

**Dirt Gravel and Low
Volume Road Program**

WEBINAR

Admin/Edu Changes and GIS Updates

6/15/21 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.

Admin/Edu Changes and GIS Updates

The screenshot shows a Zoom Q&A session window. The window title is "Q&A". It displays a question: "Can you think of an example question?" asked at 02:25 PM. Below it, an answer from "Steven Michael Bloser" is shown: "No, I can't!" also at 02:25 PM. At the bottom of the window, there is a text input field with the placeholder "Please enter your question...". Below the input field is 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". Another yellow arrow points from the "Q&A" text to the Q&A icon in the Zoom meeting toolbar at the bottom. The meeting toolbar includes "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

Administrative and Education Changes

Approved at the July, 2020 SCC meeting, effective July 1, 2020, administrative and education expenses must be incurred within the allotted fiscal year.

Administrative and Education Changes

What does this mean?

- On July 1, 2021, all monies listed in the Claimable Admin/Edu for both DGR and LVR will be set to \$0.
- For the example on the right:
 - FY 19/20 is removed because the 2 years has past.
 - FY 20/21 replaces FY 19/20 and the amounts are set to \$0.
 - FY 21/22 becomes the Current Fiscal Year and 10% of the Allocation is entered into the Administrative and Education categories.

The screenshot displays a software interface with three sections for fiscal year data. Each section has input fields for 'Administrative' and 'Education' amounts. The 'Previous Fiscal Year (19/20)' section shows Administrative: \$ 9,548.92 and Education: \$ 15,441.70. The 'Current Fiscal Year (20/21)' section shows Administrative: \$ 14,548.40 and Education: \$ 14,548.40. The 'Total Remaining (Previous + Current)' section shows Administrative: \$ 24,097.32 and Education: \$ 29,990.10. At the bottom, there are two buttons: 'Apply Remaining Admin' and 'Apply Remaining Edu'.

Previous Fiscal Year (19/20)	
Administrative: \$	9,548.92
Education: \$	15,441.70

Current Fiscal Year (20/21)	
Administrative: \$	14,548.40
Education: \$	14,548.40

Total Remaining (Previous + Current)	
Administrative: \$	24,097.32
Education: \$	29,990.10

Administrative and Education Changes Typical Year

Before July 1, 2021

Previous Fiscal Year (19/20)
Administrative: \$ 9,548.92 Education: \$ 15,441.70

Current Fiscal Year (20/21)
Administrative: \$ 14,548.40 Education: \$ 14,548.40

Total Remaining (Previous + Current)
Administrative: \$ 24,097.32 Education: \$ 29,990.10

Apply Remaining Admin Apply Remaining Edu

After July 1, 2021

Previous Fiscal Year (20/21)
Administrative: \$ 0.00 Education: \$ 0.00

Current Fiscal Year (21/22)
Administrative: \$ 10,000.00 Education: \$ 10,000.00

Total Remaining (Previous + Current)
Administrative: \$ 10,000.00 Education: \$ 10,000.00

Apply Remaining Admin Apply Remaining Edu

Administrative and Education Changes

- **The “banking” of admin/edu funds for two fiscal years is only allowed with written permission from the Commission.**
 - **Email containing how much they want, why they need the extra year**
 - **Should be a rare occurrence**
- **Permission to use these funds must be submitted by June 30 of the current fiscal year.**

Administrative and Education Changes

- **If approved, the allotted amounts are posted in the Manager's tab.**
- **The approved amount will not be larger than the current cap.**
- **If the actual amounts left at the end of the fiscal year are less than the approved amounts, the lesser amount will be applied to the allowable spending cap.**

Administrative and Education Changes

2-Year Administrative and Education Spending Approval

Effective July 1, 2020, administrative and education expenses must be incurred within the allotted fiscal year. The "banking" of administrative funds for two fiscal years is only allowed with written permission from the Commission. Permission to use these funds must be submitted by June 30 of the current fiscal year. The following amounts indicates the approved SCC amounts for the use of administrative and education expenses for the next fiscal year. Note that if the actual amounts left at the end of the fiscal year are less than the approved amounts, the lesser amount will be applied to the allowable spending cap.

Dirt and Gravel

Administrative: \$

Education: \$

Low Volume

Administrative: \$

Education: \$

Administrative and Education Changes

Year with 2-Year Approval

(Admin = \$7,000; Edu = \$0)

Before July 1, 2021

The screenshot shows a web form with three sections. The first section, 'Previous Fiscal Year (19/20)', has 'Administrative: \$ 9,548.92' and 'Education: \$ 15,441.70'. The second section, 'Current Fiscal Year (20/21)', has 'Administrative: \$ 14,548.40' and 'Education: \$ 14,548.40'. The third section, 'Total Remaining (Previous + Current)', has 'Administrative: \$ 24,097.32' and 'Education: \$ 29,990.10'. At the bottom are two buttons: 'Apply Remaining Admin' and 'Apply Remaining Edu'.

Previous Fiscal Year (19/20)	
Administrative: \$	9,548.92
Education: \$	15,441.70

Current Fiscal Year (20/21)	
Administrative: \$	14,548.40
Education: \$	14,548.40

Total Remaining (Previous + Current)	
Administrative: \$	24,097.32
Education: \$	29,990.10

After July 1, 2021

The screenshot shows a web form with three sections. The first section, 'Previous Fiscal Year (20/21)', has 'Administrative: \$ 7,000.00' and 'Education: \$ 0.00'. The second section, 'Current Fiscal Year (21/22)', has 'Administrative: \$ 10,000.00' and 'Education: \$ 10,000.00'. The third section, 'Total Remaining (Previous + Current)', has 'Administrative: \$ 17,000.00' and 'Education: \$ 10,000.00'. At the bottom are two buttons: 'Apply Remaining Admin' and 'Apply Remaining Edu'.

Previous Fiscal Year (20/21)	
Administrative: \$	7,000.00
Education: \$	0.00

Current Fiscal Year (21/22)	
Administrative: \$	10,000.00
Education: \$	10,000.00

Total Remaining (Previous + Current)	
Administrative: \$	17,000.00
Education: \$	10,000.00

Program Expenses: Other

- Program expenses that are not admin/edu/project related.
 - Funds to be returned to another Program
- The commission must approve these expenses prior to submitting the Quarterly Report.
- Explanation must be recorded in activity report.

The screenshot shows a web form with the following sections:

- Program Expenses**
 - Administrative: \$
 - Education: \$
 - Projects: \$
 - Other: \$ (circled in red)
- Replenishments**
 - Potential Claim: \$
 - Harrisburg Funds (Cur): \$
 - Harrisburg Funds (Prev): \$
 - Amount Requested: \$
- SCC Use Only** (with lock icons)
 - Accept Date: By:
 - Replenishment Processed Expenses Approved (circled in red)

Quarterly Report Reminder

In order to have the SCC accept the April-June QR, Districts must:

- **Verify that both the Dirt and Gravel AND Low Volume ending balances match the local account balance**
- **The verification must come from the District Manager/Appointed Representative**
- **If the balances do NOT match, then the balances need to be fixed prior to the report being accepted**

GIS Updates

- **Advances are now tracked**
- **Site Length added to Add and Edit Funded Site tools.**
- **Funded Site Move tool updated.**
- **Annual Summary Report Error Checker updated.**

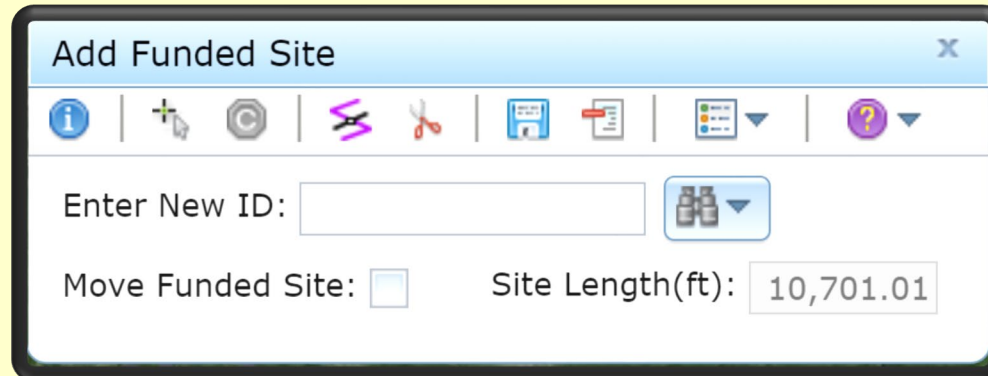
GIS Updates - Advances

- Advances will be entered into the quarter they are mailed.
- An alert email will be sent.
- Info is located in Manager's tab.

Dirt and Gravel Advance	Low Volume Advance
Invoice No: <input type="text"/>	Invoice No: <input type="text"/>
Document No: <input type="text"/>	Document No: <input type="text"/>
Process Date: <input type="text"/>	Process Date: <input type="text"/>

GIS Updates – Site Length

- Site Length field added to Add and Edit Funded Site tools.
- Length automatically updated in real time.
- Site Tip: Make Funded Sites equal to/longer than actual site length

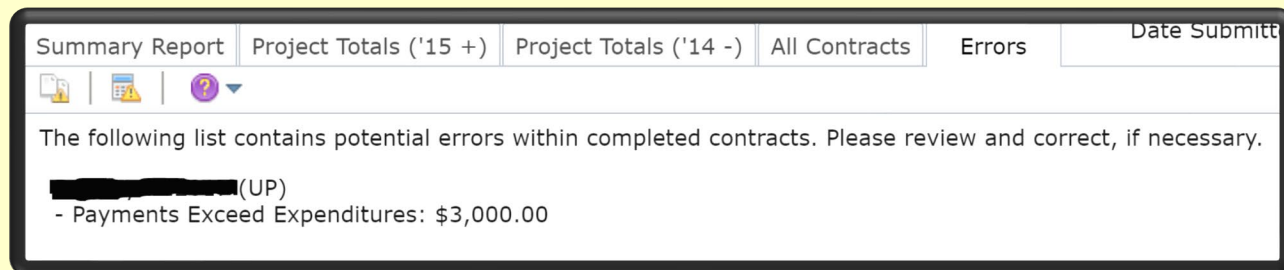


The screenshot shows a dialog box titled "Add Funded Site" with a close button (X) in the top right corner. Below the title bar is a toolbar with icons for information, pan, home, zoom in, zoom out, save, print, layers, and help. The main area of the dialog contains the following fields:

- "Enter New ID:" followed by an empty text input field and a dropdown menu with a bottle icon.
- "Move Funded Site:" followed by an unchecked checkbox.
- "Site Length(ft):" followed by a text input field containing the value "10,701.01".

GIS Updates – ASR Error Checker

- Payments that exceed expenditures have been added.
- Open your Annual Summary Report then click the Errors tab.
- These need to be addressed ASAP.
Contact Ken for assistance.



**Dirt Gravel and Low
Volume Road Program**

WEBINAR

**Admin/Edu Changes and
GIS Updates**

QUESTIONS ?