ft		Bankfull Width: _____ ft	
Existing Structure	New Structure	Existing Structure	New Structure	Existing Structure	New Structure
Type: _____	Type: _____	Type: _____	Type: _____	Type: _____	Type: _____
Opening Width: _____ ft	Opening Width: _____ ft	Opening Width: _____ ft	Opening Width: _____ ft	Opening Width: _____ ft	Opening Width: _____ ft

**Other** \_\_\_\_\_

All Other Practices Implemented..... # List Practices..... \_\_\_\_\_



## • Project Completion Report Instructions

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

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

This form is intended to summarize and "close out" a project. The signed form is strongly recommended Grant Recipient and Conservation District reporting 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 estimate the breakdown of materials, equipment, and labor if needed (such as if a contractor bids one sum for surface placement that would encompass materials, equipment, and labor), but "Line G: Total Expenditures" must reflect the total funding paid by the Conservation District to the Grant Recipient.
- In-kind contributions are project costs incurred by the Grant Recipient that are NOT required. In-kind contributions are not required. In-kind contributions are not required.

Available at  
<https://dirtandgravel.psu.edu/>

- Project Totals (Page 2):** Below is a very brief summary of the project completion report instructions:
- **Ditch Improvements/Outlets:**
    - Turn Outs Installed – Any opening in the road bank.
    - New Cross Pipes Installed – Any new cross pipes installed.
    - Cross Pipes Replaced – Any existing cross pipes replaced.
    - Rough the Bank Pipe – A pipe, used to rough the road bank.
  - **Fill Added** – Any material that is used for the road.
  - **Full Depth, Chemical, Mechanical Stabilization** – Any stabilization practice utilizing incorporation of material such as cement, lime, or other stabilizing agents.
  - **Geo Separation Fabric, Grid, or Cell** – Any stabilization practice utilizing geotextile fabric, grid, or cell.
  - **Under Drain Added** – Constructed or preferred for drainage of water from the road, ditch, bank, or impacted off-right-of-way.
  - **French Mattresses Constructed** – Free drainage structures that allow water to move through the road.
  - **Road Banks:**
    - **Soil Pinning** – Any stabilization practice utilizing soil pins.
    - **Geo Stabilized Bank** – Any stabilization practice utilizing geotextile fabric.
  - **Road-Stream Interface:**
    - **High Water Bypass** – Road area reinforced for high water flow.
    - **In-stream Stabilization Structures** – Any structure placed in the stream bed.
    - **Bioengineering** – Any area stabilized using deep-rooted plants.
  - **Stream Crossings Replaced:** Enter the number of structures installed.
    - **Bottomless Arch Structures** – Any bottomless arch structures.
    - **Box Culverts** – Square or rectangular structures.
    - **Bridges** – Any traditional crossing with steel reinforcement.
    - **Circular Culverts** – Any circular structure made from concrete or steel.
    - **GRS-IBS Spans** – Any structure built using GRS-IBS.
    - **Plate Arch Structures** – Any structure with a plate arch.
    - **Squash Culverts** – Any oval or reshaped circular structures.



### **3.8.9 Project completion & 3.8.10 Project File Retention**

- Required documentation as outlined on the “Hard File Checklist” is required to be kept in the project hard file and **is needed prior to making final payment to the grant recipient**

- **3.8 Administering Projects**

3.8.1 Notification to Applicants

3.8.2 Pre-Application Site Visit

3.8.3 Pre-Design Site Visit

3.8.4 Receiving Grant Applications

3.8.5 Contracting

3.8.6 Pre-Project Logistics

3.8.7 Project Oversight

3.8.8 Contract Amendments

3.8.9 Project Completion

**3.8.10 Project File Retention**

- **All records relating to the Program must be kept for a minimum of 7 years from the date of final payment on a project**
  - **see “Hard File” Project Checklist for paperwork required to be in hard file**
  - **It is recommended to keep additional relevant documentation beyond the minimum required to be in the hard file**
    - **Communications with project participants, photos, bid documents if applicable, etc.**

**STEVE**

- ~~3.1 CD Structure~~
- ~~3.2 Overview~~
- 3.3 Receiving Funds from SCC
- 3.4 Accounting of funds at CD
- 3.5 Dispersing funds to Grant Recipients
- 3.6 CD Educational opportunities
- 3.7 Program Eligibility
- 3.8 Administering Projects
- 3.9 GIS System
- 3.10 Annual Summary Reports



## GIS Reporting

- **ALL Program reporting done in GIS**
- Please attend a GIS training if you are responsible for record keeping and reporting for Program.
- District Managers have to take abbreviated GIS training



## 3.9 GIS Reporting System

- All contracts, amendments, and completion reports must be generated using the GIS system.
- All funded projects are required to be filled out in the GIS to the extent practical including:
  - Assessment (if applicable)
  - Grant application
  - Contract
  - Amendments (if applicable)
  - Payment(s)
  - Completion report
  - Photos (if applicable)
  - Any additional supporting files

## 3.10 Quarterly Reports

- Districts must keep documentation for all Program expenses **and income according to section 3.4**
- **Financial staff involved in the DGLVR Program must complete a quarterly report GIS training to gain access to the quarterly report system.**

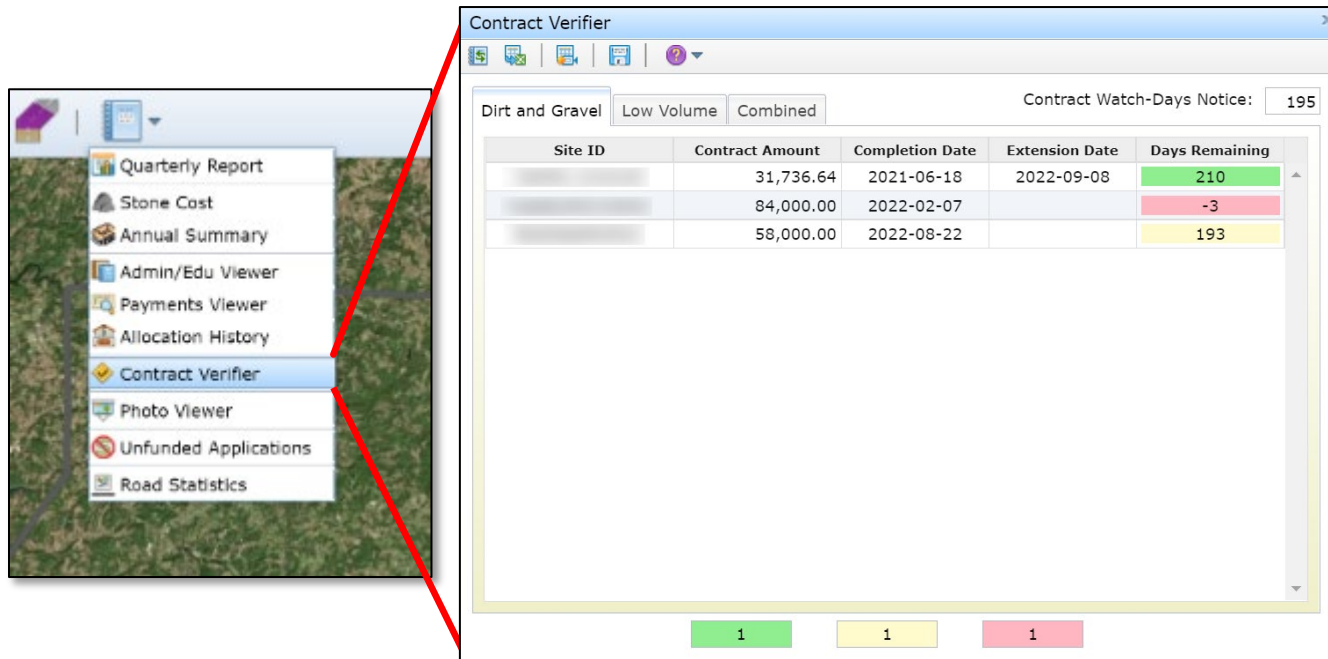
### 3.10 Quarterly Reports (continued)

- In order to submit quarterly reports, **the following must be completed:**
  - **All income (advances, replenishments, interest)** and expenses (project, administrative, and education/training) must be entered
  - **Local and GIS account balances must match before the quarterly report is submitted each quarter**
  - Information on funded projects is also required, **including checking that all currently open contracts are in good standing and are not expired. The GIS includes a contract verifier tool that can be used during this process.**
  - Complete the summary of Program activities from district staff for the quarter.
  - The Conservation District Manager, or its approved designee, is required to submit the report.

- **March 4: GIS Contract Verifier / Quarterly Report Update**

2022

- This webinar addressed the issue of contracts that have become expired because of not completing them by the contract's completion date. It reviewed updates to the Contract Verifier as well as discussed new requirements for the Quarterly Report.
- [Webinar Download](#) (68.5 MB): MP4 format (~33 minutes)



The screenshot displays the GIS Contract Verifier interface. On the left, a menu is open over a map, with 'Contract Verifier' highlighted. A red arrow points from this menu item to the main application window. The application window, titled 'Contract Verifier', shows a toolbar and a data table. The table has columns for Site ID, Contract Amount, Completion Date, Extension Date, and Days Remaining. The 'Days Remaining' column uses color coding: green for positive values, red for negative values, and yellow for zero. At the bottom of the window, there are three colored boxes (green, yellow, red) each containing the number '1', corresponding to the rows in the table.

Site ID	Contract Amount	Completion Date	Extension Date	Days Remaining
	31,736.64	2021-06-18	2022-09-08	210
	84,000.00	2022-02-07		-3
	58,000.00	2022-08-22		193

Quarterly Report

Select Quarter | Select County | Date Submitted: \_\_\_\_\_

Dirt and Gravel | Low Volume | Activity Report | Managers

**Program Income**

SCC Advance: \$ \_\_\_\_\_

SCC Replenishment: \$ \_\_\_\_\_

Interest Earned: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

**Program Expenses**

Administrative: \$ \_\_\_\_\_

Education: \$ \_\_\_\_\_

Projects: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

**Balance at District**

Starting Balance: \$ \_\_\_\_\_

Income: \$ \_\_\_\_\_

Expenses Total: \$ \_\_\_\_\_

Ending Balance: \$ \_\_\_\_\_

**Replenishments**

Potential Claim: \$ \_\_\_\_\_

Harrisburg Funds (Cur): \$ \_\_\_\_\_



Harrisburg Funds (Prev): \$ \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

**Report Checklist**

Income & Expenses     Manager Reviewed

Activity Report         All Contracts Valid

**SCC Use Only**  

Accept Date: \_\_\_\_\_ By: \_\_\_\_\_

Replenishment Processed     Expenses Approved

Contact  
the SCC  
and CDGRS  
for  
assistance  
with  
quarterly  
reports

## 3.11 Annual Reports

- Completing the Annual Summary Report includes ensuring all quarterly reports are submitted and accepted, entering average limestone DSA cost, and managing project errors. The average cost of limestone aggregate (DSA) delivered (not placed) is a small factor in District Allocations (in accordance with section 9106, the law that created the Dirt and Gravel Road Program).



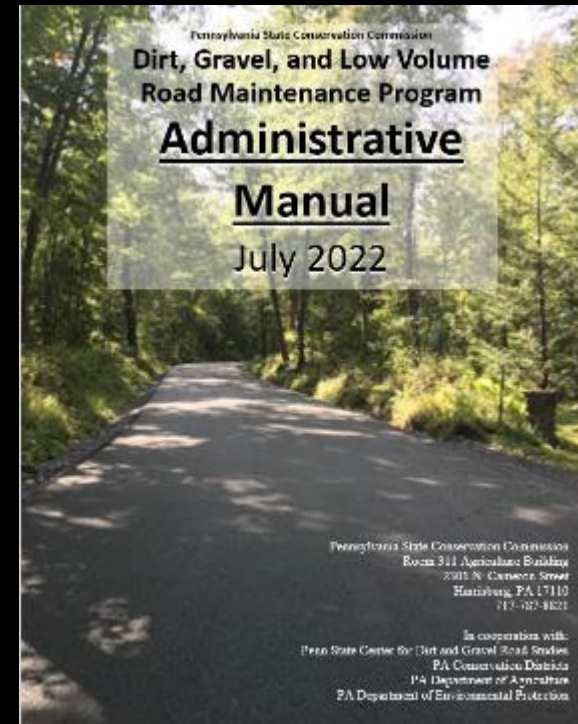






Sherri

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



## Quality Assurance Board -§ 9106, (E)

*Within the conservation district a Quality Assurance Board shall be impaneled to establish and administer the grant program. The four-member QAB is to be comprised of a nonvoting chairman appointed by the conservation district directors and one local representative appointed by each of the following entities:*

- (1) The Federal Natural Resource Conservation Service*
- (2) The Pennsylvania Fish and Boat Commission*
- (3) The county conservation district*

*If circumstances require, the chairman may vote to decide a tie vote.*

Quality Assurance Board Why?

## Quality Assurance Board Why?

### Local Involvement and Control

NRCS – Federal: conservation and erosion

PAFBC – State: aquatics and hydrology

District – County: conservation multi-discipline

Who knows best for the County?

People in the County!

## Quality Assurance Board

- Local control within guidelines established by the commission.
- QAB's purpose is to advise and assist the conservation district board.
  - QAB is advisory only
  - District Board has the final say



Composition of the QAB is established by law:

- Only 4 members
  - Non-voting chair appointed by district board
  - One voting member appointed by the district board
  - One voting member appointed by Fish and Boat commission
  - One voting member appointed by NRCS
- Chairman may only vote to decide a tie
- Voting members appointed by the agencies do not have to be employees
- All QAB members are strongly encouraged to take ESM training
  - At least one district member must take ESM training
- QAB can have as many advisors as they deem necessary, but advisors are non voting

## NRCS and PAFBC (not CD) designate their QAB appointees

- Does not have to be NRCS/PAFBC employee.
- Can also designate an alternate.
- Should have appointment in writing
- *Sample appointment letter:*

# Chap 4. QAB Role

Sample appointment letter:

**Voting members  
appointed by the  
agencies do not have to  
be employees**

**Word  
Version  
Available  
online**

[Your Name]

[Street Address]

PA Fish and Boat Commission / Natural Resource Conservation Service

Date

[Recipient Name]

[Title]

\_\_\_\_\_ Conservation District

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

The PA Fish and Boat Commission / Natural Resource Conservation Service recognizes the importance of serving on the Quality Assurance Board (QAB) for the \_\_\_\_\_ Conservation District's Dirt, Gravel, and Low Volume Road Maintenance Program (Program). The QAB is instrumental in recommending Program projects and policies to the Conservation District Board for approval.

In order to better serve the Conservation District and their program, the agency designates name of affiliation as the official representative of the PA Fish and Boat Commission / Natural Resource Conservation Service for the local QAB. This designation is effective immediately upon District approval and continues until date. Optional text could be added here to establish a designated alternate member to vote on the QAB in the event the member above cannot attend

I would like to commend your organization for the important contribution it makes to our community and environment, and I wish you continued success with the Dirt, Gravel, and Low Volume Road Maintenance Program.

Sincerely,

[Your Name]

## QAB Meetings

- On a regular schedule or as needed
- Common action items at a QAB:
  - Review grant applications
  - Recommend projects for funding to the district board
  - Review completed projects
  - Recommend local policies to district board
- At least 2 of the 3 voting members (quorum) on any recommendations to the district board

## QAB Meetings must be Sunshined

*The Pennsylvania Sunshine Act requires all public agencies to take all official actions and conduct all deliberations leading up to official actions at public meetings. The Act covers all such actions by municipal governing bodies, committees of these governing bodies and municipal boards and commissions.*

*-Open Meetings, the Sunshine Act (Pennsylvania)*

- Agenda posting requirements added in 2021
- Cannot vote via email
  - Can vote in a virtual meeting or conference call if the public has access to join
- <https://www.agriculture.pa.gov/Pages/Sunshine-Act.aspx>
- <https://www.openrecords.pa.gov/SunshineAct.cfm>

## 4.3.1 Project Ranking / Sunshine Act

- Field visits by the QAB are not subject to Sunshine Act requirements as long as no deliberations of QAB business occurs and no official actions or recommendations are made during the visit.

### 4.3.1 QAB Role: Project Ranking

- QAB members should become familiar with applicant's worksites:

- Site visits as a group
- Site visits individually
- Photo tour from District staff
- Paper application review only
- Throw darts at “application dartboard”

**Best option**



**Not recommended**



### 4.3.1 QAB Role: Project Ranking

- Each County must have written Project Ranking Criteria
  - Based on local priorities.
  - Can have separate DGR and LVR or combined.
  - Must provide for equal access.
  - Example template available on Center's website.

This document is provided only as an example. County QABs can use as little or as much of the information here as they desire to establish local priorities in project ranking.

## Example Dirt, Gravel, and Low-Volume Road Grant

Application Ranking 8/13/14

Select type of application
Unpaved (Dirt and Gravel)
Paved (Low Volume Road)

### SECTION 1: APPLICATION VALIDATION

Note the validation criteria in Section 1 serve to insure a project is eligible. Feel free to insert additional county specific criteria.

Does this road site negatively impact a stream, lake, wetland, or other water body? circle choice YES NO

# Application Validation

Has the applicant identified and agreed to obtain all necessary permits? YES NO

LVR ONLY: If the traffic count is known at this point, is it 500 vehicles per day or less? YES NO NO unavailable

(note traffic count is required before contract is signed)

If any of the questions above are answered "NO", the application is currently not eligible for funding.

### SECTION 2: APPLICATION RANKING

Feel free to delete criteria, add criteria, or change weighting of criteria to better fit local County needs.

#### SEVERITY OF PROBLEM

##### 1. "Modified" Worksite Assessment:

- Road Drainage to Stream: none-0 Slight-5 Moderate-10 Severe-15 \_\_\_\_\_ (15)
- Wet Site Conditions: Dry-0 Saturated Ditches-3 Roadside Springs-5 \_\_\_\_\_ (10)  
Flow in Ditches-7 Saturated Base-10
- Road Surface Condition \_\_\_\_\_ (15)
  - LVR EVALUATION: Pavement Condition: good-0 fair, some cracking-5  
Poor, cracking, unevenness-7 Damaged-10 Severely Damaged-15
  - D&G EVALUATION: Hard Gravel-0 Mixed Stone-5 Soft Stone-7

# Problem

- Outlets to Stream: None-0 Near Stream-3 Directly to Stream-5 \_\_\_\_\_ (5)
- Outlet/Bleeder Stability: Stable-0 Moderate-3 Unstable-5 \_\_\_\_\_ (5)
- Road Ditch Stability: Stable-0 Fair-3 Poor-7 Unstable-10 \_\_\_\_\_ (10)
- Road Bank Stability: Stable-0 Fair-3 Poor-7 Unstable-10 \_\_\_\_\_ (10)
- Average Canopy Cover: Moderate-0 Minimal-3 Heavy-5 \_\_\_\_\_ (5)
- Off-ROW Impacts resolved \_\_\_\_\_ (5)

Note the assessment above has been modified from the original version. Feel free to use the original version or modify it to reflect county priorities. Regardless of the modifications, the assessment should be re-evaluated when they are applied for funding.

##### 2. Classification of stream or waterbody impacted:

Warmwater Fishery-10 Coldwater Fishery-20 HQ/EV/drinking water-30 \_\_\_\_\_ (30)

#### EFFECTIVENESS OF SOLUTION

##### 3. Degree to which project remediates impact to waterbody:

Slightly-0 Moderately-10 Highly-30 Almost completely-50 \_\_\_\_\_ (50)

# Solution

##### 5. Cost effectiveness: How much "environmental benefit per dollar" (benefit per cost)?

Low ben/\$-0 Moderate ben/\$-10 High ben/\$-30 Very high ben/\$-50 \_\_\_\_\_ (50)

#### OTHER FACTORS

- \_\_\_\_\_ (5)
- Misc \_\_\_\_\_ (5)
- No-0 Discussed site details with CD-10 Met w/CD on site-15

This sample ranking criteria is weighted toward applications that have moderate to severe environmental problems, and high to very high benefit solutions. Your QAB is encouraged to customize this to best fit your county's needs.

#### Point Summary:

Severity of Problem: \_\_\_\_\_ (140 possible points)  
Effectiveness of Solution: \_\_\_\_\_ (115 possible points)  
Other Factors: \_\_\_\_\_ (45 possible points)  
TOTAL SCORE: \_\_\_\_\_ (300 possible points)

#### OTHER CONSIDERATIONS: Some other factors that your local QAB may want to consider:

- Types of road use (residential, school bus route, timber, agriculture, etc.)
- Are all necessary permits already in-hand or applied for?
- Addressing road hazards.
- Past working relationship with applicant within Program.
- A required minimum score in order to be eligible for funding.
- Location of project within MS4 or TMDL or Combined Sewer Overflow regions.

Your QAB is encouraged to customize this evaluation to circumstances in your county. You may develop a joint D&G and LVR ranking sheet such as this, or you may develop separate rankings for D&G and LVR applications. Any ranking criteria used should insure equal access to all applicants.

# Other thoughts

Ranking Criteria Webinar Recorded 12/11/14  
Recording and PowerPoint available online  
[www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)

### **4.3.2 QAB Role: Funding Recommendations**

- QAB makes funding recommendations based on the ranking criteria it establishes
- District board then considers QAB recommendations
- When the district board approves an application, district staff may then develop and secure a contract.

### 4.3.3 QAB Role: Project Implementation

- After contract is secured, district staff is responsible for project administration, oversight, and inspection.
- Future funding decisions for the project may be made by the board with minimal QAB involvement.
  - i.e. District board could approve a contract amendment without QAB involvement

## QAB Role in Policy

Developing local policy is a major function of the QAB:

- QABs develop policy
- District board adopts policy

## **Required Local Policies**

- Equal Access
- Conflict of Interest
- Project Ranking
- Incentives for training
- Non-pollution standards

## Optional Local Policies

- QAB can recommend policies for use within County Program.
- Can be “more stringent” than Statewide policy.
- Cannot conflict with Statewide policy.
- Examples:
  - Deadlines for applications
  - Limiting use of DSA
  - Ongoing maintenance requirements




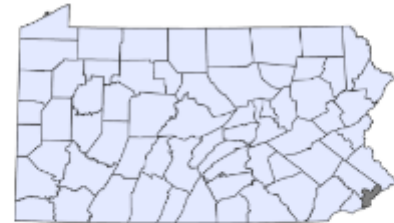
## Individual County pages have contact info and policies

### Conservation Districts

Pennsylvania's conservation districts administer and implement the Program at the county level. Conservation districts accept applications for funding from potential applicants, and award grants to local road owning entities. District staff is responsible for working with grant applicants to develop projects, project oversight, financial tracking and reporting, and general administration of the Program at the county level.

Select any District from the list on the right to visit their individual Program page. Note that Philadelphia County does not currently participate in the Program.

- Choose a District - 



### District Documents Disclaimer

The documents made available within each District's web pages are intended to serve as a guide for the policies set by each Conservation District. While these policies may in fact be current at the time of your viewing, it is strongly recommended to contact the relevant Conservation District for the most current version.

#### Dirt & Gravel Program Stats

Funded Site Miles	2,696
Contracted Sites	312
Completed Sites	5,229
Total Expenditures	<b>\$204,644,865.88</b>

#### Low Volume Program Stats

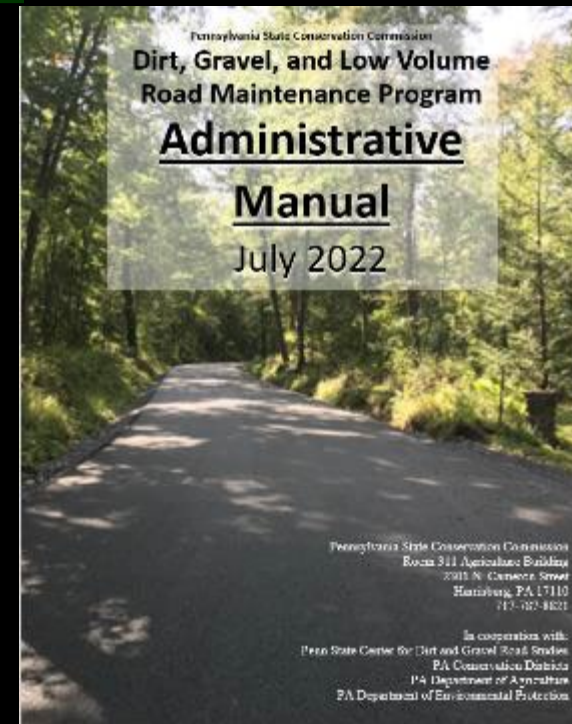
Funded Site Miles	368
Contracted Sites	149
Completed Sites	1,032
Total Expenditures	<b>\$56,124,406.20</b>



<http://www.dirtandgravel.psu.edu/pa-program-resources/conservation-districts>



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



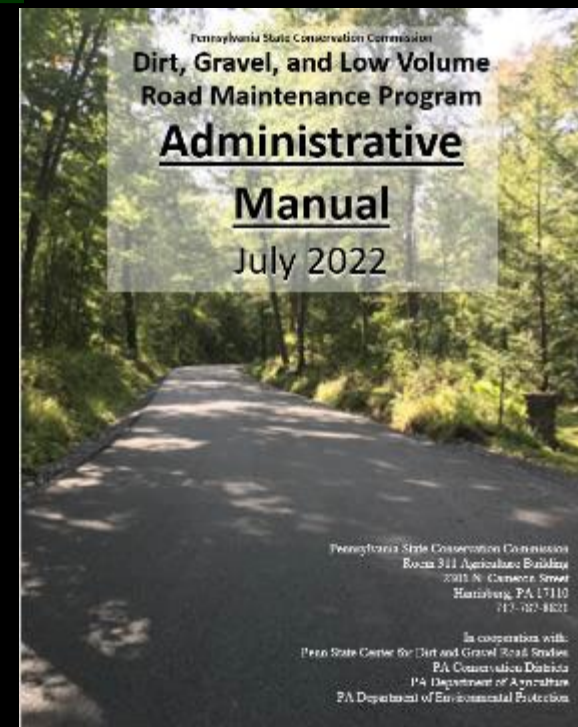
## **5. Applicant Role**

- Designed as standalone section you can copy and give to new potential applicants.
- Most information is repetitive from SCC and District section, just written with applicants in mind.

Steve

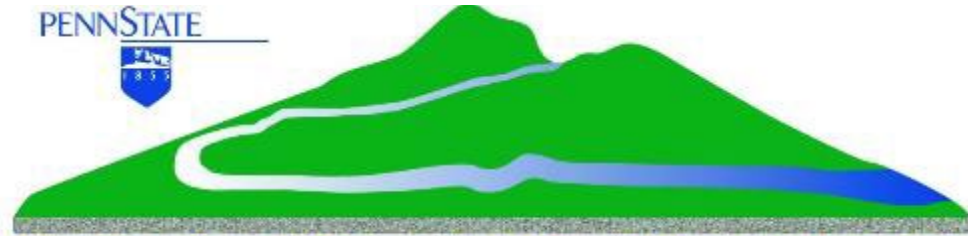


- 1) Introduction
  - 2) SCC Role
  - 3) Conservation District Role
  - 4) Quality Assurance Board
  - 5) Applicant Role
  - 6) Center for Dirt and Gravel Roads**
  - 7) Additional Policies
  - 8) Permits and Other Requirements
- Appendices**





Dirt and Gravel Road PROGRAM



Center for Dirt and Gravel Road Studies

*Funding Support*

*Guidance*

- Make Policy
- “Administer” Program
- QAQC
- Coordinate with legislatures and other agencies

Education

- 2 day ESM training
- Annual Workshops
- Demonstration Days

Outreach

- Technical Documentation
- Website
- Newsletter
- Interagency cooperation

Program Support

- Advisory Groups
- Technical Assistance to Districts
- Quality Assurance effort
- Geographic Information Systems



Dirt and Gravel Road PROGRAM



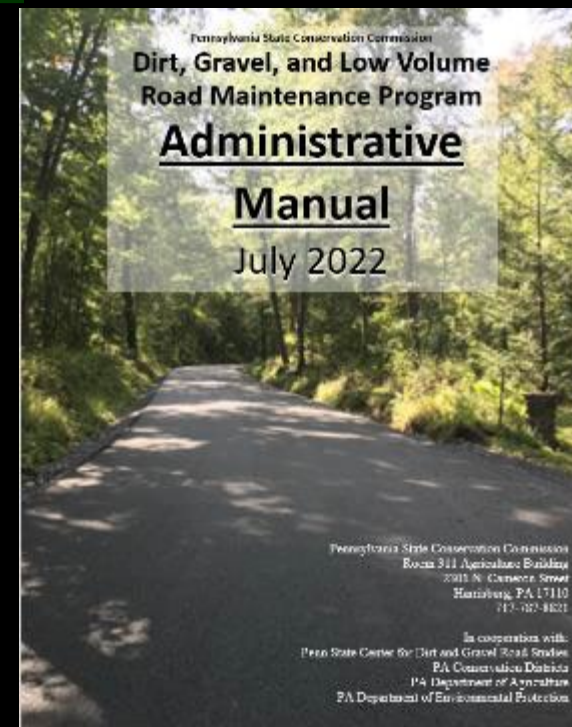
## Got a Question? Who to ask:

- Policy
- Legal
- Allocation/replenishment
- QAQC
- General Questions

- Trainings
- Technical Assistance
- Outreach
- GIS/Reporting
- General Questions



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



**Some policies that don't necessarily apply to every project:**

- **7.1 Stream Crossing Replacement Policy**
- **7.2 Driving Surface Aggregate**
- **7.3 Full Depth Reclamation**
- **7.4 LVR Policies**
- **7.5 Traffic Counts**

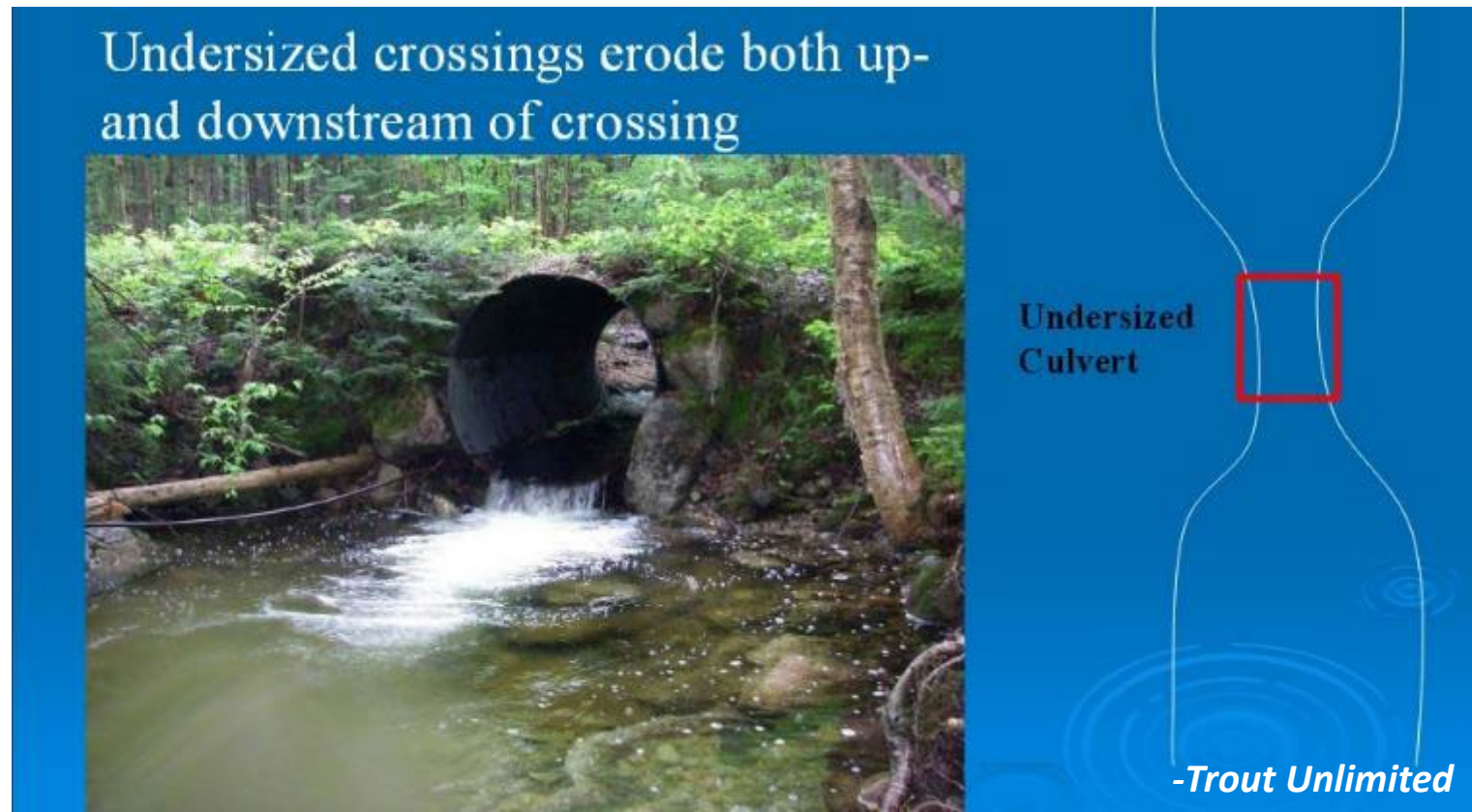
- Policy for replacing culverts and bridges.
- Applies to both DGR and LVR projects.
- Limits replacements to areas where structure is causing problem with stream.
  - Existing structures must be undersized and causing stream instabilities.
  - New structures must be sized to properly accommodate stream flow, bed load, and achieve stream continuity through the roadway.

- One of the Program's major goals for stream crossings is to ensure the structures funded by the DGLVR Program are designed and implemented to achieve stream continuity
- What is stream continuity?
  - Connectivity and continuation of typical streambed features upstream, downstream and through the crossing
    - Slope
    - Width
    - Bed composition
    - Grade controls, pools
    - profile

- Replacement Structures
  - Wide enough to allow for construction of a functional stream channel
  - Including bank margins, low flow channel
  - Grade controls
  - Proper cross section
- Bankfull width stream channel built through a wider than bankfull crossing
  - Accommodates the hydraulic capacity of the stream
  - Better stream function
    - Flood resiliency
    - Sediment and debris transport
    - Full Aquatic Organism Passage

## Undersized Structures cause stream instability

- Gravel deposition upstream (constant “cleaning”)
- “Firehose effect” erosion downstream
- Often barriers to aquatic life





## 7.1.2.1 Policy for Structure Installation

All stream crossing replacements funded in whole or in part with DGLVR funds, or listed as in-kind on a DGLVR Project, must follow the DGLVR Stream Crossing Design & Installation Standard

-unless an exemption is applicable (7.1.3)

Effective 7/1/2022

### PA STATE CONSERVATION COMMISSION DIRT, GRAVEL AND LOW VOLUME ROAD PROGRAM STREAM CROSSING DESIGN & INSTALLATION STANDARD

#### I. DEFINITIONS

- Aggradation:** Deposition of sediment and corresponding increase in streambed elevation, often due to inability of the stream to adequately convey its sediment load during flood.
- Anticipated Scour Depth:** Depth of expected scour used to determine structure bury depth based on observed maximum reference reach pool depth and a factor of safety.
- Aquatic Organism Passage:** Unimpeded movement of aquatic organisms through the road/stream crossing.
- Bankfull Elevation:** In non-confined channels, the elevation point at which the stream typically accesses the floodplain. Channel dimensions at the bankfull elevation convey the channel-forming or dominant discharge.
- Bankfull Width:** A site-specific, field-derived measurement of channel width at the bankfull elevation.
- Bank Margins:** Large rock placed along the outside edges of the reconstructed bankfull channel within the stream crossing structure. Placement of the bank margins define bankfull channel width and bank margin (bankfull) elevation/height through the structure.
- Bedform:** Typical sequence of streambed features through the project reference reach (riffles/pools, step/pool, etc.).
- Channel Continuity:** Relative consistency and connectivity of a stream channel upstream, and downstream of a road/stream crossing, in regard to physical characteristics of the channel as slope, planform, dimensions, profile, and bedforms.
- Continuity Slope:** Slope of the reconstructed section of streambed necessary to re-establish relatively continuous slope, profile, and bedforms (channel continuity) along the entire length of stream extending upstream, through, and downstream of the new crossing.
- Crossing:** Refers to the location of a road/stream crossing structure.
- Cross-Section Survey:** A survey conducted across the channel (perpendicular to the stream) to provide a physical representation of channel dimensions including channel depth, and stream width.

#### IV. GENERAL CRITERIA APPLICABLE TO ALL STREAM CROSSING INSTALLATIONS

- A. Refer to the Dirt, Gravel, and Low Volume Roads (DGLVR) Program Stream Crossing Replacement Technical Manual for additional design and construction guidance and details regarding implementation of the standards and requirements listed below.
- B. All stream crossing projects shall be authorized in accordance with local, state, and federal laws. All applicable permits must be obtained prior to construction.
- C. All stream crossing structures shall be comprised of one single-opening structure installed at each crossing. Projects shall not utilize multi-opening structures or the placement of multiple single-opening structures at any one crossing location. Additional floodplain conveyance structures may be installed a minimum of one bankfull-width distance outside of the bankfull channel.
- D. New stream crossing structures shall be designed to pass, at a minimum, the 100-year discharge (Q100) at a water surface elevation not to exceed 80% of the finished opening height.
- A Hydrologic and Hydraulic (H&H) Study is required that includes:
1. finished thalweg elevations, and
  2. clearly labeled discharge values and water surface elevations at the proposed crossing inlet for Q2, Q10, Q25, Q50, and Q100.
- E. Grade controls, bank margins, and key pieces shall, at a minimum, be designed to be stable at Q100.
- F. Structures must be of adequate width to accommodate the bankfull width of the stream at the final bankfull elevation with stable bank margins. Once these design criteria are met, the structure width shall not be less than 1.25x the bankfull width of the stream at the bankfull elevation.
- G. In project design and construction, bankfull channel dimensions must be based upon project site-specific field measurements. Channel dimensions derived from other methods, such as modeling of estimated bankfull discharge, shall not be utilized.
- H. New structures must be properly aligned with the channel, unless not feasible due to permitting restrictions or other constructability restraints. See Attachment A and the SCC GP-11 Permit Memo (Appendix E of the DGLVR Stream Crossing Replacement Technical Manual) for additional clarification of permitting, including minor channel realignments that might be authorized with a GP-11 for stream crossings designed to this Standard.
- I. Corridor floodplain connectivity when necessary (e.g., high water by pass, overflow pipes, etc.). Floodplain or overflow pipes must be placed a minimum of one bankfull-width distance outside of the bankfull channel.
- J. Structures must be designed and constructed to accommodate the passage of aquatic organisms through the structure.
- K. Round pipes over 36" in diameter may not be utilized.

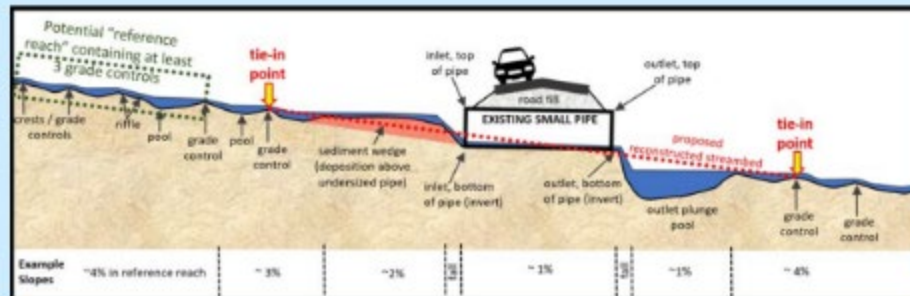


# Stream Crossing Replacement Technical Manual

## Pennsylvania Dirt, Gravel, and Low Volume Road Maintenance Program Stream Crossing Replacement Technical Manual

Provided by:

The Pennsylvania State Conservation Commission  
and The Pennsylvania State University Center for Dirt and Gravel Road Studies





- <https://www.dirtandgravel.psu.edu/education-and-training/webinars/past-webinars>
- **May 27: Stream Technical Manual: Overview and Q&A on DGLVR Stream Crossing Replacement Technical Manual**
  - [Webinar Download](#) (57.6 MB): MP4 format (*~34 minutes*)
  - Presentation Downloads:
    - [Adobe PDF](#) (2.74 MB)
    - [MS Powerpoint](#) (3.59 MB)
- **May 26: Stream Standard: Overview and Q&A on DGLVR Stream Crossing Design and Replacement Standard**
  - [Webinar Download](#) (182 MB): MP4 format (*~41 minutes*)
  - Used policy text, so no presentation download.
- **May 25: Stream Policy: Overview and Q&A on DGLVR Stream Crossing Replacement Policy**
  - [Webinar Download](#) (148 MB): MP4 format (*~41 minutes*)
  - Used policy text, so no presentation download.

## 7.1.2.2 Existing Structure Eligibility for Replacement

- Small Pipes
  - Existing crossing with an opening width less than or equal to 48” are automatically eligible for replacement
- Multiple Pipes
  - Existing crossing consisting of multiple (side by side) pipes are automatically eligible for replacement
    - Only applies to pipes, not multiple cell bridges
- All other structures
  - Existing crossing with an opening width over 48” must have a “structure opening width to bankfull channel width” ratio of 75% or less
- SCC notification
  - Districts must notify the SCC of proposed stream crossing replacements as soon as practical before a contract is signed
  - Available on the GIS system

- **CDs are required to notify SCC of planned stream crossing replacement before signing a contract**
  - **Access notification by logging into CDGS website:**

### Stream Crossing Notification Form

- [Clone content](#)

The notification form below is to be completed for each individual stream crossing that is to be replaced with DGLVR funds (use multiple forms for projects with multiple crossings). Submit notifications as early as possible **once you know a project is likely to be funded**, and before a contract is signed. Note that this is a notification, not an approval. Once you have submitted the notification, you may proceed with the project. If there are questions or concerns about your notification, you may be contacted by CDGRS/SCC/TU. You do NOT need to complete a notification for projects that were already under contract as of 7/22/20 when the notification policy was implemented.

#### Basic Information

Road Owner \*

Road Name \*

Road Type \*

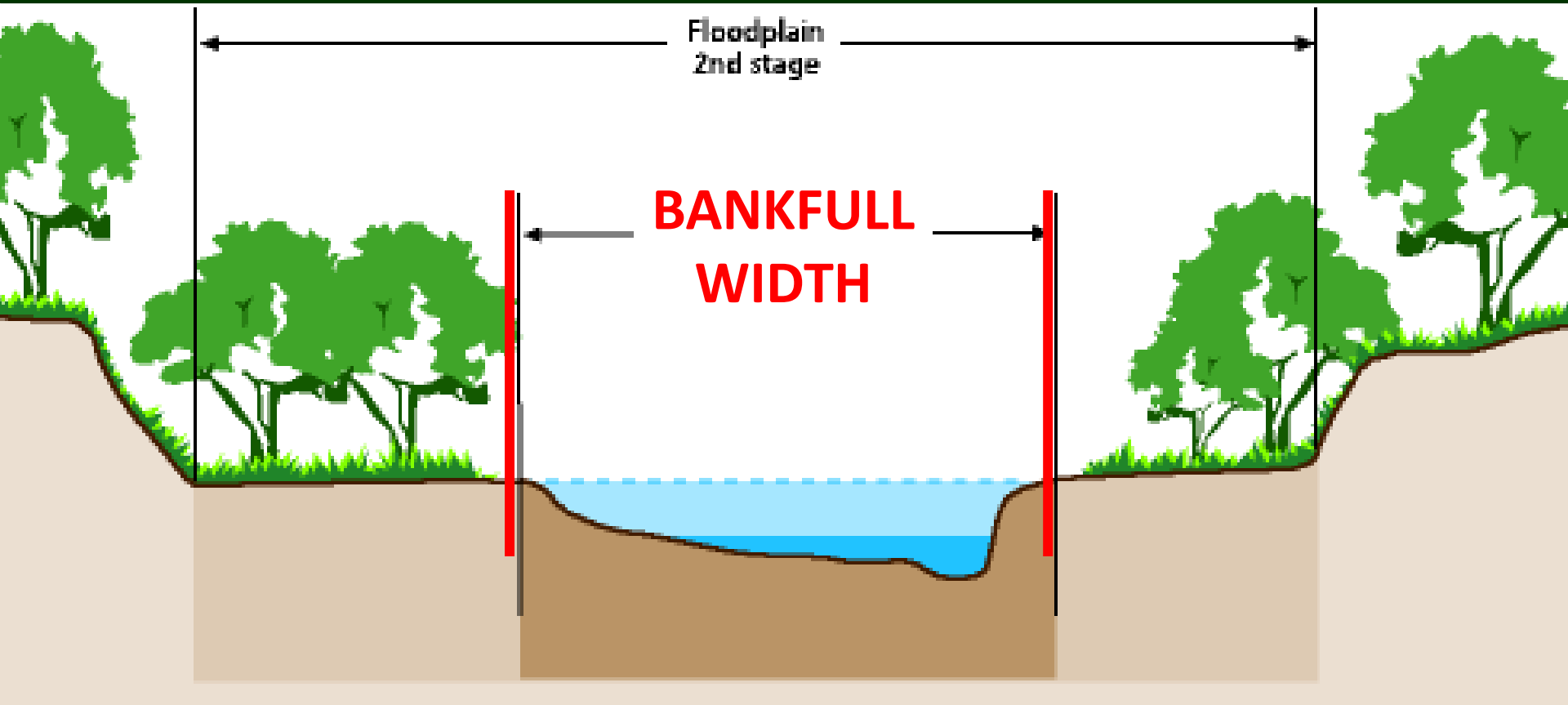
- Low Volume Road (LVR)  
 Dirt and Gravel Road (DnG)

Latitude \*

Please use up to 4 decimal places if possible.

i.e. 40.8009





**Bankfull Width**: Width of channel at bankfull elevation

**Bankfull Elevation**: the point at which the stream typically accesses the floodplain. Channel dimensions at this elevation convey the channel-forming or dominant discharge.

## Where does stream crossing policy apply?

- Applies to situations where streams, including intermittent channels, with identified bed and banks are flowing into the road or the uphill ditch.





**Example  
1  
Looking  
upslope  
from road**





**Example 2**

**Looking upslope  
from road**





**Example 3**

**Looking upslope  
from road**





Example 4 Looking upslope from road



### 7.1.2.4 Policy Limiting Engineering and Consulting Costs

- Overviewed in 3.7.4.2
  - Limited to 20% of the total contract amount
  - Not to exceed \$25,000

## 7.1.2.5 Conservation District Education Requirements

- Effective July 1, 2023
  - At least one district staff member must have completed the stream crossing replacement certification training
  - Must be completed prior to QAB recommending or District Board approving a project with a stream crossing
  - Required every 3 years
  - Does not apply to automatic exemptions

### 7.1.2.6 Conservation District Requirements

- Districts are required to hold meetings including:
  - Pre-application meeting
    - District and Grant Applicant
  - Pre-design meeting
    - Required if engineer is required
    - District, grant recipient, and Design Engineer
  - Pre-construction meeting
    - District, grant recipient, engineer, and contractor



## 7.1.2.6 Conservation District Requirements


- Districts are required to attend a bid site showing if applicable
- A stream crossing eligibility determination must be completed and kept in the project file

**PA Dirt Gravel and Low Volume Road Program—Stream Crossing Eligibility Determination Form** 7/2022

**Reviewer Information:**  
 Date: \_\_\_\_\_  
 Reviewer(s): \_\_\_\_\_

**Site Information:**

County	_____	Township	_____
Road Crossing Priority	_____		
Structure Crossing Priority	_____		
Road Name	_____		
Stream Name	_____		
Latitude	_____ N	Longitude	_____ W
Site Notes	_____		

**Existing Structure (Circle):**  


**Measuring Bankfull Channel Width:** Since stream conditions vary, these guidelines are flexible, and the goal is to determine bankfull width of an unaltered "reference reach" of the stream.  
**Stream Bankfull Channel Width:** Bankfull channel width is the maximum width of a stream flow influenced by any impact cross section (such as debris piles, floodplain obstructions, bedrock outcrops, etc.). Look downriver for measurements if provided from your upstream. In order to get out of the "area of influence" from the structure, roughly estimate the bankfull channel width, then go at least 5 times that distance away from the structure before considering taking bankfull measurements. Additional bankfull widths should be measured so that three to five (more preferred) measurements are collected. Subsequent bankfull width measurement should be collected at least 1/2 bankfull width away from the first measurement. Note that it is important to measure bankfull where the best indicators and these locations may be much greater than 1/2 bankfull width apart. Avoid taking bankfull measurements at unique, unusual, or temporary features such as log or debris jams, man-made obstructions, bedrock outcrops, hard meander bends, and braided channels. Bankfull measurements can be taken further from the structure if needed if there are no major shifts in the channel. Be flexible when choosing where to take measurements in order to capture the most representative reaches of the stream.  
**Taking Bankfull Measurements:** When taking a bankfull measurement, locate bankfull indicators such as changes in bank slope, depositional features, vegetation changes, and other features and stretch a tape across the channel to determine the bankfull width at that elevation. Look for bankfull indicators that lie up on both sides of the channel as the bankfull elevation should be level across the channel. Remember that bankfull flows typically occur every 1-3 years, so don't mistake higher benches for outside the channel for bankfull. Additional bankfull determination guidance is available in the Stream Crossing Technical Manual or the Design/Install/Operate/Inspect/Repair Manual.

Measurement	Bankfull Width (ft)	Notes
1	6	
2	7	
3	8	
4	9	
5	10	

**Structure Eligibility**

Is the opening width of the existing structure 48" or less, or does the structure consist of multiple pipes? YES NO  
 For structures with a single opening over 48", is the opening to bankfull width ratio (C) above 75% or less? YES NO

If a answer to either question above is "YES," the structure is eligible for replacement with DGRV Funds. In all cases, new structures must follow the DGRV Stream Crossing Design & Installation Standard unless it qualifies for an exemption from the DGRV Stream Crossing Design & Installation Standard. Keep a copy of this form in project files.

**Additional Notes:**



### 7.1.2.6 Conservation District Requirements

- Off Right-of-way
  - Stream crossings nearly always extend outside the right-of-way
  - Applicants are strongly encouraged to get permission from landowners prior to contracting the project
  - If landowner permission is necessary to achieve continuity and meet the standard but cannot be obtained, the project cannot be completed.

### 7.1.2.6 Conservation District Requirements

- Site Assessment
  - Must be completed for each stream crossing prior to the QAB recommending a project for funding.
  - Used to support development of cost estimates and the grant application
  - Includes obtaining a longitudinal profile and a minimum of 2 cross-sections of the existing stream
    - Will be utilized for review of future surveys and project plans to ensure they meet the standard
  - Must meet section IV.K of the Design and Installation Standard

## 7.1.2.6 Conservation District Requirements

- Site Assessment
  - District must be onsite while the engineer/surveyor is completing their site assessment for the project
    - Observe and assist with longitudinal profile and cross sections and ensure all important data points are obtained

### 7.1.2.6 Conservation District Requirements

- Plan Reviews
  - All permit applications, site assessment, and design plans and specifications must be submitted to the conservation district
  - The District must review the documents and provide written confirmation to the grant recipient or engineer that these document comply with DGLVR policy and Standards before they are submitted for permit review.
  - Purpose is to verify consistency with Program policy and standards
    - Not to review engineering calculations or permit completeness.
    - Form letters available on the Center's Website



## 7.1.2.6 Conservation District Requirements

- Bid Review
  - If a project is required to be bid out for construction:
    - The grant recipient or engineer must provide all draft bid packages to the district
    - The district must review the draft documents and provide written confirmation that the bid documents comply with DGLVR policy and standards prior to being put out to bid
    - It is up to the grant recipient to ensure applicable bidding requirements are followed.



## 7.1.2.6 Conservation District Requirements

- Site inspections
  - District must be onsite regularly during construction to ensure Program policies and standards are being met
    - At minimum, must be onsite for the critical stages outlined in the Standard
  
- D. Critical Stages of Construction to be inspected by the engineer (and/or engineer's designee) at the time of installation is required. Critical Stages include, but are not limited to, the following:
  1. Installation of structure subgrade and bedding materials and establishing inverts/elevations.
  2. Installation of footings, abutments and structure appurtenances.
  3. Installation of grade control features, bank margins, and streambed substrate.
  4. Installation or placement of stream crossing structure.
  5. Compaction and backfill of stream crossing structure.

### 7.1.2.6 Conservation District Requirements

- Districts must complete the “Project Lifecycle Checklist” (Appendix J), which must be kept in the project file

**Stream Crossing Replacement Project: Lifecycle Checklist**

Applicant: \_\_\_\_\_

Road Name: \_\_\_\_\_

type  DGR  LVR

Crossing Identifier: \_\_\_\_\_

*This checklist is meant to summarize the major events in development and implementation of a stream crossing replacement. This form (but not individual checklists) is required to be completed and kept in project file.*

Contact List		Phone Number	E-mail Address
Grant Applicant	Contact Name		
Grant Applicant			
Engineer			
Engineer			
Contractor			
Contractor			

**Pre-Application Meeting:** The District is required to hold a preapplication meeting prior to a grant recipient applying for program funds for a stream crossing project. Initial site visit and subsequent follow up visits for project planning. See Pre-Application Meeting Checklist for meeting talking points. As a reminder, a longitudinal profile / cross-section survey must be completed prior to QAB recommendation for funding (see below). Submit online notification to SCC if project is likely to be funded.

o **Initial Site Visit Date:** \_\_\_\_\_

o **Attendees:** \_\_\_\_\_

o **Notes:** \_\_\_\_\_

**Longitudinal Profile Survey:** A longitudinal profile survey must be conducted for each stream crossing prior to the QAB recommending the project for funding. Engineer may utilize the District survey for design or conduct another survey, in concert with the District. Refer to DGLVR Program's Stream Crossing Standard for survey requirements. See Chapter 4 of Stream Technical Manual and Longitudinal Profile Technical Bulletin for guidance.

o **Initial Survey Date:** \_\_\_\_\_

o **Participants:** \_\_\_\_\_

o **Notes:** \_\_\_\_\_

Was a second (engineer's) survey completed (in concert with the District's survey)?  Yes  No

o **Engineer's Survey Date:** \_\_\_\_\_

### 7.1.3 Exemptions from the Standard

- It is not always practical, cost effective, or biologically beneficial to complete a comprehensive stream continuity project
- Stream crossings vary greatly across the state
- Exemptions are designed to provide maximum leeway for the district and SCC to adapt to unique circumstances

### 7.1.3 Exemptions from the Standard

- It is not always practical, cost effective, or biologically beneficial to complete a comprehensive stream continuity project
- Stream crossings vary greatly across the state
- Exemptions designed to provide maximum leeway for the district and SCC to adapt to unique circumstances
- Exemptions only apply to DGLVR Program Standards, and do not exempt any projects from applicable permit requirements

### 7.1.3.1 Automatic Exemptions

Automatic Exemptions can be granted at the discretion of the conservation district

- Must have a bankfull width of 4' or less and:
  - Defined bed and bank no more than 500' upslope of the road
  - Drainage area of 20 acres or less
- Complete the Automatic Exemption form (Appendix I) and keep it in the project file

### 7.1.3.2 SCC Approval for Exemptions

- Used for projects that do not qualify for an automatic exemption
  - Small channels that fall outside the automatic exemption
  - Extensive outlet drops that make connectivity impossible or prohibitively expensive
  - Other crossings with special circumstances
- SCC Exemption from the DGLVR Stream Crossing Standard form must be obtained from the SCC and kept in the project file

### 7.1.3.3 What is waived with an Exemption

- The need to follow the DGLVR Stream Crossing Design and Installation Standard
- The need to achieve stream continuity as it relates to slope, streambed material depth, and establishing grade controls within the structure



### 7.1.3.3 Requirements for projects covered by an exemption

- Any local, state, and federal laws and all applicable permits are **not** waived
- New structures must span a minimum of 1.25x (125%) of the bankfull width of the stream
- Upstream: Grade controls required immediately upstream of the inlet
- Outlet stabilization required in the form of grade controls, bank armoring, or filling scour holes.

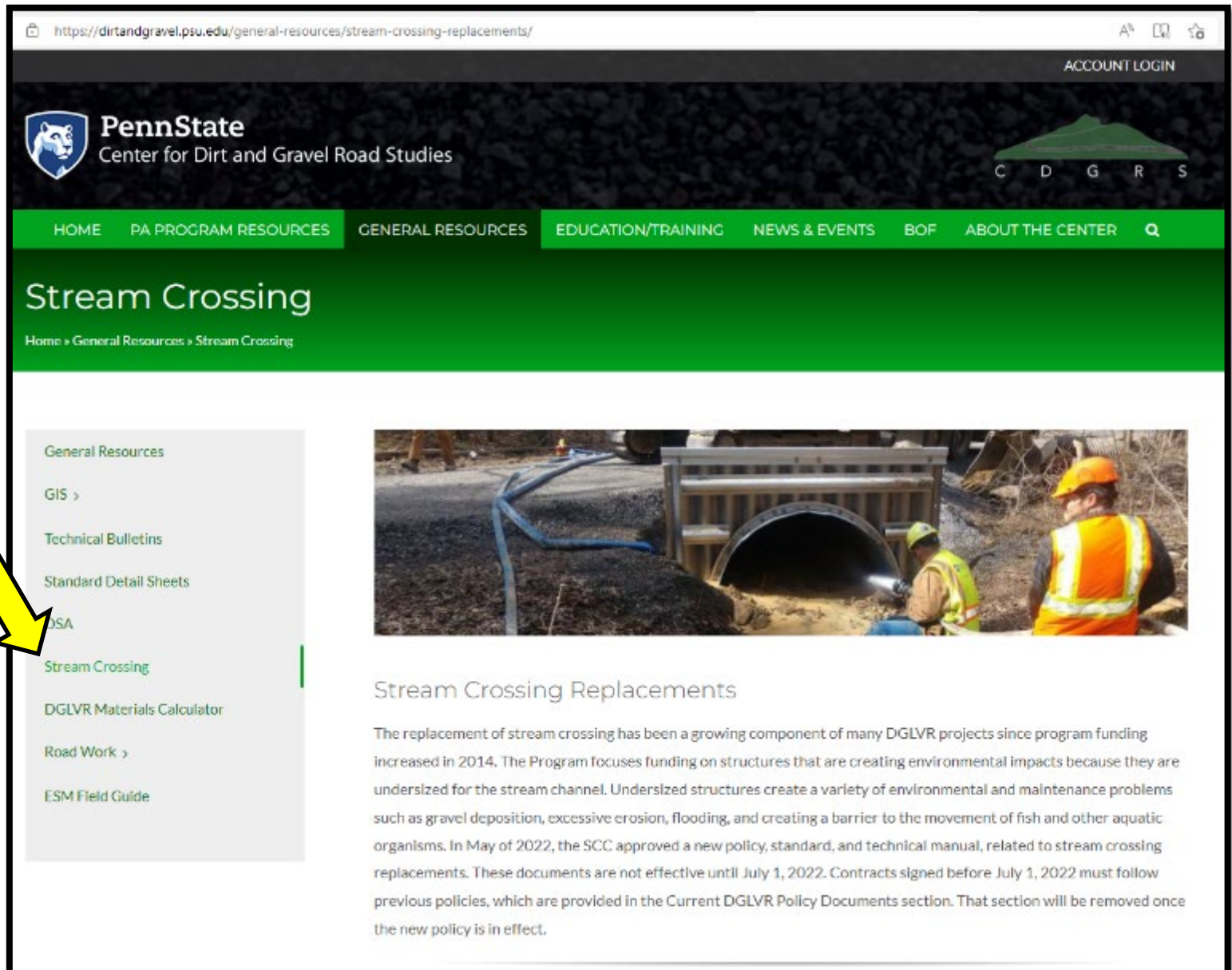
### 7.1.3.3 Requirements for projects covered by an exemption

- New structures must be properly aligned with the channel
- Consider floodplain connectivity
- Districts are required to review permits and engineered plans if they are required for the project
- Divert surface runoff and roadway drainage away from the stream and structure
- Other site-specific requirements may apply as identified by the SCC on a project-specific basis

Recorded webinar from January 2023 about stream crossing exemptions

- <https://dirtandgravel.psu.edu/education-training/webinars/past-webinars/>

- Stream Crossing Resources



https://dirtandgravel.psu.edu/general-resources/stream-crossing-replacements/

ACCOUNT LOGIN

**PennState**  
Center for Dirt and Gravel Road Studies


C D G R S

HOME PA PROGRAM RESOURCES GENERAL RESOURCES EDUCATION/TRAINING NEWS & EVENTS BOF ABOUT THE CENTER

## Stream Crossing

Home » General Resources » Stream Crossing

- General Resources
- GIS >
- Technical Bulletins
- Standard Detail Sheets
- DSA
- Stream Crossing**
- DGLVR Materials Calculator
- Road Work >
- ESM Field Guide



### Stream Crossing Replacements

The replacement of stream crossing has been a growing component of many DGLVR projects since program funding increased in 2014. The Program focuses funding on structures that are creating environmental impacts because they are undersized for the stream channel. Undersized structures create a variety of environmental and maintenance problems such as gravel deposition, excessive erosion, flooding, and creating a barrier to the movement of fish and other aquatic organisms. In May of 2022, the SCC approved a new policy, standard, and technical manual, related to stream crossing replacements. These documents are not effective until July 1, 2022. Contracts signed before July 1, 2022 must follow previous policies, which are provided in the Current DGLVR Policy Documents section. That section will be removed once the new policy is in effect.

Not eligible...



Sherri

**Some policies that don't necessarily apply to every project:**

- 7.1 Stream Crossing Replacement Policy
- **7.2 Driving Surface Aggregate**
- 7.3 Full Depth Reclamation
- 7.4 LVR Policies
- 7.5 Traffic Counts





## Driving Surface Aggregate

- Specific mixture of stone designed as a wearing course for unpaved roads.



Figure 1: Placement of DSA through a paver.

Inside the DSA: Larger particles locked tightly in place by smaller particles and fines.



## Driving Surface Aggregate

- Only approved aggregate for surfacing unpaved roads with DGLVR funds
- All drainage and road base issues must be addressed before DSA is paid for/placed with DGLVR funds
- DSA placement required to be April 1 – Sep 30.
- Paver Placement is required for contracts including over **500** tons of DSA

- Paver must be in good working order and be of sufficient horsepower to be capable of pushing loaded trucks uphill while placing material in a full width pass at the required minimum depth stipulated in the contract.
- If the total tonnage is less than 500 tons, the DSA must be paver placed or placed by tailgating and groomed with a road grader equipped with a carbide-tipped grader blade. A track mounted paver is preferred.



### **7.2.3 Exception to using DSA on Fill Projects**

Driving surface aggregate meeting the Commission's specification is the only approved road surface material that may be purchased (for DGR projects) with Program funds. The only exception to this is on road fill projects.



### 7.2.3 Exception to using DSA on Fill Projects (continued)

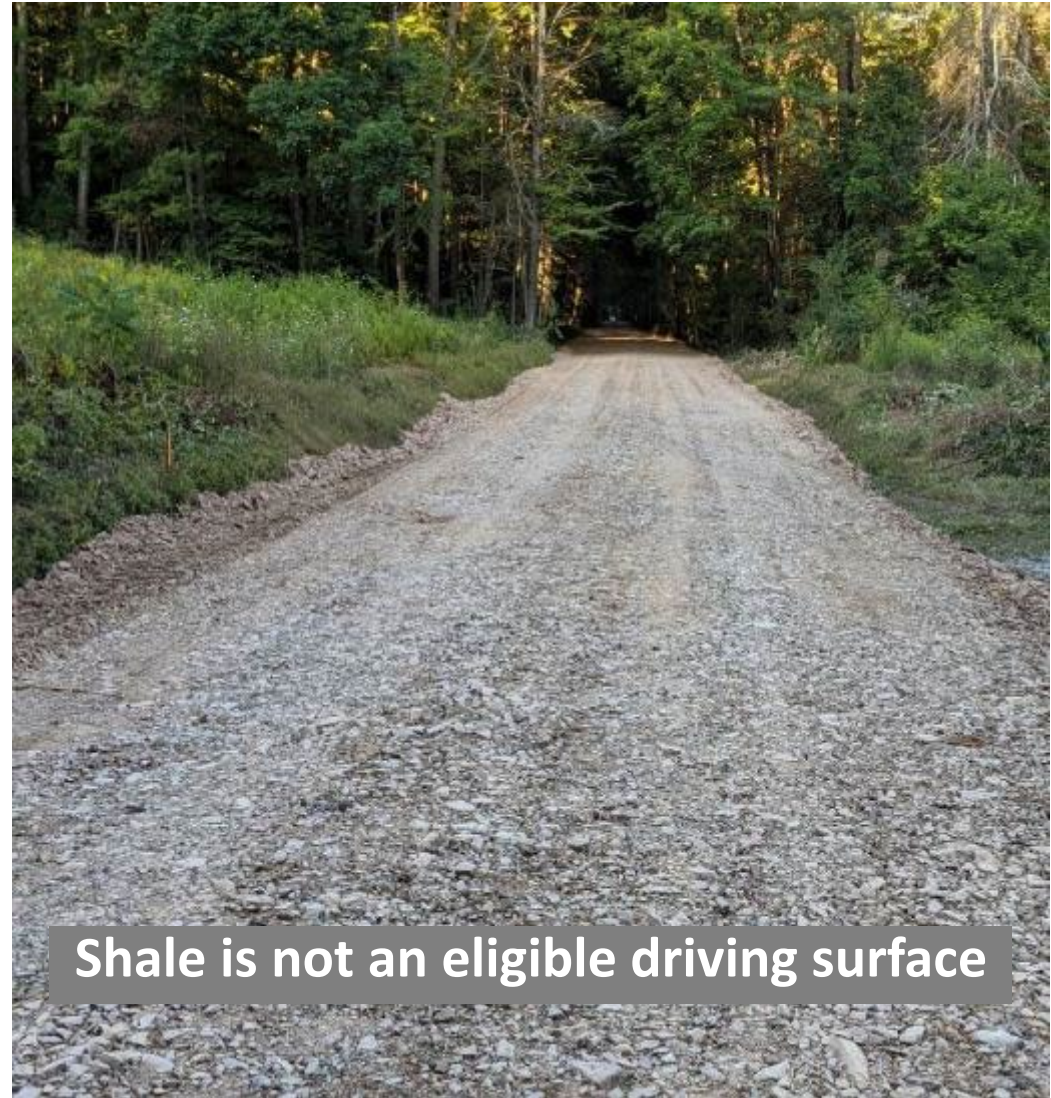
Road fill projects are defined as projects which install an average compacted thickness of 12-inches or more of fill material, not including the driving surface, to allow for proper drainage and/or strengthen the existing road base.





### 7.2.3 Exception to using DSA on Fill Projects (continued)

Road fill projects must be capped with DSA or an alternative aggregate at a minimum depth of 6-inches. Shale or bank-run gravel may not be used as the final driving surface. This exception is not meant to replace DSA with fill.



Shale is not an eligible driving surface



# DSA Details and Resources at [www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)

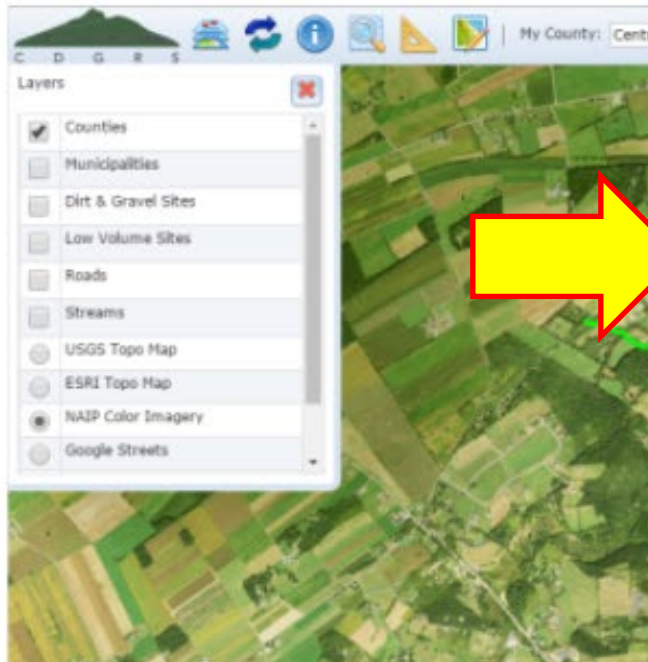
Login



## PennState

Center for Dirt and Gravel Road Studies

- HOME
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- GIS
- TECHNICAL BULLETINS
- STANDARD DETAIL SHEETS
- DSA
- STREAM CROSSINGS
- MATERIALS CALCULATOR
- ROAD WORK
- ESM FIELD GUIDE



### CDGRS Mapper


Explore completed projects in your state with the live public interactive mapper. The "CDGRS Mapper" quick link to the "More Info" for details.

[More Info](#)

# DSA Resources: DSA Handbook

Driving Surface Aggregate Handbook

Driving Surface Aggregate (DSA) Handbook



January 2021

This DSA Handbook is intended for use in Pennsylvania's Dirt, Gravel, and Low-Volume Road Maintenance Program.

---

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- 1. Summary of DSA Requirements and Recommendations..... 3
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- 3. DSA Pre-Project Sampling and Testing..... 6
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**APPENDICES**

- A. SCC DSA Standard and Specification (7/22/2020)
- B. SCC DSA Certification Form
- C. Aggregate Sample Collection Data Sheet
- D. DSA Best Management Practices



- DSA is major Program expense
- Center's "DSA Clearinghouse" designed to improve aggregate and job quality.



## What conservation districts must do:

1. Ensure DSA is tested by independent lab and meets specification
  - If a CD would like the CDGRS to do this:
    - contact CDGRS once the DSA supplier is chosen and at least 30 days before proposed placement date
    - Fill out the *DSA Notification Form* on the CDGRS website and email to CDGRS
    - Keep test results in project file

## PA Dirt, Gravel, and Low-Volume Road Maintenance Program Driving Surface Aggregate (DSA) Purchase Notification Form

*This form is for Conservation Districts to provide notice to the PSU Center for Dirt and Gravel Road Studies (CDGRS) of upcoming DSA placement projects. The top portion of this form is to be completed and returned to DSATesting@psu.edu.*

<b>CONTACTS</b>	<b>Entity</b>	<b>Person</b>	<b>Phone</b>	<b>E-mail</b>
Cons. District:	_____	_____	_____	_____
Grant Recipient:	_____	_____	_____	_____
Quarry	_____	_____	_____	_____
Placement Cont.:	_____	_____	_____	_____

### PLACEMENT DETAILS

Tons DSA to be placed: \_\_\_\_\_ tons      Estimated Placement Date: \_\_\_\_\_

Est. Total DSA Costs: \$ \_\_\_\_\_

Placement Method:      Motor-paver      Other: \_\_\_\_\_

Road Name(s) / #(s): \_\_\_\_\_

If the Center for Dirt and Gravel Road Studies is to perform DSA testing, the Conservation District must provide at least 30 days notification before expected placement. This will allow the Center to coordinate with the quarry and perform any quality control steps necessary prior to and during placement. This could include lab testing for plasticity index, gradation, proctor (for maximum dry density and optimum moisture content), LA Abrasion, pH, soundness, and field testing for moisture and compaction, as well as site visits during placement. If a Conservation District chooses to sample and test a DSA stockpile they should share the testing results with the Center to improve records statewide. This completed form is to be included with the certification from the quarry in the project file. Any entity producing DSA must obtain the components from a source or quarry that complies with the SCC DSA Standard and Specifications. **Quarries cannot be certified for DSA, only specific stockpiles of DSA can be certified.**



### CENTER USE ONLY:

Date Notification Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Discussed with CD: YES / NO \_\_\_\_\_

Discussed with Quarry: YES / NO \_\_\_\_\_

Visited Quarry: YES / NO \_\_\_\_\_

Testing Completed: YES / NO \_\_\_\_\_

Tests Performed: PI \_\_, Gradation \_\_, Proctor \_\_, LA Abrasion \_\_, ph. \_\_, Soundness \_\_, Other \_\_\_\_\_

Results reviewed with CD: YES / NO \_\_\_\_\_

## **What conservation districts must do:**

2. Collect DSA Certification Form from first load delivered to the work site
  - Needs to match pre-construction testing



What do  
2. Co  
deliv

ad

PA State Conservation Commission  
**Driving Surface Aggregate Certification Form**

Company: \_\_\_\_\_

Plant Location: \_\_\_\_\_

Parent Stone Type: \_\_\_\_\_

Tonnage Represented: \_\_\_\_\_

Project: \_\_\_\_\_

This record is to certify that the aggregate shipped to the above-referenced job site meets all PA State Conservation Commission specifications and quality requirements.

Sieve Size	Specification Range % passing	Gradation for This Lot % passing
1.5"	100	
0.75"	65 – 97	
#4	30 – 65	
#16	15 – 30	
#200*	10 – 15	

\*If the Plasticity Index for the material is 2 or below, then the #200 sieve is permitted to be 10-17% passing.

pH: \_\_\_\_\_ L.A. Abrasion: \_\_\_\_\_ Plasticity Index: \_\_\_\_\_ Opt. Moisture %: \_\_\_\_\_

Authorizing Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Authorizing Agent: \_\_\_\_\_

Print Title of Authorizing Agent: \_\_\_\_\_

**Note:** The authorizing agent or responsible party should sign their name and print their name below their signature. If the signatory is a Penn-DOT certified Aggregate Technician, add the certification number on title line and no notary is required.

Sworn and subscribed before me:

*This form is for use on Dirt, Gravel, and Low Volume Road Projects funded through the PA State Conservation Commission. This is not a PennDOT form or certification.*

This day: \_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_



## What conservation districts must do:

3. Ensure the DSA placement meets DGLVR Program requirements

- See CDGRS Website and DSA Handbook for additional guidance
- DSA Technical Bulletin →

## Preparation for DSA Placement

The Driving Surface will reflect the shape of the road base

1. The performance of any aggregate or pavement will be limited by the stability of the base it is placed on. Road base instability issues MUST be completed where needed before application of DSA.
2. Address surface drainage improvements prior to the use of DSA.
3. The "Environmentally Sensitive Maintenance Practices" used to improve drainage vary widely but may include the addition of road fill to elevate an entrenched road, crosspipes or culverts to disperse drainage, underdrains and/or French mattresses to address subsurface water.
4. Establish proper drainage in existing base (*figure 2*). Recommended crown or cross-slope is  $\frac{1}{2}$  to  $\frac{3}{4}$  inch per horizontal foot. Proper shape may be a flat "A" crown profile, an in-slope or out-slope. If exposed bedrock or insufficient material prevents proper shaping of the road base, additional base material should be added before aggregate placement.
5. For tightly packed existing road surfaces, it is important to scarify the road surface so the DSA will bind better with the base layer.
6. A 3"-4" "key" should be cut along the existing road edge when grading. DSA should be placed against this key to support the aggregate edge, prevent a large drop-off, and facilitate compaction.

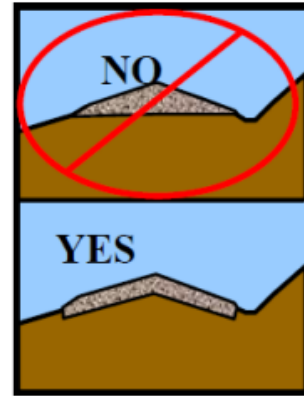


Figure 2. Road base preparation.

## DSA Placement

Tarps are to be used to cover 100% of the load's exposed surface from the time of loading until it is placed on the road. An un-compacted uniform depth of 6 to 8 inches of DSA is to be used to establish the driving surface (*figure 3*). Placement is to be in a single lift. The preferred method of application is through a track mounted paver. Set the paver adjustments on application thickness and width so it is unnecessary to use a grader. The required crown or side slope is  $\frac{1}{2}$ " to  $\frac{3}{4}$ " rise per horizontal foot. This slope is to be achieved by properly preparing base and placing aggregate in a uniform lift (*figure 2*). When the paver is applying aggregate, care should be taken to always keep the paver at or near capacity.

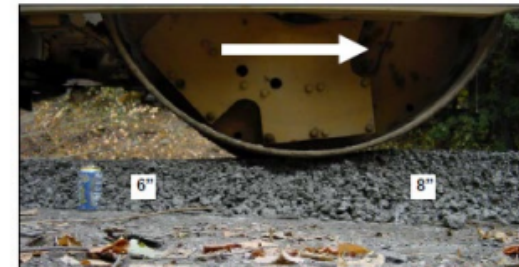


Figure 3: A roller moving from left to right compacts the 8" lift of loose DSA down to 6".

Individual projects can be placed at either 8" or 6" depth. Factors such as traffic volume, traffic weight, and available budgets play a role in determining aggregate depth. 8" aggregate placements will provide more material to re-work into the road over time, while 6" placements will allow a longer length of road to be surfaced. DSA should be allowed to dry or "cure" before being exposed to traffic, otherwise deformations or rutting may occur. If the weather is not conducive to drying for a few days after placement due to low temperatures or precipitation, placement shall be postponed by the road owner, Conservation District, or aggregate supplier, especially if traffic cannot be kept off the road during the drying period.



Figure 4: Compaction Testing with Nuclear Density Gauge

## What Center will do varies case-by case

- **“DSA Clearinghouse”**
  - If you are having the Center test DSA, notify 30 days before placement
  - If you are testing DSA, let the Center know and share test results
- Normal tech assists
  - Help planning projects
  - Help inspecting placements
  - Help troubleshoot if you have questions
  - Don't hesitate to reach out

**Some policies that don't necessarily apply to every project:**

- 7.1 Stream Crossing Replacement Policy
- 7.2 Driving Surface Aggregate
- **7.3 Full Depth Reclamation**
- 7.4 LVR Policies
- 7.5 Traffic Counts

- **Full Depth Reclamation**

- FDR is a major rehabilitation technique in which the full depth (minimum 6") of the surface and predetermined portion of the underlying base is uniformly pulverized and blended to provide a stronger, homogeneous road base



- **Full Depth Reclamation**
  - Shallow surface grinds for the purpose of road resurfacing are not considered FDR projects.
  - FDR is a base stabilization technique and does not provide a final driving surface.
  - **FDR is an eligible expense in the DGLVR Program, at the discretion of individual Conservation Districts, for use on paved Low Volume Road (LVR) projects.**
  - **FDR is not an eligible expense on unpaved roads**



## Full Depth Reclamation

- The Center must be made aware of any proposed FDR project before a contract is signed.
- FDR must follow specifications in PennDOT Publication 447 (*Approved Projects for Lower Volume Local Roads*)
- The mix design for FDR projects must be determined by an independent third-party.
- Any additives or binding agents used in chemical stabilization must be on the Program's "Approved Products" list (detailed on the Center's website)

**Some policies that don't necessarily apply to every project:**

- 7.1 Stream Crossing Replacement Policy
- 7.2 Driving Surface Aggregate
- 7.3 Full Depth Reclamation
- **7.4 LVR Policies**
- **7.5 Traffic Counts**



## Low Volume Road (LVR) Issues

- Paved or sealed with  $\leq 500$  vehicles per day.
  - Note “tar and chip” or “chip-sealed” = paved
  - More on traffic counts in a minute

## LVR Project Focus

- ESM Principals
- Benefit to both road and environment
- Focus on long term improvements
  - Not for routine maintenance such as cleaning inlets, street sweeping, etc.
  - Not for neglected maintenance with no road improvements
  - Must provide a long-term benefit to the road and to the environment

## Paying for re-paving

- Drainage issues must be addressed first
- Base instability issues must be addressed first
- Other necessary ESM principals must be addressed first (Bank stability, road entrenchment, etc.)
- At discretion of individual CDs if and to what extent you will pay for paving.

## 7.4 LVR Project Guidelines

- Asphalt and Chipseal must confirm to PennDOT Pub 408 or Pub 447.
- Note that the use of petroleum solvent based “cutback asphalts” such as MC-30 and MC-70 and NOT allowed for use in the Program.



Chip Seal placement



Chip Seal placement

**For example, paying for patchwork only...**



<http://www.pinterest.com/pin/569072102885936345/>

## Paving Gravel Roads:

- Program funds may not be used to convert unpaved roads to paved
- If you have steep or high traffic roads that would benefit from being sealed, contact SCC for potential pilot project.



## Reclaiming paved roads

- Districts, at their discretion, may fund a project to convert a paved road back to DGR.
- Either funding source may be used





## Projects in Urban Areas

- Many ESM practices that work on DGR Projects will work on rural LVRs, but there will be some new and innovative ideas for urban areas



## Projects in Urban Areas

- Many ESM practices that work on DGR Projects will work on rural LVRs, but there will be some new and innovative ideas for urban areas
- Please contact the Center when you are working on new and innovative projects for Urban areas
- Projects must strike a balance between environmental improvements and road improvements

**Some policies that don't necessarily apply to every project:**

- 7.1 Stream Crossing Replacement Policy
- 7.2 Driving Surface Aggregate
- 7.3 Full Depth Reclamation
- 7.4 LVR Policies
- **7.5 Traffic Counts**

## DGLVR Law:

“ To fund safe, efficient, and environmentally sound maintenance of sections of low volume roads that are sealed or paved **with an average daily traffic count of 500 vehicles or less.**”

**(Unpaved road do not need traffic counts!)**

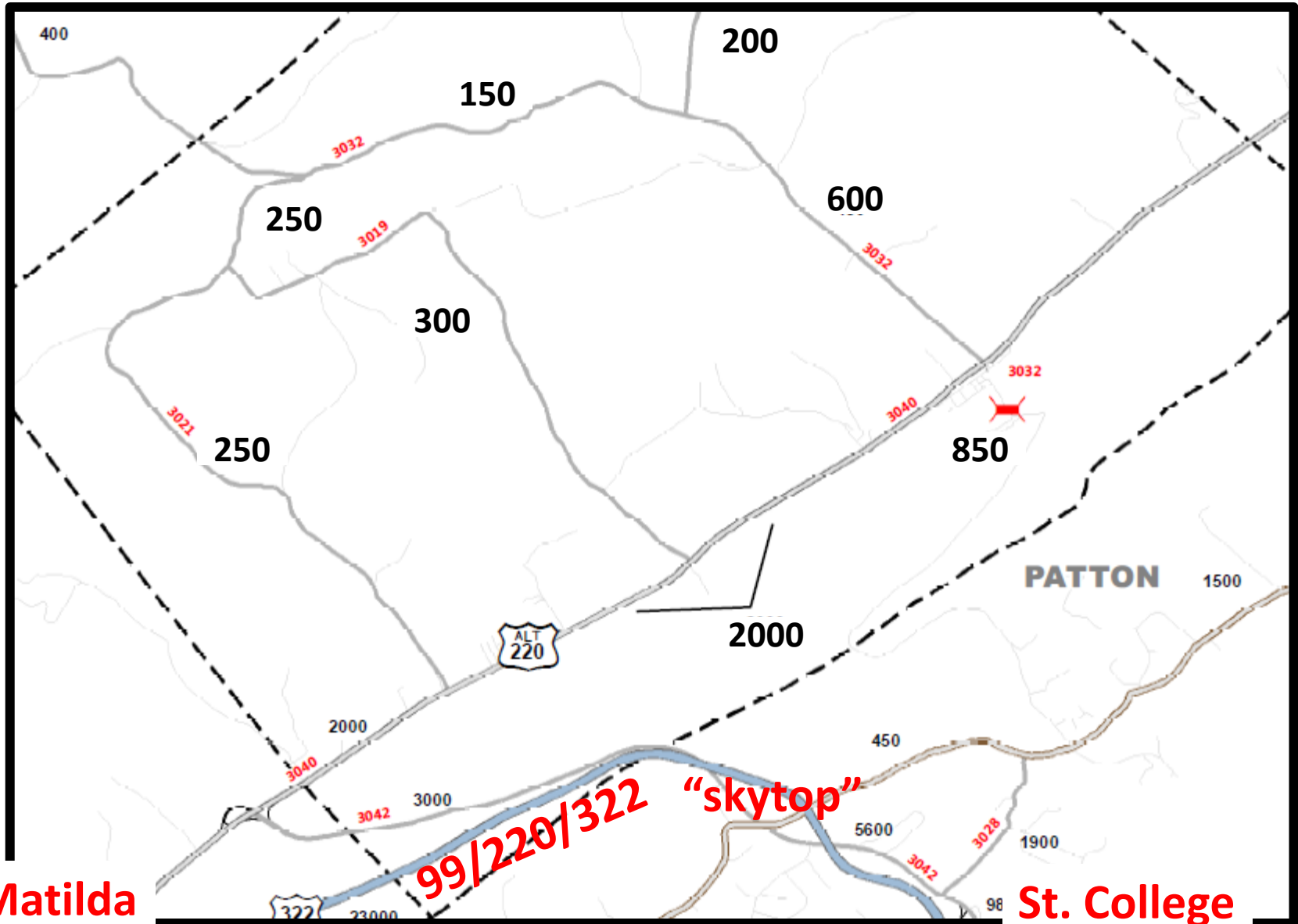
## Responsibility

- Applicant is responsible for providing traffic counts before a contract can be signed.
- Conservation District is responsible for verifying that a count exists, and that the count meets the criteria established in state and local policy.

## Traffic Count Methods

- Use existing data.
- Level 1 count (2 hour).
- Level 2 count (24 hour).
- *This policy sets the minimum statewide Program standard. Your County can enact stricter count standards.*

# Existing Data

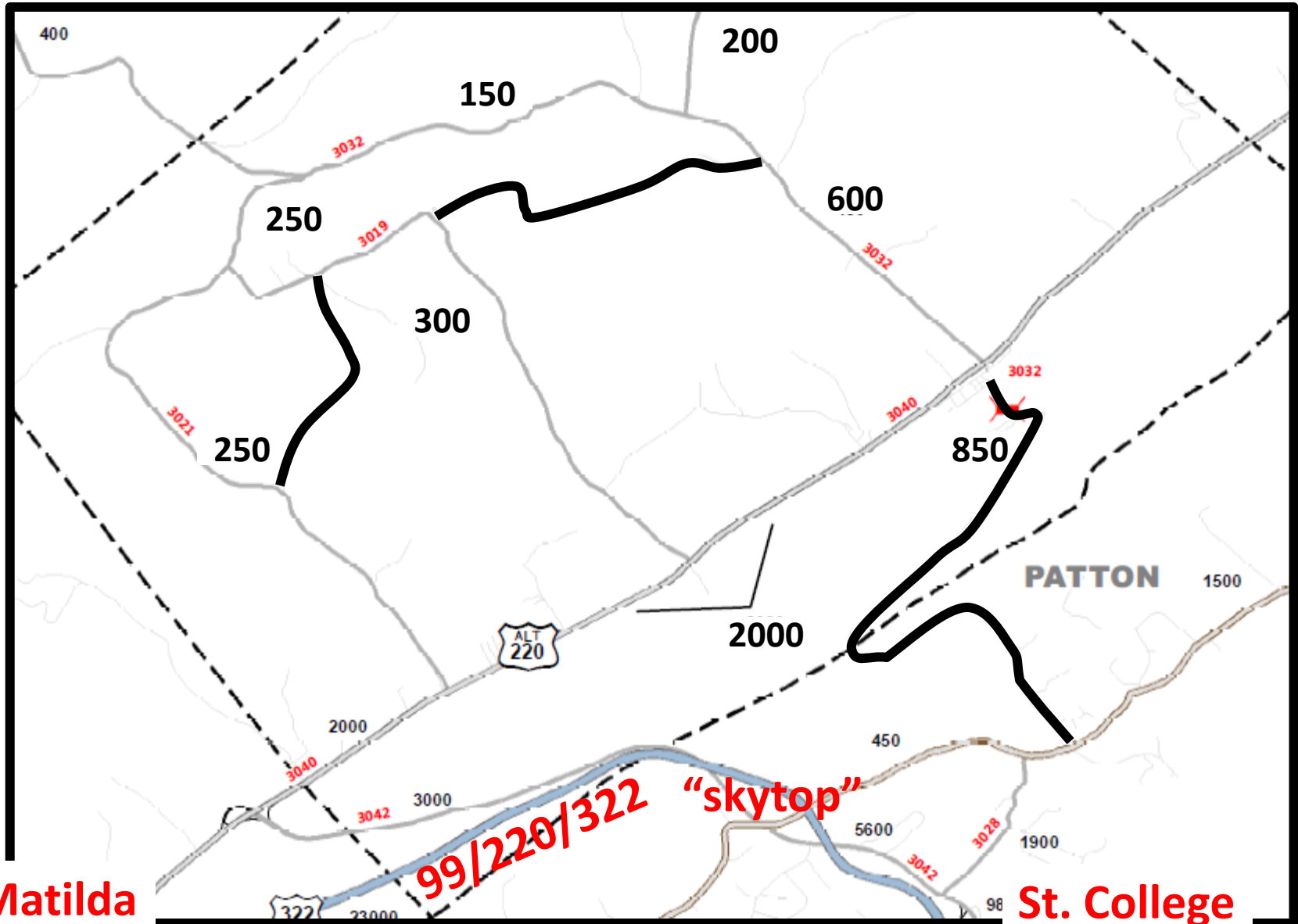


P. Matilda

St. College



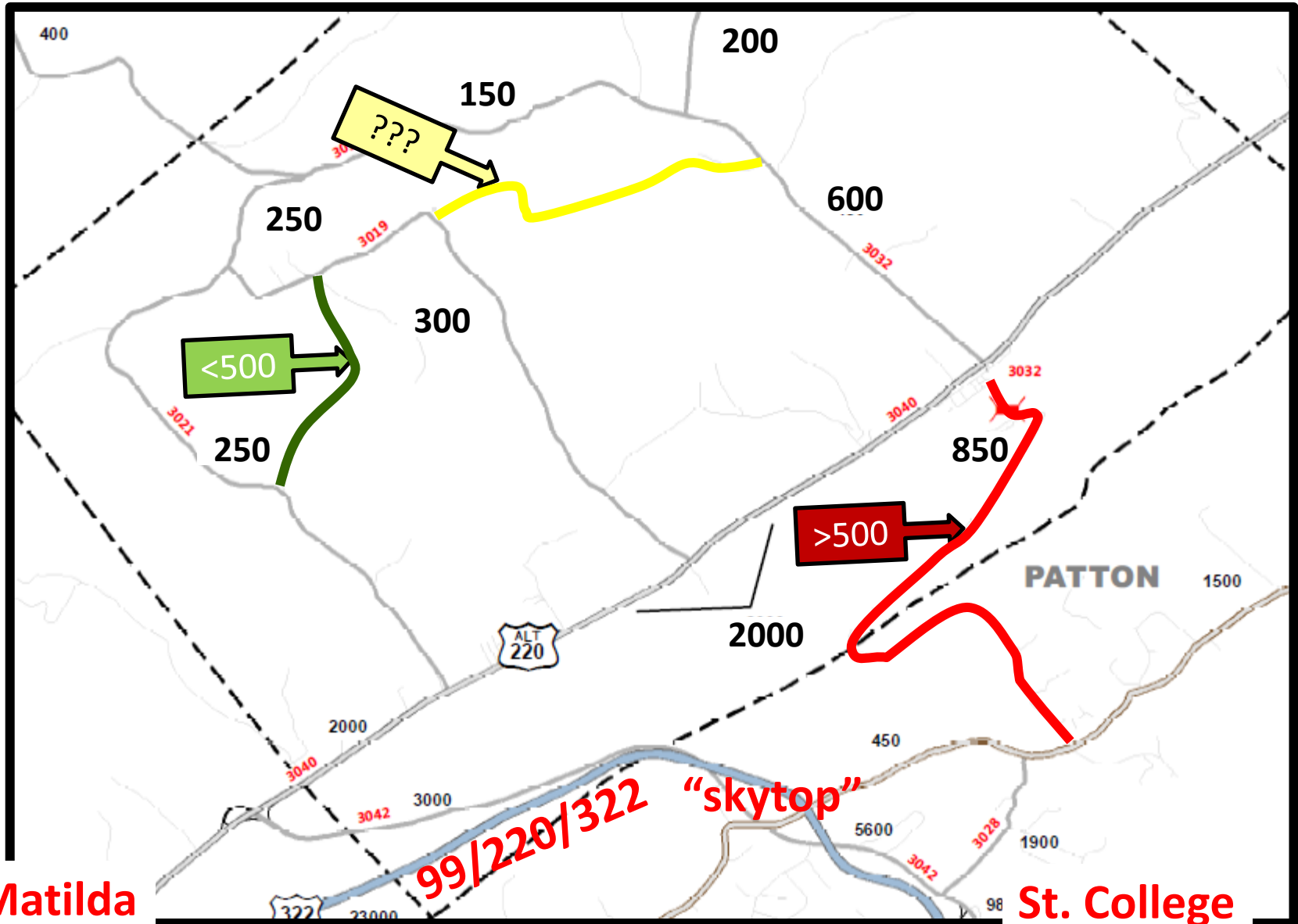
# Existing Data



P. Matilda

St. College

# Existing Data



## Level 1 Counts

- 2-hour Manual, video, or counter.
- Seasonal, day of week, and time constraints.  
(March 1 through Thanksgiving)
- Provides an overestimate, so may not necessarily eliminate a site.

## Level 2 Counts

- 24-hour automatic counter.
- Seasonal, day of week, and time constraints.  
(March 1 through Thanksgiving)
- ~\$100-\$300 each contracted

# Traffic Count Validation Form:

- Standard form
- Keep with project files.

**Appendix F**  
in manual

## Dirt, Gravel, and Low Volume Road Maintenance Program (DGLVRP)

### Traffic Count Validation Form

#### TRAFFIC COUNT LOCATION

Road Name and #: \_\_\_\_\_ Road Owner: \_\_\_\_\_  
County: \_\_\_\_\_  
GPS Location (if available): \_\_\_\_\_  
If GPS location not available, describe count location here: \_\_\_\_\_

*(for example: Traffic count on Smith road, 1/2 mile north of intersection with SR180, Maple road.)*

Traffic Counts can be validated by use of existing data, a level 1 two-hour count, or a level 2 twenty-four-hour counts. Select the method used and the date and time of the count.

Existing Data or data used and data and extra \_\_\_\_\_  
**Use Existing Traffic Data**

#### LEVEL 1 TRAFFIC COUNT DETAILS (2 hour count)

Count Performed From \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_:\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_:\_\_\_\_  
Date Time Date Time

Describe Count: \_\_\_\_\_  
Count Performed by: \_\_\_\_\_ (organization)

Total Count = \_\_\_\_\_ vehicles x 12 = \_\_\_\_\_ ADT

#### LEVEL 2 TRAFFIC COUNT DETAILS (24 hour (minimum) automatic count)

Count Length: 24hr 48hr 72 hour other: \_\_\_\_\_

Count Performed From \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_:\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_:\_\_\_\_  
Date Time Date Time

Counter Used: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Count Performed by: \_\_\_\_\_ (organization)

Total Count = \_\_\_\_\_ 24 hour count = \_\_\_\_\_ ADT

**Applicant Validation:** I hereby swear that this count is accurate as reported here and done in accordance with State Conservation Commission specifications.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
print name position (with applicant) signature date

Conservation District \_\_\_\_\_, \_\_\_\_\_  
Conservation District \_\_\_\_\_, \_\_\_\_\_  
**Validation**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
print name position signature date

*This form verifies eligibility of a sealed road for LVR funding as having a traffic count of 500 vehicles per day or less. It must be signed and retained in the project files.*

Conservation Districts may, at their discretion, use administrative and education funding to facilitate or support traffic counts for applicants.

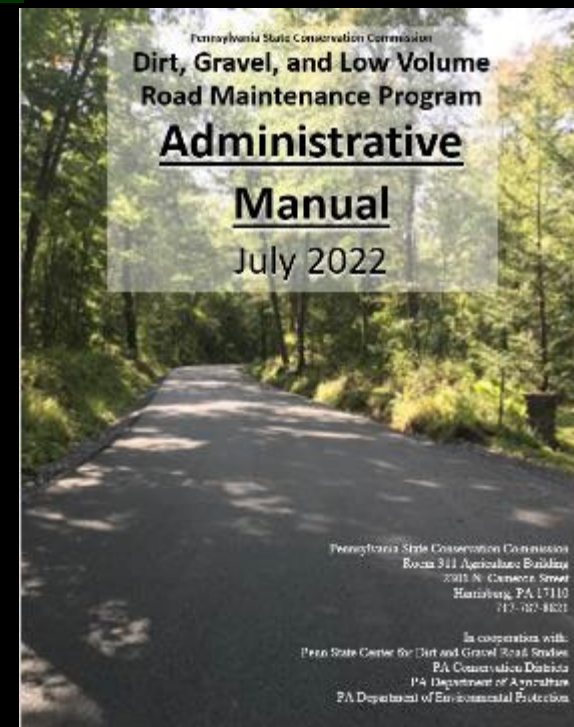
- Buying and loaning counters.
- Paying for third party counts.

Districts should ensure that all potential applicants have equal access to any traffic count facilitation measures they may employ.

Roy



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



**As clear as the  
permit process...**



All necessary permits must be obtained before work can begin on the portion of the project requiring a permit.

Can for example, do drainage work while waiting on a permit to replace stream crossing.

# SCC GP-11 Clarification Memo

Streamlined reviews  
 Crossing realignments  
 Raising road elevation  
 More...



COMMONWEALTH OF PENNSYLVANIA  
 STATE CONSERVATION COMMISSION

April 8, 2022

RE: Clarification of Authorization of General Permit  
 Replacement Projects Receiving Dirt, Gravel, and  
 Funding

Design Engineers,

Many of the Stream crossing projects funded by the DGLVR program are authorized under a GP-11. The Chapter 105 permit and can seek authorization under a GP-11. The Environmental Protection is the agency with the authority to review and acknowledge permits. After coordination with DEP Bureau of Waterways Engineering and Wetlands, it has been determined that DGLVR stream crossing projects consistent with the Stream Crossing Design and Installation Standard (Standard) are consistent with the GP-11. These clarifications are provided with specific intent to clear up some misunderstandings as to what design techniques are authorized under GP-11. These clarifications are provided with specific intent to clear up some misunderstandings as to what design techniques are authorized under GP-11.

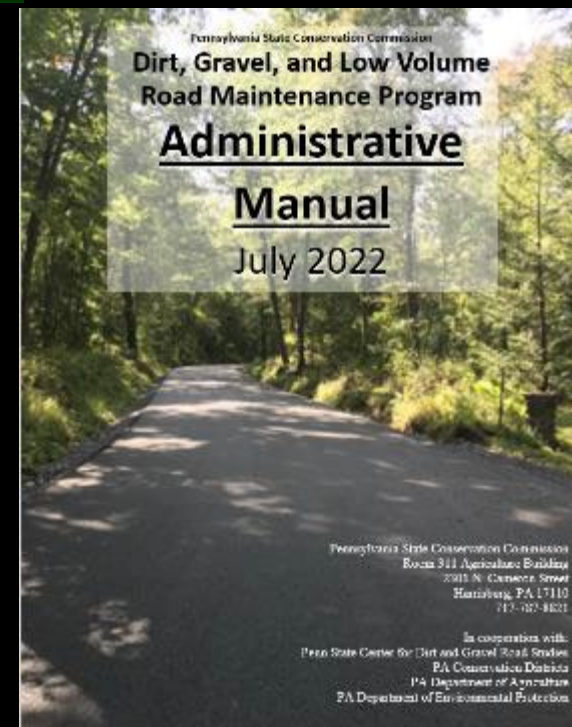
Specifically, changes in the skew of bridges and culverts can be authorized under in conjunction with associated stream realignments immediately upstream and downstream of the structure. The change in skew and associated incidental stream realignment associated with the change in skew, may be authorized in circumstances where:

1. The culvert or bridge skew changes maintain or re-establish stream flow patterns consistent with the natural regime upstream and downstream of the road or bridge/culvert.
2. The proposed structures maintain either the inlet or outlet at the same location as the existing structure, or the location of both the inlet and outlet change but the proposed structure rotates on a horizontal axis of the existing structure, or the proposed structure is immediately adjacent to the existing structure.
3. Stream realignments associated with the new structure are incidental and are generally limited to 50 feet upstream and downstream of the structure. DEP may consider realignments a limited distance beyond 50 feet in special circumstances, but any realignments must still be incidental and necessary to support the structure.

In accordance with the Standard and with DEP's design criteria, please note that the skew changes must maintain or re-establish stream flow patterns consistent with natural regime upstream and downstream of the bridge or culvert, and that the conditions of GP-11 must still be met.

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

## Appendices



- **Appendices:** Program reference documentation and blank forms with instructions.
  - **Appendix A:** Dirt Gravel, And Low-Volume Road Program Law 9106
  - **Appendix B:** Commission Statement Of Policy
  - **Appendix C:** Grant Application
  - **Appendix D:** Traffic Count Validation and Instructions
  - **Appendix E:** Cost Allocation Method Examples
  - **Appendix F:** Driving Surface Aggregate Standard and Specification
  - **Appendix G:** Stream Crossing Design and Installation Standard
  - **Appendix H:** Stream Crossing Eligibility Determination
  - **Appendix I:** Exemptions from the Stream Crossing Standard
  - **Appendix J:** Stream Crossing Project Lifecycle Checklist
  - **Appendix K:** Definitions And Acronyms







[www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)

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- 814-865-5355



## Have a Question? Who to ask:

- **Policy**
- **Legal**
- **Allocation/replenishment**
- **QAQC**
- **General Questions**

- **Trainings**
- **Technical Assistance**
- **Outreach**
- **GIS/Reporting**
- **General Questions**