

DGLVR Program Administrative Manual Updates June 02, 2022

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Note you can ask a question anonymously

Q&A

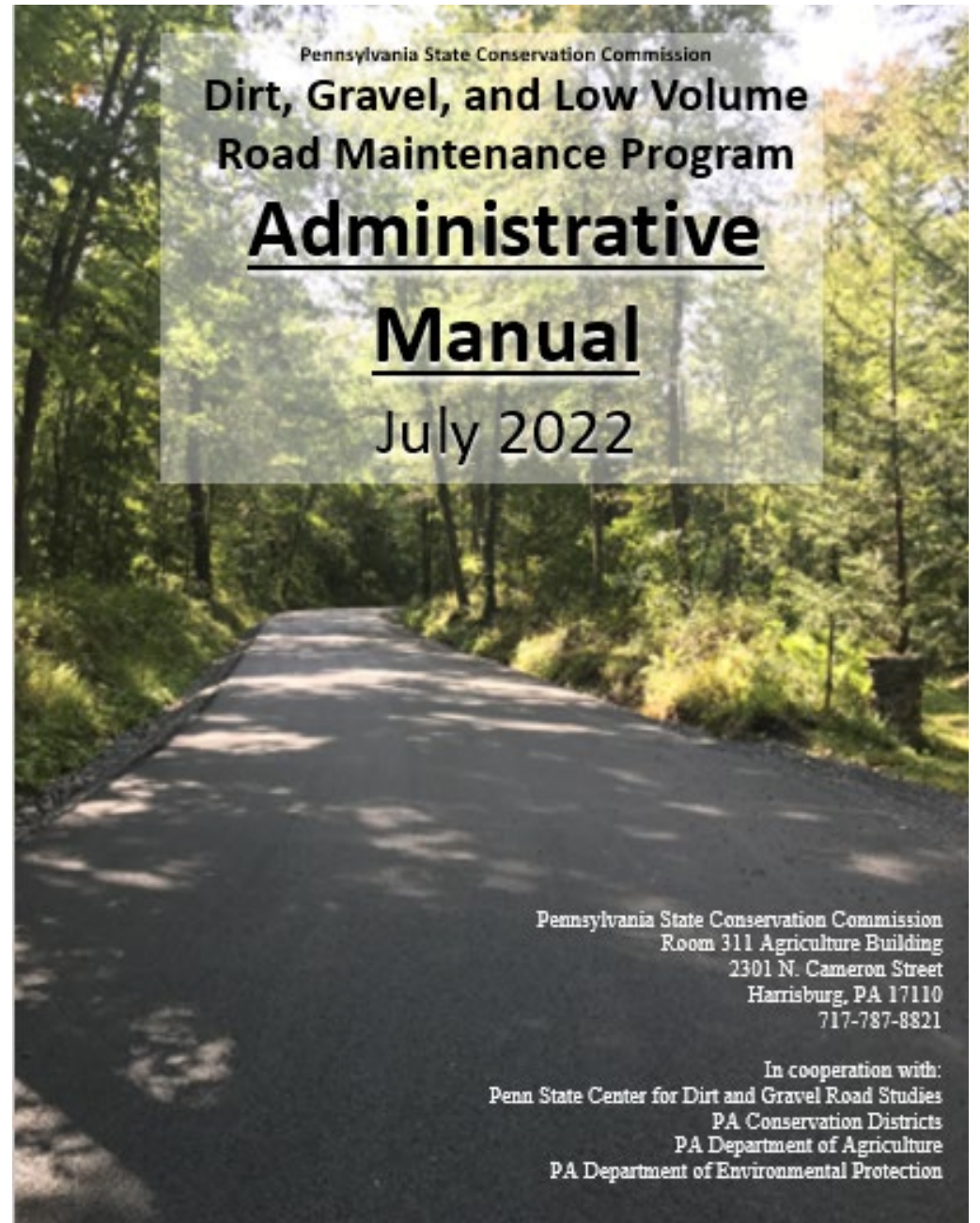
For audio via phone: 646-876-9923

Policy changes are
effective for all contracts
signed on or after
July 1st, 2022

DGLVR Administrative Manual

- 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
 - 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

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**
 - 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

2) SCC Role

4-page summary of SCC role

SCC Structure

Program Administration

QAQC

Updated QAQC Description

- Revised section to be consistent with updated QAQC process
- Generally, a 1- or 2-day visit to the District
- Interviews of staff and QAB can be held virtually prior to in person visit
- Site visit to review projects completed since previous QAQC visit (previous 3 years)
- Will send packet of information outlining process well ahead of your QAQC visit

DGLVR Administrative Manual

- 1) Introduction
- 2) SCC Role
- 3) Conservation District Role
 - **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**
 - **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

Education/Training by CDs

Program Eligibility

Administering Projects

GIS system

Quarterly Reports

Annual Reports

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:**
 - **site inspections, meetings, completing paperwork, communications, etc. related to DGLVR Projects.**
 - **QAB meetings and Conservation District Board of Director meetings**
 - **Reviewing DGLVR applications**

Documenting Staff Time – Admin Funds

- Salaries can only be claimed 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 Program.
- **Conservation districts must be able to document that staff time claimed as administrative time is spent on eligible administrative activities.** This should be a time sheet and/or report that includes details of the activity, including the date, activity description, staff member(s), amount of time, road name, road owner, and how the activity qualifies as a DLGVR educational activity, or some other method that documents that administrative time is spent on eligible administrative activities.

- **Salary** is an eligible education expense.
 - This includes technical staff, support staff, and management salaries related to DGLVR educational activities.
 - DGLVR educational activities include:
 - attending or hosting trainings, conferences, field days, workshops, technical assistance, or other outreach activities.
 - Teaching individuals or small groups about the DGLVR Program in regard to potential DGLVR Project sites without a current contract for DGLVR funds. This includes working with potential grant applicants to develop an application for DGLVR funds, such as pre-application meetings.
 - DGLVR educational activities do NOT include:
 - Administering DGLVR Projects with a current DGLVR Contract
 - Administering the DGLVR Program, including QAB meetings, Conservation District Board of Director meetings, and reviewing DGLVR applications

Red Text shows wording changes to the DGLVR Admin Manual (effective 7/1/2022)

- 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".

Documenting Staff Time – Edu Funds

- Salaries can only be claimed for time spent working directly on education efforts for 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 Program.
- Conservation districts must be able to document that staff time claimed as educational time is spent on eligible educational activities. This should be a time sheet and/or report that includes details of the activity, including the date, activity description, staff member(s), amount of time, road name, road owner, and how the activity qualifies as a DLGVR educational activity, or some other method that documents that educational time is spent on eligible educational activities.

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.

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.
 - 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.

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 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 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

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)

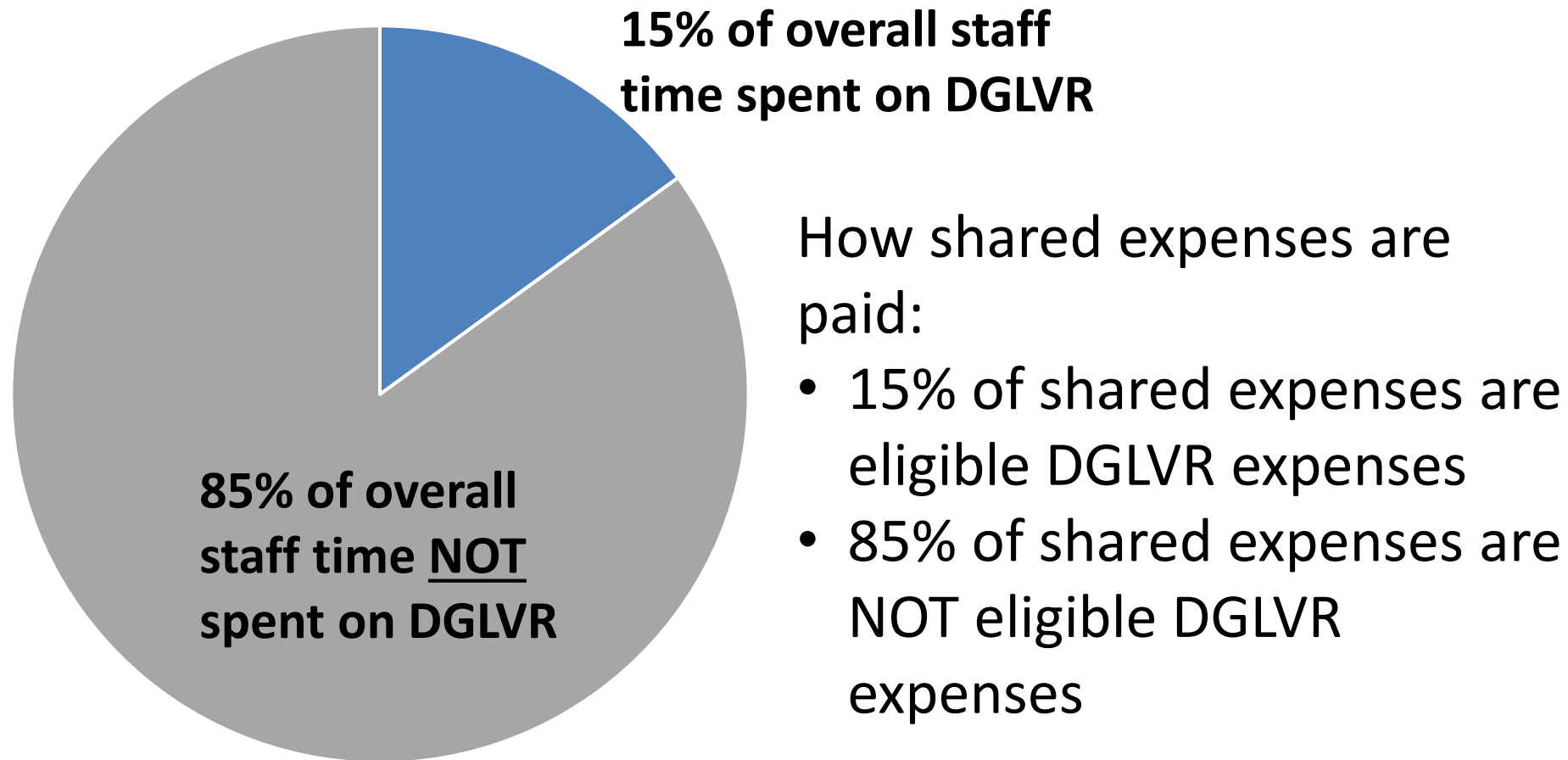
Examples of cost allocation methods that meet the policy outlined above are available in appendix *E*. These are not the only acceptable cost allocation methods. For assistance in developing a cost allocation method, contact the SCC.

Cost Allocation Method Example 1:

1.5 out of 10 FTEs spent on DGLVR

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1.5 out of 10 FTEs spent on DGLVR

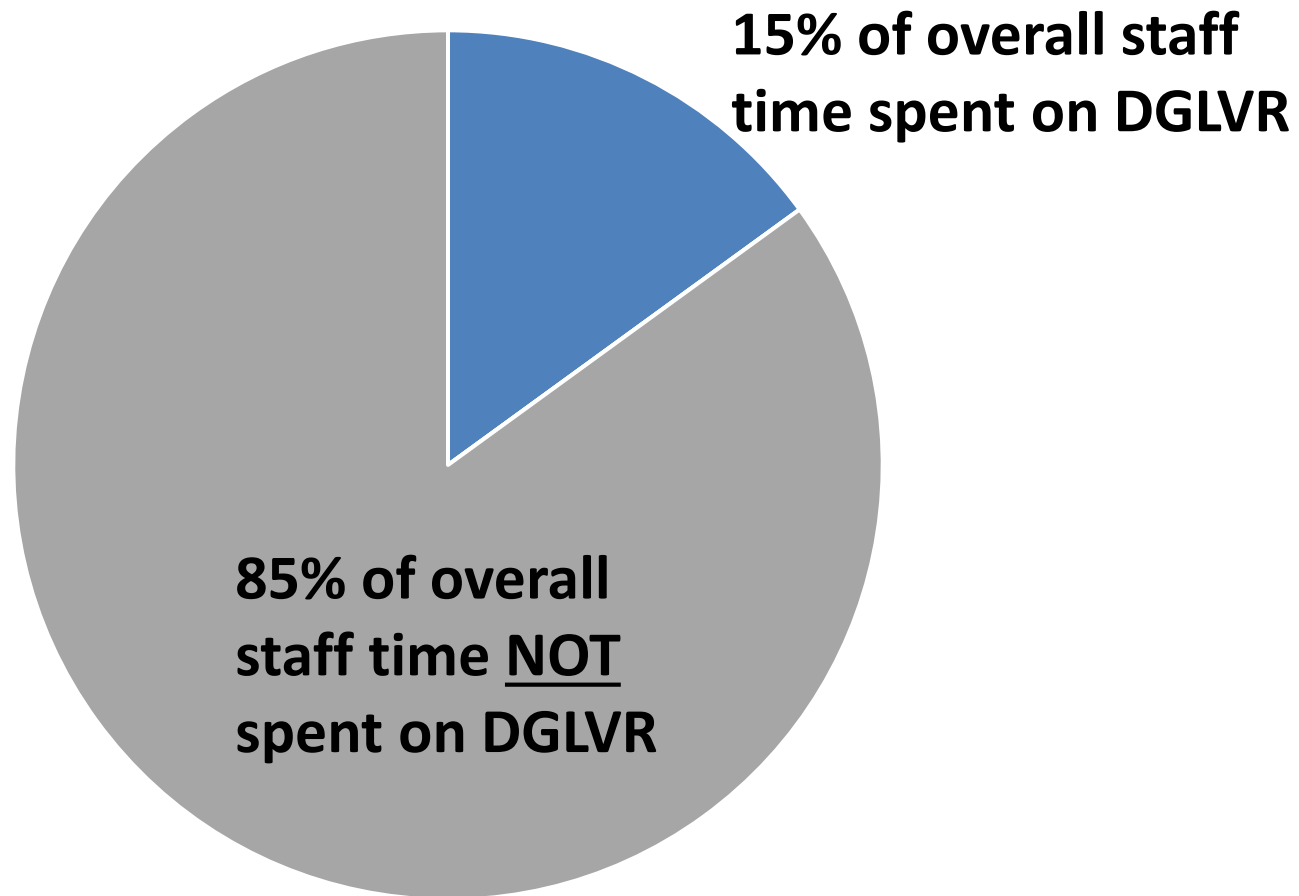


Cost Allocation Method Example 1:

- Example (continued)
 - 1.5 out of 10 FTEs spent on DGLVR Program
 - Then 15% of general overhead expenses (utilities, rent, etc.) can be charged to DGLVR Program
 - Should be further sub-divided into DGR and LVR
 - 75% of DGLVR time is spent on DGR
 - 25% of DGLVR time is spent on LVR
 - So,
 - $15\% \times 0.75 = 11.25\%$ of shared expenses are eligible DGR expenses
 - $15\% \times 0.25 = 3.75\%$ of shared expenses are eligible LVR expenses

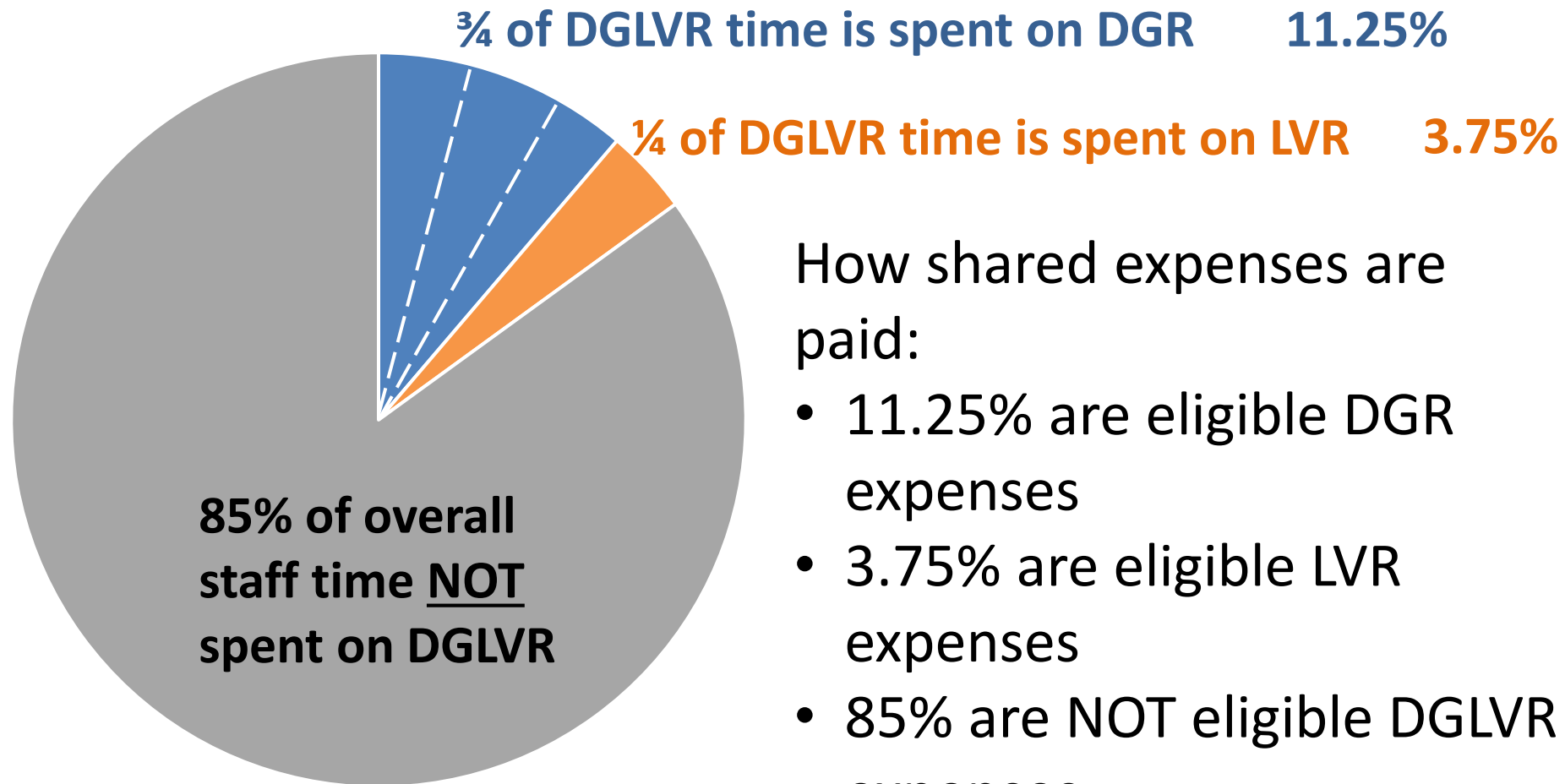
Cost Allocation Method Example 1:

1.5 out of 10 FTEs spent on DGLVR



Cost Allocation Method Example 1:

1.5 out of 10 FTEs spent on DGLVR



How shared expenses are paid:

- 11.25% are eligible DGR expenses
- 3.75% are eligible LVR expenses
- 85% are NOT eligible DGLVR expenses

Example 1: 1.5 FTEs out of 10 FTEs are spent on DGLVR Activities. 75% of the 1.5 FTEs is spent on DGR activities, and 25% is spent on LVR activities.

Two ways to calculate percentages:

$$15\% \div 4 = 3.75\%$$

$\frac{3}{4}$ of DGLVR time is DGR

$$3.75\% \times 3 = 11.25\% \text{ is DGR}$$

$\frac{1}{4}$ of DGLVR time is LVR

$$3.75\% \times 1 = 3.75\% \text{ is LVR}$$

OR

$$75\% \text{ of } 15\% = 0.75 \times 0.15 = 0.1125$$

$$25\% \text{ of } 15\% = 0.25 \times 0.15 = 0.0375$$

Example Expense: \$1,000.00

$$\$1,000 \times 11.25\% = \mathbf{\$112.50} \text{ is an eligible DGR expense}$$

$$\$1,000 \times 3.75\% = \mathbf{\$37.50} \text{ is an eligible LVR expense}$$

$$\$1,000 - \$112.50 - \$37.50 = \mathbf{\$850} \text{ is not an eligible DGR or LVR expense}$$

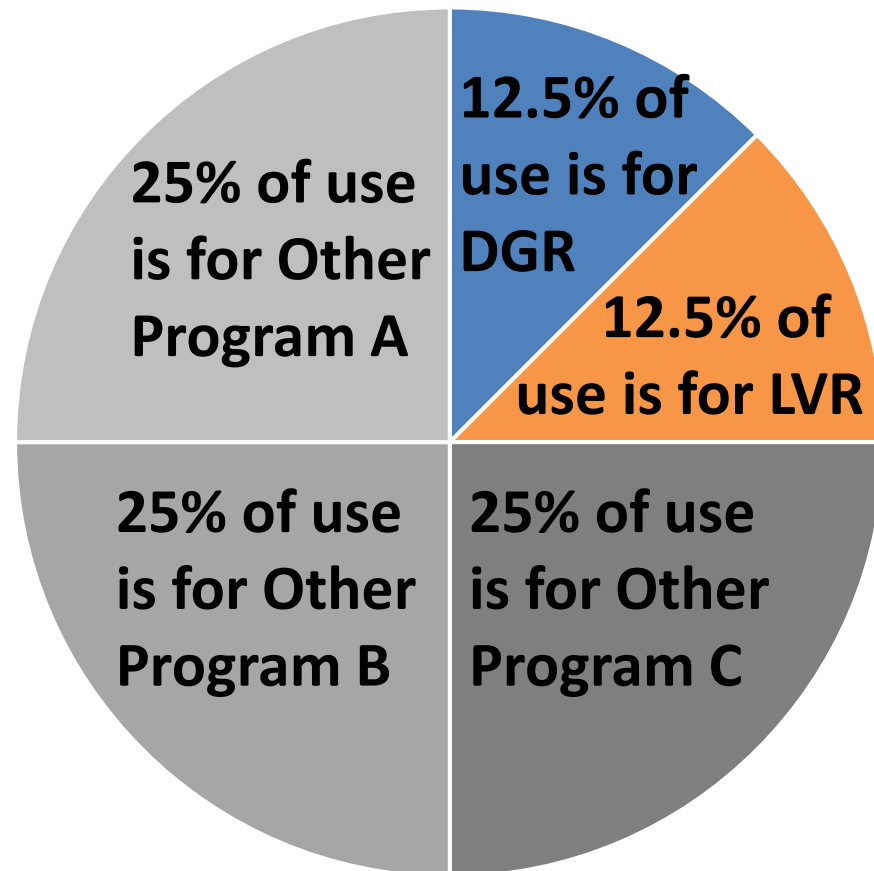
Example 2: If a district has a vehicle that is shared equally by 4 programs, vehicle expenses could be divided equally among the 4 Programs.

DGLVR is one of the 4 programs, and the vehicle is used for equal amounts on DGR and LVR activities. $1/8$ or 12.5% of the vehicle expenses are eligible DGR expenses, and $1/8$ or 12.5% of the vehicle expenses are eligible LVR expenses.

Note: In this scenario, vehicle logs would document the equal usage of the vehicle for different programs, and the logs must be retained and provided upon request per section 3.4.1.

Cost Allocation Method Example 2:

Vehicle shared equally by 4 Programs



How shared expenses are paid:

- 12.5% are eligible DGR expenses
- 12.5% are eligible LVR expenses
- 75% are NOT eligible DGLVR expenses

Example 2: Example Expense: \$1,000.00

$$\frac{100\%}{8} = 12.5\%$$

8

1/8 (12.5%) of vehicle use
is DGR

$\$1,000 \times 12.5\% = \mathbf{\$125.00}$
is an eligible **DGR** expense

1/8 (12.5%) of vehicle use
is LVR

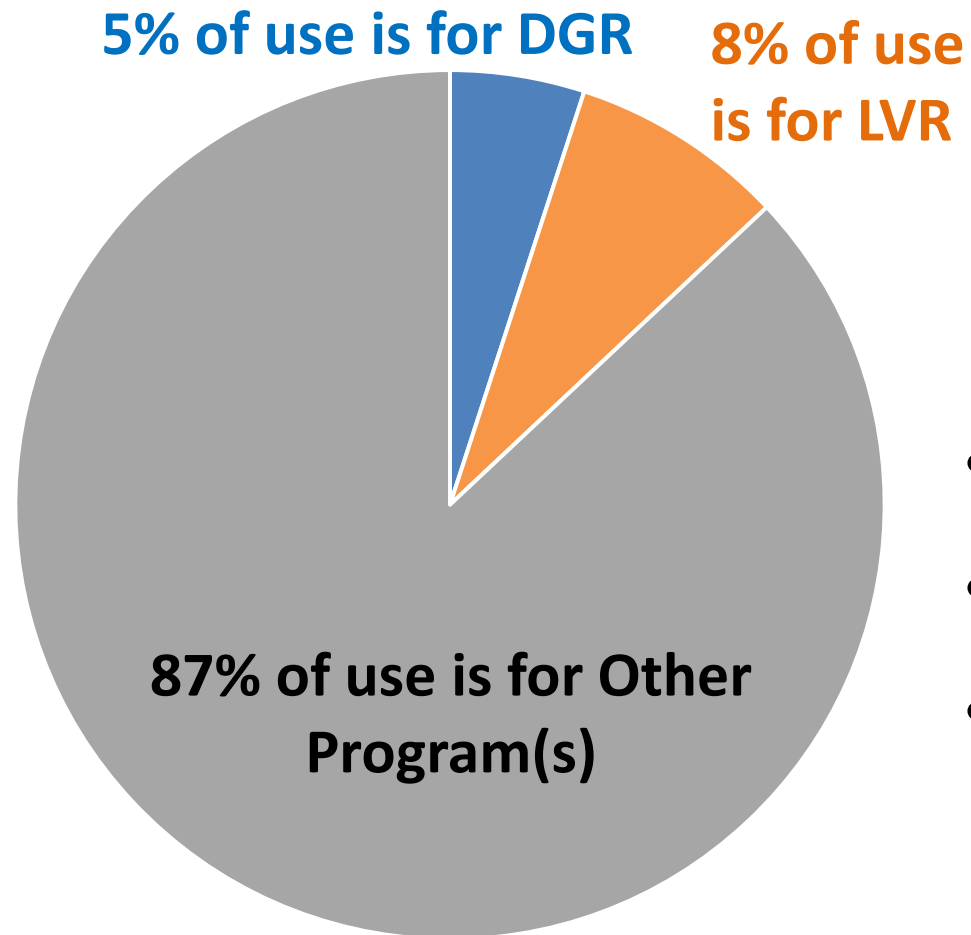
$\$1,000 \times 12.5\% = \mathbf{\$125.00}$
is an eligible **LVR** expense

$\$1,000 - \$125 - \$125 = \mathbf{\$750}$ is not an eligible **DGR** or **LVR** expense

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.

Cost Allocation Method Example 3:

Vehicle shared unequally by multiple programs

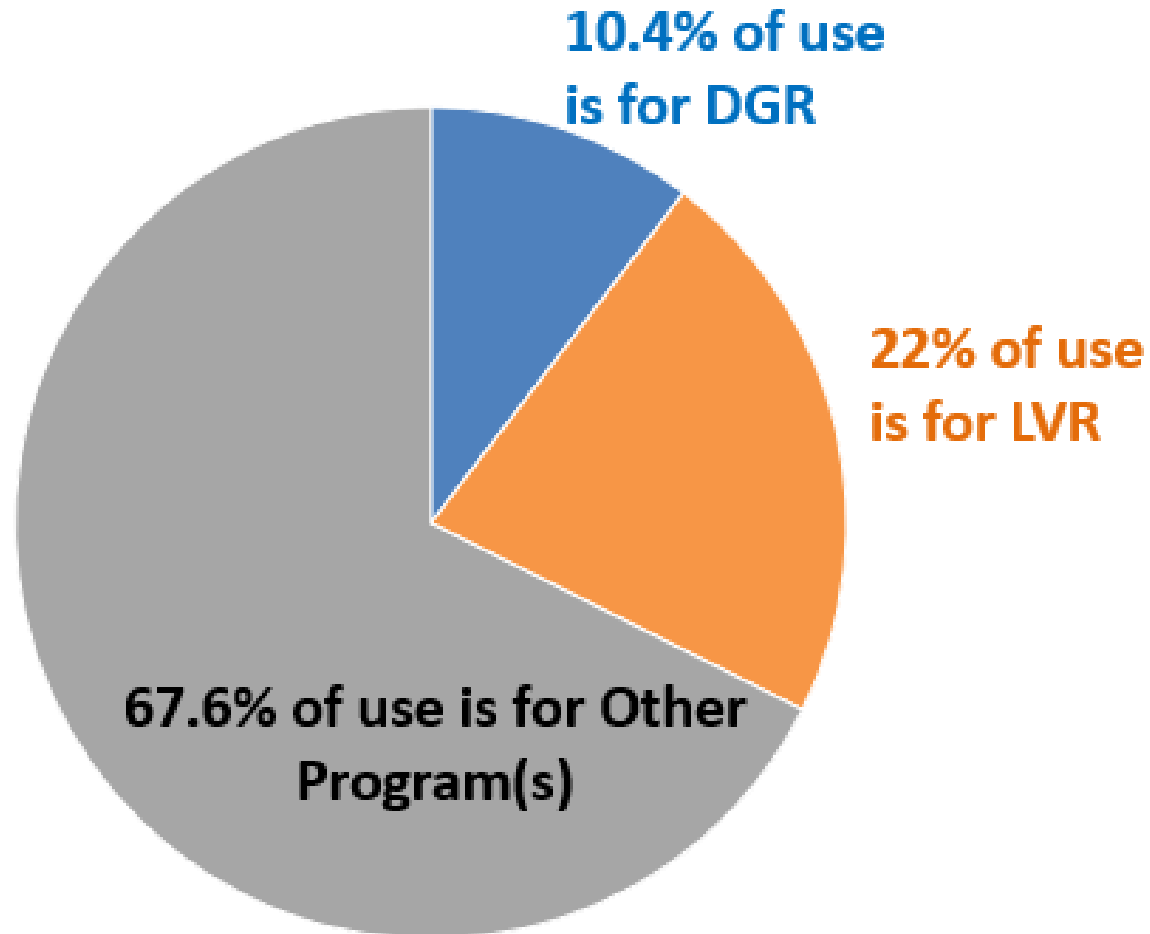


How shared expenses are paid:

- 5% are eligible DGR expenses
- 8% are eligible LVR expenses
- 87% are NOT eligible DGLVR expenses

Cost Allocation Method Example 3:

Vehicle shared unequally by multiple programs



How shared expenses are paid:

10.4% of each expense is an eligible DGR expense

22% of each expense is an eligible LVR expense

67.6% of each expense NOT an eligible DGLVR expense

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

3.5.3 Contract Amendments

In some cases, the grant recipient may request additional time or addition 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. Options include but are not limited to: requiring district board approval; requiring QAB and district board approval; empowering CD staff to approve amendments, etc.** There is no additional funding from the Commission to pay for cost overruns.

3.5.3 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.

3.6.1.2 Stream Crossing Replacement Training

Effective July 1, 2023, at least one conservation district staff member must have completed the DGLVR Program’s “Stream Crossing Replacement Certification Training” and received a certificate of completion before the QAB can recommend or the conservation district can approve a contract for a project involving a stream crossing. A Stream Crossing Replacement Re-Certification Training must be taken once every three years to maintain staff certification. This training requirement does not apply to crossings that qualify for an automatic exemption from the DGLVR Stream Crossing Standard (see section 7.1.3.1).

3.6.1.6 Remote Learning Center

The Center has established a “Remote Learning Center” on its website at: <https://www.dirtandgravel.psu.edu/education-and-training/remote-learning-center>. The Remote Learning Center contains a wide variety of recorded webinars and remote trainings that are available free of charge to anyone. The website contains not only recording of trainings, but also the PowerPoint files that were used for each training. Conservation Districts may find the PowerPoint slides useful in their own educational efforts within their county.

3.7.4.1 Materials

- Inlets and outlets of all cross pipes must have erosion protection, such as headwalls, endwalls, drop inlet boxes, and/or rip rap. All stream crossing structures must have a headwall and endwall.

3.7.4.2 Equipment

- Contact Commission or Center staff for questions about equipment without listed FEMA rates. **Where FEMA rates do not accurately reflect local equipment costs, applicants may request approval to use other rates, if written documentation can be provided.**

3.7.4.5 Prevailing Wage Documentation

If federal funds are involved in a project, federal prevailing wage requirements (Davis Bacon Act) often supersedes PA prevailing wage. Davis Bacon requirements are acceptable to the DGLVR program in this case, and Certified Payroll forms accepted by the US Department of Labor must be completed and kept in the project file.

- <https://www.dirtandgravel.psu.edu/education-and-training/webinars/past-webinars>
- **April 7: Prevailing Wage II 2022**
 - This webinar was the second part of an earlier PW webinar this spring, with this webinar involving invited speakers. Speakers from the U.S. Department of Labor and PA Department of Labor and Industry joined this webinar to discuss Prevailing Wage and answer questions related to the DGLVR Program.
 - [Webinar Download](#) (344 MB): MP4 format (*~1 hour, 37 minutes*)
- **January 27: Prevailing Wage 2022**
 - This webinar provided an overview of Prevailing Wage requirements for DGLVR Program with some updated examples.
 - [Webinar Download](#) (72.2 MB): MP4 format (*~34 minutes*)

3.7.4.7 Consultants, Engineering, and Permitting Costs

Program funds can be used to cover engineering, permitting, or similar consultant costs, but such costs are limited to a maximum of ~~10~~ 20 percent of the total contract amount between the district and the grant recipient, with a maximum of \$25,000 total for engineering, permitting, or similar consultant costs. Note this limit is defined as up to ~~10-20~~ percent of the contract amount (Program contracted funds), not ~~10-20~~ percent of the total project value (which could include in-kind or other funds).

3.7.4.7 Consultants, Engineering, and Permitting Costs

For example, a \$30,000 contract on a project totaling \$50,000 is limited to ~~10–20~~ percent of the contract, or ~~\$3,000–\$6,000~~, for engineering and permitting. **Another example, a \$140,000 contract, 20 percent of the contract would be \$28,000, but the program will only fund up to the maximum of \$25,000. Preparation or design costs such as engineering or surveying that are incurred before the contract is signed are not eligible for grant reimbursement but can be counted as in-kind.**

3.7.4.8 Working Off Right-of-Way

Landowner permission should be sought as early as possible in the funding process, ideally before contracting, to ensure the project can be implemented as planned.

In some cases, landowner permission may be instrumental to implementing a successful DGLVR project (additional culvert outlets for example). In some cases, a viable alternative may exist to implement a successful plan without landowner permission, but in other cases sufficient water quality improvements cannot be made due to landowner constraints. In such cases, DGLVR funding may be better spent on a different project location. Contact the SCC in questionable circumstances where a lack of landowner permission may hinder successful project implementation.

3.8.5 Contracting

Preparation or design costs such as engineering or surveying that are incurred before the contract is signed are not eligible for grant reimbursement but can be counted as in-kind.

3.8.5.1 Contract Attachments

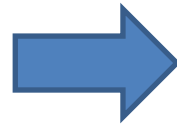
- Grant Application and Workplan
 - When the scope of project work is changed, it is recommended to document this on an updated grant application that is signed or initialed by the conservation district and grant recipient. At a minimum, districts must keep records of changes such as in a project narrative, via letters, in a saved or printed email, or other documented communication.

3.8.9 Project completion & 3.8.10 Project File Retention

- Required documentation as outlined on the “Hard File Checklist” is required to be kept in the project hard file and **is needed prior to making final payment to the grant recipient**

Available on the “Blank Forms”
page of the CDGRS Website

<https://www.dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/blank-forms>



PA State Conservation Commission - Dirt, Gravel & Low Volume Roads Maintenance

“Hard File” Project Checklist

Worksheet ID _____ Project Participant _____ Road Name / ID Number _____

REQUIRED DOCUMENTS	REQUIRED (IF APPLICABLE) DOCUMENTS
<ul style="list-style-type: none"><input type="checkbox"/> Contract Documents<input type="checkbox"/> Contract: complete and signed by both parties<input type="checkbox"/> All attachments as outlined in the admin manual are included with contract:<input type="checkbox"/> Application: Completed and signed.<input type="checkbox"/> Applicant ESM certified. Detailed cost estimates included.<input type="checkbox"/> Work plan: Identifies all deliverables on project. Identifies location of site (can be separate map).<input type="checkbox"/> General Contract Provisions<input type="checkbox"/> QAB Standards (any local policy)<input type="checkbox"/> Schedule of Payments<input type="checkbox"/> Prevailing W...	<ul style="list-style-type: none"><input type="checkbox"/> Prevailing Wage Certified Statement of Compliance<input type="checkbox"/> Traffic Count Validation Form<input type="checkbox"/> Stream Crossing Form: on projects that fund stream crossing replacements<input type="checkbox"/> Off Right of Way Consent Form: on projects that involve any work outside the public right of way<input type="checkbox"/> 3rd Party Mix Design...

3.9 GIS Reporting System

- All contracts, amendments, and completion reports must be generated using the GIS system.
- All funded projects are required to be filled out in the GIS to the extent practical including:
 - Assessment (if applicable)
 - Grant application
 - Contract
 - Amendments (if applicable)
 - Payment(s)
 - Completion report
 - Photos (if applicable)
 - Any additional supporting files (file upload tool is currently under development)

Red Text shows wording changes to the DGLVR Admin Manual (effective 7/1/2022)

3.10 Quarterly Reports

- Districts must keep documentation for all Program expenses **and income according to section 3.4**
- **Financial staff involved in the DGLVR Program must complete a quarterly report GIS training to gain access to the quarterly report system.**

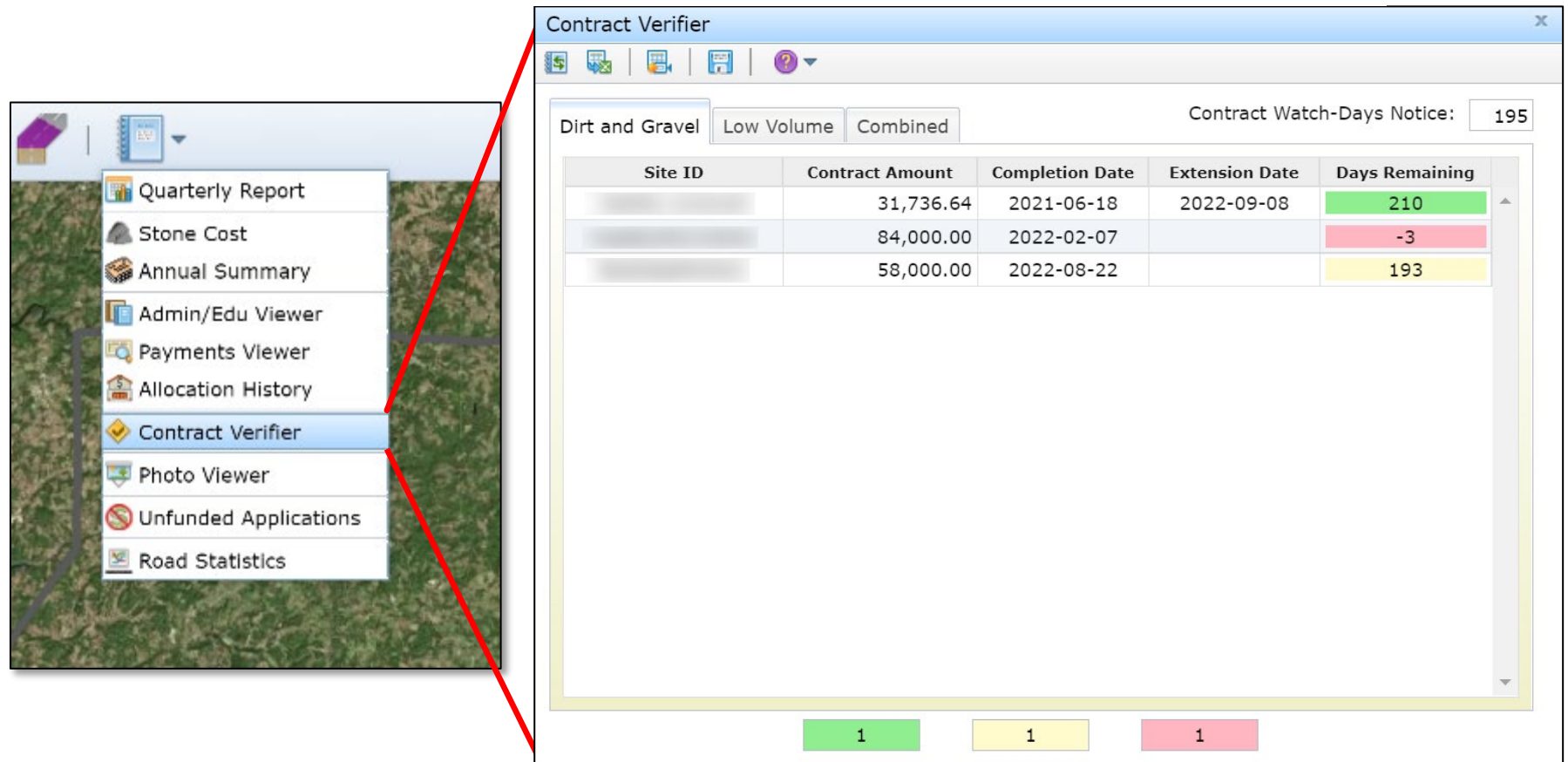
3.10 Quarterly Reports (continued)

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

- **March 4: GIS Contract Verifier / Quarterly Report Update**

2022

- This webinar addressed the issue of contracts that have become expired because of not completing them by the contract's completion date. It reviewed updates to the Contract Verifier as well as discussed new requirements for the Quarterly Report.
- [Webinar Download](#) (68.5 MB): MP4 format (~33 minutes)



The screenshot displays the 'Contract Verifier' application window. On the left, a menu is open over a satellite map, with 'Contract Verifier' highlighted. The main window shows a table of contract data with columns for Site ID, Contract Amount, Completion Date, Extension Date, and Days Remaining. A 'Contract Watch-Days Notice' of 195 is displayed in the top right. At the bottom, three colored boxes (green, yellow, red) each contain the number '1', corresponding to the rows in the table.

Site ID	Contract Amount	Completion Date	Extension Date	Days Remaining
	31,736.64	2021-06-18	2022-09-08	210
	84,000.00	2022-02-07		-3
	58,000.00	2022-08-22		193

Quarterly Report
x

Select Quarter | Select County

Dirt and Gravel | Low Volume | Activity Report | Managers
Date Submitted:

Program Income

SCC Advance: \$

SCC Replenishment: \$

Interest Earned: \$

Other: \$

Program Expenses

Administrative: \$

Education: \$

Projects: \$

Other: \$

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 All Contracts Valid

SCC Use Only

Accept Date: By:

Replenishment Processed Expenses Approved

Contact
the SCC
and CDGRS
for
assistance
with
quarterly
reports

3.11 Annual Reports

- Completing the Annual Summary Report includes ensuring all quarterly reports are submitted and accepted, entering average limestone DSA cost, and managing project errors. 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).

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4) QAB Role

Defines composition and function of QAB

Composition

Meeting Requirements

QAB Role in Projects

QAB Role in Policy

4.3.1 Project Ranking / Sunshine Act

- Field visits by the QAB are not subject to Sunshine Act requirements as long as no deliberations of QAB business occurs and no official actions or recommendations are made during the visit.

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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**
 - **Exception to DSA on fill projects 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

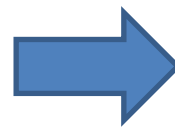
- <https://www.dirtandgravel.psu.edu/education-and-training/webinars/past-webinars>
 - **May 27: Stream Technical Manual: Overview and Q&A on DGLVR Stream Crossing Replacement Technical Manual**
 - [Webinar Download](#) (57.6 MB): MP4 format (*~34 minutes*)
 - Presentation Downloads:
 - [Adobe PDF](#) (2.74 MB)
 - [MS Powerpoint](#) (3.59 MB)
 - **May 26: Stream Standard: Overview and Q&A on DGLVR Stream Crossing Design and Replacement Standard**
 - [Webinar Download](#) (182 MB): MP4 format (*~41 minutes*)
 - Used policy text, so no presentation download.
 - **May 25: Stream Policy: Overview and Q&A on DGLVR Stream Crossing Replacement Policy**
 - [Webinar Download](#) (148 MB): MP4 format (*~41 minutes*)
 - Used policy text, so no presentation download.

7.2 Driving Surface Aggregate

- Only approved surface aggregate for use in DGLVR Program
- Developed in 2000, last change made in 2019
- **Three changes for 2022:**
 - **Abrasion Resistance** (LA Abrasion) (DSA Standard and Specification)
 - **Paver placement requirement** (DSA Standard and Specification)
 - **Exception to using DSA on Fill Projects** (Admin Manual Chapter 7)

Available on the “DSA” page of the CDGRS Website

<https://www.dirtandgravel.psu.edu/general-resources/driving-surface-aggregate-dsa>



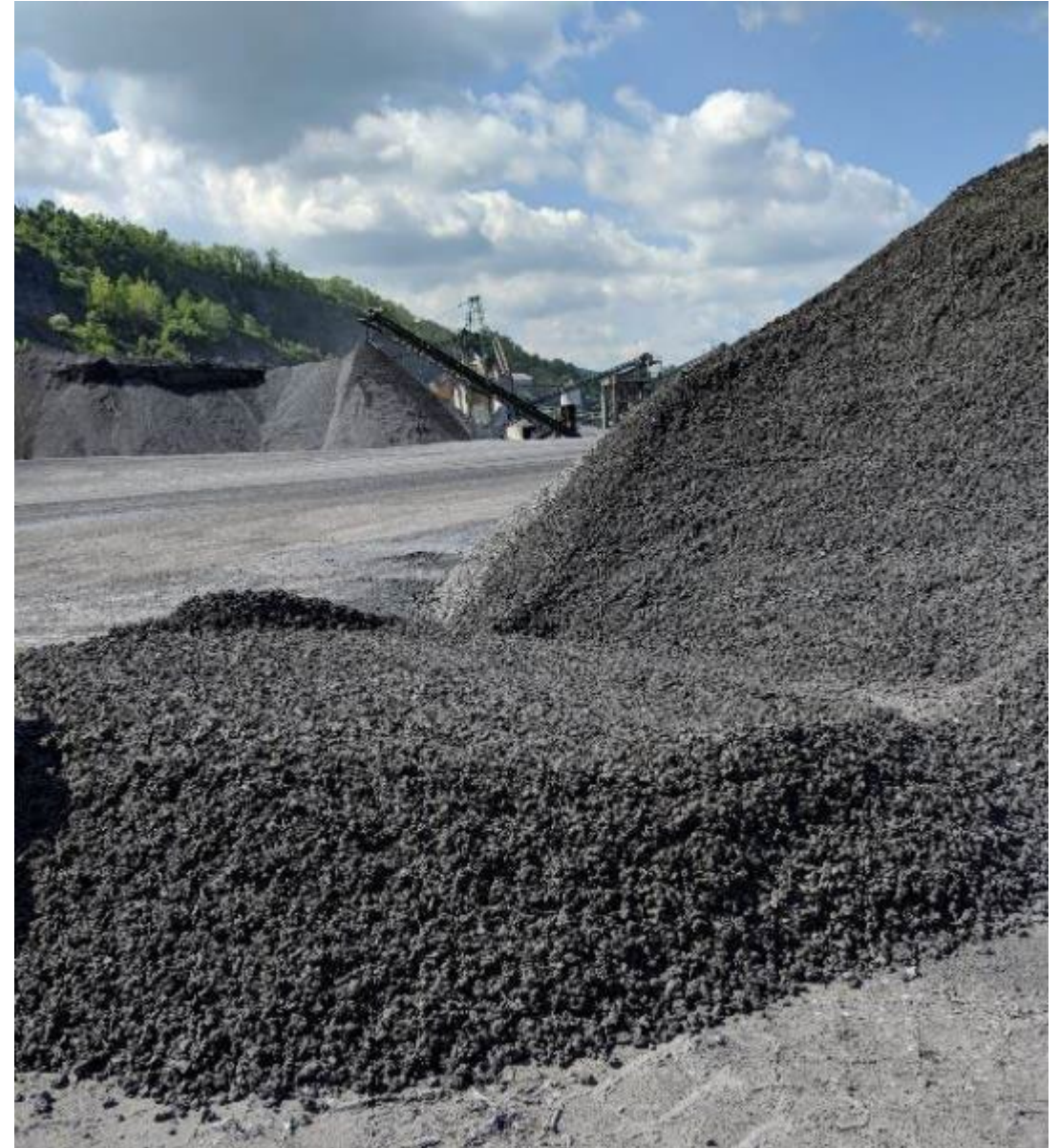
The screenshot shows the website for the PennState Center for Dirt and Gravel Road Studies. The URL in the browser is <https://www.dirtandgravel.psu.edu/general-resources/driving-surface-aggregate-dsa>. The page features a navigation menu with options: HOME, PA PROGRAM RESOURCES, GENERAL RESOURCES, EDUCATION / TRAINING, NEWS & EVENTS, BOF, and CENTER. Below the menu, there is a sidebar with a list of resources: > General Resources, GIS, Technical Bulletins, Standard Detail Sheets, DSA, and Stream Crossings. The main content area displays a photograph of a construction site with a paver machine laying a road surface, and the text "Driving Surface Aggregate (DSA)" below it.

III. Material

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



<https://pavementinteractive.org/reference-desk/testing/aggregate-tests/los-angeles-abrasion/>



Red Text shows wording changes to the DGLVR SCC DSA Standard and Specification (effective 7/1/2022)

IV. D. Placement

- **Placement:** The use of a motorized paver is highly recommended for all DSA placements. For projects and/or contracts including over ~~1,000~~ **500** tons of DSA, a motorized paver is required.



IV. D. Placement

- **Placement:** The use of a motorized paver is highly recommended for all DSA placements. For projects and/or contracts including over ~~1,000~~ 500 tons of DSA, a motorized paver is required.
- Paver must be in good working order and be of sufficient horsepower to be capable of pushing loaded trucks uphill while placing material in a full width pass at the required minimum depth stipulated in the contract. If the total tonnage is less than 500 tons, the DSA must be paver placed or placed by tailgating and groomed with a road grader equipped with a carbide-tipped grader blade. A track mounted paver is preferred.

7.2.3 Exception to using DSA on Fill Projects

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.



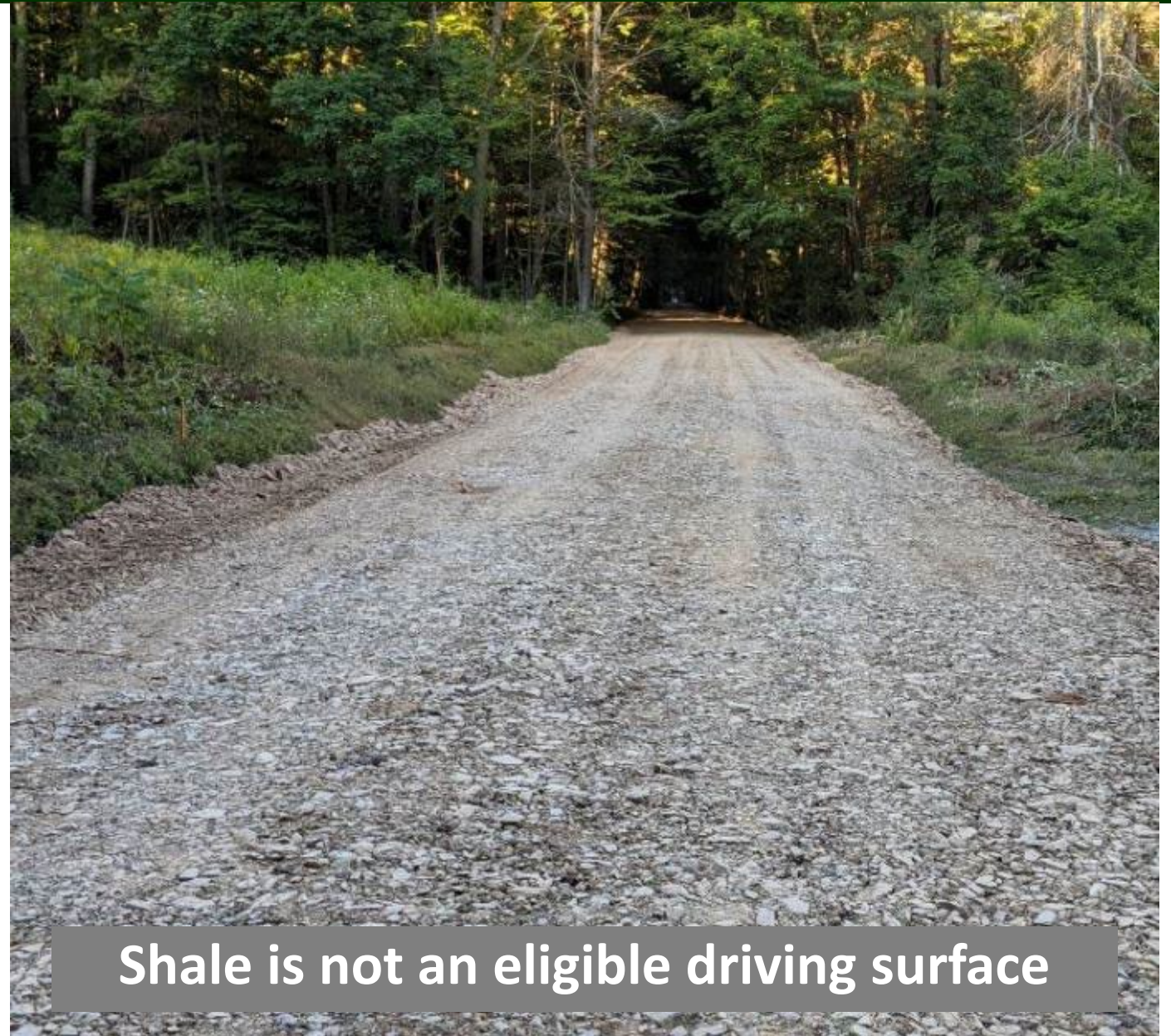
7.2.3 Exception to using DSA on Fill Projects (continued)

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.



7.2.3 Exception to using DSA on Fill Projects (continued)

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

7.3 Full-Depth Reclamation

- Unchanged

7.4 LVR Project Guidelines

- Asphalt and Chipseal must confirm 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.



Chip Seal placement



Chip Seal placement

Red Text shows wording changes to the DGLVR Admin Manual (effective 7/1/2022)

7.5 Traffic Counts for Low Volume Roads

- Unchanged

DGLVR Administrative Manual

- 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 -
unchanged**
- Appendices

8) Permits and Other Requirements

Brief overview of permit issues related to Program projects.

Appendicies

- APPENDIX A. DIRT GRAVEL, AND LOW-VOLUME ROAD PROGRAM LAW 9106
- APPENDIX B. COMMISSION STATEMENT OF POLICY
- ~~APPENDIX C.~~ ~~CONTRACT AND ATTACHMENTS~~ not needed, since GIS now generates
- APPENDIX C. BLANK GRANT APPLICATION was part of contract attachments, no changes
- ~~APPENDIX D.~~ ~~CONTRACT AMENDMENT~~ not needed, since GIS now generates
- APPENDIX D. TRAFFIC COUNTY VALIDATION AND INSTRUCTIONS
- ~~APPENDIX E.~~ ~~PROJECT COMPLETION REPORT~~ not needed, since GIS now generates
- APPENDIX E. COST ALLOCATION METHOD EXAMPLES
- APPENDIX F. DSA STANDARD AND SPECIFICATION
- APPENDIX G. STREAM CROSSING REPLACEMENT STANDARD
- APPENDIX H. STREAM CROSSING REPLACEMENT EVALUATION
- APPENDIX I. EXEMPTIONS FROM STREAM CROSSING STANDARD
- APPENDIX J. STREAM CROSSING PROJECT LIFECYCLE CHECKLIST
- APPENDIX K. DEFINITIONS AND ACRONYMS

Red Text shows wording changes to the DGLVR Admin Manual (effective 7/1/2022)

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 left and a rocky embankment on the right. The forest consists of tall, thin trees, some with bare branches and some with green leaves. A diamond-shaped road sign is visible on the left side of the road. The sky is visible in the distance, showing a mix of blue and white clouds.

Questions?