

Dirt Gravel and Low  
Volume Road Program

# DGLVR Admin Manual *Revised* Updates

## WEBINAR

2/22/24

Starts 9am

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## Webinar Outline

- **Brief Introduction**
- Review of proposed Admin Manual Updates
- Review of proposed Completion Report and Contract Attachment updates
- Reminders and Updates



## 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

# Proposed DGLVR Admin Manual updates for 7/1/2024

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



## 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
- **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
- **Feb 13, 2023: P&P workgroup to discuss proposed revisions**
- **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



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# Proposed DGLVR Admin Manual updates for 7/1/2024



See previously recorded webinar for explanation of original changes

## January 11, 2024: DGLVR Admin Manual Proposed Updates

Review of the proposed DGLVR Admin Manual and Completion Report changes.

[Webinar Download](#) (113 MB): MP4 format (*~1 hour, 5 minutes*)

Presentation Downloads:

[Adobe PDF](#) (3.33 MB)

[MS Powerpoint](#) (3.25 MB)



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# Proposed Updates



## Completion Report

- Updates to make more effective.

## Scope of Work

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



# 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 _____

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

<b>Ditch Improvements/Outlets</b>	
Turn Outs Installed.....	_____ #
New Cross Pipes Installed.....	_____ #
Cross Pipes Replaced.....	_____ #
Through the Bank Pipes.....	_____ #

<b>Off Right-of-Way Improvements</b>	
Total Length Addressed.....	_____ ft
Diversion Swales Constructed.....	_____ ft
Bank Benches.....	_____ ft
Through Drains.....	_____ #
Access Drainage Improvements.....	_____ #

<b>Road Base</b>	
Road Fill Added.....	_____ tons
Full Depth, Chemical, Mechanical Stabilization.....	_____ sq yd
Geo Separation Fabric, Grid, or Cell.....	_____ sq yd
Under Drain Added.....	_____ ft

<b>Road Surface Stabilized</b>	
DSA Placed.....	_____ tons
Sealed Surface.....	_____ sq yd
Broad Based Dips.....	_____ #
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.*)
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## 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.
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  - 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)*

# 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 form updates**



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**Training details and registration online at <https://dirtandgravel.psu.edu/education-training/>**

**ESM Training**: Required for grant applicants and CD staff administering the DGLVR Program (5-year certification)

**Admin Training**: Required for CD staff involved in the DGLVR Program (3-year certification)

**Financial Training**: Recommended for any CD staff involved in tracking/spending DGLVR funds

### **Stream Crossing Training – for CDs**

- Required for conservation districts in order to fund stream crossing projects (3-year certification)
- May 21 – 23, June 11 – 13, August 13 – 15 (all Centre County)
- *Registration open soon*

### **Stream Crossing Training – for engineers**

- Recommended for any consultants working on DGLVR stream crossing projects
- July 1 & 2 (Centre County), August 28 & 29 (McKean County), September 18 & 19 (Monroe County)
- *Registration open soon*

### **ESM Bootcamps**

- Recommended for CD staff designing and overseeing DGLVR projects
- 2 in the works for 2024, Centre CCD. Details TBD





## Upcoming Webinars

- Thursdays at 9am: <https://dirtandgravel.psu.edu/education-training/webinars/>
- **February 29: New Hire Guide for CD DGLVR Technicians:** Staffing turnover at conservation districts can cause significant disruptions to CD projects and programs. The Center has worked with the SCC to develop a “New Hire Guide” for new Conservation District DGLVR Technicians to facilitate their orientation to the Program. This webinar will review the new guide which will be made available.
- **March 7: DGLVR Annual Summary Report Overview:** A “big-picture” review of spending and project data from the 2023 Annual Summary Report based on CD GIS data.
- **March 21: DSA Season Primer:** With DSA season just around the corner, this webinar will provide a refresher on DSA testing, purchasing, and placement.

## 5-Year Spending Update

- All funding from agreement must be spent out by 6/30/2024
- Current CD Status as of 2/21/2024
  - Spent everything: 24 DGR, 20 LVR
  - Committed everything: 24 DGR, 29 LVR
  - Not committed: 16 DGR, 17 LVR

## 5-Year Spending Update - Financials

- **Dirt and Gravel**
  - **Committed: \$4,219,970.78**
  - **Not Committed: \$464,751.52**
- **Low Volume**
  - **Committed: \$2,689,685.79**
  - **Not Committed: \$867,122.70**
- **Total**
  - **DGR: \$4,684,772.30**
  - **LVR: \$3,556,808.49**
  - **Total: \$8,241,530.79**

**Question:**

How do I know how much I need to spend to meet my spending requirements?

**Answer:**

This information is available in the GIS.

Previous 5-Year Agreement	
"Old Money" Balance: \$	286,990.64
Currently Spent: \$	38,127.38
Balance Remaining: \$	248,863.26

Previous 5-Year Agreement	
"Old Money" Balance: \$	393,512.50
Currently Spent: \$	0.00
Balance Remaining: \$	393,512.50

**Question:**

How do I know if I have all my “old money” contracted?

**Answer:**

If your Committed Remaining is greater than the Balance Remaining.

Spending Status	Previous 5-Year Agreement
Unreported Advance: \$ 0.00	"Old Money" Balance: \$ 46,118.20
Unreported Replenishments: \$ 0.00	Currently Spent: \$ 0.00
Current Balance: \$ 146,534.97	Balance Remaining: \$ 46,118.20
Committed Remaining: \$ 115,986.74	
Uncommitted Balance: \$ 30,548.23	

**Question:**

How do I know if I still have “old money” to contract?

**Answer:**

If your Committed Remaining is less than the Balance Remaining.

Spending Status	Previous 5-Year Agreement
Unreported Advance: \$ <input type="text" value="0.00"/>	"Old Money" Balance: \$ <input type="text" value="4,443.13"/>
Unreported Replenishments: \$ <input type="text" value="0.00"/>	Currently Spent: \$ <input type="text" value="0.00"/>
Current Balance: \$ <input type="text" value="51,121.09"/>	<b>Balance Remaining: \$ <input type="text" value="4,443.13"/></b>
<b>Committed Remaining: \$ <input type="text" value="0.00"/></b>	
Uncommitted Balance: \$ <input type="text" value="51,121.09"/>	

## 5-Year Spending Update

- If you are **Green** in both DGR and LVR, great job!
- If you are **Yellow** or **Red** in DGR and/or LVR, expect follow-up status calls/emails.