

Dirt Gravel and Low
Volume Road Program

DGLVR Admin Manual Proposed Updates

WEBINAR

1/11/24

Starts 9am

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SCC

Sherri Law

shlaw@pa.gov

Andy Mickey

anmickey@pa.gov

CDGRS

Steve Bloser

smb201@psu.edu



2024 ESM Training – Registration Open Today!

<https://dirtandgravel.psu.edu/education-training/esm-course/in-person-esm-trainings/>

Cambria County – March 20-21, 2024

Johnstown, PA 15906

Schuylkill County – April 2 – 3, 2024

Ashland, PA 17921

Armstrong County – April 24 – 25, 2024

Kittanning, PA 16201

McKean County – May 15 – 16, 2024

Port Allegany Veteran Memorial Social Hall

Port Allegany, PA 16743

Wayne County – June 5 – 6, 2024

Honesdale, PA 18431

Clinton County – July – 10 – 11, 2024

Lock Haven University – Durrwachter Conference Center

Lock Haven, PA 17745

Beaver County – July 31 & August 1, 2024

Beaver Station Cultural & Event Center/Penn Bistro Catering

Beaver, PA 15009

Perry County – August 14 – 15, 2024

Central Penn College

Summerdale, PA 17093

Crawford County – September 11 & 12, 2024

Cross Creek Resort, Inc.

Titusville, PA 16354

Bradford County – September 25 – 26, 2024

Best Western Grand Victorian Inn

Sayre, PA 18840

Fulton County – October 23 & 24, 2024

Forbes Road Conference Center/ Holiday Inn & Express

Breezewood, PA 15533

Lancaster County – November 6 – 7, 2024

DoubleTree Resort by Hilton Hotel Lancaster

Lancaster, PA 17602

2024 Admin and Financial Trainings – Registration Open Today!

Admin Training

- 9-3:30 PM
- Required for CD staff involved in the DGLVR Program at least once every 3 years
- Online registration required

<https://dirtandgravel.psu.edu/education-training/program-administration/admin-training/>

Dates and Locations

March 13 (Berks County)

May 21 (Westmoreland County)

July 23 (Centre County) – *Tentative*

October 15 (Luzerne County)

December 3 (Venango County)

Financial Training

- 9-3:30 PM
- Recommended for any CD staff involved in tracking/spending DGLVR funds
- 3-year certification

<https://dirtandgravel.psu.edu/education-training/program-administration/financial-training-registration/>

Dates and Locations

March 14 (Berks County)

May 22 (Westmoreland County)

July 24 (Centre County) – *Tentative*

October 16 (Luzerne County)

December 4 (Venango County)



Webinar Outline

- Why?
- How to review and comment
- Review of proposed Admin Manual Updates
- Review of proposed Completion Report and Contract Attachment updates



Webinar Outline

- Why?
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Why?

- The purpose of the Administrative Manual is to clearly explain how the DGLVR Program works
- Provide clear and accurate guidance to conservation districts
- Be responsible with DGLVR funding and follow requirements in the law and SCC Statement of Policy



Why?

- The Admin Manual is updated every 2 years to address observed needs
 - Common questions from conservation districts
 - Clarifications of existing policy
 - Policy determinations
 - Recurring themes observed on QAQCs

Proposed DGLVR Admin Manual updates for 7/1/2024



- Admin Manual updates are not the only way the SCC and Center are responding to observed Program needs.
- Policy and training are both important.
- The SCC and Center continually discuss and offer other types of training and guidance as well:
 - Webinars
 - Updates to existing trainings
 - New trainings
 - Updated/new technical bulletins, checklists, etc.



See recorded webinar for more details on upcoming trainings

<https://dirtandgravel.psu.edu/education-training/webinars/past-webinars/>

December 7, 2023: Education Update & Course Registration System

This webinar discussed a 2023 summary and 2024 planning for various DGLVR education opportunities (ESM, Webinars, Stream Training, Admin training, Workshop etc.). We also reviewed the Center's new online Course Registration System, which now includes the ability to search for active certifications for yourself, your county, or others.

[Webinar Download](#) (60.6 MB): MP4 format (*~32 minutes*)

Presentation Downloads:

[Adobe PDF](#) (1.97 MB)

[MS Powerpoint](#) (2.44 MB)



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- Why?
- **How to review and comment**
- Review of proposed Admin Manual Updates
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Proposed DGLVR Admin Manual updates for 7/1/2024



Timeline

- **Fall 2023:** SCC staff worked with Center staff to draft proposed changes
- **Nov-Dec 2023:** DGLVR Policy & Planning workgroup reviewed proposed updates and provided feedback
- **Dec 2023:** SCC and Center staff incorporates feedback from workgroup
- **Jan 3, 2024:** Proposed updates emailed to conservation districts for review
- **Jan-Feb 9, 2024: CDs review and comment on proposed changes**
- **Feb 9, 2024:** CD comments due to SCC
- **March-April 2024:** SCC legal and policy review
- **May or July 2024:** Changes go to SCC meeting for approval
- **July 1, 2024:** propose to make changes effective

Proposed DGLVR Admin Manual updates for 7/1/2024



How to review and comment on the proposed updates

- Proposed document updates were emailed to conservation districts on January 3, 2024
 - DGLVR Administrative Manual (proposed track changes version)
 - DGLVR Administrative Manual, Appendix E, Cost Allocation Methods (proposed updated examples)
 - Proposed new Project Completion Report and Scope of Work (with explanation)
- Also available online at: <https://dirtandgravel.psu.edu/news/proposed-policy-updates/>
- Feel free to reach out with questions or to discuss proposed updates
- **Comments must be emailed to Sherri Law at shlaw@pa.gov by Feb 9, 2024**
 - When commenting on specific sections of the Admin Manual, please reference the section number your comment refers to.



Webinar Outline

- Why?
- How to review and comment
- **Review of proposed Admin Manual Updates**
- Review of proposed Completion Report and Contract Attachment updates

Proposed DGLVR Admin Manual updates for 7/1/2024

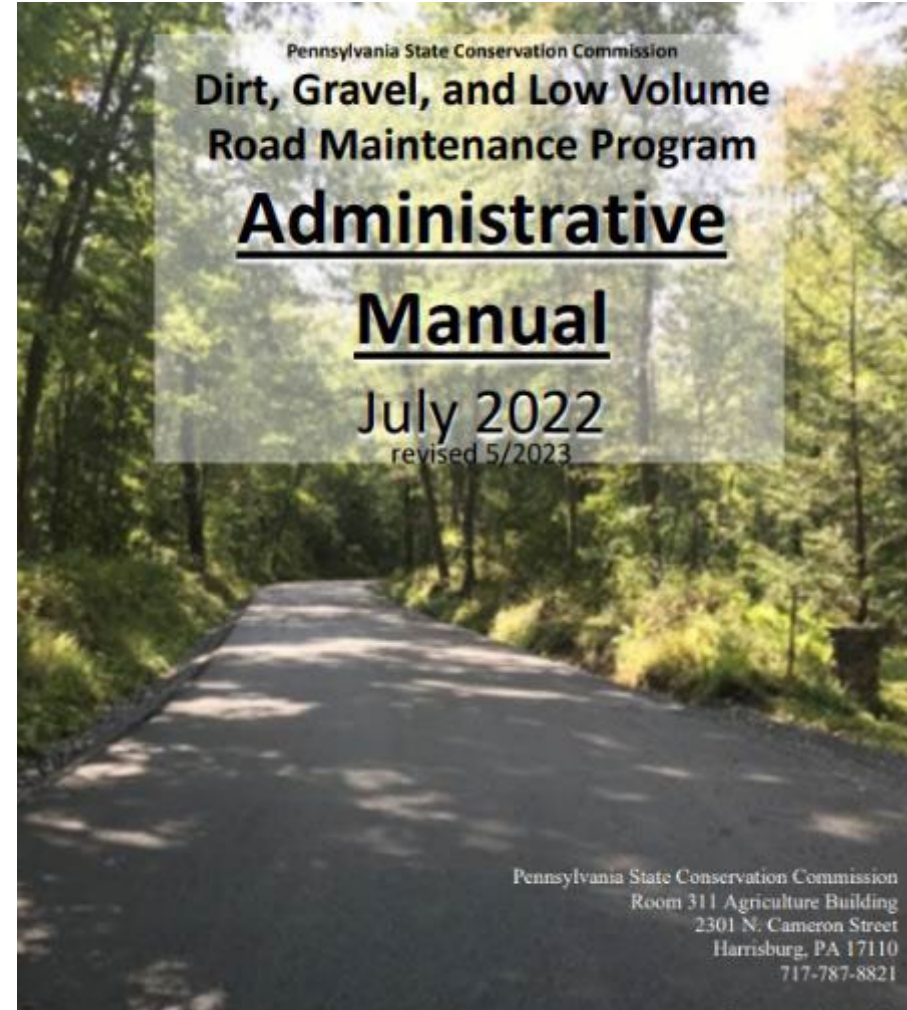


DGLVR Administrative Manual

Approved by SCC 5/10/22

Revised May 2023 (DSA spec update)

- 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



Proposed DGLVR Admin Manual updates for 7/1/2024



DGLVR Administrative Manual **Proposed 2024 updates**

- 1) Introduction – minor clarifications
- 2) SCC Role – minor clarifications
- 3) Conservation District Role – updates and clarifications
- 4) Quality Assurance Board Role – minor clarifications
- 5) Applicant Role – updated to match other chapters
- 6) Center for Dirt and Gravel Roads – no change
- 7) Additional Policies – no change
- 8) Permits and Other Requirements – minor clarifications

Appendices – updated CAM examples

Other documents – completion report updates

– NEW contract attachment A “Project Scope of Work”



Review of proposed Admin Manual Updates

- Main updates are reviewed in the following slides
- To see every proposed change, see the track changes of the Admin Manual



1.2.3 Grant Applicants

~~Any s~~State or local public entities~~y~~ that owns and maintains public roads ~~is~~are eligible to apply for Program funding. The majority of applicants are townships, but other entities such as boroughs, cities, counties, [water authorities](#), ~~PA Game Commission~~, PennDOT, PA Fish and Boat Commission, and others are eligible to apply. The PA Game Commission is not eligible to apply for DGLVR funding as explained in Section 3.7.1.4. Applicants are encouraged to work closely with districts, starting with a pre application meeting. Successful applicants will enter into contracts with county [conservation](#) districts to complete project work. Applicants can complete project work themselves, or by hiring contractors. The role of grant applicants is detailed in Chapter 5 of this manual.

Note: Black text is existing in the Admin Manual
Different colors are different people typing in “track changes”
hyperlinks appear as blue text



Section 3.7.1.2 Other Potential Applicants

~~**PA Game Commission (PGC):** The PGC owns approximately 1,000 miles of public use roads and 400+ miles of seasonal roads Statewide. The regional land manager will identify the personnel to attend ESM training in order for the PGC to be eligible to receive funds. Signatory authority for applications resides in the PGC Regional or Central offices.~~

Section 3.7.1.4 Ineligible Entities

PA Game Commission (PGC): House Bill 1300 of 2023 states that no money appropriated from the Motor License Fund for maintenance and improvement of dirt, gravel, and low volume state and municipal roads may be used on land owned or otherwise under the control of the Pennsylvania Game Commission. A Notice and Clarification of 12/13/2023 Changes to DGLVR Spending on PA Game Commission (PCG) Roads is available on the Center's website.

Proposed DGLVR Admin Manual updates for 7/1/2024



PA State Conservation Commission
Dirt, Gravel, and Low Volume Road Program

1/2/24

Notice and Clarification of 12/13/2023 Changes to DGLVR Spending on PA Game Commission (PGC) Roads

What has changed: The following wording was approved in PA House Bill 1300 on 12/13/2023.

"NO MONEY APPROPRIATED FROM THE MOTOR LICENSE FUND FOR MAINTENANCE AND IMPROVEMENT OF DIRT, GRAVEL AND LOW VOLUME STATE AND MUNICIPAL ROADS MAY BE USED ON LAND OWNED OR OTHERWISE UNDER THE CONTROL OF THE PENNSYLVANIA GAME COMMISSION." Link: [btCheck.cfm \(state.pa.us\)](https://www.pasenate.gov/legislation/bills/2023/hb1300)

Why was this done: The intent of this provision is to require the PA Game Commission to use its own funding for road improvement projects that occur on lands under Game Commission jurisdiction. Concerns with this provision were expressed by the SCC and debated in HB 1300.

How many projects has the PGC done under DGLVR? Since the DGLVR funding increase in 2014, the PGC has completed 37 projects through Conservation Districts on PGC-owned roads totaling ~\$1.7M.

Clarifications and Policy Interpretations Moving Forward:

What if a CD has a current contract with PGC? If a CD has a current signed DGLVR contract with the PGC as of 12/13/2023, the project should be funded and completed as planned.

What if a CD has a planned or pending contract with PGC? Unfortunately, if a contract is not already signed, the project is no longer eligible for DGLVR funds.

What about a municipal road that runs through PGC property? Since the municipality (or other entity) owns the road and right-of-way through PGC land and they will be the recipient of the grant funds, these roads are still eligible for funding. In such cases, off right-of-way work is still permissible within the existing policies of the DGLVR Program, since the PGC is not the recipient of the funds. In such cases, PGC materials, equipment, and labor can still be considered as in-kind contributions for DGLVR projects.

Can CDs still work with PGC on educational efforts? Yes, PGC staff have been frequent attendees at the DGLVR ESM Trainings. They may continue to attend ESM trainings (at no charge). Educational efforts at the CD level related to the PGC can also continue. This change only prevents PGC from receiving DGLVR funding.

https://dirtandgravel.psu.edu/news/dglvr_update_on_pgc_roads/



Section 3.3.2 Advance Working Capital

Districts may will receive up to 50 percent of their annual allocation as advanced working capital. The Commission may withhold advance payments at their discretion. Advanced working capital is typically distributed to districts ~~in October for~~ at the beginning of each fiscal year. No district action is required to receive advanced working capital other than to have an active five-year agreement with



Section 3.3.4 Spending Requirements

Administrative and education/training expenses must be utilized in the fiscal year they are allotted. DGLVR funds cannot be used for administrative or education/training expenses after the end of the allotted fiscal year without written permission from the State Conservation Commission. Requests and approvals to carry administrative and education/training funds into the following fiscal year are completed in the DGLVR GIS quarterly reports. At the end of the first fiscal year, all remaining DGR and LVR funds from the allocation must be spent on projects as outlined in Section 3.3.4.

Proposed DGLVR Admin Manual updates for 7/1/2024



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

| |

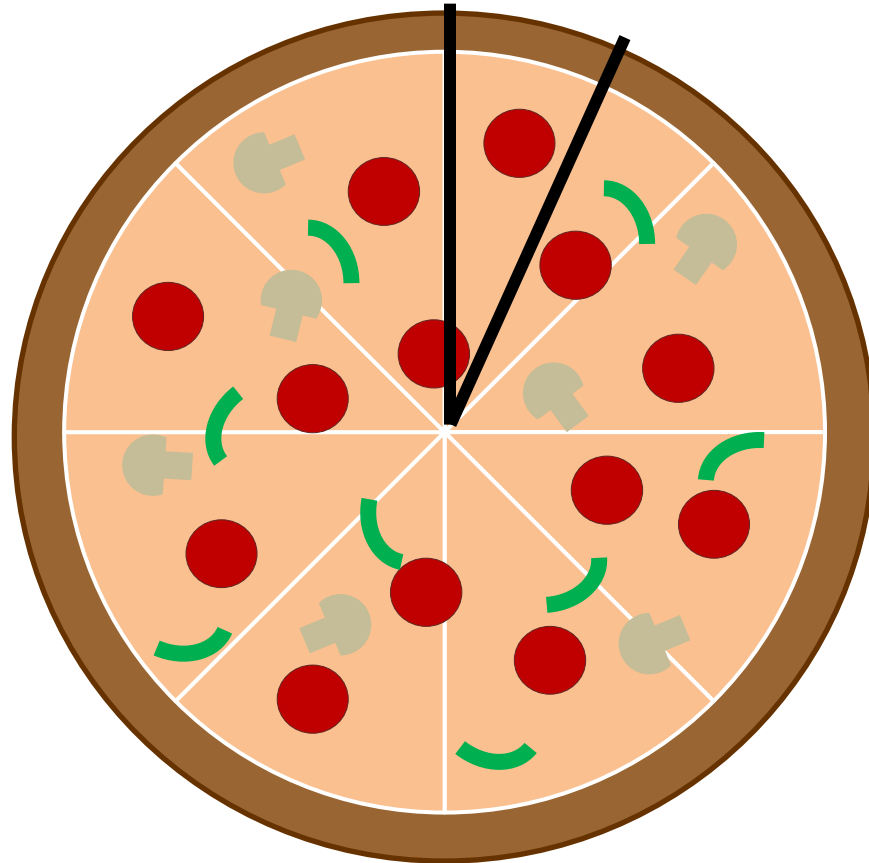
Process Date: | Process Date:

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 permission from the Commission. Permission to use these funds must be requested before the last quarter of that particular 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	Low Volume
Administrative: \$ <input type="text" value="0.00"/>	Administrative: \$ <input type="text" value="0.00"/>
Education: \$ <input type="text" value="0.00"/>	Education: \$ <input type="text" value="0.00"/>

Section 3.4.2 Cost Allocation Method for Shared Expenses



Justin ate $\frac{1}{2}$ slice of pizza

How much of the pizza
does Justin pay for?

Justin pays for $\frac{1}{16}$ of
the pizza



Section 3.4.2 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. The cost allocation method used must be based on how much of the shared expense is actually used for the DGLVR Program. This is often, but not always, estimated by the number of staff hours spent on the program compared to staff hours spent on other programs. This is not the same as simply allocating based on the number of programs a district administers. A portion of shared expenses may be eligible DGLVR administrative and/or education expenses, as detailed below:

Similar clarifications throughout Section 3.4.2



Sections 3.4.3 Administration Funds & 3.4.4 Education Funds

Salary is an eligible administration and education expense

- DGLVR administrative activities include:
 - Follow up visits to previously contracted DGLVR worksites for the purpose of ranking new grant applications or implementing local policies
- DGLVR educational activities include:
 - Training new conservation district staff on DGLVR topics
 - Teaching individuals or small groups about the DGLVR Program on completed DGLVR sites
- DGLVR education activities DO NOT include: ranking received applications



Section 3.4.3 Administrative Funds & 3.4.4 Education Funds

- **Travel** is an eligible administrative expense
 - Includes all expenses directly related to Program administration such as: travel to field sites, meetings, and trainings, vehicle costs, per-diems, parking, etc.
 - Note that the federal mileage rate is based on the average costs of operating a vehicle in the United States and is intended to cover expenses including, but not limited to, fuel, tires, maintenance, registration, and insurance. When mileage driven for the DGLVR Program is compensated using the mileage rate method, individual vehicle expenses are not eligible DGLVR expenses, and vice versa.

Note: The text in red is also proposed to be added to the education/training travel description as well.



Section 3.4.3 Administrative Funds

- The Commission expects that townships and other entities have existing road maintenance crews that should be equipped to do road maintenance. Funds can NOT be used to purchase tools or equipment for townships or other applicants, including cost-sharing on tools or equipment.

Section 3.4.4 Education Funds

- **Field equipment** for applicant use is an eligible education expense
 - Funds can be used to purchase tools or equipment for loan/rent to applicants such as: traffic counters, grader blades, leaf blowers, etc.
 - Funds can NOT be used to purchase tools or equipment for townships or other applicants, including cost-sharing.
 - Education fFunds can NOT be used to purchase field equipment for CD use. Use Administrative funds for this purpose.



Section 3.4.3 Administrative Funds

- **Miscellaneous**
 - Other potential administrative expenses include but are not limited to:
 - Aggregate testing
 - Consultant services – See section 3.7.4.7 for details on paying for consulting services on individual projects. ~~limited to 20% of contract amount.~~ Contact the SCC for consulting services needed outside of a standard contract.
 - Overhead costs such as insurance, utilities, rent, etc.
 - **Questions:** Please contact the State Conservation Commission with questions about eligible administrative expenses.



Section 3.4.4 Education Funds

- **Promotional materials** are an eligible education expense
 - Promotional materials may include advertisements, reports, websites, project signage, and promotional items.
 - Spending on promotional items (pens, hats, door prizes, etc.) is limited to \$1,000 annually unless otherwise approved by the Commission. Promotional items are limited to items that cost less than \$50/each unless approved otherwise by the Commission.



Section 3.7.2 Eligible Roads

Only public roads owned by one of the eligible applicants described above may be considered for funding. A road must also be open to public motor vehicle travel for a minimum of two consecutive weeks annually prior to submitting a DGLVR grant application in order to be eligible for funding. Using separate allocations, it is the

Section 3.7.2.3 Surface Conversions

Areas where unpaved roads intersect paved roads are subject to additional wear and tear from vehicles starting, stopping, and turning. DGLVR funds can be used to place a short paving apron where an unpaved portion of the work site intersects a paved road (approximately 50-100 ft max).





Section 3.7.2.4 Retiring Roads

An applicant may own a road that they may want to close to vehicular traffic. There could be significant environmental benefits to retiring these roads using sound ESM practices. This is an eligible program expense.



Section 3.7.2.5 Road Relocations

There may be significant environmental benefits to relocating a road. Some examples are as follows:

- Shift a road in one direction or another to get the road on more stable soils (slide repair).
- Shift a road away from a stream bank to allow room for bank stabilization or other practices.
- Relocate a road to a location that would eliminate a stream crossing.
- Relocate a road to avoid an excessively steep slope.

When a new section of road is created for the relocation, the existing section of road must be taken out of use and reclaimed using ESM practices. If the existing section of road cannot be retired (i.e. – road must remain available for field access, hunting camp access, etc.), the new section of road may not be paid for with program funds, unless otherwise approved by the SCC.



Section 3.7.2.6 Creating New Roads

As mentioned in 3.7.2.5, new sections of road may be created for the purpose of relocating the road to a more stable location. New roads, such as new roads to a development, or new roads to access a park, etc. are not eligible for funding under this program.



Section 3.7.4.1 Materials

use on Program projects. For more information on approved products see Section 6.2.12. 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. Stacked bags of cement mix and gabion baskets are not eligible to be used on DGLVR Projects, unless otherwise approved by the SCC. These practices have historically failed due to uneven cement curing and weakness of the wire gabion baskets, leading to accelerated erosion and sedimentation.

Proposed DGLVR Admin Manual updates for 7/1/2024



DRAFT for comment January 2024. This has not been approved by the SCC.

Proposed DGLVR Admin Manual updates for 7/1/2024



Note empty baskets on the bottom row

DRAFT for comment January 2024. This has not been approved by the SCC.



Section 3.8.6.1 Permits, PA One-Call

It is the responsibility of the grant recipient to ensure that all necessary permits are obtained and any other pre-project requirements such as PA One-Call are met. It is the responsibility of the conservation district to document that the PA One-Call is made for the DGLVR project by including the PA One-Call serial number in the DGLVR Project file. For more details on permits and other requirements, refer to Chapter 8.



Section 3.9 GIS reporting System

must be generated using the GIS. All funded projects are required to be filled out in the GIS as much as possible. This includes the assessment (if applicable), the grant application, contract, amendments (if applicable), payment(s), completion report, photos (if applicable), and any additional supporting files. Supporting files recommended to be uploaded include the grant application and project plan/sketch, receipts/invoices for project costs, traffic counts, stream crossing forms, off Right-of-Way agreements, prevailing wage documentation, etc. Uploading this documentation to the GIS can satisfy district requirements to retain DGLVR files for the minimum 7 years. Districts are required to update the GIS database for the Quarterly and Annual Reports (as described below), and immediately

Contract Editing



Site Id: Contract Date*: Project Status:

Project Participant: Municipality:

Road Name/Number: Road Owner*:

Affected Stream/Trib: Site Length (ft): 100% In-Kind Project

- Assessment
- Grant Application
- Contract
- Amendments
- Payments
- Completion Report
- Photos
- Files**



File Name	Comment



Section 4.1 QAB Composition

The district should contact the PA Fish and Boat Commission (PFBC) and the Natural Resource Conservation Service (NRCS) to identify the proper representatives from each agency for the QAB. Individuals possessing an awareness of local environmental issues, familiarity with project administration, road maintenance, or natural habitats could be valuable QAB members. If any appointee cannot meaningfully participate, or chooses not to participate, a suitable replacement ~~should~~must be found.



Section 4.3.1 Project Ranking

On occasion, a project that has been **completed** will need additional work. For example:

- a spring seep not discovered until after the project has been completed may need to be addressed.
- A storm event immediately after project completion has damaged the road and **the project** needs **to be** repaired.
- Funding **limitations** prevented placement of DSA as a final driving surface.

The QAB, at their discretion, may **recommend** additional work on these sites without requiring an additional ranking. Funding additional work on these sites is subject to District board approval.



Appendix E: Cost Allocation Method Examples

- Example 3 was **moved to example 1** since this is the first one we discuss during Admin Training. Two updates are proposed:
 - Update the mileage rate from \$0.58 to **\$0.67** per mile
 - **Add clarification that either mileage reimbursement or direct vehicle expenses are eligible DGLVR expenses to match Admin Manual.**
- Example 1 from the previous version of the appendix was **moved to example 2** and is unchanged.
- **A new example 3 was added with an example of a newsletter cost allocation method.**



Webinar Outline

- Why?
- How to review and comment
- Review of proposed Admin Manual Updates
- **Review of proposed Completion Report and Contract Attachment updates**

Proposed Updates



Completion Report

- Updates to make more effective.

Scope of Work

- New form to identify what is “planned” to be done when contracting.

Will provide reason/background, then walk through forms.

Proposed Updates to Completion Report



Problem

- **Financial:** Difficult to break out materials/equipment/labor
- **Deliverables:**
 - Many deliverables on form are seldom used (*soil pinning, dispersal, etc.*)
 - Some deliverables have no home on form or are difficult to fit (*drop inlets, SS*)
 - More information needed for stream crossings done under standard

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
PROJECT COMPLETION REPORT

This form is intended to summarize financial expenditures and work completed for ONE PROJECT and must be filled in upon project completion.

Contract # _____

_____	_____	_____
County	Municipality	Date
_____	_____	_____
Project Participant	Funded Site ID	Road Name / ID Number

<u>Dirt, Gravel and Low Volume Program Funds</u> <small>Use actual project costs after receipts are totaled.</small>	<u>In-Kind Contributions</u> <small>Includes goods and services from applicant and other sources.</small>
Project Commitments:	In-Kind Contributions from Grant Recipients:
A. Contract Amount..... \$ _____	I. Materials..... \$ _____
B. Amendments (if applicable)..... \$ _____	J. Equipment..... \$ _____
C. Total Committed (A+B)..... \$ _____	K. Labor..... \$ _____
Project Expenditures: <small>(receipts must be submitted)</small>	L. Engineering..... \$ _____

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
PROJECT COMPLETION REPORT - PROJECT TOTALS

Use best estimates and complete as much info as possible. Include work completed for both Project Expenditures and In-Kind Contributions.

<u>Ditch Improvements/Outlets</u>	<u>Off Right-of-Way Improvements</u>
Turn Outs Installed..... # _____	Total Length Addressed..... ft _____
New Cross Pipes Installed..... # _____	Diversion Swales Constructed..... ft _____
Cross Pipes Replaced..... # _____	Bank Benches..... ft _____
Through the Bank Pipes..... # _____	Through Drains..... # _____
	Access Drainage Improvements..... # _____

<u>Road Base</u>	<u>Road Surface Stabilized</u>
Road Fill Added..... tons _____	DSA Placed..... tons _____
Full Depth, Chemical, Mechanical Stabilization..... sq yd _____	Sealed Surface..... sq yd _____
Geo Separation Fabric, Grid, or Cell..... sq yd _____	Broad Based Dips..... # _____
Under Drain Added..... ft _____	Grade Brakes..... # _____

Proposed Updates to Completion Report



Problem

- **Financial:** Difficult to break out materials/equipment/labor
- **Deliverables:**
 - Many deliverables on form are seldom used (*soil pinning, dispersal, etc.*)
 - Some deliverables have no home on form or are difficult to fit (*drop inlets, SS*)
 - More information needed for stream crossings done under standard

Proposed Changes

- **Financial:** Change breakout to identify what goes to contractor and engineer
- **Deliverables:**
 - Update to better quantify what is done in field
 - Create separate page to report on stream crossing

Proposed New Scope of Work



Problem

- Grant Application is currently attached to Contract to describe project
- **Shortfalls:**
 - Often what is funded is not exactly the same as what is applied for.
 - Lacks detail on deliverables.
 - Program does not know what any project includes until it is done!

Proposed New Scope of Work



Problem

- Grant Application is currently attached to Contract to describe project
- **Shortfalls:**
 - Often what is funded is not exactly the same as what is applied for.
 - Lacks detail on deliverables.
 - Program does not know what any project includes until it is done!

Proposed New “Scope of Work” form

- Replaces Grant Application as contract attachment (GA still used by applicants)
- Better identifies financial breakdown
- Better identifies “Planned Deliverables”
- “Planned Deliverables” will be read into completion report for confirmation/editing *(e.g Planned 7 pipes, added 1 so actually installed 8)*



Contract Attachments:

Attachment A: ~~Grant Application~~ Project Scope of work

Attachment B: General Contract Provisions

Attachment C: Statement of Policy

Attachment D: QAB/District Standards and Policies

Attachment E: Schedule of Payments

Attachment F: Prevailing Wage Notification Letter

~~**Attachment G:** Prevailing Wage Certified Statement of Compliance~~

Note that the PW Certified Weekly Payroll and Certified Statement of Compliance will still be required to be kept in project files



Section 3.8.5.1 Contract Attachments

- Project Scope of work (attachment A to contract) The Scope of Work form must be submitted by the applicant, including cost estimate breakdowns. The scope of work form must include a workplan, which consists of a hand-drawn or digitally produced sketch of the proposed project. A workplan is a plan view of the road with all planned features such as pipes, aggregate, underdrain, surface features, etc., A mapping tool is available on the Center's website that is designed for creating workplan drawings. When the scope of project work is changed, the changes must be documented in writing and **acknowledged** by both **parties**.

Proposed "Project Scope of Work" attachment will be reviewed with the proposed updates to the completion report

Proposed Updates



Completion Report

- Updates to make more effective.

Scope of Work

- New form to identify what is “planned” to be done when contracting.

Walkthrough of forms (provided to CDs 1/3)



Upcoming Webinars

- Thursdays at 9am
- Topic list and webinar link available on Center's website:
 - <https://dirtandgravel.psu.edu/education-training/webinars/>
- Thurs 1/18/24: 2023 Project Showcase
- Thurs 1/25/24: TBD