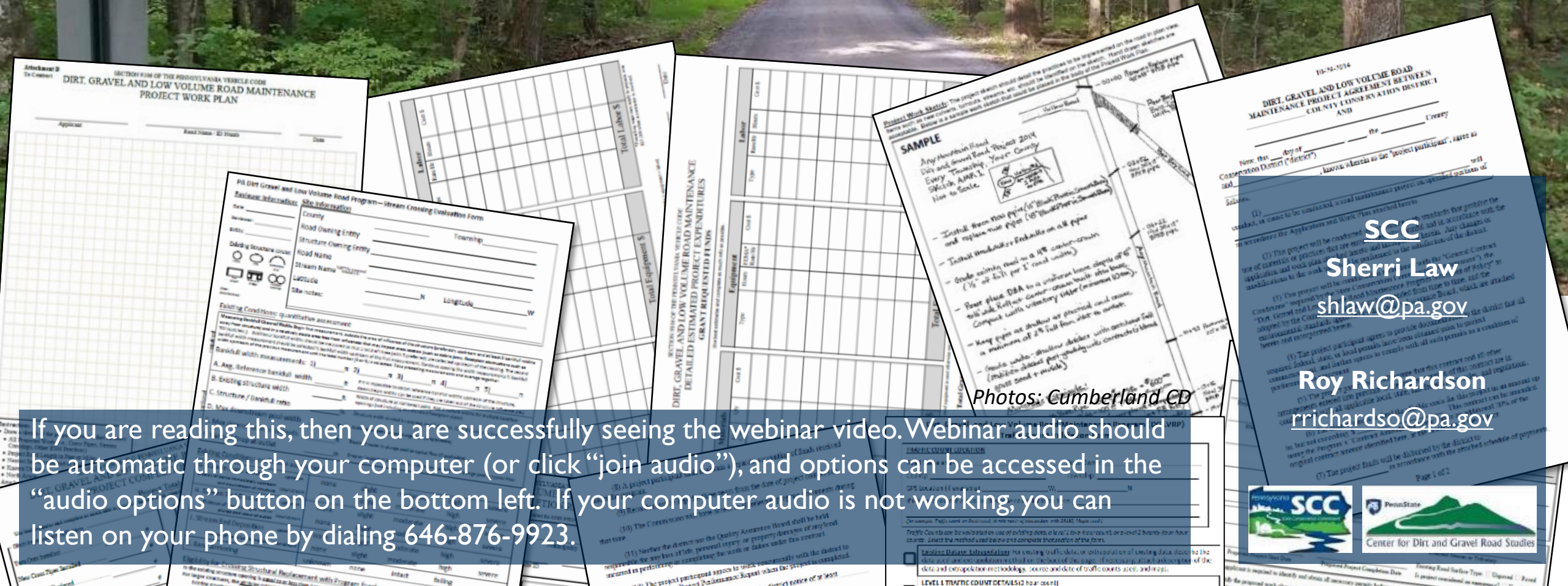


Dirt Gravel and Low Volume Road Program WEBINAR

4/6/23, 9am

Administrative Q&A and Policy Determinations



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.

10-2-2014
DIRT, GRAVEL AND LOW VOLUME ROAD
MAINTENANCE PROJECT AGREEMENT BETWEEN
COUNTY CONSERVATION DISTRICT
AND _____

Name: this day of _____ the _____ County
Conservation District ("District")
_____ hereby agrees to be the "project participant", agrees to
submit:
(1) The project participant agrees to provide documentation to the District that all
occupied federal, state, or local permits are in compliance with all state permits as a condition of
participation in this contract and all other
permits required for this contract are in
compliance with applicable regulations.
(2) The project participant agrees to provide documentation to the District that all
occupied federal, state, or local permits are in compliance with all state permits as a condition of
participation in this contract and all other
permits required for this contract are in
compliance with applicable regulations.
(3) The project participant agrees to provide documentation to the District that all
occupied federal, state, or local permits are in compliance with all state permits as a condition of
participation in this contract and all other
permits required for this contract are in
compliance with applicable regulations.
(4) The project participant agrees to provide documentation to the District that all
occupied federal, state, or local permits are in compliance with all state permits as a condition of
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permits required for this contract are in
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permits required for this contract are in
compliance with applicable regulations.
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participation in this contract and all other
permits required for this contract are in
compliance with applicable regulations.
(7) The project participant agrees to provide documentation to the District that all
occupied federal, state, or local permits are in compliance with all state permits as a condition of
participation in this contract and all other
permits required for this contract are in
compliance with applicable regulations.
Page 1 of 2

SCC
Sherri Law
shlaw@pa.gov

Roy Richardson
rrichardso@pa.gov

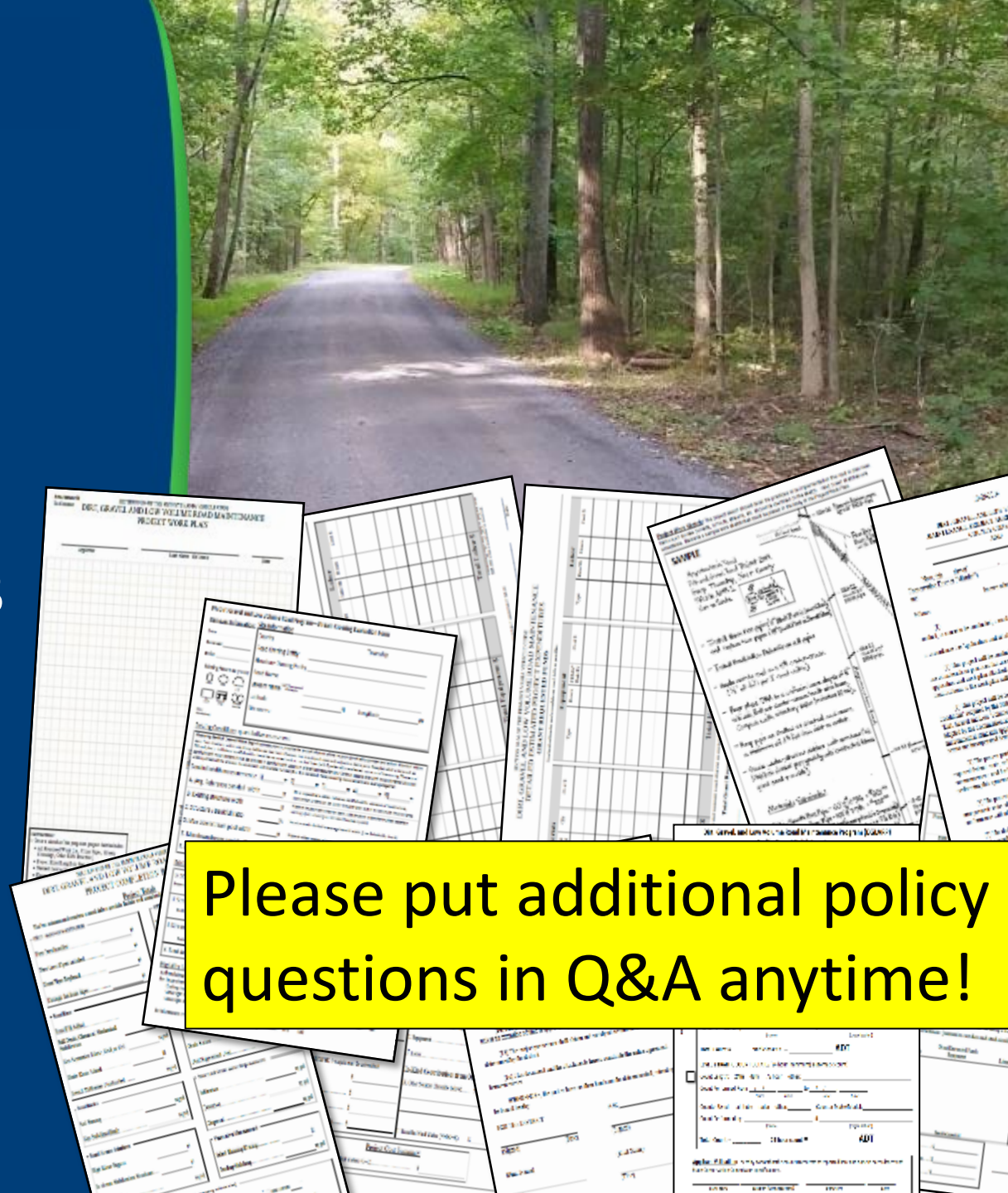
SCC
PennState
Center for Dirt and Gravel Road Studies

Photos: Cumberland CD

Purpose

- Quick refresher on available resources
- Share some recent questions and/or policy determinations received from CDs
- Allow additional policy questions.

Please put additional policy questions in Q&A anytime!



DGLVR Administrative Resources

- Administrative Manual

DGLVR Administrative Manual

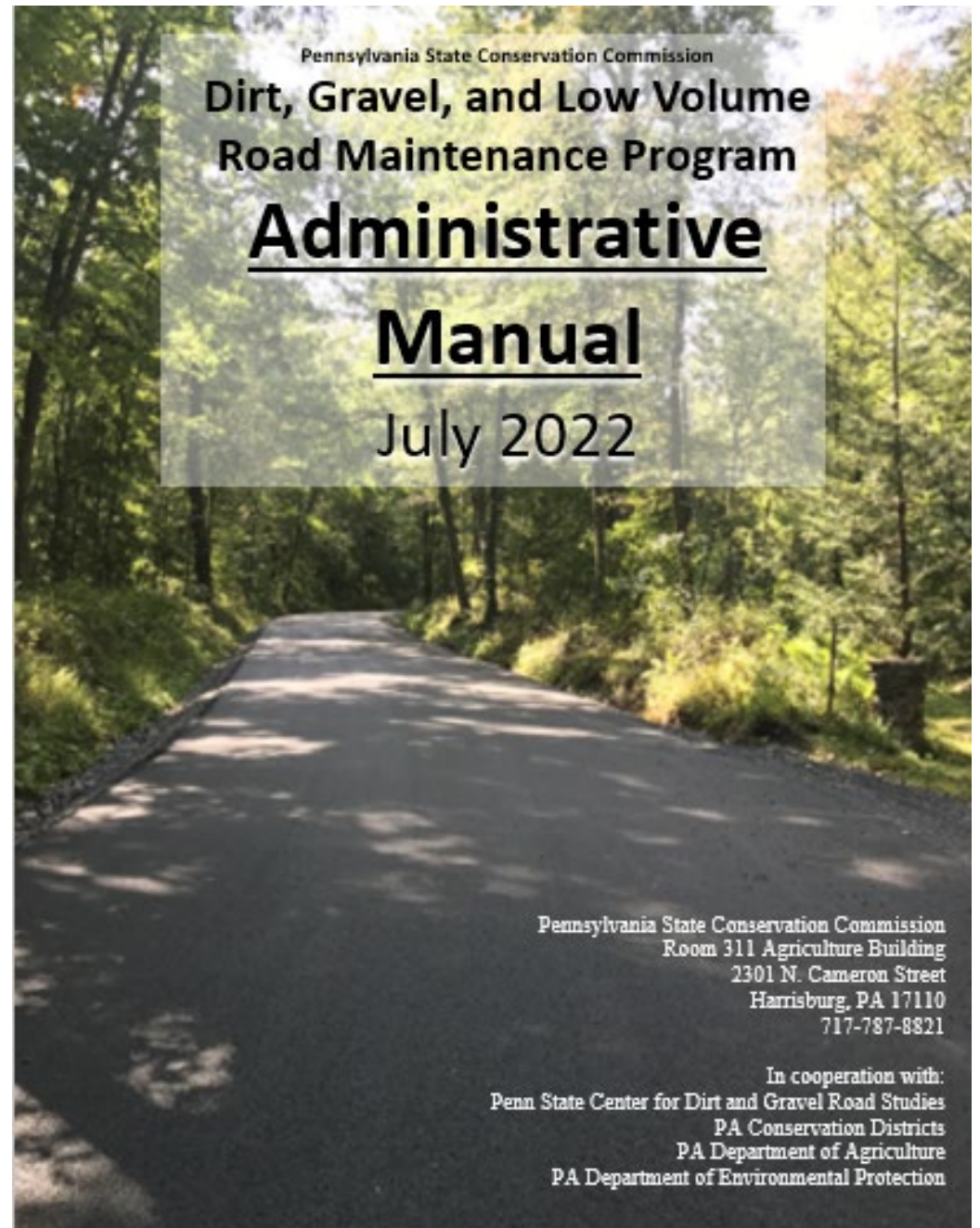
Approved by SCC 5/10/22

- 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

Available online.

Hard copies sent on request.





Administrative Manual

Home » PA Program Resources » Program Resources » Administrative Manual

- Administrative Manual
- 1. Introduction
- 2. State Conservation Commission Role
- 3. Conservation Districts Role
- 4. Quality Assurance Board (QAB) Role
- 5. Applicant Role

Administrative Guidance Manual

The manual is provided here in html format for quick access, or can be downloaded as a pdf at the link immediately below. Please contact the State Conservation Commission with manual or policy questions, or to request a printed copy.

- [Admin Manual \(4.59 MB\): Effective 7/01/22 – final manual for reference and printing](#)

About the Manual

The manual contains many hyperlinks that will direct you to other places within the document. Clicking on a topic in the table of contents will take you directly to that section of the manual. Clicking on an appendix in the text will take you

DGLVR Administrative Resources

- Administrative Manual
- Administrative Training

DGLVR Administrative Training

- Available for district staff, QAB members, and others
- Required for staff person(s) most directly responsible for administering the DGLVR Program at least every 3 years
- Offered as needed multiple times a year
- Traditionally in-person
- Virtual option added during COVID-19 pandemic but now back to in-person
- Recording available online



Education/Training

Home » Education/Training

Education/Training

Remote Learning Center

ESM Course >

Program Administration >

Annual Maintenance Workshop

Webinars >

Assessment Training >

ESM Boot Camp

Stream Crossings >

Project Work



A major emphasis of the Center is to provide education, outreach, and technical assistance regarding the Environmentally Sensitive Maintenance (ESM) of low volume roads. The goal of these ESM practices is to reduce sediment pollution and long-term maintenance costs associates with rural roadways, effectively creating a more environmentally and economically sustainable rural road system.

Remote Learning Center

The propose of this page is to provide a one-stop shop for recorded trainings and webinars in support of PA's Dirt and Gravel Road Maintenance Program.

Remote Learning Center

Home » Education/Training » Remote Learning Center

- Education/Training
- Remote Learning Center
- ESM Course >
- Program Administration >
- Annual Maintenance Workshop
- Webinars >
- Assessment Training >
- ESM Boot Camp
- Stream Crossings >
- Project Work

Welcome to the new DGLVR Remote Learning Center. The propose of this page is to provide a one-stop shop for recorded trainings and webinars in support of PA's Dirt and Gravel Road Maintenance Program. The majority of the content below is directed at Conservation District staff, although it is available to anyone. In addition to the recordings for each session below, where possible we have including the PowerPoint presentations so that Conservation Districts can utilize them in their own educational efforts. Note that for now, viewing and usage logs are not kept for these trainings.

Topics Include:

- Administrative
- GIS/Reporting
- Project Work
- Stream Crossings
- Driving Surface Aggregate

DGLVR Administrative “Mini-Trainings” (2/2023)

- **Quality Assurance Board (QAB) overview.** Intended audience: QAB Members (and CD staff). This presentation reviews the role of the county Quality Assurance Board (QAB) in local DGLVR Programs, including QAB composition, meeting guidelines, role in project ranking, and role in local policy. This is a great introduction for new QAB members as well as a useful refresher for experienced QAB members. Conservation district staff administering the DGLVR Program will also benefit from this QAB overview.
 - [Webinar Download](#) (98.5 MB): MP4 format (~36 minutes)
 - Presentation: [Adobe PDF](#) (7.63 MB); [MS Powerpoint](#) (5.34 MB)
- **Filling out grant application paperwork.** Intended audience: Potential Applicants (and CD staff). This presentation walks through how to fill out the grant application paperwork. Guidance is also provided on eligibility, preparing to fill out the grant application, and what to do if you have questions. This presentation will be helpful for applicants as well as conservation district staff administering the DGLVR Program.
 - [Webinar Download](#) (92.4 MB): MP4 format (~43 minutes)
 - Presentation: [Adobe PDF](#) (11.1 MB); [MS Powerpoint](#) (8.83 MB)
- **Reviewing grant applications.** Intended audience: Conservation Districts. This presentation explains what conservation districts should do after DGLVR grant applications are received and before the QAB meeting where applications are ranked. Conservation district staff of varying experience levels will benefit from this presentation.
 - [Webinar Download](#) (98.5 MB): MP4 format (~53 minutes)
 - Presentation: [Adobe PDF](#) (7.86 MB); [MS Powerpoint](#) (4.30 MB)

DGLVR Administrative Resources

- Administrative Manual
- Administrative Training
- Webinars



Past Webinars

Home » Education/Training » Webinars » Past Webinars

Education/Training

Remote Learning Center

ESM Course >

Program Administration >

Annual Maintenance Workshop

Webinars >

Past Webinars

Located here are all of the past webinars along with links to their respective presentations (if applicable). Note that the webinar times given represent the presentation and any questions/discussion. Also note that information from earlier webinars may have been superseded in a later webinar.

2022

- July 7: DGLVR Fiscal Year Changes and Update

- This webinar summarized the various topics including: GIS and Website Updates, Policy Changes Now

DGLVR Administrative Resources

- Administrative Manual
- Administrative Training
- Webinars
- State Conservation Commission

DGLVR State Conservation Commission Staff

Roy Richardson

DGLVR Program Coordinator

rrichardso@pa.gov

717-787-2013

Sherri Law

Financial

shlaw@pa.gov

Office: 223-666-2567

Cell: 717-480-2303

Call Us!



When do policy updates go into effect?

- Administrative Manual was updated 7/1/2022
 - All DGLVR contracts follow the Admin Manual effective when the contract was signed
 - See recorded webinar for summary of updates:
 - <https://dirtandgravel.psu.edu/education-training/webinars/past-webinars/>

July 7: DGLVR Fiscal Year Changes and Update 2022

- This webinar summarized the various topics including: GIS and Website Updates, Policy Changes Now Effective for Future Contracts, Stream Crossing Policy and Standards, DSA Changes, as well as Other Policy and Miscellaneous Updates.
- [Webinar Download](#) (213 MB): MP4 format (~1 hour, 7 minutes)

When do policy updates go into effect?

- Contract amendment policy was updated 7/1/22
- For cost overruns **totaling 40% or less** of the initial contract amount, the Contract Amendment form can be used
 - Must be completed and signed by both parties
- Multiple amendments can be granted, provided that the total of all amendments is not more than 40% of the initial contract amount

Contract # _____
Contract Amendment

**DIRT, GRAVEL, AND LOW VOLUME ROAD
MAINTENANCE PROJECT AMENDMENT # _____
TO AGREEMENT BETWEEN _____
COUNTY CONSERVATION DISTRICT AND _____**

(Project participant)

Whereas, the agreement required the project participant to perform a road maintenance project ("project") in accordance with an Application and Work Plan attached to the agreement.

Whereas, the agreement required the district to fund the eligible costs of the project in an amount up to, but not exceeding \$ _____.

Whereas, the project participant underestimated the amount of money that it would need to complete the project in accordance with an Application and Work Plan attached to the agreement.

Whereas, the district is able to provide eligible funds to the project participant as long as the funds are used to complete the project as specified in the Application and Work Plan attached to the agreement and the total additional funds are no more than 40% of the amount of money included in the original agreement, unless a larger amount is approved by the SCC and the approval form is attached to this Amendment.

Now therefore, intending to be legally bound, the parties agree as follows:

1. The district agrees to provide additional monies to fund the eligible costs for the project in an amount up to, but not exceeding \$ _____. The maximum amount payable to project participant for the entire project is increased to \$ _____.
2. The district agrees to extend the project completion date to _____. The project participant agrees to complete the project by this extended date.
3. Except as amended hereby, the original agreement remains in full force and effect.

Wherefore, the parties have set their hands on the date indicated, intending to be bound hereby.

For the District:	For the Project Participant:
_____ (Signed) (Date)	_____ (Signed) (Date)
_____ (Print Name)	_____ (Print Name)
_____ (Title)	_____ (Title)

SCC Approval Form (if applicable)

- For contract amendments **over 40%** of the initial contract amount, **written approval from the SCC is needed**
 - This is done through the GIS

July 1: GIS Changes Update 2022

- This webinar will demonstrate the changes made to the DGLVR online GIS tracker that will be made available to CDs on 7/1. They include changes to the Contract and amendments with some added functionality, and changes to the Project Completion Report used to summarize completed projects. The webinar will demonstrate the changes, which will be available to CDs later that same day.
- **Webinar Download** (52.8 MB): MP4 format (*~ 30 minutes*)
- Presentation Downloads:
 - **Adobe PDF** (614 KB)
 - **MS Powerpoint** (850 KB)

When do policy updates go into effect?

- Contract amendment policy was updated 7/1/22
- For open contracts signed before 7/1/22
 - Contracts can still be amended up to 20% of the original contract amount
 - Reach out to SCC to discuss contract amendments over 20%

When do policy updates go into effect?

- Engineering limit was updated 7/1/2022
 - A maximum of 20% of the total contract amount between the district and the grant recipient, with a maximum of \$25,000 total, can be used for engineering, permitting, or similar consultant costs
 - The contract amount between the district and the grant recipient refers to the amount of DGLVR funds that the district is providing to the grant recipient

Contract # _____

**DIRT, GRAVEL AND LOW VOLUME ROAD
MAINTENANCE PROJECT AGREEMENT BETWEEN**

_____ COUNTY CONSERVATION DISTRICT
AND

Now, this ___ day of _____, _____, the _____ County
Conservation District ("district")
and _____
known wherein as the "project participant", agree as follows:

(1) _____ will
conduct, or cause to be conducted, a road maintenance project on specified portions of
_____ in accordance the Application and Work Plan attached hereto.

(2) This project will be conducted in accordance with standards that prohibit the use of materials or practices that are environmentally harmful and in accordance with the application and work plan attached hereto and incorporated herein. Any changes or modifications to the work plan will be performed to the satisfaction of the district.

(3) This project will be conducted in accordance with the "General Contract Provisions" required by the State Conservation Commission ("Commission"), the "Dirt, Gravel and Low Volume Road Maintenance Program Statement of Policy" which is hereby incorporated by reference and can be found at www.dirtandgravelroads.org, as adopted by the Commission and as may be amended from time to time, and the environmental standards approved by the Quality Assurance Board, which are attached hereto and incorporated herein.

(4) The project participant agrees to provide documentation to the district that all required federal, state, or local permits have been obtained prior to project commencement on the portion of the project requiring a permit, and further agrees to comply with all such permits as a condition of performing this agreement.

(5) The project participant shall ensure that this contract and all other arrangements entered into pursuant to the implementation of this contract are in conformance with all applicable local, state, and federal laws, rules, and regulations. This includes prevailing wage act requirements that must be followed for any contracts where the total project value is in excess of \$25,000.

(6) The district agrees to fund the engine costs for this project in an amount up to, but not exceeding, \$ _____. This contract can be amended using the Program's "Contract Amendment Form" up to an additional 40% (or more with SCC approval) of the original contract amount identified here, at the discretion of the district.

(7) The project funds will be disbursed by the district to _____ in accordance with the attached schedule of payments.

Page 1 of 2

1. The applicant is required to identify and obtain all necessary permits before starting the project.
2. Identify the proposed work elements: Ditches Improved Ditch Outlets Added Off Right-of-Way Improvements
 Road Banks Improved Road Base Improved Road Surface Stabilized
 Stream Crossings Improved Storm Water Improvements Vegetative Management Other _____
3. The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
4. Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
5. Project cost estimate: (summarize costs here and attach detailed documentation if needed)

<u>Grant Requested Funds</u>				<u>In-Kind Contributions</u>			
Materials	Equipment	Labor	Engineering*	Materials	Equipment	Labor	Engineering
See Attachment A1				See Attachment A2			

Grant Requested..... \$ _____ In-Kind Contributions..... \$ _____ Total Project Value..... \$ _____
--

*For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.

_____ Applicant Signature _____ Date

When do policy updates go into effect?

- Engineering limit was updated 7/1/2022
 - Contracts signed before 7/1/2022 are limited to a maximum of 10% of the total DGLVR contract amount

Contract # _____

**DIRT, GRAVEL AND LOW VOLUME ROAD
MAINTENANCE PROJECT AGREEMENT BETWEEN**

_____ COUNTY CONSERVATION DISTRICT
AND

Now, this ___ day of _____, _____, the _____ County
Conservation District ("district")
and _____
known wherein as the "project participant", agree as follows:

(1) _____ will
conduct, or cause to be conducted, a road maintenance project on specified portions of
_____ in accordance the Application and Work Plan attached hereto.

(2) This project will be conducted in accordance with standards that prohibit the use of materials or practices that are environmentally harmful and in accordance with the application and work plan attached hereto and incorporated herein. Any changes or modifications to the work plan will be performed to the satisfaction of the district.

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(6) The district agrees to fund the engine costs for this project in an amount up to, but not exceeding, \$ _____. This contract can be amended using the Program's "Contract Amendment Form" up to an additional 40% (or more with SCC approval) of the original contract amount identified here, at the discretion of the district.

(7) The project funds will be disbursed by the district to _____ in accordance with the attached schedule of payments.

Page 1 of 2

When do policy updates go into effect?

- 7.1.2.5 Conservation District Education Requirements for stream crossings
- Effective 7/1/2023, 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 Board can approve a contract for a project involving a stream crossing replacement

- May 16-25, 2023
 - Field days in State College area
- June 20-29, 2023
 - Field days in Clarion area
- October 31- Nov 9
 - Field days in State College area
- Registration available

<https://dirtandgravel.psu.edu/education-training/stream-crossings/stream-crossing-replacement-certification-training/>

Course Information

Six Regional Training locations are scheduled for 2022. Each Regional Training will occur over a consecutive two-week period. Four of the six sessions will be held virtually and two of the sessions will be held in the field within the region.

Week #1 (Tuesday, Wednesday, Friday unless otherwise noted)

- Session #1 – Virtual – Initial Site Assessment / Stream Morphology / Admin Manual & Stream Standard Requirements
- Session #2 – Field – Initial Site Assessment / Stream Evaluation Form / Waivers / Longitudinal Profile Survey / Cross Sections / Reference Reach / Field Measurement Data Entry
- Session #3 – Virtual – Developing Project Recommendations for Grant Estimation / Stream Crossing Notification Requirements

Week #2 (Tuesday, Wednesday, Thursday unless otherwise noted)

- Session #4- Virtual – Request for Proposal Template / Pre-Design Meeting / Draft Permit & Construction Plan Review for DGLVR Program Consistency
- Session #5 – Virtual -Bid Documents & Shop Drawing reviews for DGLVR Program Consistency / Municipal Bid Site Showings
- Session #6 – Field – Pre-Construction Meeting / Project Implementation & Construction Inspection / Engineer Certification / Project Completion Reporting

Attendance to a single two-week consecutive course for one region is required to obtain DGLVR Stream Crossing Replacement Certification. Attendees cannot mix-and-match or interchange sessions between trainings regions since each group will do comprehensive field and classroom work on unique field sites. You are encouraged to go to the nearest region that best represents your field conditions, but you are free to choose another region if dates for your local training do not work. Seats are limited at each region. Conservation districts will be given preference to attend their local regional training if registration is maxed out for one training location. Conservation districts are encouraged to register for a training as soon as possible to allow the CDGRS to better manage registration details.

What happens if the grant recipient's ESM Certification expires during the project or the ESM Certified person leaves the organization?

The person in charge of work plan development and project implementation from the entity that has applied for funds from the Program must have attended environmentally sensitive maintenance (ESM) training within the past five (5) calendar years to become "ESM Certified" to apply for funding.

- The grant recipient can continue and complete the project
- Encourage them to attend ESM training as soon as possible

Road Eligibility – Road Ownership

- Public Roads owned by an eligible applicant as described in Admin Manual Section 3.7.1
 - municipalities and other local, county, or state public entities that own and maintain public roads
 - ESM Certified
- Determining Road ownership (3.7.1.3)
 - Applying entity must own the road “right of way”
 - Applicants are responsible to prove road ownership
 - If a municipality receives “Liquid Fuels” funding for the road, it is eligible for DGLVR funds
 - Most public roads will have courthouse records of ownership
 - County/municipal solicitors may be helpful in determining road ownership

Road Eligibility – Open to public

- Road must be open to public motor vehicle travel for a minimum of 2 consecutive weeks annually
- What if the road is temporarily closed due to poor condition, failed bridge/stream culvert, etc.?
 - Reach out to the SCC to discuss your specific situation

Road Eligibility – Low Volume Roads

- Paved or sealed surface, including chip seal (tar and chip)
- Average Daily Traffic (ADT) of 500 vehicles or less
 - Make sure traffic count follows instructions in Admin Manual 7.5

Road Eligibility – Traffic Counts

- Only apply to a segment of road between intersections
- Valid for 5 years
- Time restrictions
 - March 1 – week before Thanksgiving
 - Cannot be on a holiday, or the day before or after a holiday
 - Must be conducted on a Tuesday, Wednesday, or Thursday
 - Level 1: Must be conducted for a minimum of 2 consecutive hours between 3-6 pm
 - Level 2: must be conducted for a minimum of 24 consecutive hours between 12 am Tues and 12 am Fri
- Only the number of vehicle passes is counted, regardless of direction of travel or type of vehicle
- Form requires signatures

Road Eligibility – Traffic Counts

- Conservation District must review and sign traffic counts to verify that they meet DGLVR Policy

<i>Date</i>	<i>Time</i>	<i>Date</i>	<i>Time</i>
Counter Used: air tube other: _____ Counter Make/Model: _____			
Count Performed by: _____ of _____			
(name)		(organization)	
Total Count = _____		24 hour count = _____ ADT	

Applicant Validation: I hereby swear that this count is accurate as reported here and done in accordance with State Conservation Commission specifications.			
_____		_____	
<i>print name</i>	<i>position</i>	<i>signature</i>	<i>date</i>
Conservation District Validation: The traffic count data supplied by the applicant is acceptable to the Conservation District in accordance with SCC and county policy.			
_____		_____	
<i>print name</i>	<i>position</i>	<i>signature</i>	<i>date</i>
<i>This form verifies eligibility of a sealed road for LVR funding as having a traffic count of 500 vehicles per day or less. It must be signed and retained in the project files.</i>			

Road Eligibility – Environmental Goals/Water Quality Impact

- DGR and LVR projects must focus on both environmental and road improvements
- Only consider projects that provide some form of environmental benefit
- Focus on long-term benefit through use of Environmentally Sensitive Maintenance (ESM) practices
- If you cannot obtain permission from the road owner (or adjacent landowners for off-ROW work) to complete adequate ESM practices, consider funding other projects
- Most ranking criteria prioritize projects with greater environmental impact and the best solutions for the impacts

Paved aprons

- Unpaved roads experience additional wear and tear at intersections with paved roads
- DGR funds can be used to install a paved apron where the unpaved road intersects with a paved road
 - These must be a reasonable length, such as long enough for the longest vehicle that utilizes the road (school bus, etc.).
 - 50' is probably long enough for most roads. 100' would be the maximum expected for a steeper road.



Can a grant recipient bid a DGLVR project with non-DGLVR funded road work?

- Yes
- All of the grant recipient's bidding and other requirements still need to be met
- The DGLVR project still has to meet DGLVR requirements
- Typically includes:
 - Making sure DGLVR work meets DGLVR policy, specifications, and standards
 - Bid ad and documents must include prevailing wage (if the project is subject to PW)

The grant recipient has a contract for DGLVR funds but did not complete their project. What can I pay for?

- DGLVR funds can only be used for eligible project expenses
- Materials must be installed properly and meet all DGLVR policy, standards, and specifications
- Application is the contract attachment that details what the grant funding is for
- The SCC is available to review individual questions on eligible project expenses
- Keep in mind: is the completed work stable and does it meet DGLVR goals?

Once a project is complete, can I fund additional work/another project on that site?

- Yes and no depending on the proposed work
- Routine Maintenance is **not** eligible for DGLVR funds
 - Grading DSA, seasonal mowing, cleaning out ditches, cleaning pipes after storms, crack sealing asphalt, lining an existing culvert, bridge repair, etc.
 - Some of these practices can be eligible as part of a larger DGLVR project, such as cleaning and reshaping ditches to make sure water can get into new cross pipes and grading the road base to prepare for DSA placement

Once a project is complete, can I fund additional work/another project on that site?

- Additions, corrections, and repairs are eligible for DGLVR funds
 - Add a cross pipe or underdrain that was missed
 - complete a project in phases
 - rebuild failed grade controls with a new design

Stream Crossing Repair – Guidance in Tech Manual Chapter 11

11.4.1 Regular Maintenance

Once a project has been completed and the contract is closed out, regular maintenance of the structure and crossing is the responsibility of the road owner (grant recipient). Regular maintenance may include activities such as debris removal, fixing fallen bank protection, and minor channel work. PA Department of Environmental Protection (DEP) permits allow maintenance within 50 feet upstream and downstream of structures. If stream work is needed outside the 50-foot limit, additional permits could be required. Maintenance of the stream crossing structure, road approaches, and streambed may be necessary to avoid long-term problems. Regular maintenance is a cost-effective way to ensure the lifespan of the structure and ensure its flood resiliency. Simple items like removing debris from the stream could save thousands of dollars of future maintenance costs after a large storm event. Maintenance activities should not cause the constructed aspects of the project to no longer comply with DGLVR Policy or requirements or to no longer function properly.

11.4.2 Repair

In some circumstances, such as after extremely large flow events, repair of the project may be necessary. Repair work may include activities such as repairing or replacing grade control, adding grade control or bank stabilization, or significant alterations to the streambed. Early repair of small issues could prevent future failures, for example: the partial loss of a grade control feature could lead to a cascading set of failures of adjacent streambed and grade control if not addressed. The road owner may wish to apply for a DGLVR grant for more significant repair tasks, such as reestablishing grade control or bank stabilization. Applications to address these repair issues may be submitted to the conservation district. It is up to individual conservation districts to determine policies and priorities for repair work to completed projects. Repair projects funded by the DGLVR program must comply with the requirements of the DGLVR Stream Crossing Standard.

Stream Crossing Repair – Guidance in Tech Manual Chpt 11

Repairs should be considered to correct aspects of the completed project that have deviated from the designed and constructed condition over time and are trending toward or no longer meeting DGLVR Program goals or requirements. Some potential repair items might include, but are not limited to:

- Adding or repairing scour protection for headwalls and endwalls.
- Restoring streambed material and/or re-constructing the streambed shape due to excessive post-flood scour or deposition.
- Improving, rebuilding, and/or increasing the number of grade control features through the reconstructed reach.
- Channel modifications to address head cut development at the upstream or downstream tie-in points.

Note that additional permitting may be needed depending on the scope of repair work.

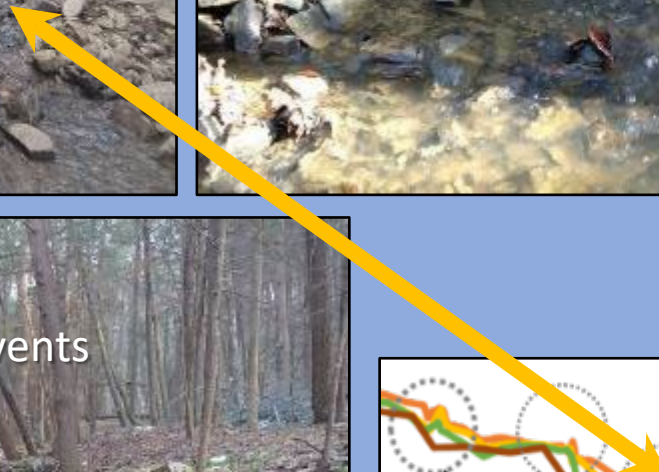
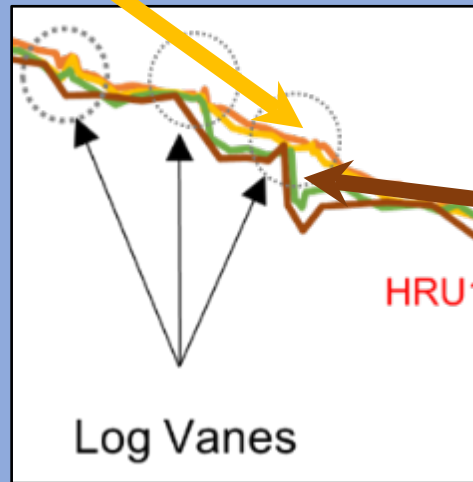
April 2019

October 2019

May 2020

January 2021
After 4 ~bankfull events

September 2021
After Hurricane Ida



Schedule of Payments

- Conservation Districts can advance up 50% of the DGLVR contract amount to the grant recipient once the contract is signed
 - Do not need to wait for permits before advancing funds
- Conservation Districts can provide additional funding after the project is underway on a cash expended basis
 - Up to 70% of the project funds (additional 20% if 50% was already advanced)
 - Project components must be installed to the Program policy/standards and verified with receipts
 - 50% advance must be spent before paying the additional 20%

Schedule of Payments

- The district shall withhold payment of at least 30% of the approved project expenses (contract plus amendments) until the satisfactory completion of the project
- Before making final payment:
 - Conduct a final inspection and determine that the work was performed consistent with the project application/workplan, DGLVR policy, and to the district's satisfaction
 - Review all invoices/receipts and fill out completion report
 - Receive all other required paperwork, including but not limited to, Prevailing Wage documentation, PA One-Call serial number, DSA Certification forms, As-built drawings/Engineer's Certification for stream crossings, etc. (see updated file checklist)

QAB Meetings must meet Sunshine Act Requirements

The Pennsylvania Sunshine Act requires all public agencies to take all official actions and conduct all deliberations leading up to official actions at public meetings. The Act covers all such actions by municipal governing bodies, committees of these governing bodies and municipal boards and commissions.

-Open Meetings, the Sunshine Act (Pennsylvania)

Sunshine Act *Highlights*

- Notice of meetings are posted in a local paper and at the location of the meeting
- Keep meeting minutes
- Must have a quorum to vote
- Meeting must be public
 - Cannot vote via email
 - Can vote in a virtual meeting or conference call if the public has access to join

Note that this list is not all-inclusive. Additional information online at <https://www.agriculture.pa.gov/Pages/Sunshine-Act.aspx>

Sunshine Act *Highlights*

- Agenda posting requirements added in 2021

- Post agenda at meeting location at least 24 hours in advance of the meeting
- Post agenda on social media, website, and at the agency's office
- Copies of the agenda must be available for the public at the meeting
- Include all issues to be deliberated on and any planned official action (votes)

Frequently Asked Questions at <https://www.openrecords.pa.gov/SunshineAct.cfm>

Note that this list is not all-inclusive. Additional information online at <https://www.agriculture.pa.gov/Pages/Sunshine-Act.aspx>

QAB Policy

- Conflict of Interest

- Some QAB policies recently reviewed included that in the event of a conflict of interest, “the QAB member will temporarily assume the role of the non-voting Chairman, and the Chairman will vote in his or her stead.”

- This is not allowed

4.1 QAB Composition

A four member QAB is required by law for each district administering the Program. The QAB must consist of the four members described above in 9106 (E), or their designee. The chairman of the QAB may not participate in a vote, other than to decide a tie vote. No one other than the four QAB members may vote. To broaden citizen involvement, the QAB may enlist any individual or organization to be advisors (non-voting) to the four-member QAB.

QAB Policy

- Conflict of Interest
 - Consider a policy that requires a QAB member to abstain from voting when they have a conflict of interest
 - Note that there are 3 voting members, and a quorum of 2 voting members must be present in order for the QAB to vote. This means that if there is a conflict of interest, you need to have the other 2 voting members present for the QAB to vote.

DGLVR State Conservation Commission Staff

Roy Richardson

DGLVR Program Coordinator

rrichardso@pa.gov

717-787-2013

Sherri Law

Financial

shlaw@pa.gov

Office: 223-666-2567

Cell: 717-480-2303

Call Us!

