

**Dirt Gravel and Low
Volume Road Program**

WEBINAR

CDGRS Annual Summary Report Training

1/7/21 Starts at 9am

If you are reading this, then you are successfully seeing the webinar video. Webinar audio should be automatic through your computer (or click “join audio”), 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 646-876-9923.

CDGRS Annual Summary Report Training

The image shows a Zoom meeting interface with a Q&A window open. The Q&A window is titled "Q&A" and shows a question asked by "You" at 02:25 PM: "Can you think of an example question?". Below it, an answer from "Steven Michael Bloser" at 02:25 PM reads: "No, I can't!". At the bottom of the Q&A window, there is a text input field with the placeholder "Please enter your question...", a checkbox labeled "Send Anonymously", and a "Send" button. A red rectangular border highlights the entire Q&A window. A yellow arrow points from the "Send Anonymously" checkbox to the text "Note you can ask a question anonymously" written in red. Another yellow arrow points from the "Q&A" text to the Q&A icon in the meeting toolbar at the bottom. The meeting toolbar includes icons for "Audio Settings", "Chat", "Raise Hand", "Q&A", and "Leave Meeting".

Note you can ask a question anonymously

Q&A

For audio via phone: 646-876-9923

Required Steps

1. Verify that the GIS and Local Balances match
 - For both DGR and LVR
 - They **MUST** match before moving to Step 2

The screenshot shows the 'Quarterly Report' software interface. The window title is 'Quarterly Report'. At the top, there is a 'Select Quarter' dropdown menu and a toolbar with various icons. Below the toolbar, there are tabs for 'Dirt and Gravel', 'Low Volume', 'Activity Report', and 'Managers'. A 'Date Submitted:' field is also present. The main content area is divided into several sections:

- Program Income:** SCC Advance: \$, SCC Replenishment: \$, Interest Earned: \$, Other: \$.
- Program Expenses:** Administrative: \$, Education: \$, Projects: \$.
- Balance at District:** Starting Balance: \$, Income: \$, Expenses Total: \$ (circled in red), Ending Balance: \$.
- Replenishments:** Potential Claim: \$, Harrisburg Funds (Cur): \$, Harrisburg Funds (Prev): \$, Amount Requested: \$.
- Report Checklist:** Income & Expenses, Manager Reviewed, Activity Report, Use ACH Transfer.
- SCC Use Only:** Accept Date: , By: , Replenishment Processed.

Required Steps

2. Submit the October – December Quarter
 - Roy must accept the report before the ASR can be submitted

Quarterly Report

Select Quarter

Dirt and Gravel Low Volume Activity Report Managers Date Submitted:

Program Income

SCC Advance: \$

SCC Replenishment: \$

Interest Earned: \$

Other: \$

Program Expenses

Administrative: \$

Education: \$

Projects: \$

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 Use ACH Transfer

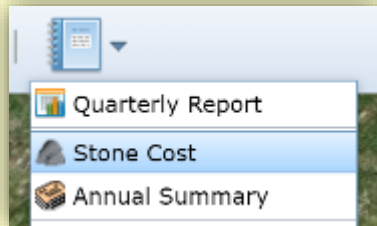
SCC Use Only

Accept Date: By:

Replenishment Processed

Required Steps

3. Enter the Limestone Cost for 2020
 - 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:

Limestone Cost: \$

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.

Stone Cost Viewer

Year	Stone Cost
2021	0.00
2020	0.00
2019	0.00
2018	0.00
2017	0.00
2016	0.00
2015	0.00
2014	0.00
2013	0.00
2012	0.00

Required Steps

4. Check and fix any contract Errors



The screenshot shows a software interface with a navigation menu at the top. The menu items are: Summary Report, Project Totals ('15 +), Project Totals ('14 -), All Contracts, Errors, and Date Submitted. The 'Errors' tab is highlighted with a red circle. Below the menu, there is a help icon and a question mark icon. The main content area displays the following text:

The following list contains potential errors within completed contracts. Please review and correct, if necessary.

- B45689 (UP)
 - Select Thining/Pruning (ft): 3000
- C1236 (UP)
 - DSA Placed (tons): 1612
- PonderosaRd2018 (UP)
 - Cross Pipes Replaced (#): 2

Required Steps

5. 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
2021	2	85,768.24	0.00	1	57,500.00	0.00	0.00	0.00
2020	165	12,888,620.68	3,546,816.27	250	15,906,048.97	1,187,216.10	394,434.31	24.22
2019	59	5,323,293.49	2,377,028.94	390	21,385,655.45	1,467,528.25	647,629.03	22.95
2018	7	570,484.95	256,505.94	268	15,405,882.21	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	2	111,428.00	55,714.00	358	13,683,316.04	1,300,929.38	468,000.45	21.27
2015	0	0.00	0.00	262	7,634,914.04	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
2012	0	0.00	0.00	197	3,555,780.31	251,374.88	68,670.55	19.17
2011	0	0.00	0.00	160	2,611,045.40	261,408.00	60,937.03	0.00
Total	235	18,979,595.36	6,236,065.15	4947	140,830,887.13	12,472,871.67	4,576,540.63	21.37

ASR Overview (2020/2021)

Total Spent: \$ 164,116,364.58
Spending Req.: \$ 152,875,592.00
Difference: \$ 11,240,772.58

Report Checklist

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

Center Use Only

Accepted Date: []
Accepted By: []

Required Steps

6. Submit the Annual Summary Report

- All check boxes need to be checked before you can submit
- 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: []

Year	Contracted Count	Contracted Total	Contracted Spent	Completed Count	Completed Total	Administration	Education	Limestone Cost
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Contract Errors Reviewed/Corrected

Local Account Balances Verified

Center Use Only

Accepted Date: []

Accepted By: []

Accept Report

Report Due January 15

Photo Contest

- Typically held at annual workshop in fall.
- Planning to hold one over winter to create April 2021 to March 2022 DGLVR calendar
- **Submit to Amy (alp90@psu.edu)**
 - Before Picture
 - After Picture
 - Project description, 200 word max

**Dirt Gravel and Low
Volume Road Program**

WEBINAR

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Report Training**

QUESTIONS ?