

Dirt Gravel and Low
Volume Road Program

Administrative Manual Proposed Updates 3/10/2022



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Webinar Logistics

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WEBINAR IS BEING RECORDED

Note you can ask a question anonymously

Q&A

For audio via phone: 312-626-6799

DGLVR Administrative Manual

Approved 7/2020

- 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



DGLVR Administrative Manual

- 1) Introduction - **unchanged**
 - 2) SCC Role
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1) Introduction

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

Program Structure

Program History

ESM Overview

DGLVR Administrative Manual

- 1) Introduction
 - 2) **SCC Role - updated QAQC description**
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2) SCC Role

4-page summary of SCC role

SCC Structure

Program Administration

QAQC

DRAFT

Updated QAQC Description

- Revised section to be consistent with updated QAQC process
- 1 or 2 day visit to the District
- Interviews of staff and QAB can be held virtually prior to in person visit
- Will send packet of information outlining process well ahead of your QAQC visit

DGLVR Administrative Manual

- 1) Introduction
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 - **Clearer wording in various places**
 - **Drone policy**
 - **Updated section on cost allocation methods**
 - **Contract amendments up to 40% of contract amount**
 - **clarification on training offerings, including stream crossing trainings**
 - **Update to consultant/engineering fees section (TBD)**
 - **Updates to GIS/reporting section (partly covered in webinar 3/4/22)**

3) Conservation District Role

Over ½ of manual

Receiving Funds

Accounting for Funds

Dispersing Funds to Grantees

CD Educational Opportunities

Program Eligibility

Administering Projects

GIS system

Annual Reports

DRAFT

Guidelines for Administrative Expenditures

- **Salary** is an eligible administrative expense.
 - This includes technical staff, support staff, and management salaries related to administering the Program.
 - Example administration activities include paperwork, communications, site inspections, meetings, etc. related to DGLVR Projects that have a contract for DGR or LVR project funding.

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- Education funds can be used for drones

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".

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Cost allocation Method for Shared Expenses

Some conservation district expenses, such as vehicles, rent, and office expenses, are shared between the DGLVR Program and other programs or funding sources. A portion of shared expenses may be eligible DGLVR administrative and/or education expenses, as detailed below:

- 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.

DRAFT**Cost allocation Method for Shared Expenses CONTINUED**

- 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.
 - Salary and benefits for time spent on DGR activities are to be paid for with DGR funds.
 - 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 **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.
 - 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.

Cost allocation Method for Shared Expenses CONTINUED

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The conservation district must keep and be able to provide documentation to the SCC of time spent on DGR and LVR activities as part of the administration and education funding record-keeping. (7 years)

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

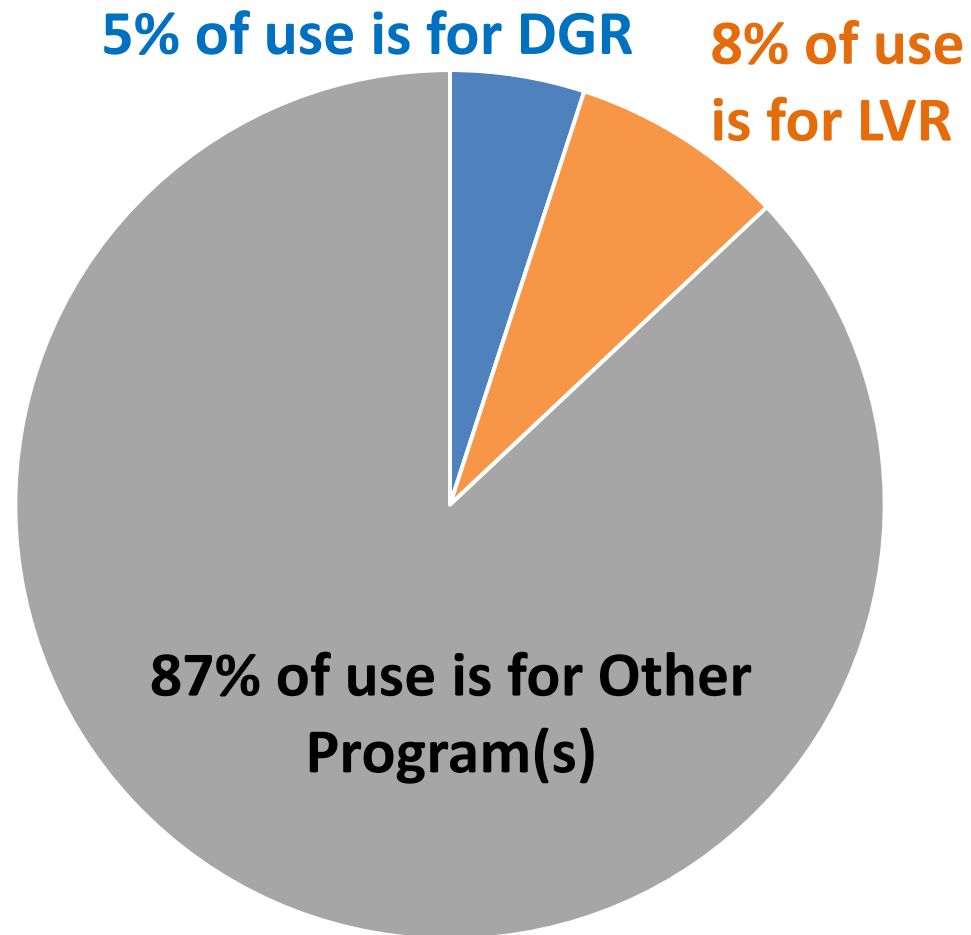
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Example 3: If a district has a vehicle that is shared unequally by several programs, vehicle expenses or charges must be based on actual usage for each Program.

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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 = $52 \times \$0.58$ (or other acceptable mileage rate) = **\$30.16**

Eligible LVR mileage expense = $110 \times \$0.58$ (or other acceptable mileage rate) = **\$63.80**

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

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

$\$50 \times 0.104 = \mathbf{\$5.20}$ of the oil change is an eligible DGR expense

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

$\$50 \times 0.22 = \mathbf{\$11.00}$ of the oil change is an eligible LVR expense

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Contract Amendments

In some cases, the grant recipient may request additional time or additional 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.** There is no additional funding from the Commission to pay for cost overruns.

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Contract Amendments

For cost overruns totaling ~~20-40~~ percent or less of the initial contract amount, a contract amendment must be completed and signed by both entities (available at www.dirtandgravelroads.org). Multiple amendments may be granted, provided the total of all amendments is not more than ~~20~~ 40 percent of the initial contract amount. Amendments must be approved by the district board according to policies they establish. ~~For cost overruns totaling more than 20 percent of the initial contract amount, a second separate contract must be made for the additional funds.~~ For contract amendments over 40 percent, written approval is required from the State Conservation Commission.

GIS

- In order to submit quarterly reports, the following must be completed:
 - all income (advances, replenishments, interest) and expenses (project, administrative, and educational) for the quarter must be entered into the GIS system.
 - Local and GIS account balances must match before the quarterly report is submitted each quarter.
 - Information on contracted projects is also required, including checking that all open contracts are in good standing and are not expired. The GIS includes a contract verifier tool that can be used during this process. (topic of 3/4/2022 webinar)
 - Complete the summary of Program activities from district staff for the quarter.
 - The Conservation District Manager, or their approved designee, is required to submit the report.

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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**
 - **Stream crossing updates**
 - **DSA updates**
 - **Fill Policy update**
 - **Sealed surface update**
 - 8) Permits and Other Requirements
- Appendices

7) Additional Policies

Policies that apply to certain circumstances:

Stream Crossing Replacement

Driving Surface Aggregate

Paved LVR-Specific Policies

Full Depth Reclamation

DSA Standard updates

- **Abrasion Resistance:** The loss of mass (LA Abrasion) shall be less than ~~40%~~ 45%.



- **RFQ updated (not policy)**
 - updated DSA Specification language incorporated
 - Clarifications of which parts can be edited vs which parts are required/in the specification
 - added: **Roller to be:**
 - Double drum roller equipped with functional spray bars and scrapers.
 - Single drum dirt roller <single drum not preferred but may be needed on sites with steep banks or hills – edit RFQ to specify allowed rollers>).
 - Added: **Equipment must be on-site to cut paving notches and/or repair damaged ditches or road sections (e.g., skid steer, backhoe).**

- **Fill Policy updated**

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. **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. 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.**

- **Fill Policy updated**

Unchanged:

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.



- **Fill Policy updated**

The only exception to this is on road fill projects. 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.



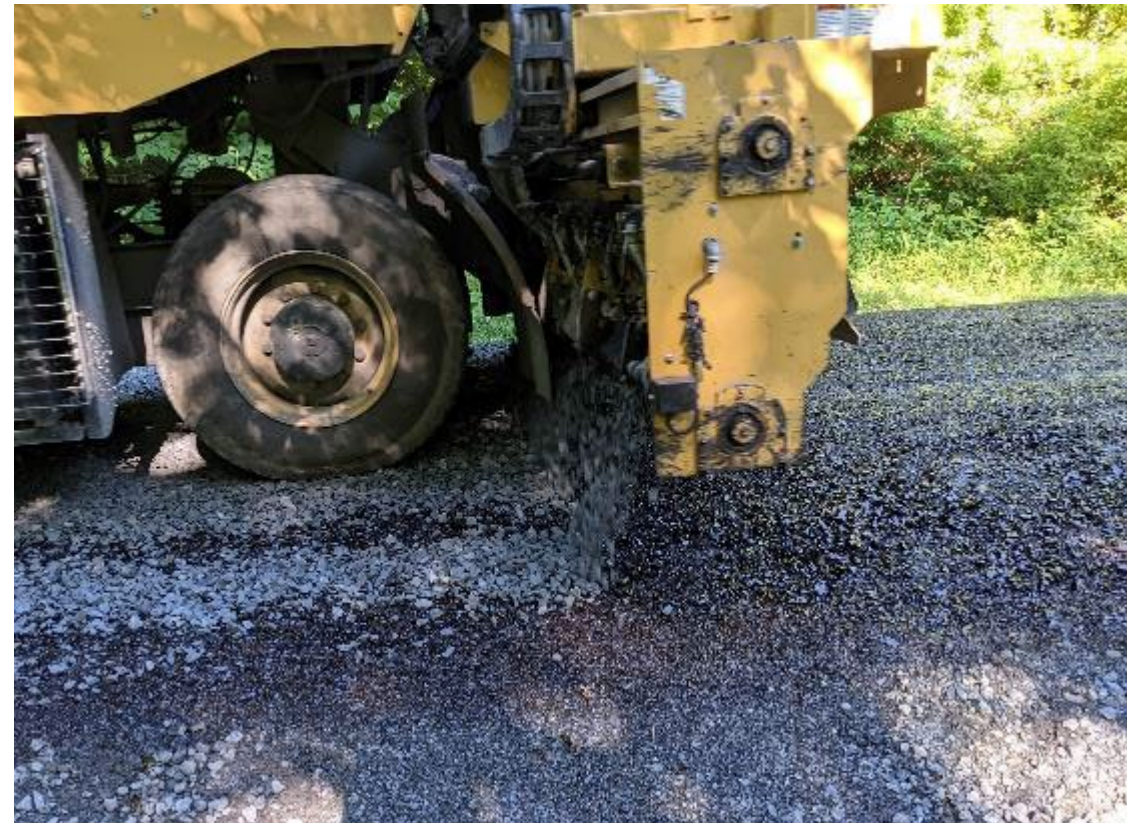
- **Fill Policy updated**

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

Asphalt and Chip seal are the only paving or sealing materials approved for the use with Program funds and must conform 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.



Pictures of chip seal application

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8) Permits and Other Requirements

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

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Appendices - add Cost Allocation Method examples

Appendices

Appendix A: Dirt, Gravel, and Low-Volume Road Program Law 9106

Appendix B: Commission Statement of Policy

Appendix C: Contract and Attachments

Appendix D: Contract Amendment

Appendix E: Stream Crossing Replacement Evaluation

Appendix F: Traffic Count Validation and Instructions

Appendix G: Project Completion Report and Instructions

Appendix H: Definitions and Acronyms

A gravel road winds through a forest. On the left, a stream flows over rocks, creating a small waterfall. The road is bordered by green grass. On the right, there is a rocky embankment. The forest consists of tall, thin trees, some with bare branches and some with green leaves. A blue semi-transparent box is overlaid on the top part of the image, containing the word "Questions?" in white text.

Questions?