

Annual Summary Report Refresher

Dirt Gravel and Low
Volume Road Program

WEBINAR

1/8/26, 9am

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CDGRS

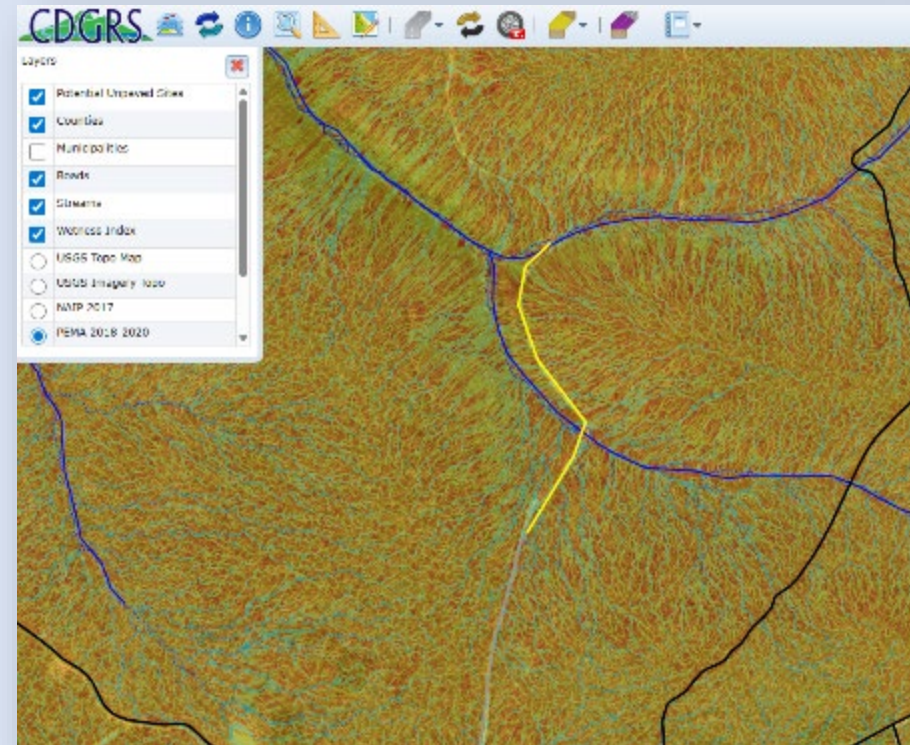
Ken Corradini



Outline



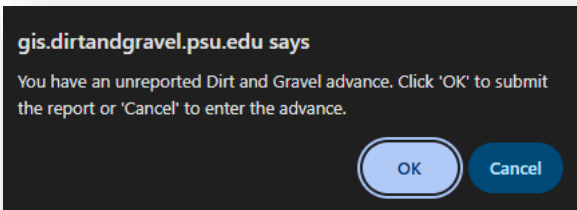
- **Quarterly Report – Unreported Warnings**
- Annual Summary Report Refresher



Quarterly Report – Unreported Warnings



- All Advances and Replenishments are processed but payments made to the CD's are still delayed
- Upon submitting the October – December QR, each CD will receive up to 4 “Unreported ...” warnings.

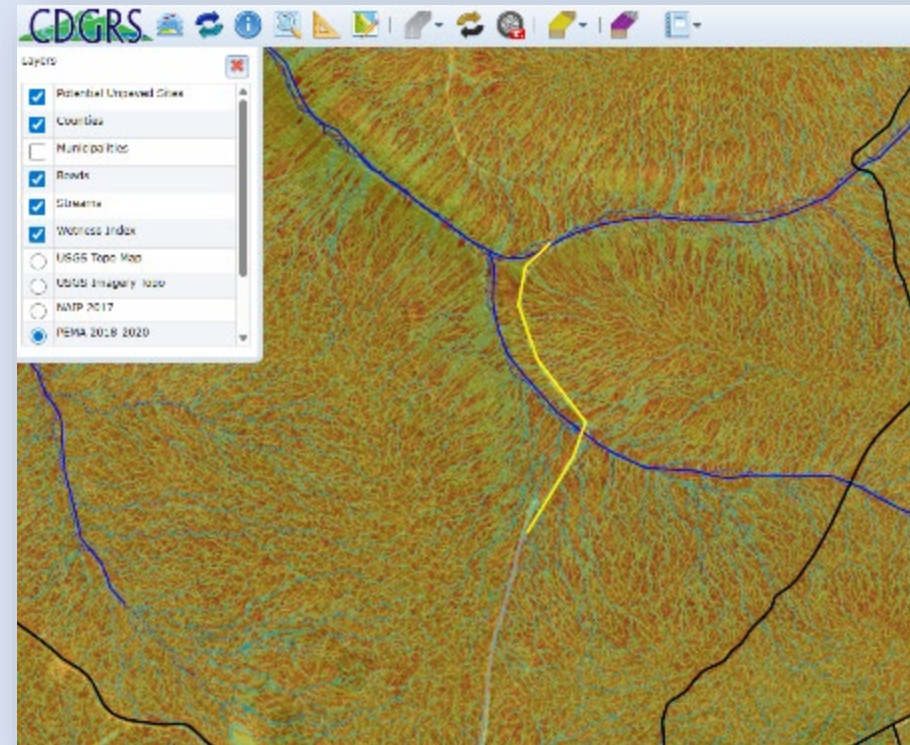


- Ignore these warnings by clicking “OK” for each
- Do not input the Unreported Advances or Replenishments as Income. These will be reported in the quarter they are actually received.

Outline



- Quarterly Report – Unreported Warnings
- **Annual Summary Report Refresher**



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
- 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

Annual Summary Report – Required Steps



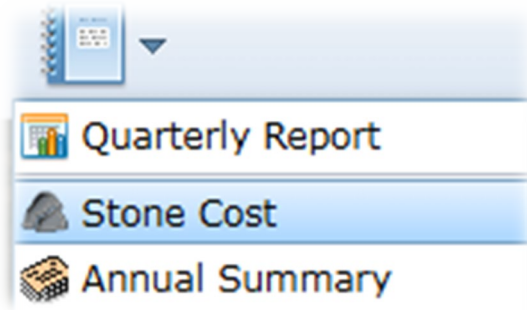
1. Submit the October – December Quarter

- Verify that balances match
- Address any expired contracts
- SCC must accept the report before the ASR can be submitted

Annual Summary Report – Required Steps



2. Enter the Limestone Cost for 2025
 - The average cost of limestone aggregate (DSA) delivered (not placed)



Stone Cost

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). If costs vary a great deal across your County, please provide an average. If you cannot provide an average, set the cost to the previous year's figure.

Stone Cost Editor

Select Year: 2025

Limestone Cost: \$

Stone Cost Viewer

Year	Stone Cost
2025	0.00
2024	24.25
2023	23.75
2022	23.75
2021	23.50
2020	23.50
2019	23.50
2018	16.90
2017	16.65

Instructions: Select a year then enter the stone cost. If you do not know the stone cost, you can use last year's cost. Click the 'Use Previous Years Cost' button to automatically populate the cost into the current year. Save your changes to lock in the stone cost.

Annual Summary Report – 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.

Note that all errors must be fixed or marked as "not an error" before the ASR can be submitted.

Not Error	Site ID	Site Type	Error Name (units)	Error Value	Calculated Threshold	Cutoff Value	Comment
<input type="checkbox"/>	DGR23	UP	DSA Placed (tons)	338	1.5	1	
<input type="checkbox"/>	DGR23	UP	Seeding/Mulching (sq yd)	600	2.67	2.5	
<input type="checkbox"/>	North Orwell Rd	UP	Seeding/Mulching (sq yd)	22125	10.94	2.5	
<input type="checkbox"/>	Upper Meade St.	UP	Road Fill Added (tons)	11107	5.57	5	

Annual Summary Report – Required Steps



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

Annual Summary Report

Funding Source: Dirt and Gravel

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
2026	0	0.00	0.00	0	0.00	0.00	0.00	
2025	0	0.00	0.00	2	185,504.41	6,795.93	6,303.43	
2024	0	0.00	0.00	0	0.00	9,904.81	8,000.00	24.25
2023	0	0.00	0.00	1	106,265.70	9,042.43	8,138.20	23.75
2022	0	0.00	0.00	2	149,510.18	10,608.42	8,145.71	23.75
2021	0	0.00	0.00	1	83,477.78	7,422.26	6,265.72	23.50
2020	0	0.00	0.00	4	110,401.91	5,346.69	3,761.64	23.50
2019	0	0.00	0.00	5	109,160.37	5,156.97	4,721.90	23.50
2018	0	0.00	0.00	2	113,889.18	3,559.80	610.85	16.90
2017	0	0.00	0.00	4	156,521.72	3,597.12	641.35	16.65
Total	0	0.00	0.00	44	1,659,272.54	91,849.08	52,046.41	18.93

ASR Overview (2025/2026)

Total Spent: \$ 1,803,168.03
Spending Req.: \$ 1,694,501.00
Difference: \$ 108,667.03

Report Checklist

Stone Cost QRs Accepted
 Contract Errors Reviewed/Corrected
 Annual Summary Report Reviewed

Center Use Only

Accepted Date:
Accepted By:

Annual Summary Report – Required Steps



5. Submit the Annual Summary Report

- All check boxes need to be checked before you can submit
 - Stone Cost, QR's Accepted, and Contract Errors checkboxes are automatic
 - Annual Summary Report Reviewed must be manually checked
- Emails will be sent upon Submit and Accept

Annual Summary Report

Funding Source: Dirt and Gravel

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

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ASR Overview (2025/2026)

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- QRs Accepted
- Contract Errors Reviewed/Corrected
- Annual Summary Report Reviewed

Center Use Only

Accepted Date:

Accepted By:

Accept Report

Allocation Eligibility



- 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 \geq 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 for a normal allocation year

ASR Overview (2025/2026)

Total Spent: \$ 4,938,510.30
Spending Req.: \$ 4,677,694.00
Difference: \$ 260,816.30

ASR Overview (2025/2026)

Total Spent: \$ 389,043.94
Spending Req.: \$ 393,848.00
Difference: \$ (4,804.06)

Annual Summary Report – Budgeting Tool



- Useful to help plan to 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
- Colors
 - Green: SR requirement met for FY
 - Red: SR requirement not met for FY
 - Yellow: Have not yet met spending requirement for “**Current** Fiscal Year”
 - only displayed for “**Next Fiscal Year**”

Annual Summary Report

Funding Source: Low Volume

Summary Report | Project Totals ('15 +)

Year	Contracted Count	Contracted Total	Contracted Total
2026	0	0.00	
2025	1	6,881.80	
2024	0	0.00	
2023	0	0.00	
2022	0	0.00	
2021	0	0.00	
2020	0	0.00	
2019	0	0.00	
2018	0	0.00	
2017	0	0.00	
Total	1	6,881.80	

ASR Overview (2025/2026)

Total Spent: \$ 389,043.94

Spending Req.: \$ 393,848.00

Difference: \$ (4,804.06)

Spending Requirements Budget Tool

In order to effectively use this budgeting tool, be sure that all actual expenses are current through today and have been entered into the Quarterly Report. "Current Total Spent" is automatically updated with any expenses entered into the Quarterly Report.

Current Fiscal Year

Low Volume

Spending Requirement: \$ 393,848.00

Current Total Spent: \$ 389,043.94

Expected Contract Expenses: \$ 0.00

Expected Administrative Expenses: \$ 0.00

Expected Education Expenses: \$ 0.00

Expected Returned Payments: \$ 0.00

Difference: \$ (4,804.06)

Next Fiscal Year

Spending Requirement: \$ 433,848.00

Difference: \$ (44,804.06)

Annual Summary Report – Budgeting Tool

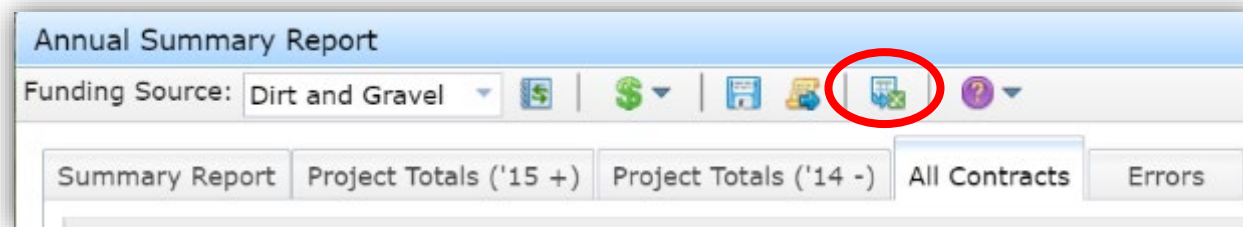


- The December 19, 2024 webinar *“Annual Summary Report Refresher and Budgeting DGLVR Funds”* provides guidance to conservation districts on how to budget DGLVR funds. Topics include:
 - planning how to spend your annual allocation
 - determining how much funding you have available for projects
 - factors to consider when budgeting
 - how to use the DGLVR GIS mapper to identify available funds
 - and using the budget tool in the GIS mapper.
- Located in [Past Webinars](#)

Annual Summary Report – 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.

Annual Summary Report – Downloadable Data



- The “All Contracts” tab is useful to view data for individual contracts.
- Stream name and Lat/Long have been added.

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	1999-09-01
Z006	DGR	Z006-05/01/1999-027-01	X	1999-05-01	2000-01-01
Z009-1999	DGR	Z009-1999-05/01/1999-027-01	X	1999-05-01	2000-01-01

Annual Summary Report – Downloadable Data



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

Annual Summary Report



Report Due January 15

If you need assistance,

Contact Ken