DGLVR Webinar

12/15/22
Starts at 9am

5-Year SCC/CD Agreements, Spending Requirements, and Annual Reports

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For technical assistance, call: 814-865-5355

PennState zoom

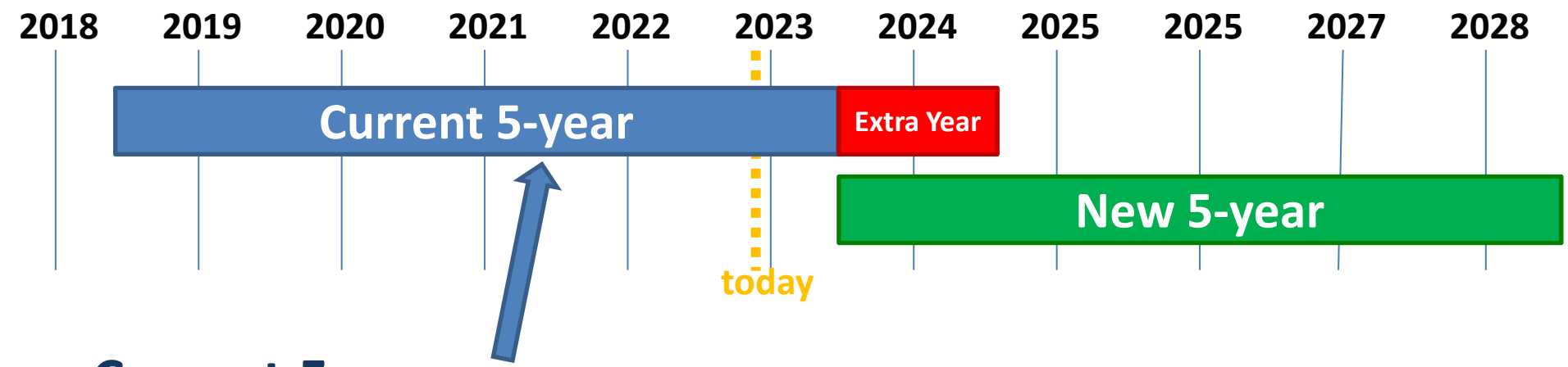
Agenda

- **5-year contact and spending requirements**
- Review of draft new 5-year
- Annual Summary Report Refresher (including looking up spending status)

DGLVR 5-Year Agreements (between SCC and CDs)

- Agreement that establishes DGLVR Program in individual CDs, allowing funding transfer to CDs.
- 66 CDs currently have agreement
- Current Agreement ends 6/30/23
- All funding from agreement must be spent out by 6/30/24

5-Year Agreements & Spending



Current 5-year:

- Began 7/1/2018, scheduled to end 6/30/2023
- Extra year written into contract to spend funds. All funds must be spent by 6/30/2024.
- New Agreement to begin 7/1/2023.

ALL FUNDS: funds in Harrisburg, AND in Conservation District Accounts

What this means:

- **6/30/2024: ALL funds from FY 18-19 through FY 22-23 must be SPENT.**

Question:

What do you consider “spent”?

Answer:

Spent:

- A check has been written to the grant recipient
- An admin/edu expense has been paid with Program funds.

Question:

How should I handle projects that may be delayed by engineering, permits, or other issues?

Answer:

- Keep these projects moving along as best as you can
- Reach out to the SCC and Center early if you would like assistance or have specific questions
  - SCC/Center will also reach out to “red” counties
- **Remember that you can still meet your spending requirement even if individual projects are delayed**

Question:

When do admin/edu funds need to be spent by?

Answer:

- Admin/edu funds must now be spent annually.
- FY 2022-23 admin edu funds must be spent by 6/30/23
- Unspent admin and edu funds roll over into project funds after 1 year, and they must be spent on projects by 6/30/24.

Question:

Can I sign a contract for more money than I need to spend for FY 2022-23 funding, and finish payment with FY 2023-24 funding through the new 5-year agreement?

Answer:

Yes. This may require delaying payment in some cases. An alternative is to consider funding the contract in phases.

Question:

How can I increase committing and spending quickly and effectively?

Answer:

- Be proactive **NOW** in finding new contracts
- Consider assigning additional staff time to Program
- Contact municipalities that have good record of quality projects to see if anything is “shovel ready”.
- May require additional QAB meeting, or temporary change of grant application submittal deadline to get contracts signed.
- Consider larger, more comprehensive projects that can be completed in a timely fashion.

Question:

What if funds are not spent by 6/30/24?

Answer:

Per conditions of the existing 5-year agreement (section 1.3): *"…the funds will revert back to the control of the Commission for future apportionments, or the District may, at the discretion of the Commission, be ineligible for future allocations, or the amount of such funds may be deducted from any future apportionment to the District."*

Question:

How do I know how much I need to spend to meet my spending requirements?

Answer:

This information is available in the GIS.

The GIS demo at the end of this webinar will walk through how to determine these numbers.

Eligibility for FY 2023-24 Allocations

- **DGR**
  - **18 Red** (still need to spend money to be eligible)
  - **47 Green** (eligible for FY 2023-24 allocation)
- **LVR**
  - **23 Red**
  - **43 Green**

Counties with 100% of current 5-year agreement spent:

- **66 Red**
- **0 Green**

When is the best time to start planning and asking for assistance?

- **NOW!**
- **Winter is easier to get technical assistance quickly**

Agenda

- 5-year contact and spending requirements
- **Review of draft new 5-year**
- **Annual Summary Report Refresher (including looking up spending status)**

Review of proposed changes in new 5-year agreement

New 5-year Agreement Timeline:

- Districts received draft agreement on 12/14/2022 to review
- District comments due to SCC by 1/20/2022
- SCC will review agreement at their Jan 2022 meeting
- Approved 5-year agreement will be sent to districts for signatures
  - Please return as soon as practical
- Then the SCC will send the agreement to the 8 other parties that need to sign it

Agenda

- 5-year contact and spending requirements
- Review of draft new 5-year
- **Annual Summary Report Refresher (including looking up spending status)**

The Ken Show!

Annual Summary Report

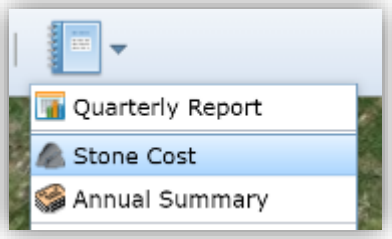
- Due January 15th
- Any CD employee with a GIS login can submit
- Can be viewed at any point throughout the year to help keep track of spending requirements
- New Budgeting tool to help meet spending requirements
- 5 Required Steps to submit
  1. All quarters for the previous calendar year submitted and accepted
  2. Enter the Limestone Cost for the previous year
  3. Check and fix any contract errors
  4. Verify all financial and project information in the ASR
  5. Check all boxes and submit the report

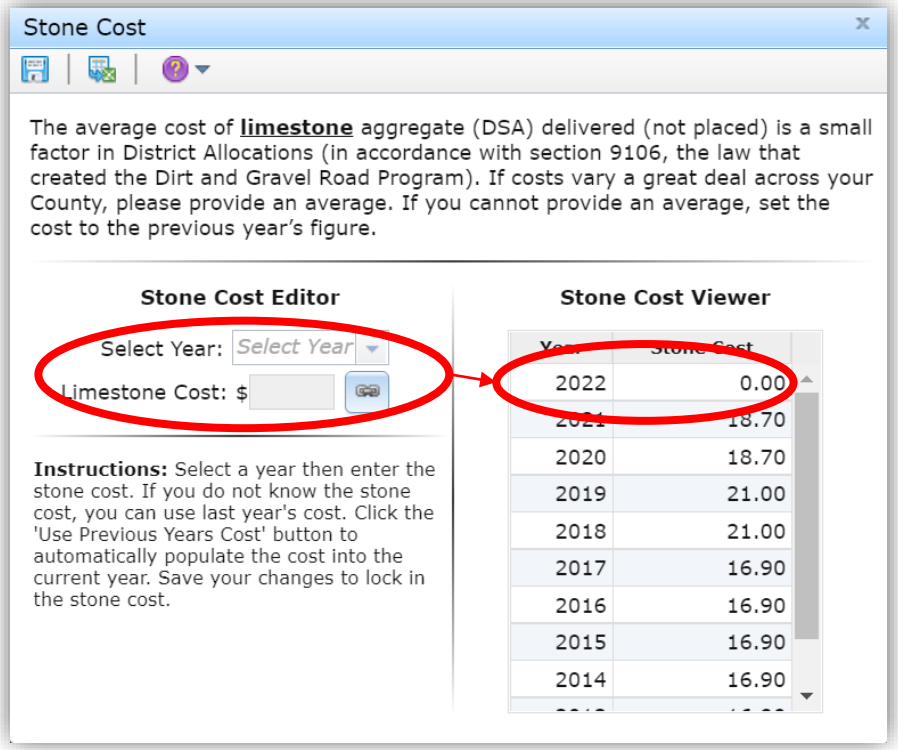
Required Steps

1. Submit the October – December Quarter
   - Verify that balances match
   - Address any expired contracts
   - SCC must accept the report before the ASR can be submitted

Required Steps

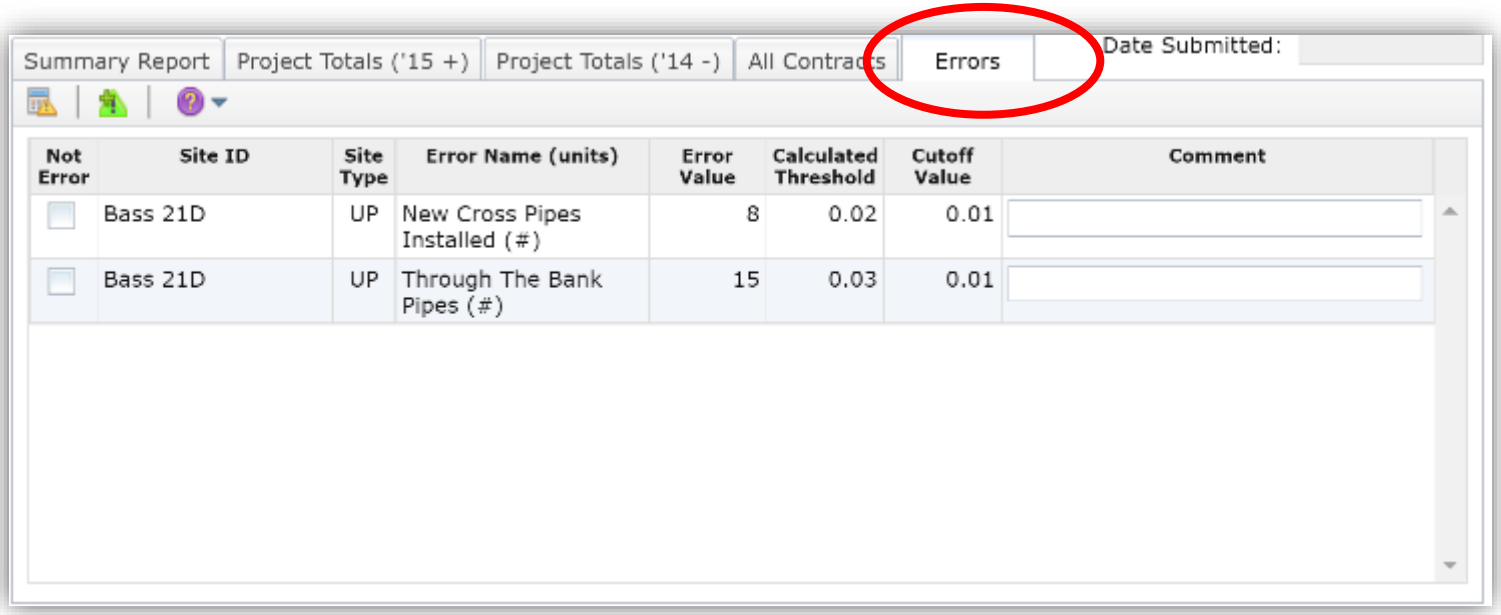
2. Enter the Limestone Cost for 2022
   - The average cost of limestone aggregate (DSA) delivered (not placed)





Required Steps

3. Check and fix any contract Errors
   - Review errors and, if valid, fix each within their respective contract to permanently remove the error from the list.
   - If a marked error is not an error, check the respective box, enter comments, then click the "Save Changes" button.

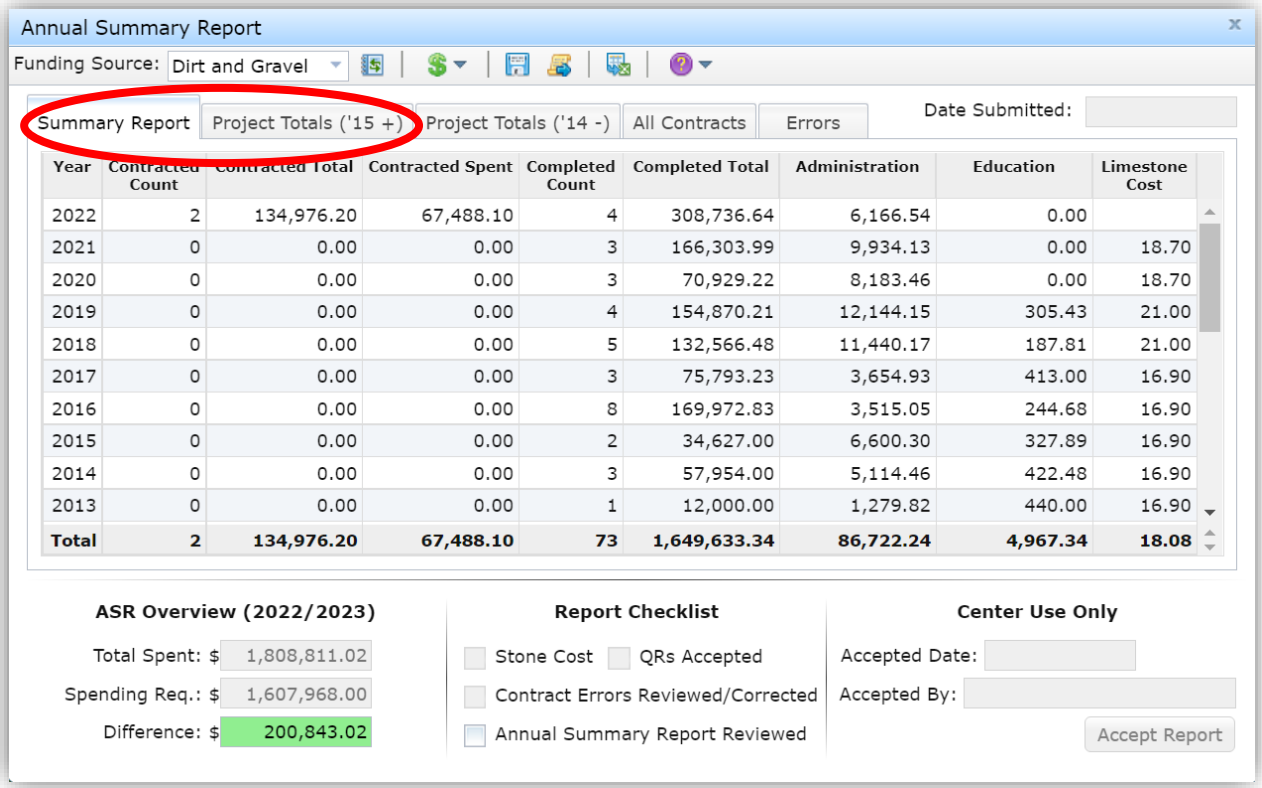


Not Error	Site ID	Site Type	Error Name (units)	Error Value	Calculated Threshold	Cutoff Value	Comment
☐	Bass 21D	UP	New Cross Pipes Installed (#)	8	0.02	0.01	
☐	Bass 21D	UP	Through The Bank Pipes (#)	15	0.03	0.01	

Note that all errors must be fixed before the ASR can be submitted.

Required Steps

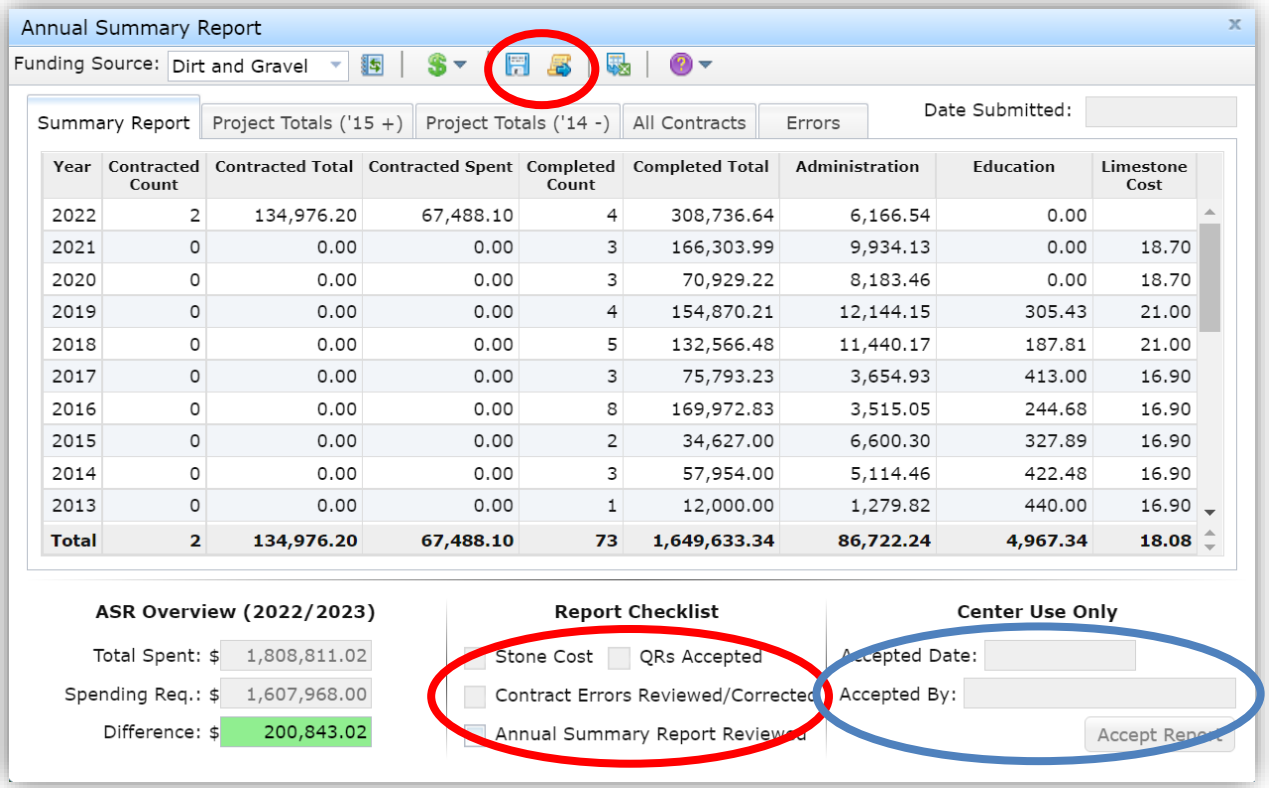
4. Verify the information present in the ASR
   - Financials for each Program
   - Project totals for each completed Funded Site



Year	Contracted Count	Contracted Total	Contracted Spent	Completed Count	Completed Total	Administration	Education	Limestone Cost
2022	2	134,976.20	67,488.10	4	308,736.64	6,166.54	0.00	
2021	0	0.00	0.00	3	166,303.99	9,934.13	0.00	18.70
2020	0	0.00	0.00	3	70,929.22	8,183.46	0.00	18.70
2019	0	0.00	0.00	4	154,870.21	12,144.15	305.43	21.00
2018	0	0.00	0.00	5	132,566.48	11,440.17	187.81	21.00
2017	0	0.00	0.00	3	75,793.23	3,654.93	413.00	16.90
2016	0	0.00	0.00	8	169,972.83	3,515.05	244.68	16.90
2015	0	0.00	0.00	2	34,627.00	6,600.30	327.89	16.90
2014	0	0.00	0.00	3	57,954.00	5,114.46	422.48	16.90
2013	0	0.00	0.00	1	12,000.00	1,279.82	440.00	16.90
Total	**2**	**134,976.20**	**67,488.10**	**73**	**1,649,633.34**	**86,722.24**	**4,967.34**	**18.08**

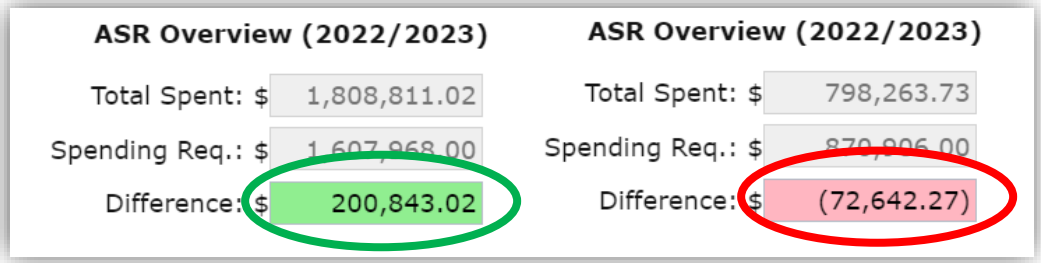
Required Steps

5. Submit the Annual Summary Report
   - All check boxes need to be checked before you can submit
   - Emails will be sent upon Submit and Accept



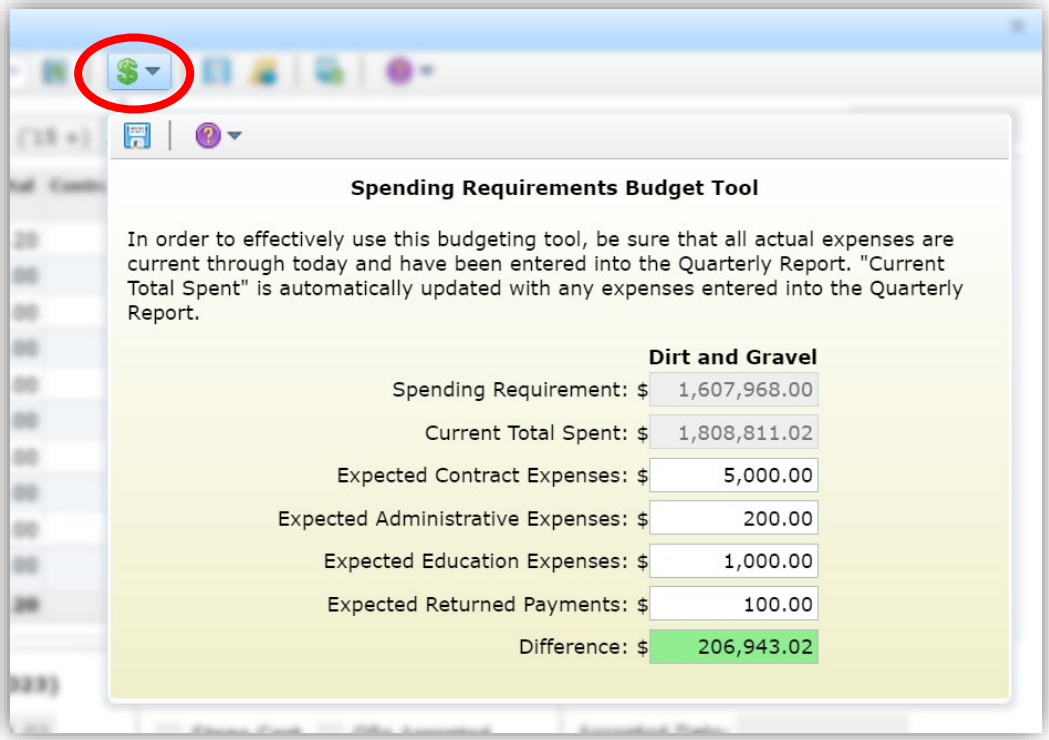
Am I eligible for an allocation?

- Depends on your Spending Requirement Status
- Spending Requirement is the total of all allocations received minus the most recent 2 fiscal years
  - If Total Spent >= Spending Requirement, then you are eligible for an allocation. The difference will be **green**.
  - If Total Spent < Spending Requirement, then you are not eligible for an allocation. The difference will be **red**. That amount must be spent by the time the next allocation is determined. This is typically March 31.



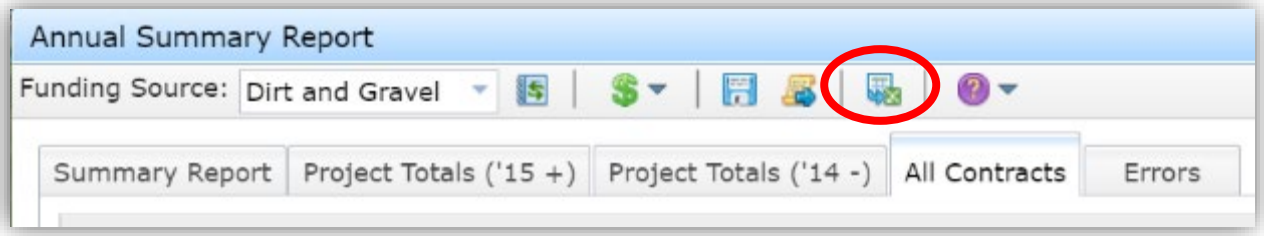
ASR Budgeting Tool

- Useful to help meet Spending Requirements
- Be sure that all income and expenses are up to date
- The information saved in the ASR budget tool is reset when the next allocation has been entered into the GIS



Downloadable Data

- Each of the five tabs in the ASR can be downloaded in a comma delimited format.
- To download data for a particular tab, choose the appropriate tab and then click the *Export Reports* button.



- Select the “Combined” funding source for both DGR and LVR data.

Downloadable Data

- The “All Contracts” tab is useful to view data for individual contracts.

Site Id	Site Type	Contract Number	Project Status	Contract Date	Completion Report Date
A030	DGR	A030-04/01/1999-027-01	X	1999-04-01	1999-09-0:
Z006	DGR	Z006-05/01/1999-027-01	X	1999-05-01	2000-01-0:
Z009-1999	DGR	Z009-1999-05/01/1999-027-01	X	1999-05-01	2000-01-0:

- The March 29, 2019 webinar *“Detailed GIS Data Analysis Demo in Excel”* provides a comprehensive GIS data analysis focusing on sorts, summarizations, formulas, and graphs, and other functions in excel. (located in Past Webinars)

Report Due January 15