Annual Summary Report Refresher

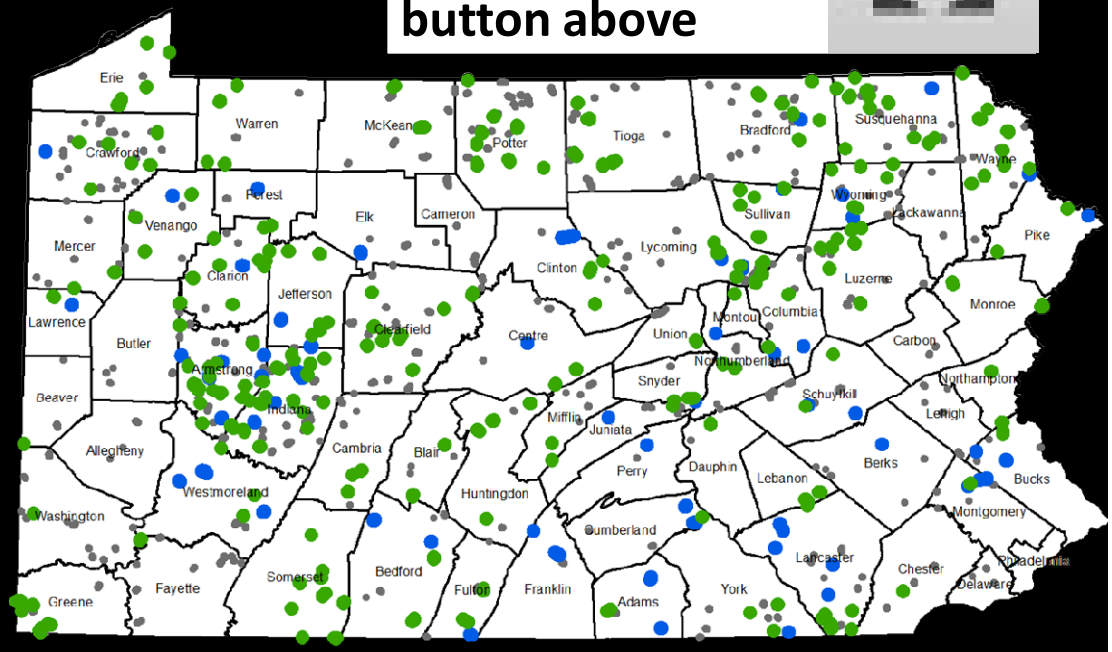
12/12/17

Starts at 10 am

GREEN= Completed D&G *(2015)*
BLUE = Completed LVR *(2015)*
GREY= Contract
(as of 2/26/2016, both D&G and LVR)

Use Chat box to ask Questions

Toggle Fullscreen mode with this button above

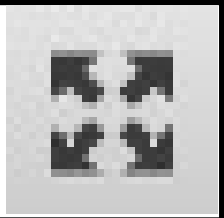


If you are reading this, then you are successfully seeing the webinar video. In addition to audio on the webinar, we have opened a phone conference line to allow attendees to listen and ask questions directly: **866-823-7699.** Please use either the webinar audio or conference line, but not both (will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

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

Participant phone lines will be muted until after initial presentation

Toggle Fullscreen mode with this button above



Use Chat box to ask Questions

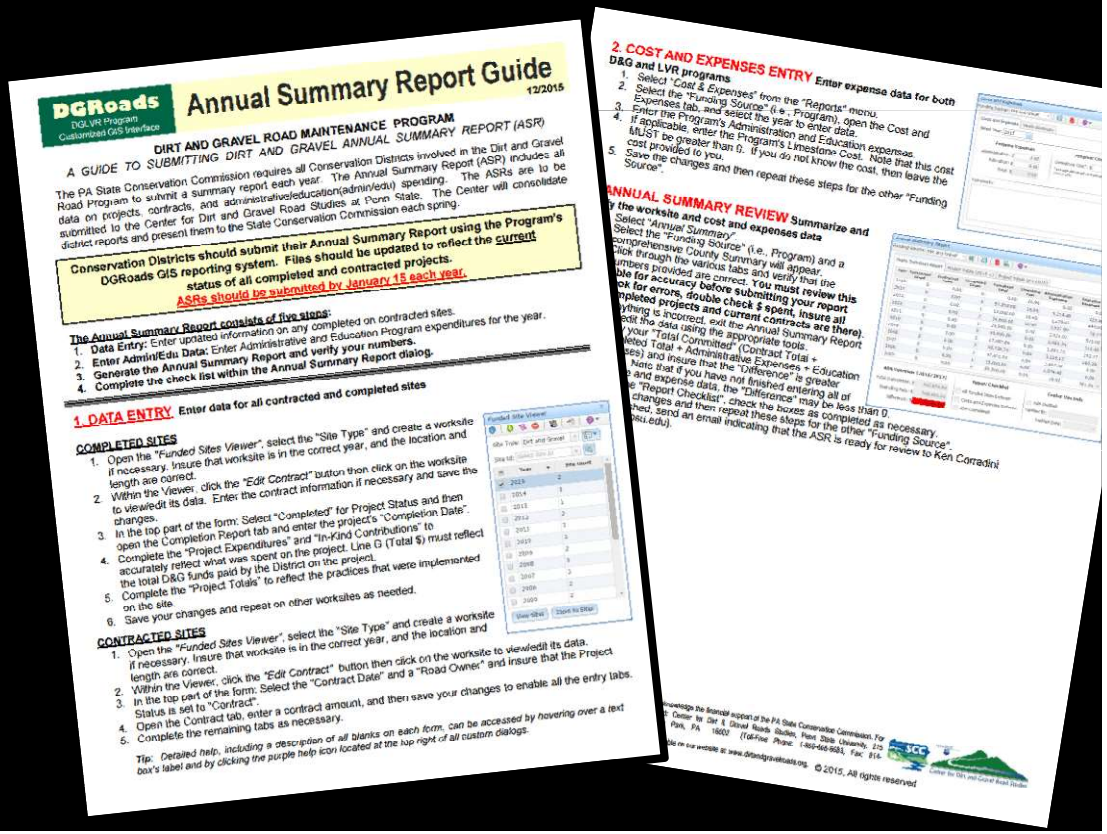
Audio also available via phone: 866-823-7699
For assistance, call: 814-865-5355

Purpose:

- Provide Conservation Districts with a "refresher" on completing the DGLVR Annual Summary Report, due 1/15/2018.

Download:

- Annual Summary Report Guide



Agenda:

- Review of Annual Report Steps, with reference to guide and GIS
- GIS Demo of ASR steps

Annual Summary Reports

- Due from CD January 15, 2018.
- Summarize projects and spending through 2017.

from ASR Guide

DGRoads
DGLVR Program
Customized GIS Interface

Annual Summary Report Guide

12/2015

DIRT AND GRAVEL ROAD MAINTENANCE PROGRAM

A GUIDE TO SUBMITTING DIRT AND GRAVEL ANNUAL SUMMARY REPORT (ASR)

The PA State Conservation Commission requires all Conservation Districts involved in the Dirt and Gravel Road Program to submit a summary report each year. The Annual Summary Report (ASR) includes all data on projects, contracts, and administrative/education(admin/edu) spending. The ASRs are to be submitted to the Center for Dirt and Gravel Road Studies at Penn State. The Center will consolidate district reports and present them to the State Conservation Commission each spring.

Conservation Districts should submit their Annual Summary Report using the Program's DGRoads GIS reporting system. Files should be updated to reflect the current status of all completed and contracted projects.

ASRs should be submitted by January 15 each year.

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

Annual Summary Report

1. Enter all contracted and completed projects (D&G and LVR)
2. Enter annual Administrative and Educational spending
3. Generate Annual Summary Report and verify
4. Mark report as done in GIS, e-mail Ken.

from ASR Guide

The Annual Summary Report consists of five steps:

1. **Data Entry:** Enter updated information on any completed on contracted sites.
2. **Enter Admin/Edu Data:** Enter Administrative and Education Program expenditures for the year.
3. **Generate the Annual Summary Report and verify your numbers.**
4. **Complete the check list within the Annual Summary Report dialog.**

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

1. Project Data Entry:

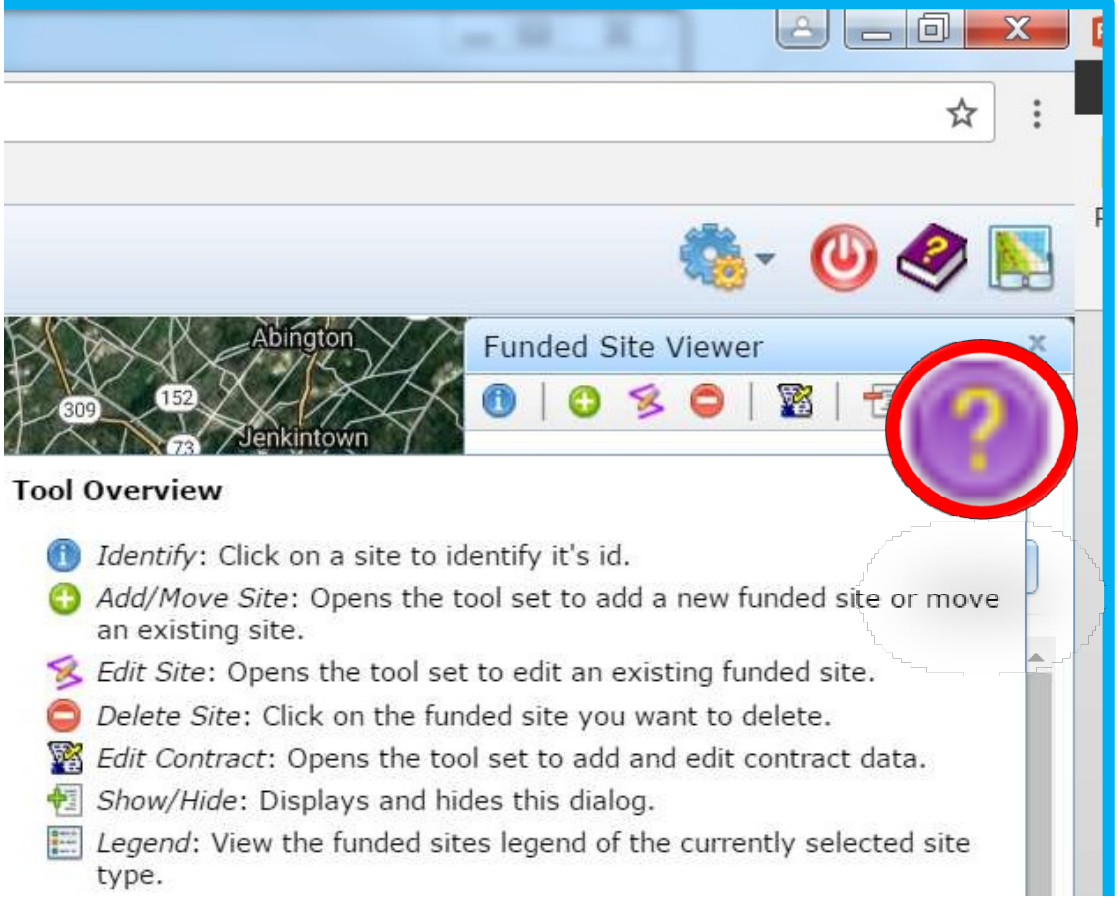
Enter all contracted and completed D&G and LVR projects.

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

1. Project Data Entry:

Enter all <u>contracted</u> and <u>completed</u> D&G and LVR projects.

GIS Screenshot



from ASR Guide

1. DATA ENTRY **Enter data for all contracte**

COMPLETED SITES

1. Open the *"Funded Sites Viewer"*, select the " if necessary. Insure that worksite is in the cor length are correct.
2. Within the Viewer, click the *"Edit Contract"* bu to view/edit its data. Enter the contract inforn changes.
3. In the top part of the form: Select "Completec open the Completion Report tab and enter th
4. Complete the "Project Expenditures" and "In- accurately reflect what was spent on the proj the total D&G funds paid by the District on th
5. Complete the "Project Totals" to reflect the pr on the site.
6. Save your changes and repeat on other work

CONTRACTED SITES

1. Open the *"Funded Sites Viewer"*, select the " if necessary. Insure that worksite is in the cor length are correct.
2. Within the Viewer, click the *"Edit Contract"* b
3. In the top part of the form: Select the "Contra

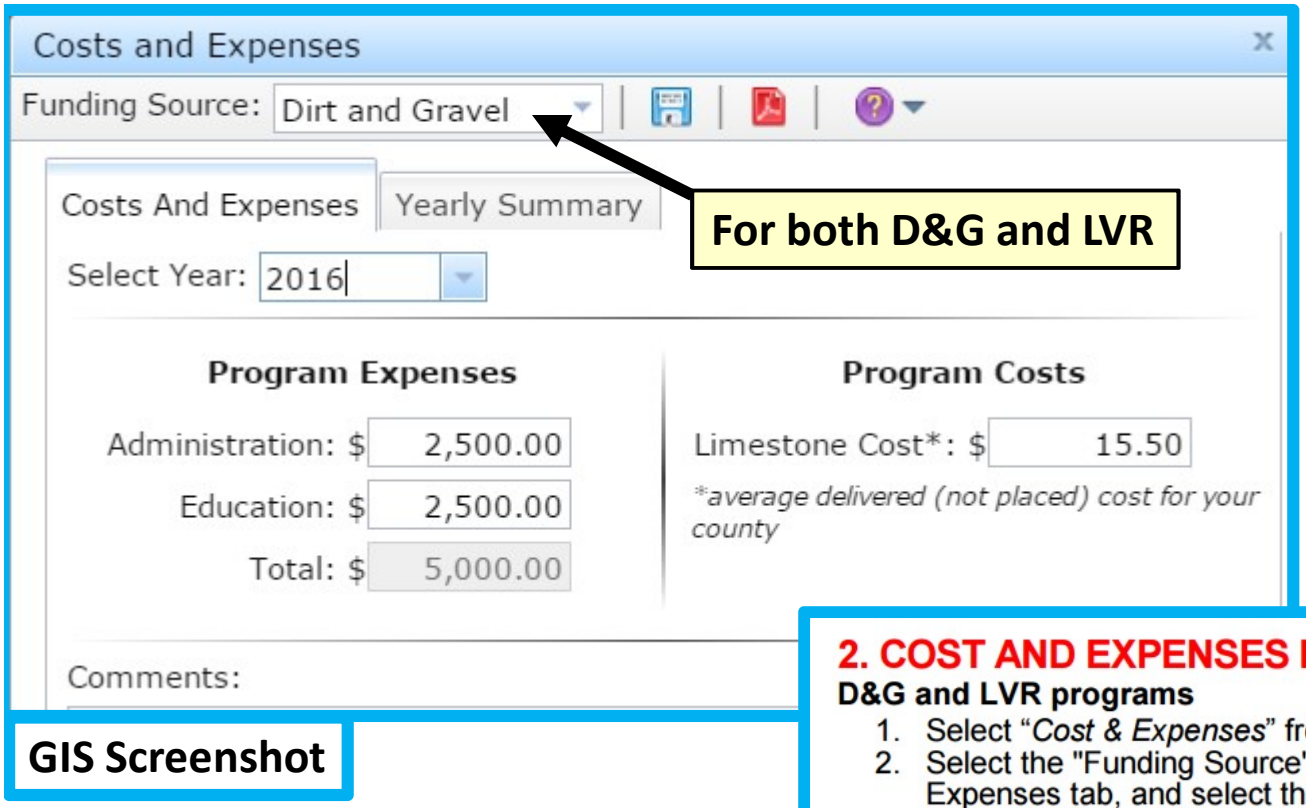
2. Admin / Edu Spending:

Enter 2017 calendar year admin/edu spending

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

2. Admin / Edu Spending:

Enter 2017 calendar year admin/edu spending



GIS Screenshot

from ASR Guide

2. COST AND EXPENSES ENTRY **Enter expense data for both D&G and LVR programs**

1. Select "*Cost & Expenses*" from the "Reports" menu.
2. Select the "Funding Source" (i.e., Program), open the Cost and Expenses tab, and select the year to enter data.
3. Enter the Program's Administration and Education expenses.
4. If applicable, enter the Program's Limestone Cost. Note that this cost MUST be greater than 0. If you do not know the cost, then leave the cost provided to you.
5. Save the changes and then repeat these steps for the other "Funding Source".

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

3. Generate ASR:

Generate report, and confirm numbers for D&G and LVR spending

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

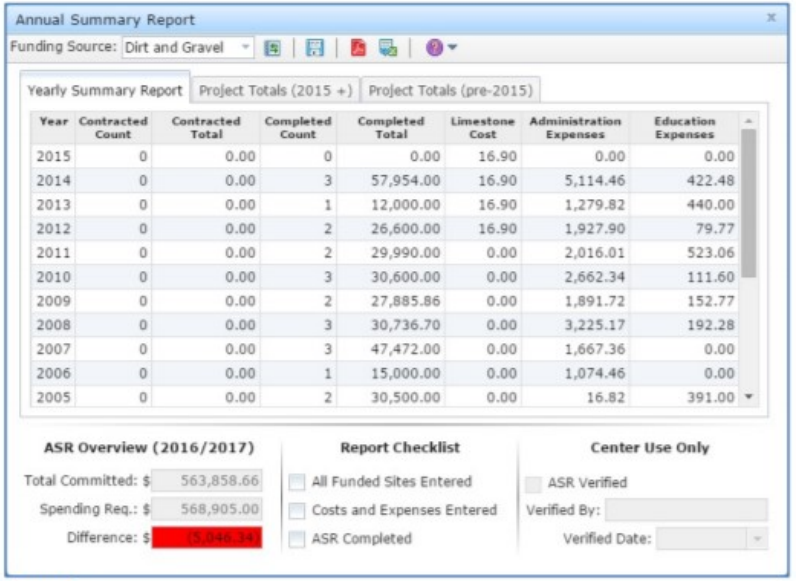
3. Generate ASR:

Generate report, and confirm numbers for D&G and LVR spending

from ASR Guide

3. ANNUAL SUMMARY REVIEW Summarize and verify the worksite and cost and expenses data

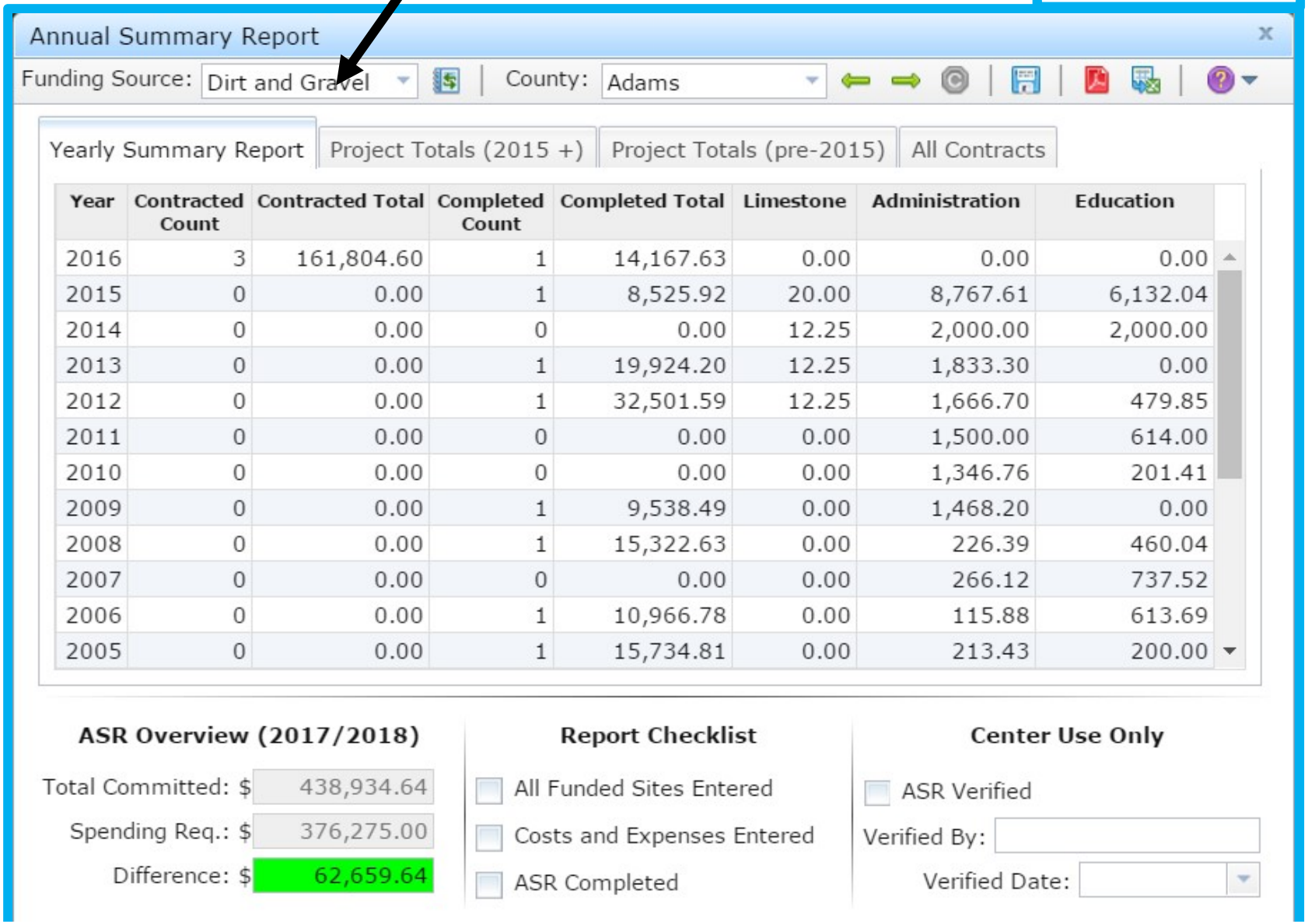
1. Select "*Annual Summary*".
2. Select the "Funding Source" (i.e., Program) and a comprehensive County Summary will appear.
3. Click through the various tabs and verify that the numbers provided are correct. **You must review this table for accuracy before submitting your report (look for errors, double check $ spent, insure all completed projects and current contracts are there).** If anything is incorrect, exit the Annual Summary Report and edit the data using the appropriate tools.
4. Verify your "Total Committed" (Contract Total + Completed Total + Administrative Expenses + Education Expenses) and insure that the "Difference" is greater than 0. Note that if you have not finished entering all of your site and expense data, the "Difference" may be less than 0.
5. Under the "Report Checklist", check the boxes as completed as necessary.
6. Save the changes and then repeat these steps for the other "Funding Source".
7. Once finished, send an email indicating that the ASR is ready for review to Ken Corradini (kjc139@psu.edu).



3. Generate ASR: Generate report, and confirm numbers for D&G and LVR spending

For both D&G and LVR

GIS Screenshot

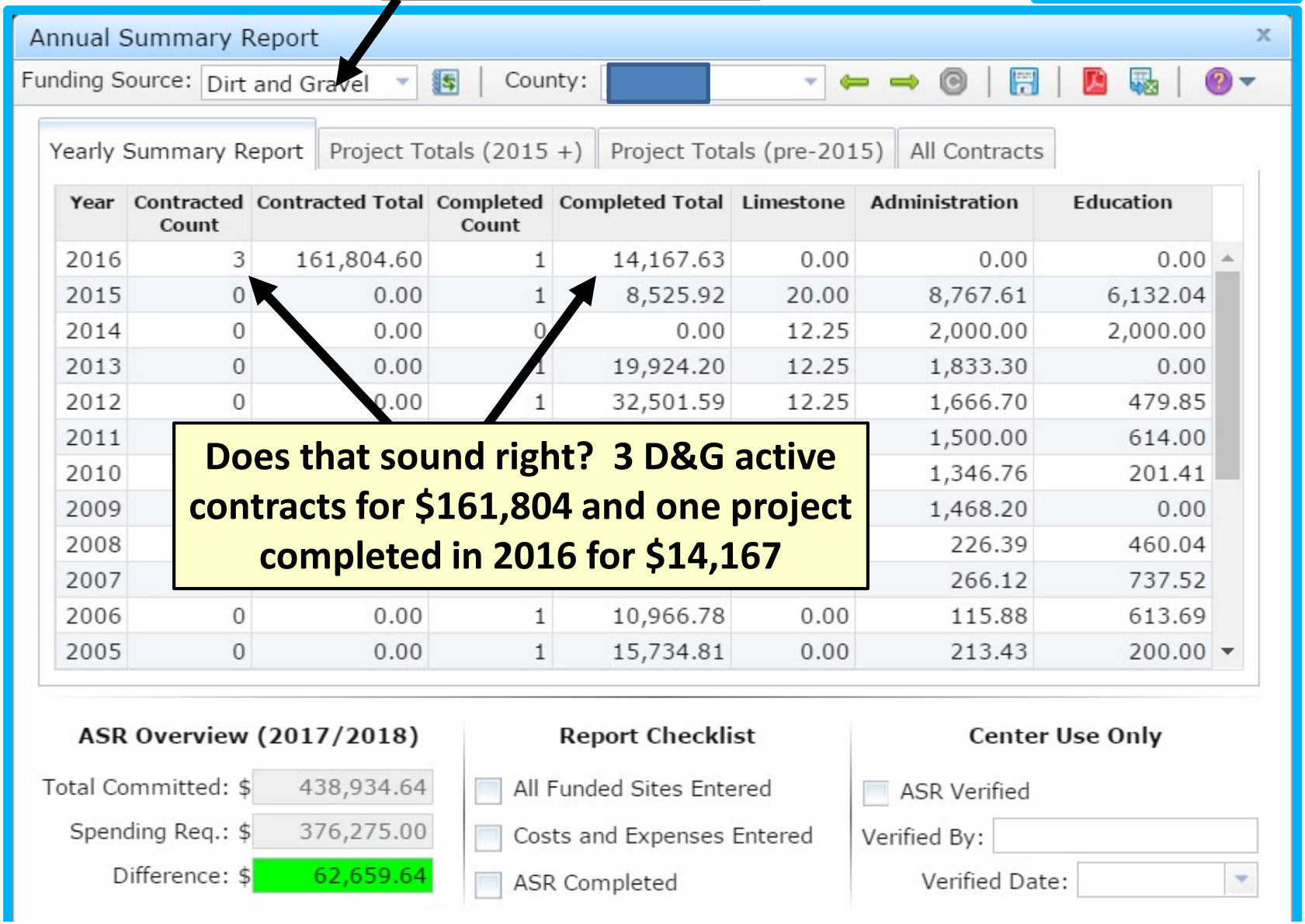


Year	Contracted Count	Contracted Total	Completed Count	Completed Total	Limestone	Administration	Education
2016	3	161,804.60	1	14,167.63	0.00	0.00	0.00
2015	0	0.00	1	8,525.92	20.00	8,767.61	6,132.04
2014	0	0.00	0	0.00	12.25	2,000.00	2,000.00
2013	0	0.00	1	19,924.20	12.25	1,833.30	0.00
2012	0	0.00	1	32,501.59	12.25	1,666.70	479.85
2011	0	0.00	0	0.00	0.00	1,500.00	614.00
2010	0	0.00	0	0.00	0.00	1,346.76	201.41
2009	0	0.00	1	9,538.49	0.00	1,468.20	0.00
2008	0	0.00	1	15,322.63	0.00	226.39	460.04
2007	0	0.00	0	0.00	0.00	266.12	737.52
2006	0	0.00	1	10,966.78	0.00	115.88	613.69
2005	0	0.00	1	15,734.81	0.00	213.43	200.00

3. Generate ASR: Generate report, and confirm numbers for D&G and LVR spending

For both D&G and LVR

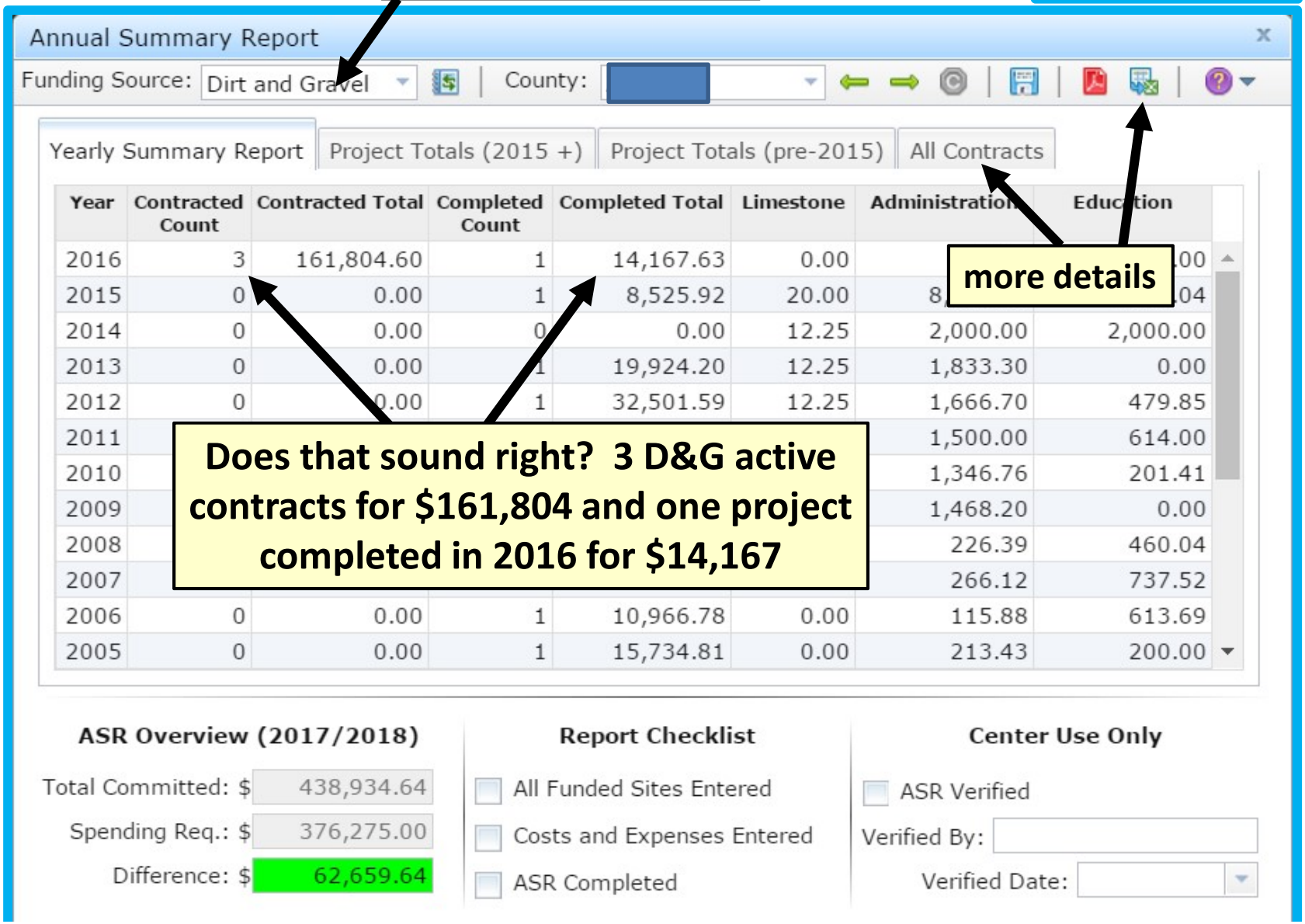
GIS Screenshot



3. Generate ASR: Generate report, and confirm numbers for D&G and LVR spending

For both D&G and LVR

GIS Screenshot

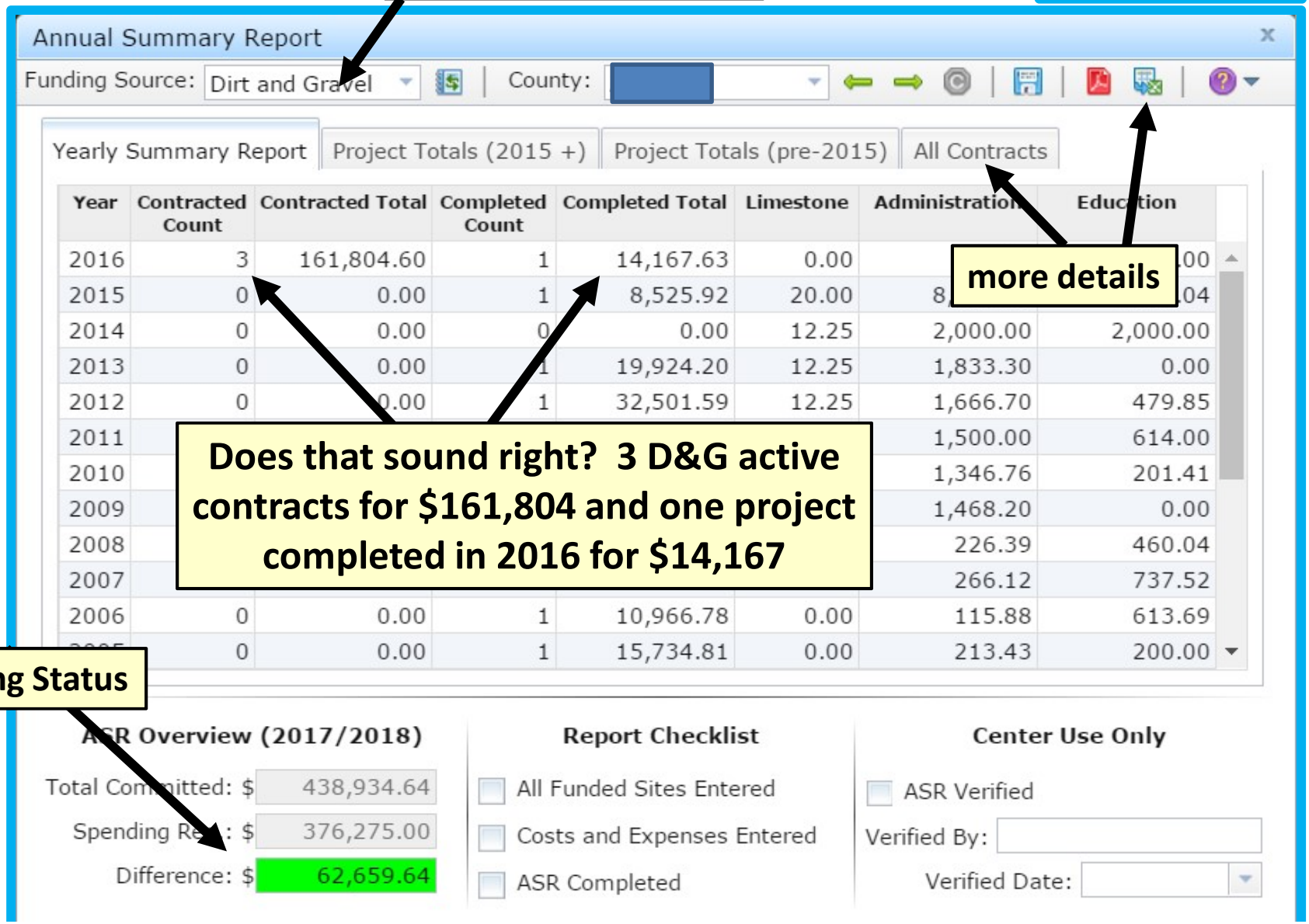


Year	Contracted Count	Contracted Total	Completed Count	Completed Total	Limestone	Administration	Education
2016	3	161,804.60	1	14,167.63	0.00		.00
2015	0	0.00	1	8,525.92	20.00	8	.04
2014	0	0.00	0	0.00	12.25	2,000.00	2,000.00
2013	0	0.00	1	19,924.20	12.25	1,833.30	0.00
2012	0	0.00	1	32,501.59	12.25	1,666.70	479.85
2011						1,500.00	614.00
2010						1,346.76	201.41
2009						1,468.20	0.00
2008						226.39	460.04
2007						266.12	737.52
2006	0	0.00	1	10,966.78	0.00	115.88	613.69
2005	0	0.00	1	15,734.81	0.00	213.43	200.00

3. Generate ASR: Generate report, and confirm numbers for D&G and LVR spending

For both D&G and LVR

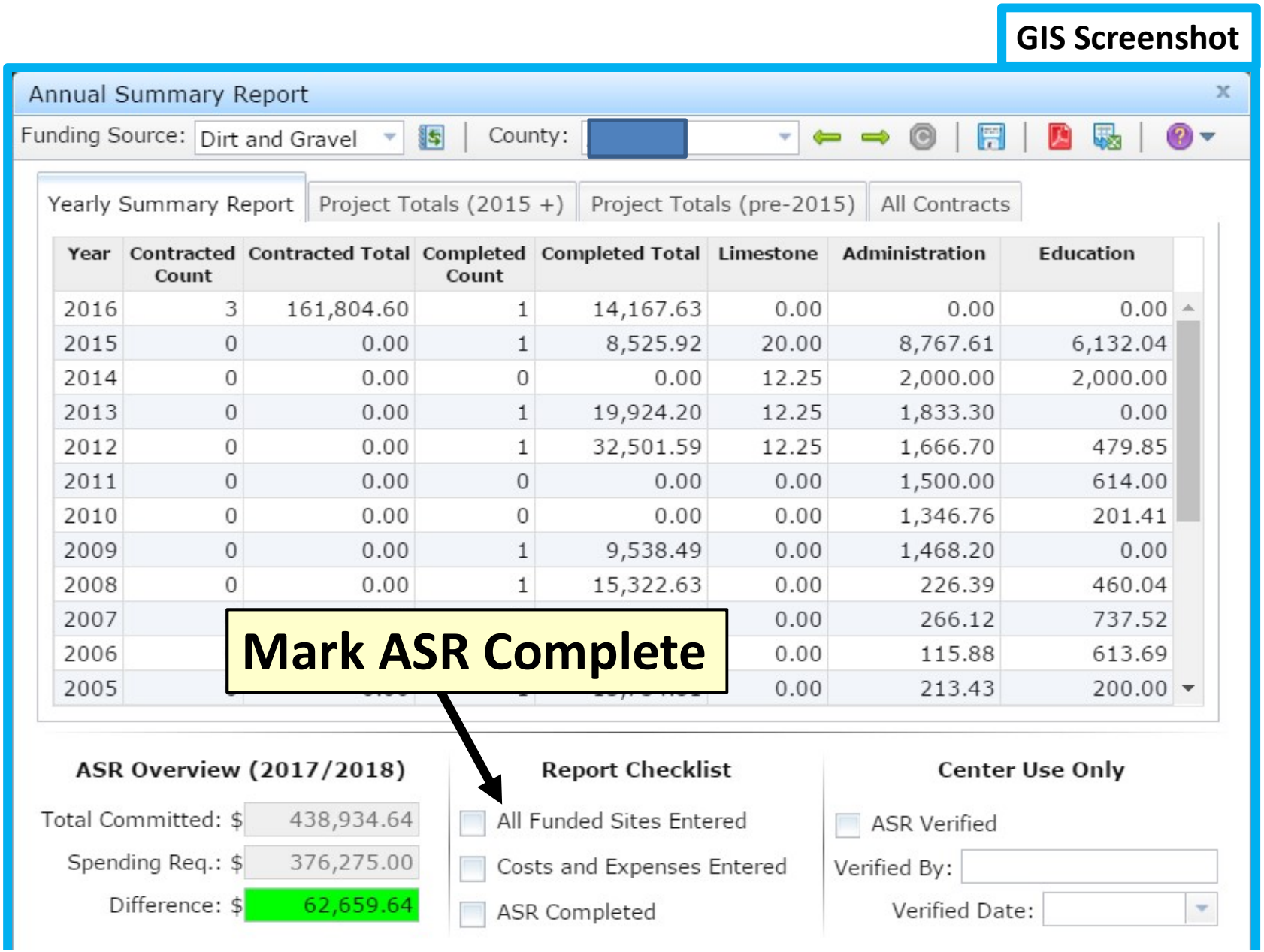
GIS Screenshot



Year	Contracted Count	Contracted Total	Completed Count	Completed Total	Limestone	Administration	Education
2016	3	161,804.60	1	14,167.63	0.00		.00
2015	0	0.00	1	8,525.92	20.00	8	.04
2014	0	0.00	0	0.00	12.25	2,000.00	2,000.00
2013	0	0.00	1	19,924.20	12.25	1,833.30	0.00
2012	0	0.00	1	32,501.59	12.25	1,666.70	479.85
2011						1,500.00	614.00
2010						1,346.76	201.41
2009						1,468.20	0.00
2008						226.39	460.04
2007						266.12	737.52
2006	0	0.00	1	10,966.78	0.00	115.88	613.69
	0	0.00	1	15,734.81	0.00	213.43	200.00

4. Mark Report as Complete

GIS Screenshot



Annual Summary Reports due 1/15/18

1. Enter all contracted and completed projects (D&G and LVR)
2. Enter annual Administrative and Educational spending
3. Generate Annual Summary Report and verify
4. Mark report as done in GIS, e-mail Ken.

Help

1. **ASR Guide:** www.dirtandgravelroads.org: General Resources, GIS
2. **In-GIS help:**
3. **Contact Ken:** kjc139@psu.edu 814-865-6966

Live Demo