

Dirt Gravel and Low  
Volume Road Program

**WEBINAR**

4/25/24, 9am

# Keeping Up with Spending Requirements

**SCC**

Sherri Law

Roy Richardson

Andy Mickey

**CDGRS**

Ken Corradini

Steve Bloser

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.



# Introduction



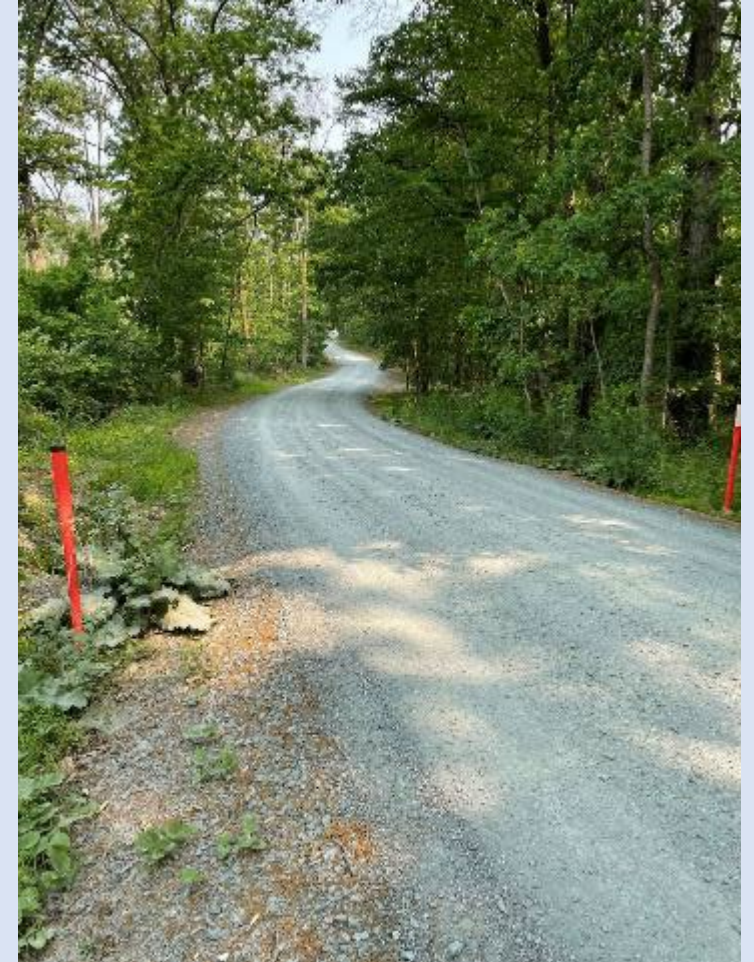
- Conservation districts receive DGR and LVR funds annually
- These funds must be spent within certain timeframes
- Purpose of webinar:
  - Explain the spending requirements and provides guidance on how to meet them.



# Outline



- Quick review of spending basics
- Explain the 3 spending requirements
  - 2-year (total allocation)
  - 1-year (admin & edu)
  - End of Five-year agreement
- Tips for keeping up with spending requirements
- Budgeting and determining how much funding is available for new projects/expenses
- Update on 5-year spending



# Outline



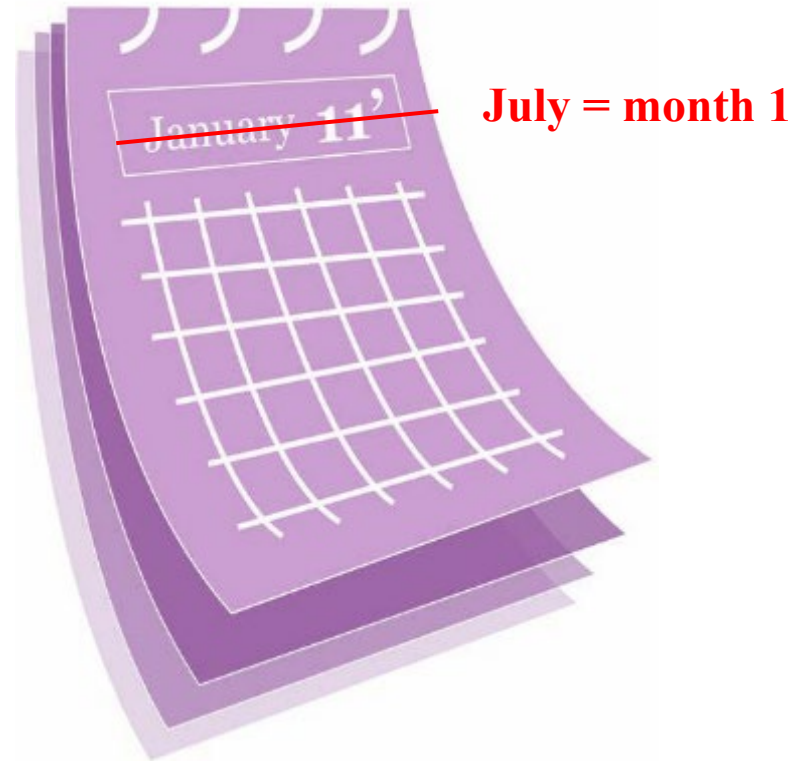
- **Quick review of spending basics**
- Explain the 3 spending requirements
  - 2-year (total allocation)
  - 1-year (admin & edu)
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# Spending Basics



- The DGLVR Program follows the state fiscal year
  - July 1 – June 30



# Spending Basics



- Conservation districts enter into a 5-year agreement with the State Conservation Commission (SCC).
  - Allows the CD to run the DGLVR Program locally and receive annual allocations with limited annual paperwork.
- Currently, we're in year 1 of the new Five-Year Agreement (2023-2028)

## DIRT, GRAVEL AND LOW-VOLUME ROAD MAINTENANCE PROGRAM AGREEMENT

This Dirt, Gravel and Low-Volume Road Maintenance Program Agreement is entered into by and between the Commonwealth of Pennsylvania ("Commonwealth"), through the Department of Agriculture ("Department") and the State Conservation Commission ("Commission"), with their principal offices located at 2301 N. Cameron Street, Harrisburg, PA 17110, and the \_\_\_\_\_ Conservation District, with its principal offices located at \_\_\_\_\_, PA \_\_\_\_\_ ("District").

### WITNESSETH:

**WHEREAS**, section 9106 of the Vehicle Code (75 Pa.C.S. § 9106) has established the Dirt, Gravel and Low-Volume Road Maintenance Program to provide a dedicated and earmarked mechanism of funding the safe, efficient and environmentally sound maintenance and improvement of dirt, gravel and low-volume state and municipal roads ("Program");

**WHEREAS**, the State Legislature has directed that funds in the amount of \$28,000,000.00 shall be appropriated annually to the Commission and administered in a non-lapsing, non-transferable account restricted to maintenance and improvement of dirt, gravel and low-volume State and municipal roads;

**WHEREAS**, the Commission annually apportions these funds to county conservation districts based upon the apportionment criteria in subsection (c) of section 9106 of the Vehicle Code to fund projects at the county level that will fulfill the purpose of the Program; and

**WHEREAS**, the District wishes to conduct projects for the maintenance and improvement of dirt, gravel and low-volume roads within \_\_\_\_\_ County;

**NOW THEREFORE**, the parties hereto, intending to be legally bound, agree as follows:

ARTICLE I

# Spending Basics



- Annual allocations are typically determined in May each year, pending approval of the state budget 7/1
  - Could be June or July some years as needed

PA State Conservation Commission - Dirt, Gravel, and Low-Volume Road Maintenance Program  
**DIRT AND GRAVEL Proposed Conservation District FY 23-24 Allocations**

SCC Approved 5/9/23  
 pending state budget approval

County	for comparison		notes	County	for comparison		notes
	2022-23	<b>FINAL</b> 2023-24			2022-23	<b>FINAL</b> 2023-24	
Adams	\$ 100,000	\$ 100,000	min	Lackawanna	\$ 109,380	\$ 109,373	
Allegheny	\$ 100,000	\$ 100,000	min	Lancaster	\$ 100,000	\$ 100,000	min
Armstrong	\$ 788,919	\$ 781,595		Lawrence	\$ 100,000	\$ 100,000	min
Beaver	\$ 106,708	\$ 108,448		Lebanon	\$ 100,000	\$ 100,000	min
Bedford	\$ 265,504	\$ 261,969		Lehigh	\$ 138,426	\$ 132,242	
Berks	\$ 100,000	\$ 100,000	min	Luzerne	\$ 187,822	\$ 186,980	
Blair	\$ 100,000	\$ 100,000	min	Lycoming	\$ 428,891	\$ 428,438	
Bradford	\$ 1,375,000	\$ 1,375,000	max	McKean	\$ 238,467	\$ 243,701	
Bucks	\$ 100,000	\$ 100,000	min	Mercer	\$ 169,163	\$ 165,737	
Butler	\$ 154,072	\$ 151,848		Mifflin	\$ 100,000	\$ 100,000	min
Cambria	\$ 114,615	\$ 117,428		Monroe	\$ 100,000	\$ 100,000	min

# Spending Basics



- CDs receive 2 separate allocations each year:
  - Dirt and Gravel Road funds (DGR) and Low Volume Road Funds (LVR)
  - Spending requirements are calculated and tracked separately for each allocation

PA State Conservation Commission - Dirt, Gravel, and Low-Volume Road Maintenance Program  
**DIRT AND GRAVEL** Proposed Conservation District FY 23-24 Allocations  
 SCC Approved 5/9/23  
 pending state budget approval

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PA State Conservation Commission - Dirt, Gravel, and Low-Volume Road Maintenance Program  
**LOW VOLUME ROAD** Proposed Conservation District FY 23-24 Allocations  
 SCC Approved 5/9/23  
 pending state budget approval

County	for comparison 2022-23	FINAL 2023-24	notes
Adams	\$ 115,261	\$ 118,735	
Allegheny	\$ 259,594	\$ 265,244	
Armstrong	\$ 133,689	\$ 132,808	
Beaver	\$ 97,176	\$ 97,979	
Bedford	\$ 184,111	\$ 177,767	
Berks	\$ 253,354	\$ 258,731	
Blair	\$ 84,590	\$ 84,808	
Bradford	\$ 108,921	\$ 109,973	
Bucks	\$ 192,831	\$ 196,804	
Butler	\$ 184,896	\$ 186,804	
Cambria	\$ 116,119	\$ 117,284	

County	for comparison 2022-23	FINAL 2023-24	notes
Juniata	\$ -	\$ 69,138	
Lackawanna	\$ 80,819	\$ 81,548	
Lancaster	\$ 273,802	\$ 276,280	
Lawrence	\$ 97,943	\$ 99,210	
Lebanon	\$ 82,804	\$ 84,214	
Lehigh	\$ 128,436	\$ 130,996	
Luzerne	\$ 148,641	\$ 151,763	
Lycoming	\$ 133,728	\$ 132,669	
McKean	\$ 65,101	\$ 68,205	
Mercer	\$ 133,640	\$ 134,317	
Mifflin	\$ 56,833	\$ 58,674	



# Outline



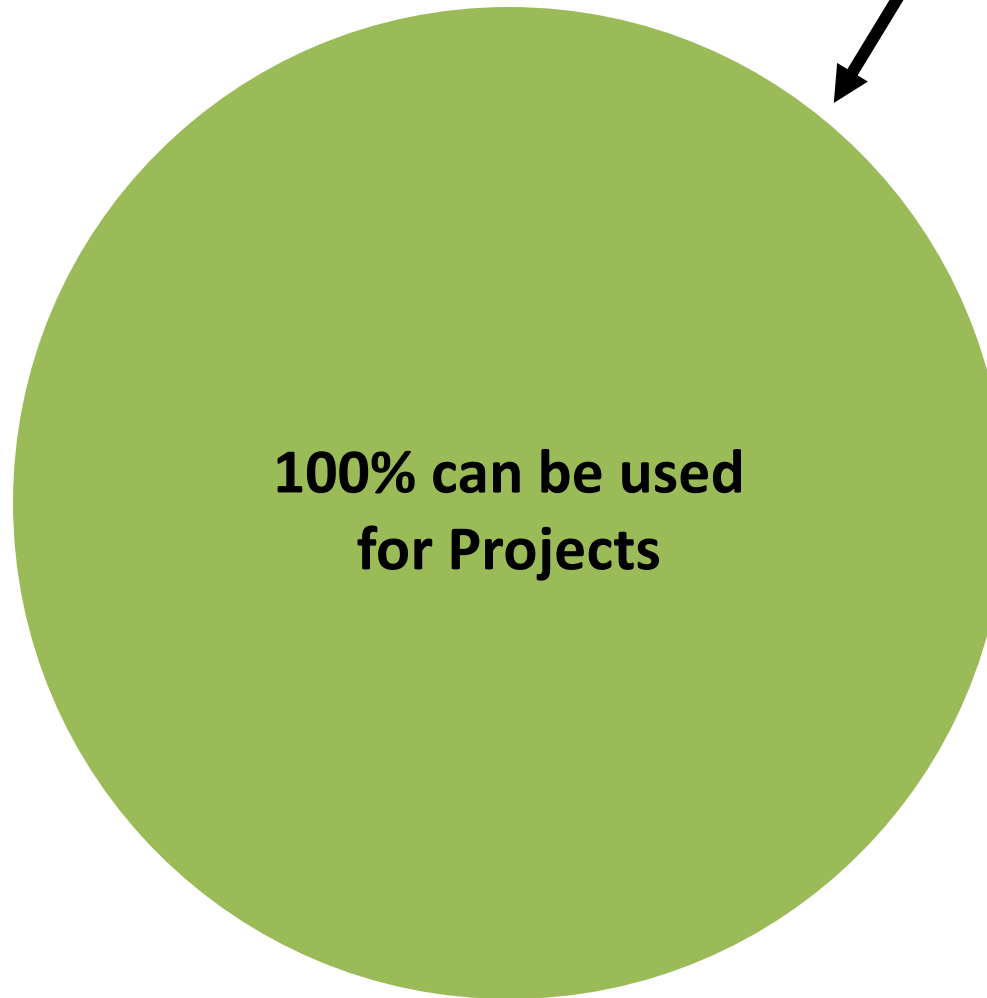
- Quick review of spending basics
- **Explain the 3 spending requirements**
  - 2-year (total allocation)
  - 1-year (admin & edu)
  - End of Five-year agreement
- Tips for keeping up with spending requirements
- Budgeting and determining how much funding is available for new projects/expenses
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## DGR (or LVR) Allocation

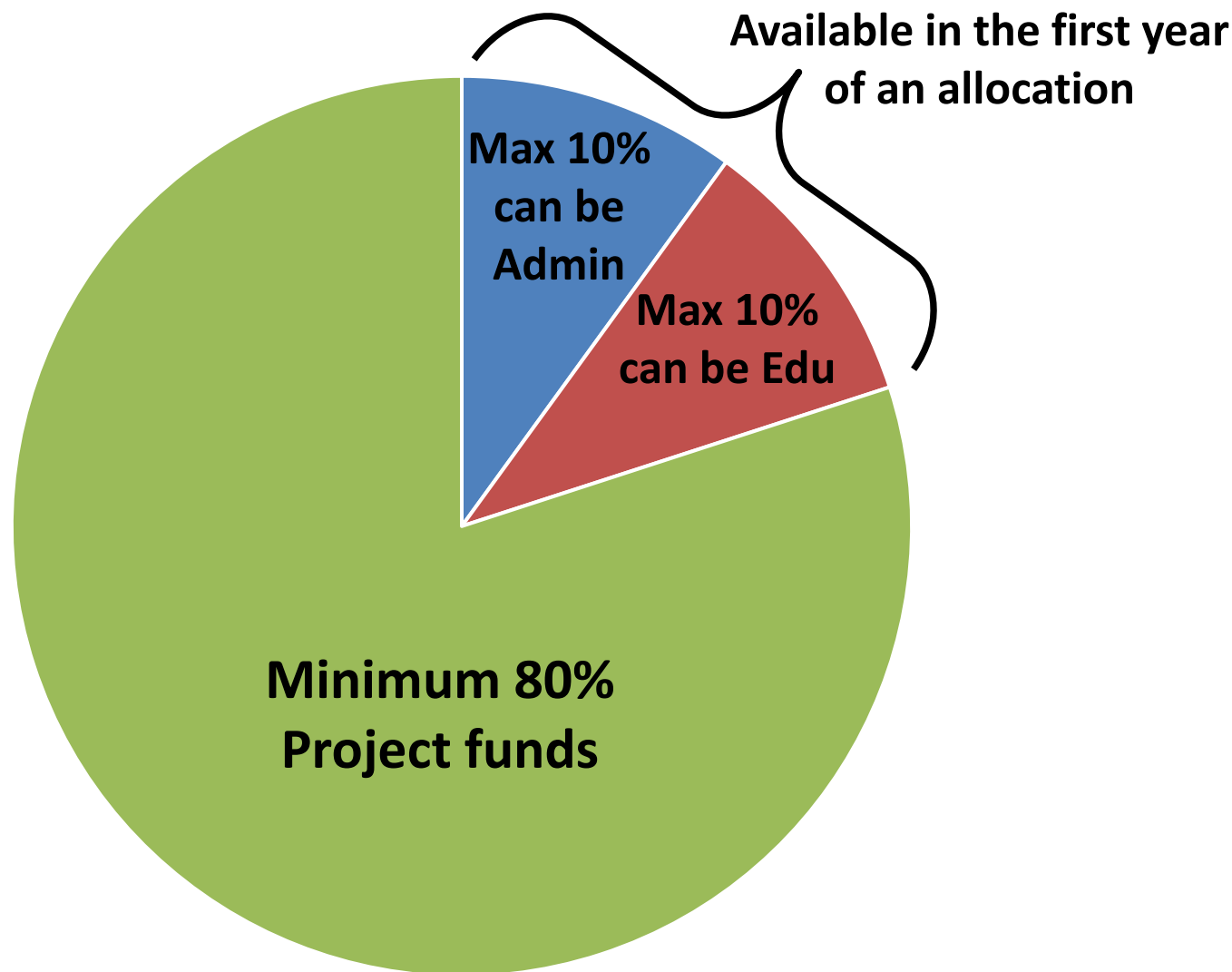
Must be spent  
in 2 years

1. Districts are required to spend their entire allocation within two years of state budget approval in order to be eligible for future allocations.



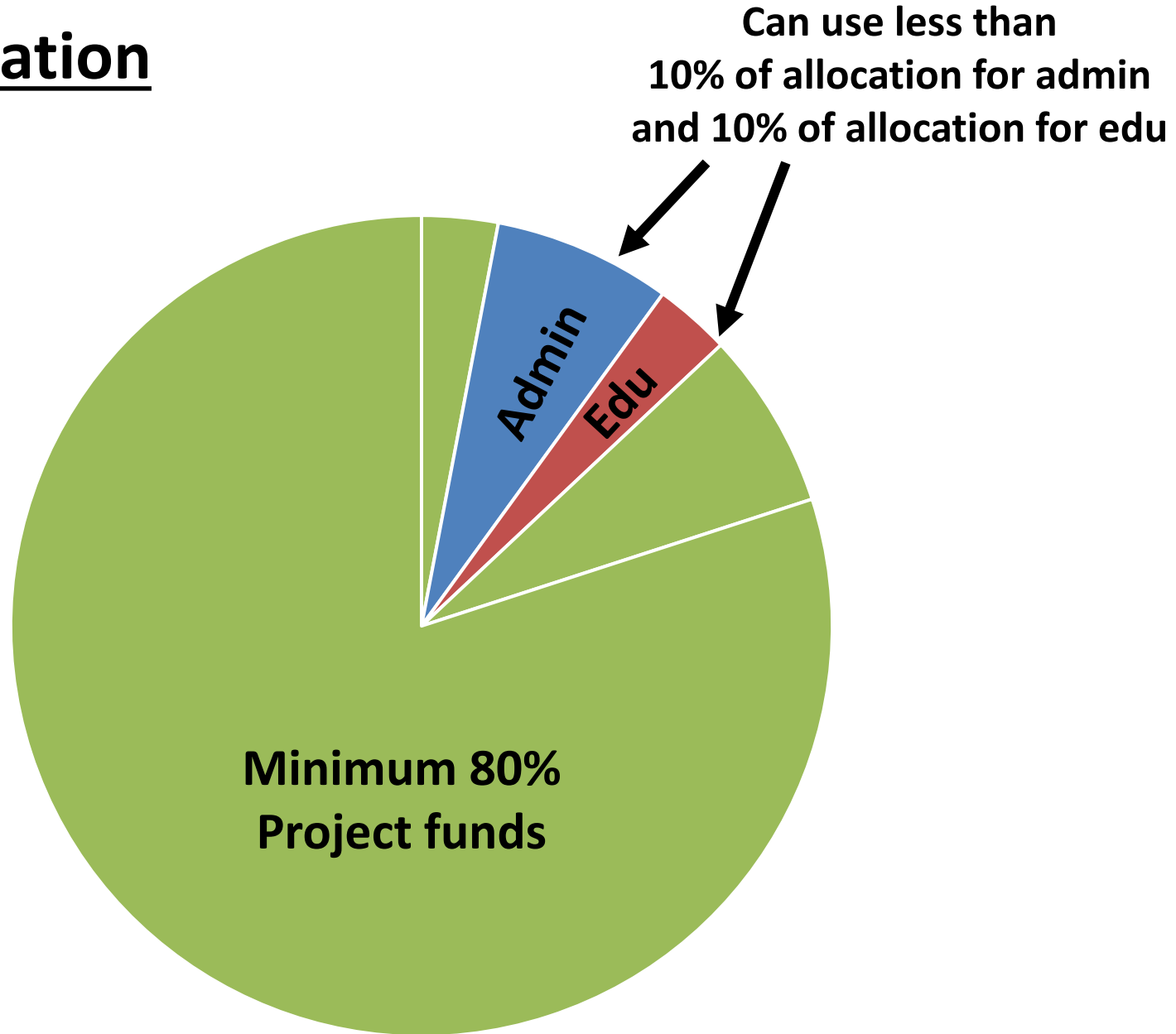
## DGR (or LVR) Allocation

2. Admin and edu funds must be spent within one year.



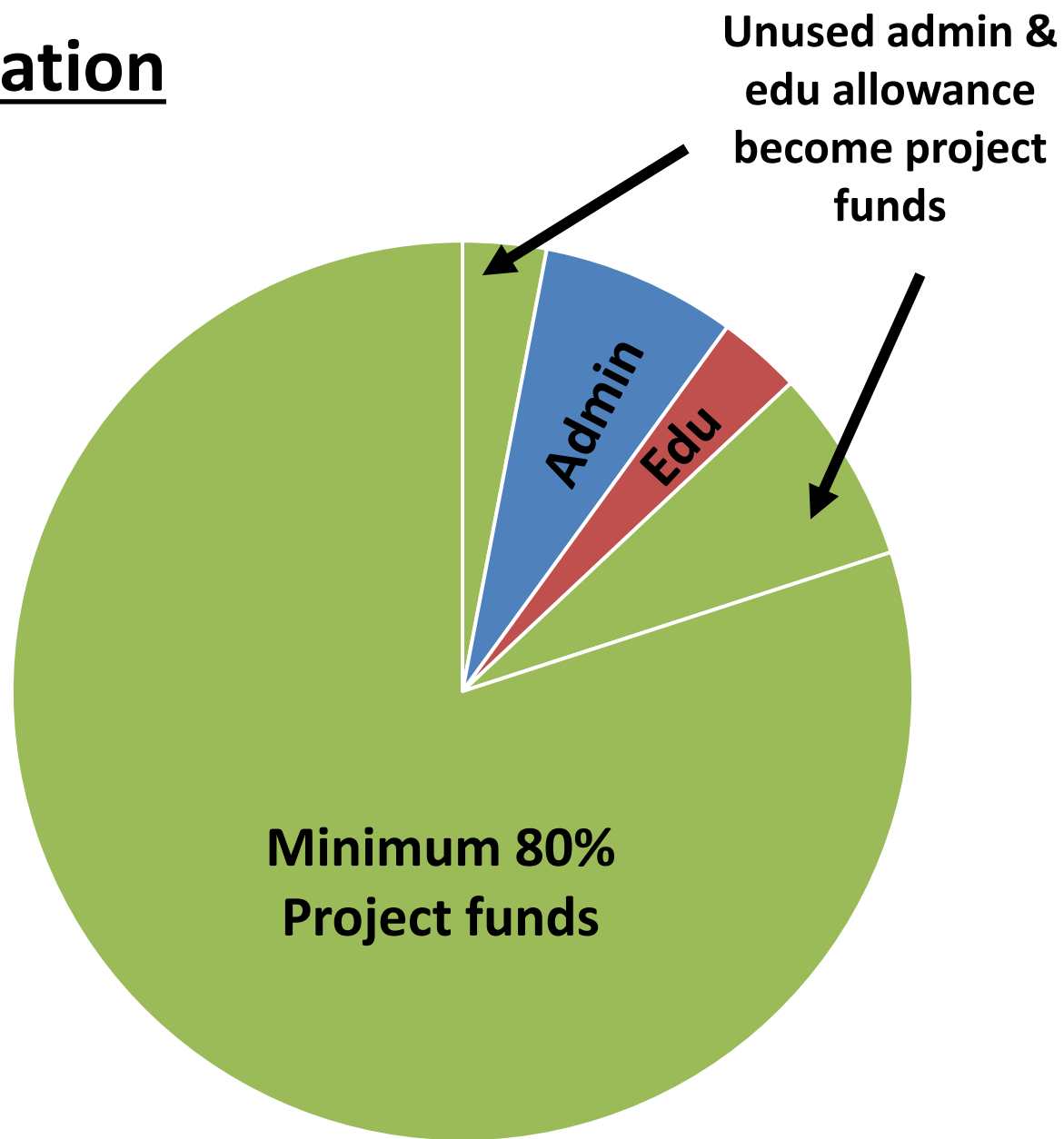
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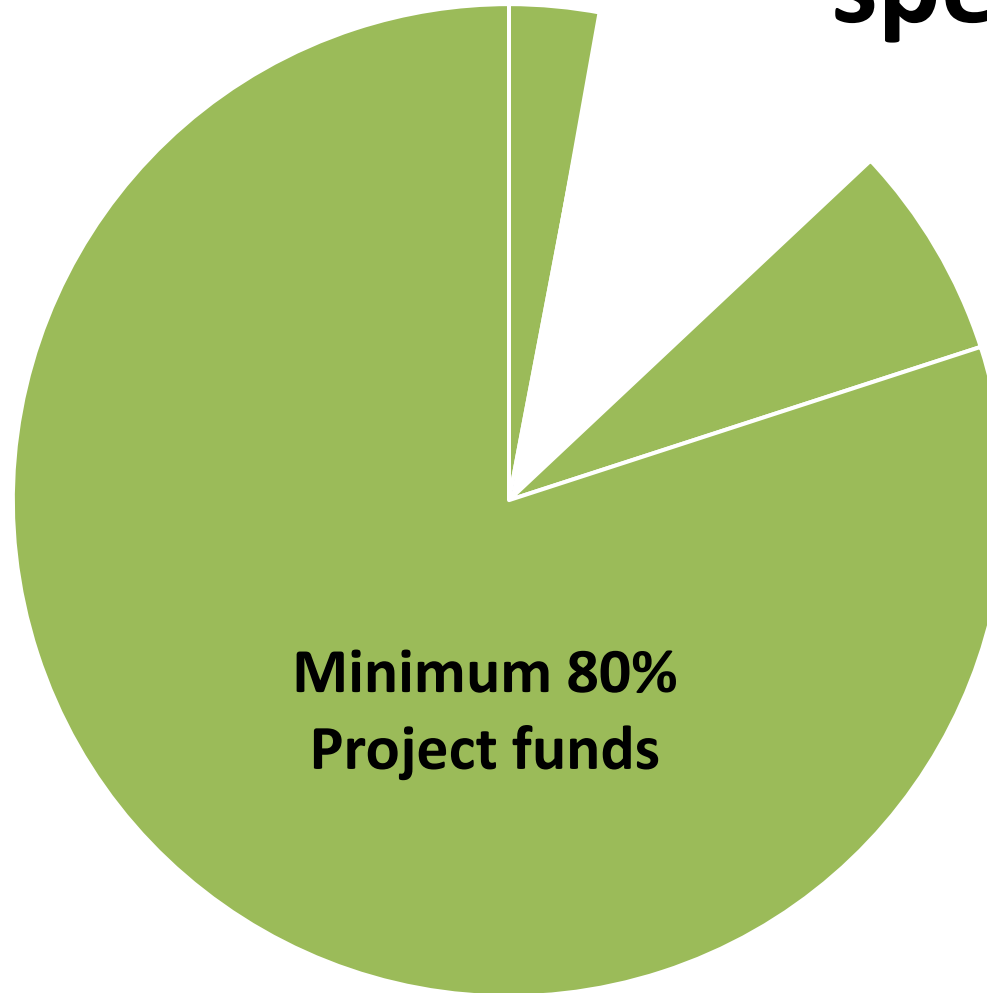
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DGR (or LVR) Allocation

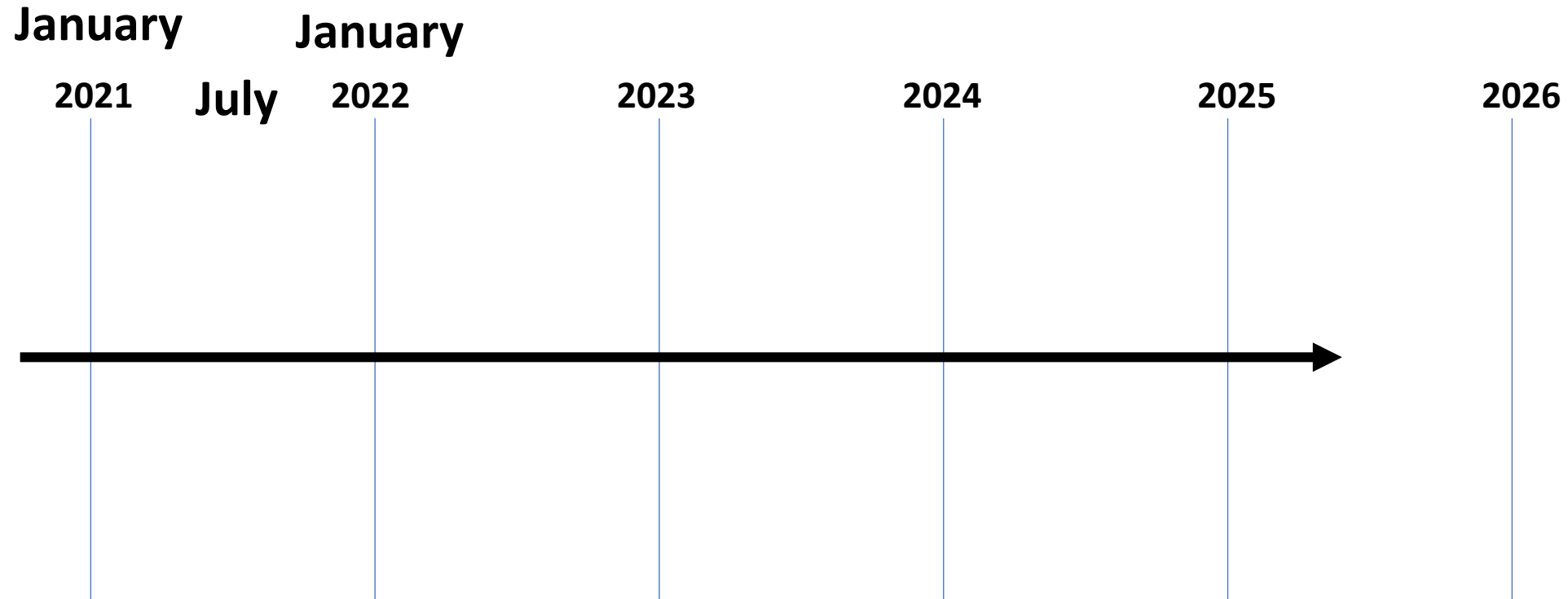
**All funds must be spent in 2 years**



# Spending Requirements



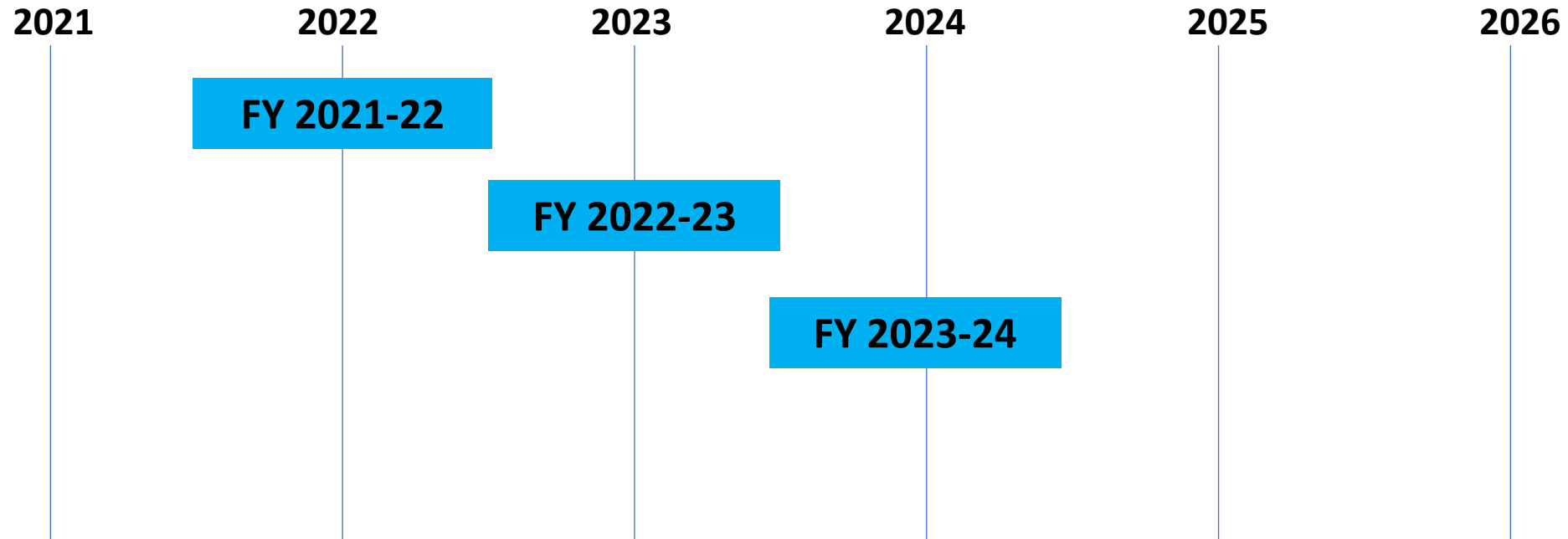
- What does this look like in the real world?



# Spending Requirements



- PA Fiscal Year runs July 1 – June 30

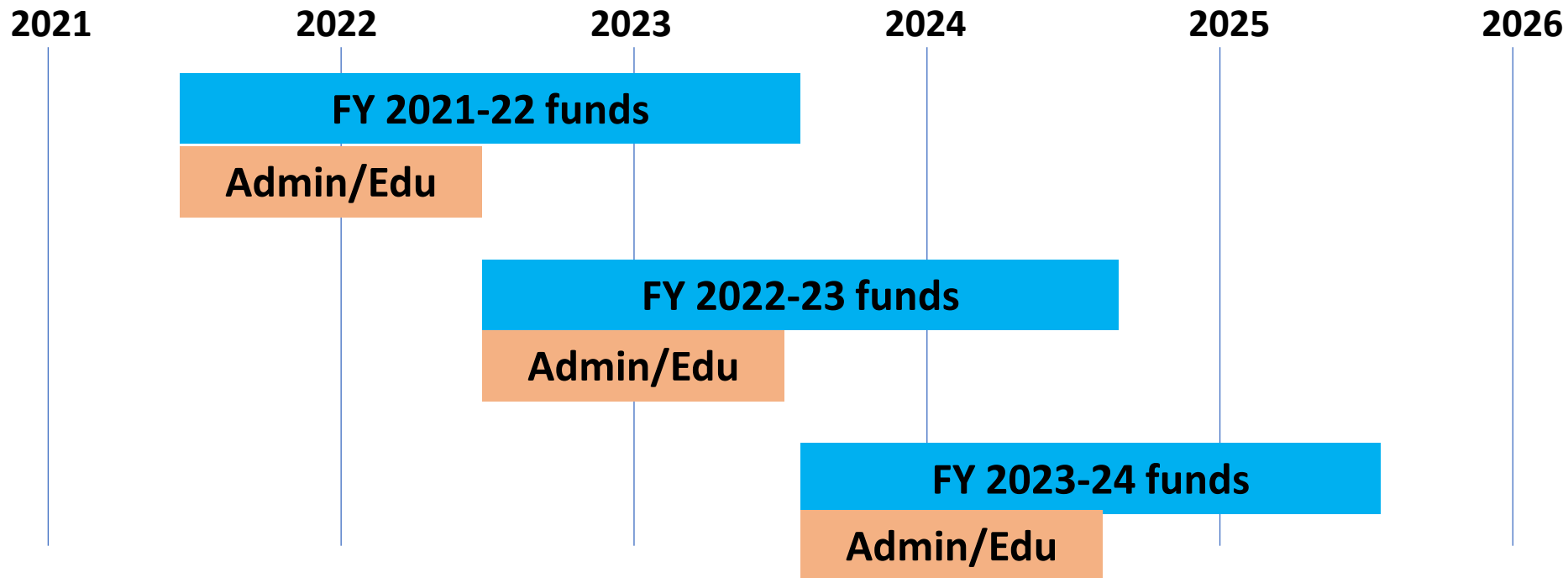




# Spending Requirements



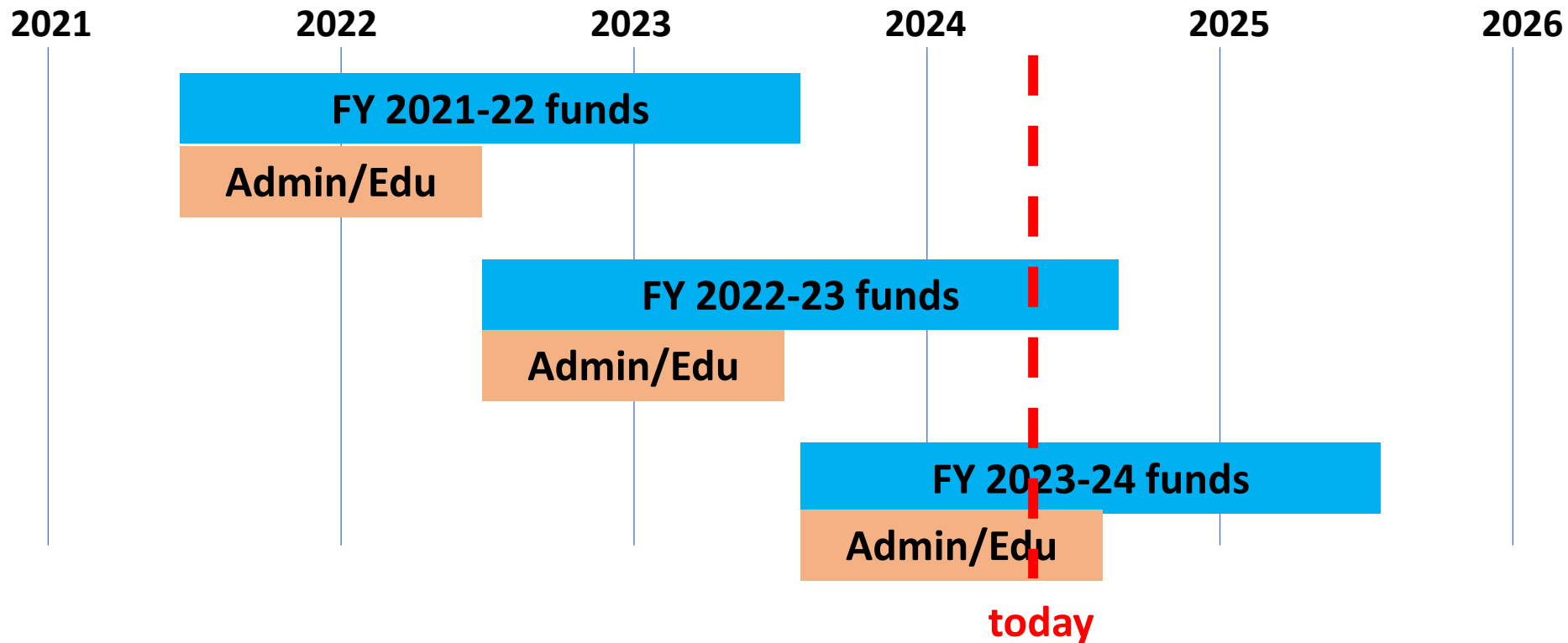
- Total allocation must be spent in 2 years
- Can spend funds on admin/edu expenses in 1<sup>st</sup> fiscal year



# Spending Requirements



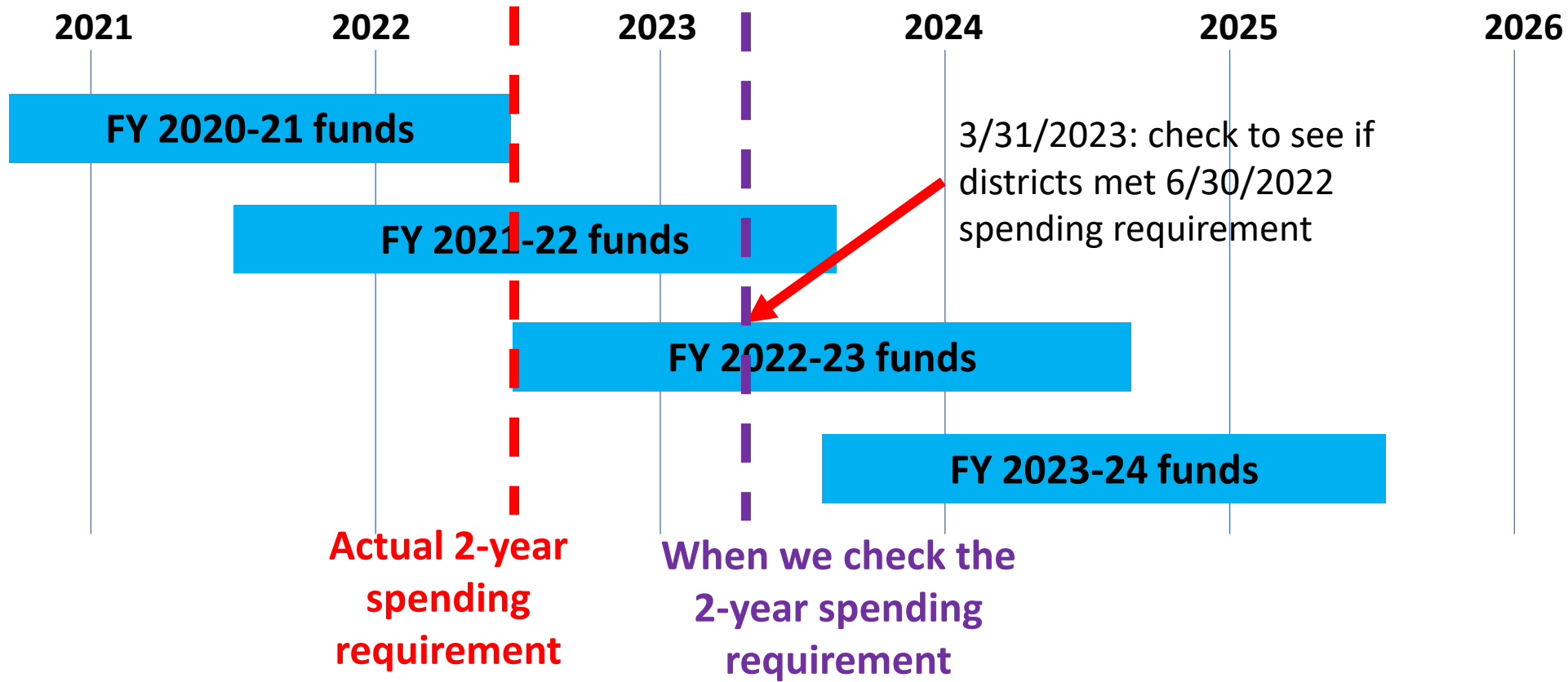
- Annual allocations + 2 year spending requirement = ***overlapping financial tracking***



# Spending Requirements



- SCC assesses 2-year spending requirements 9 months after the requirement



# Spending Requirements



## 3 spending requirements:

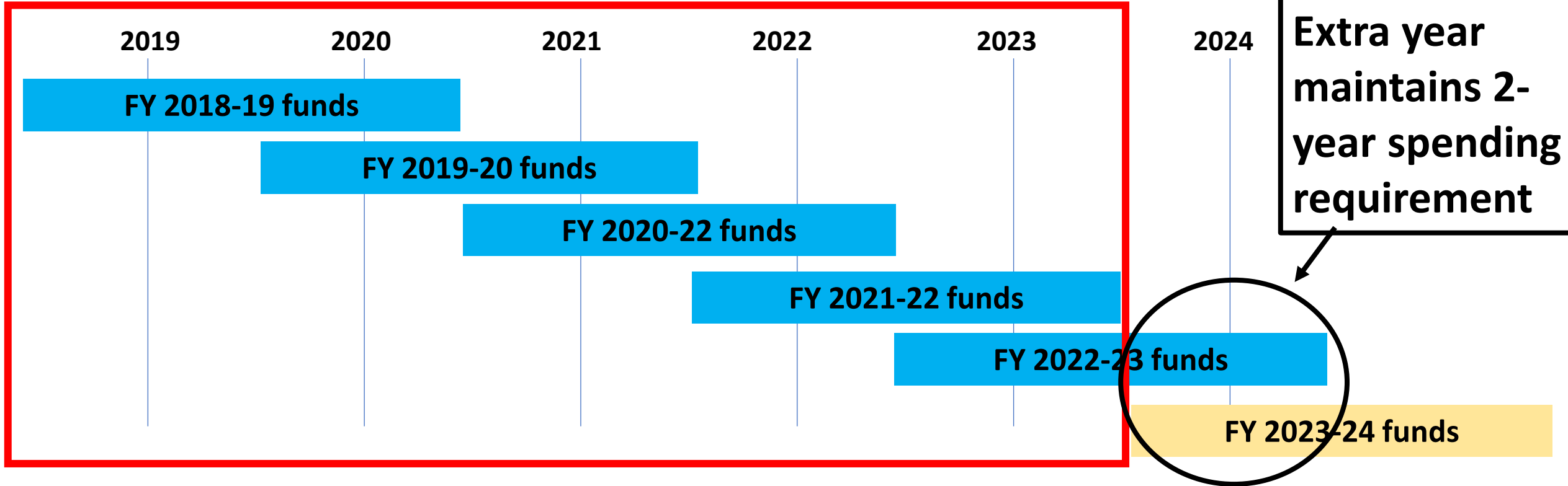
1. Entire allocation must be spent within two years.
2. Admin and edu funds must be spent within one year.
3. All funds under a 5-year agreement must be spent by 12 months after the end of the agreement.
  - For the 2018-2023 agreement, funds must be spent by 6/30/2024.

# Spending Requirements



- Five Year Agreement

- Provides 6 years to spend 5 year's DGLVR allocations



# Outline



- Quick review of spending basics
- Explain the 3 spending requirements
  - 2-year (total allocation)
  - 1-year (admin & edu)
  - End of Five-year agreement
- **Tips for keeping up with spending requirements**
- Budgeting and determining how much funding is available for new projects/expenses
- Update on 5-year spending



# Keeping up with Spending Requirements

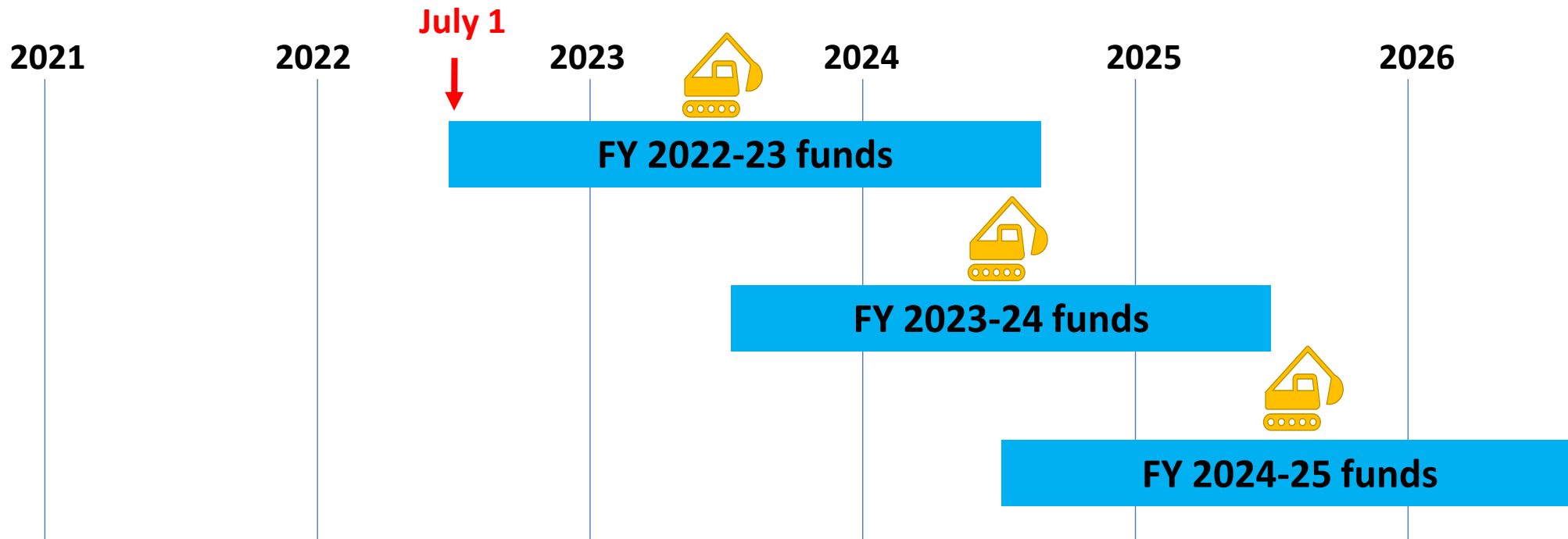


- How do districts get in trouble with spending requirements?
  - Timing

# Keeping up with Spending Requirements



- Each 2-year spending period only spans 1 continuous construction season

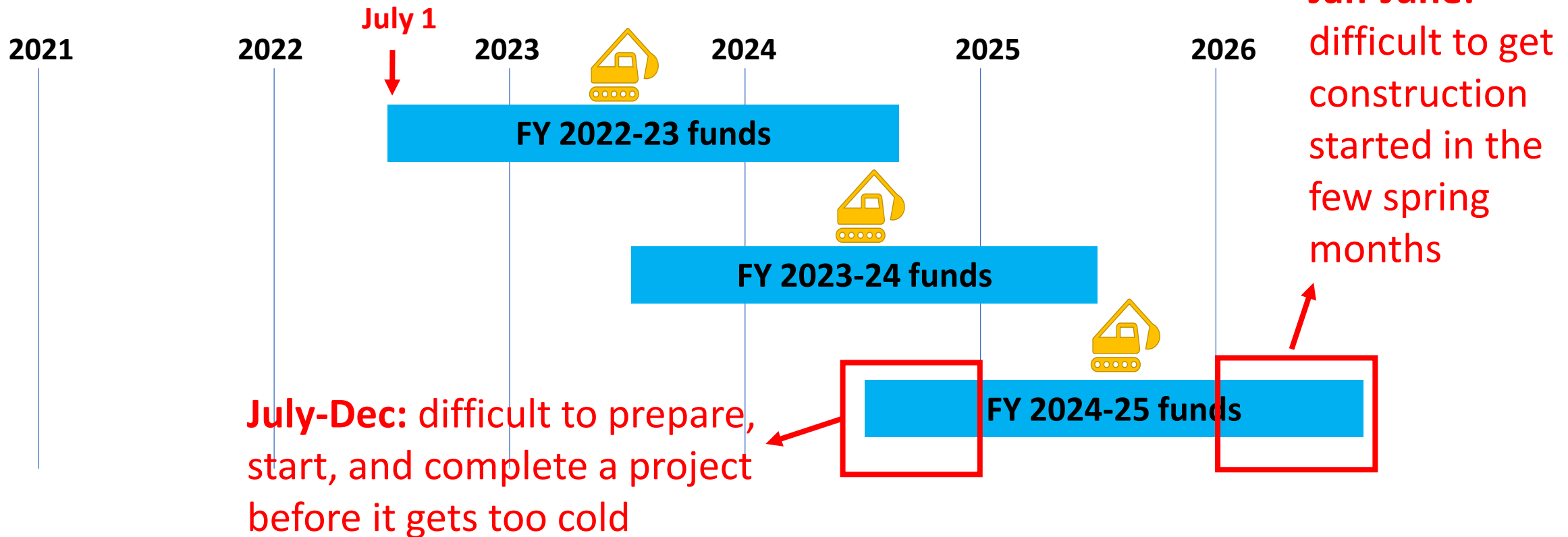




# Keeping up with Spending Requirements



- How districts get in trouble with spending: **Timing**



# Keeping up with Spending Requirements



- How districts get in trouble with spending
  - Relying on advances to meet spending requirements
  - It's better to rely on completing projects and only rely on advances as a last resort to meet spending

Spending Status		Previous 5-Year Agreement	
Unreported Advance: \$	0.00	"Old Money" Balance: \$	105,752.95
Unreported Replenishments: \$	0.00	Currently Spent: \$	407.88
Current Balance: \$	162,660.75	Balance Remaining: \$	105,345.07
<b>Committed Remaining: \$</b>	<b>70,250.00</b>		
Uncommitted Balance: \$	92,410.75		

**\$140k project has 50% advanced and won't be complete by the spending requirement**

# Keeping up with Spending Requirements



- How districts get in trouble with spending
  - Relying on advances to meet spending requirements
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Current Balance: \$ 162,660.75	Balance Remaining: \$ 105,345.07
Committed Remaining: \$ 70,250.00	
Uncommitted Balance: \$ 92,410.75	

**There isn't enough funding available to meet the spending requirement**

# Keeping up with Spending Requirements



- How districts get in trouble with spending
  - **Staff turnover**
  - Projects get delayed when new staff take over at the CD
  - Be cautious of the types of projects being funded
    - More on this later

# Keeping up with Spending Requirements

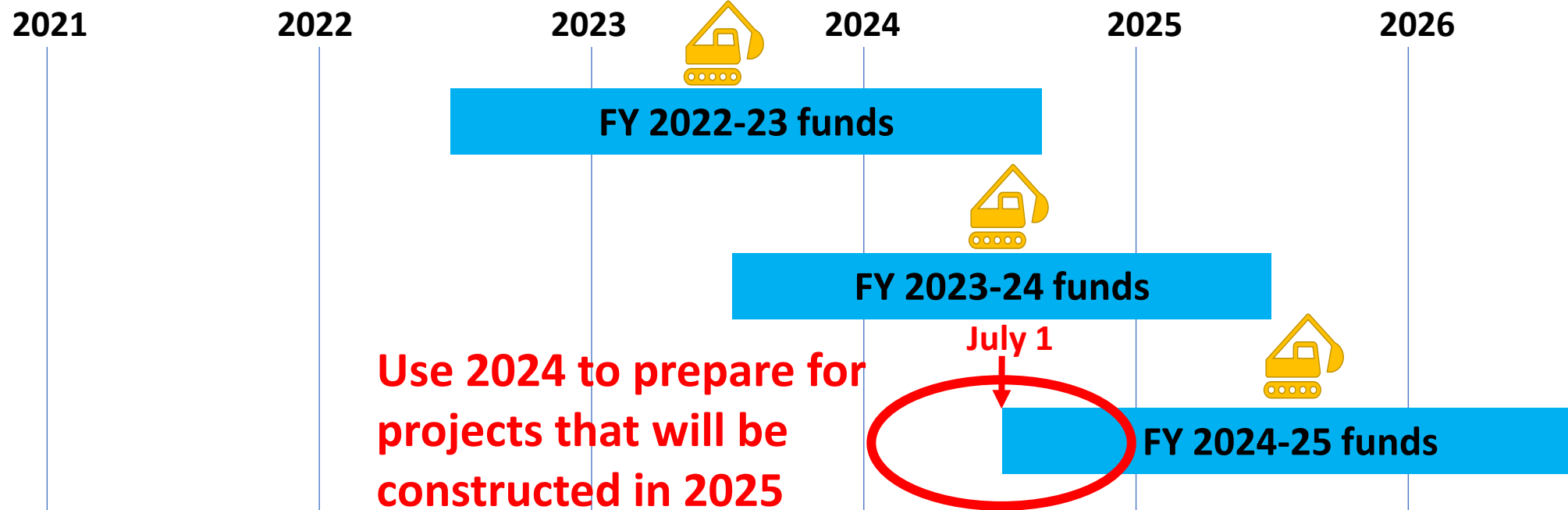


- How to keep up with spending requirements?
  1. Run an annual grant program

# Keeping up with Spending Requirements



- Prepare projects the calendar year before they go to construction
- Be ready to contract projects with 2024-25 funds as soon as the 2024-25 FY starts
  - Work proactively, not reactively!



# Keeping up with Spending Requirements



Things to do in 2024 to be able to construct projects in 2025 with FY 2024-25 funds:

- Education and outreach to potential applicants
- pre-app meetings
- application due date
- Revise applications as needed
- Rank applications / QAB meeting
- Revise applications as needed
- CD Board approval
- Create contract in GIS
- Have grant recipient sign contract



# Keeping up with Spending Requirements



Things to do in 2024 to be able to construct projects in 2025 with FY 2024-25 funds:

- Education and outreach to potential applicants
- pre-app meetings
- application due date
- Revise applications as needed
- Rank applications / QAB meeting
- Revise applications as needed
- CD Board approval
- Create contract in GIS
- Have grant recipient sign contract

**Can start these  
BEFORE 7/1**

**If you're interested in doing these steps before you receive the next allocation, reach out to Ken or SCC to discuss**



# Expedite the Project Timeline



## • Sample Timeline

- **Summer/Fall 2023** – Complete pre-application meetings
- **Winter 2024** – Accept applications
- **Spring 2024** – Rank project applications
- **June/July 2024**
  - Once new allocation amount is known, hold QAB meeting and recommend projects for funding
  - Approve projects at District Board meeting
  - Contract the new projects
- **July 2024 – October 2025** – Complete Construction
- **November/December 2025** – Close out project including reimbursement to project participant

# Expedite the Project Timeline



## • Sample Timeline – stream crossing

- **Summer/Fall 2023** – Complete pre-application meetings
- **Winter 2024** – Accept applications
- **Spring 2024** – Rank project applications
- **June/July 2024**
  - Once new allocation amount is known, hold QAB meeting and recommend projects for funding
  - Approve projects at District Board meeting
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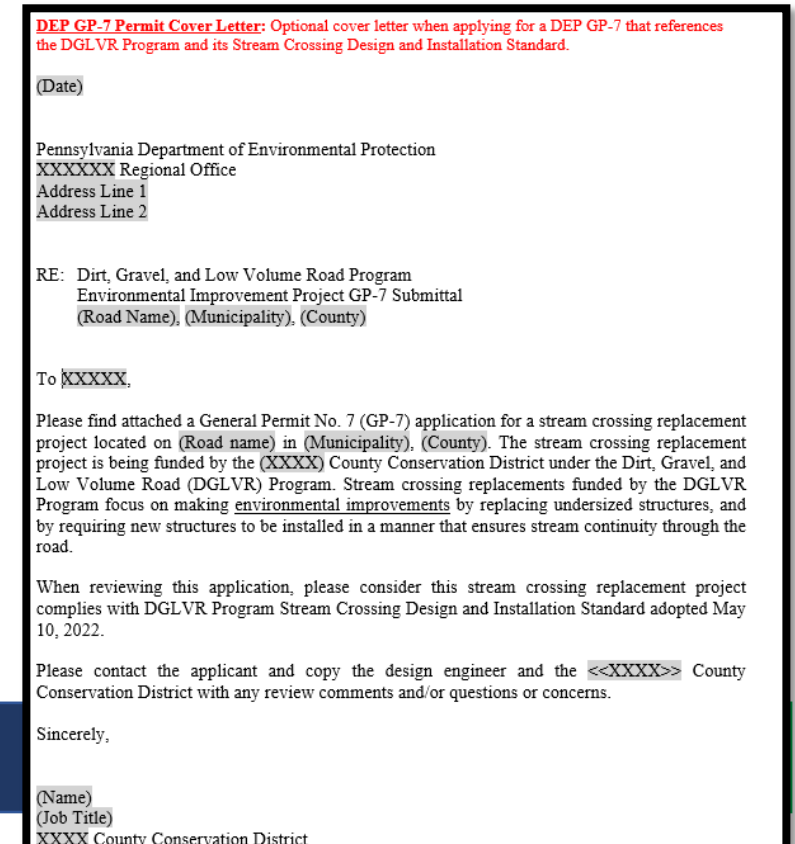
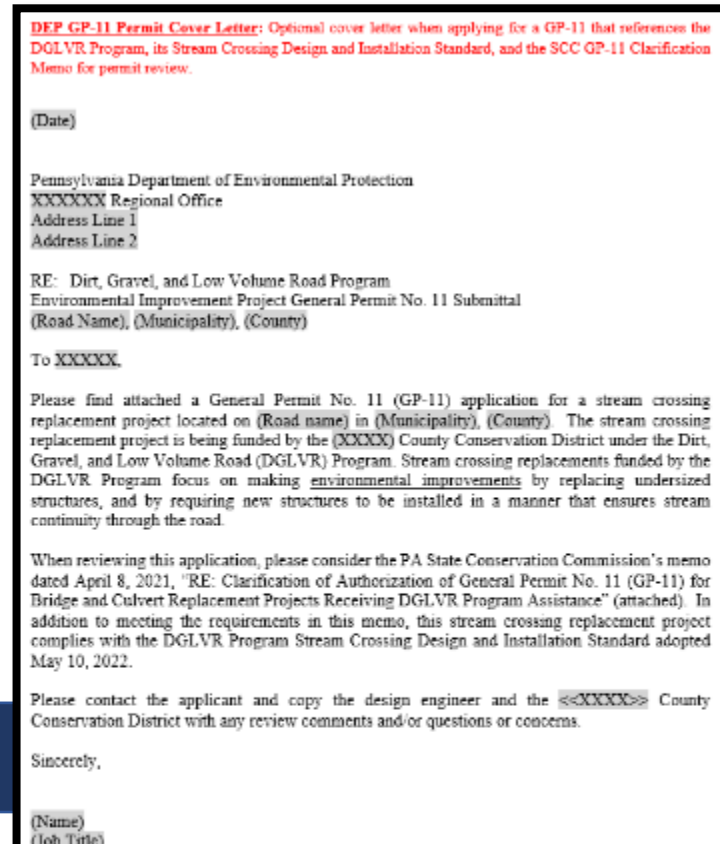
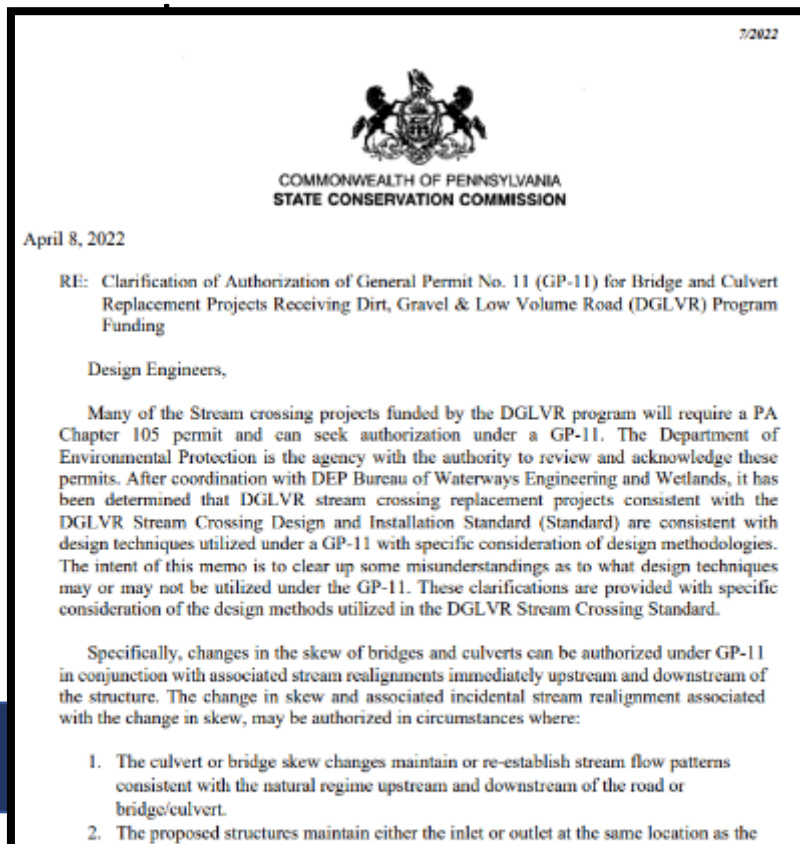
Site assessment required before QAB recommends a stream crossing for funding  
(includes long pro, cross section, pebble count and any additional geomorphic assessment)

Have the pre-design meeting immediately after contracting so the engineer's assessment and design can begin

# Expedite the Project Timeline



- **Sample Timeline – stream crossing (continued)**
  - **Late summer/early fall 2024** - Review and revise the draft design
  - **Oct/Nov 2024** - Submit the permit application w/GP-7 or GP-11 cover



# Expedite the Project Timeline



- **Sample Timeline – stream crossing (continued)**

- **Winter 2024/25** – review revised permit application before it's resubmitted (if applicable)
- **January/February 2025** – Receive permit authorization
- **February/March 2025** – Review bid documents & bid project construction (if applicable), order structure
- **Summer 2025** – Construct the project



# Keeping up with Spending Requirements



- How to stay on track with spending requirements
  1. Run an annual grant program
  2. Be up front with program participants about the required timelines
  3. Fund projects that can be completed in the allotted time
  4. Fund a variety of project types

# Keeping up with Spending Requirements



Projects that can typically be done quickly:

- “traditional” drainage and road base improvements
  - New cross pipes
  - New turnouts
  - Raise an entrenched road to achieve sheet flow
  - Good crown and cross slope
  - Grade breaks
  - Address groundwater saturation with underdrain and French mattress
  - Driving Surface Aggregate



# Keeping up with Spending Requirements



What might make a project take longer to complete?

- Any project with additional steps, typically:
  - Engineering
  - Permitting
  - Formal, competitive bidding (materials or hiring a construction contractor)
- Keep in mind, each of these steps may have some “back and forth”
  - Asking the engineer to update the design to meet DGLVR policy
  - Permit reviewers requiring changes to the permit application
  - No bidders or bids coming in to too high

# Keeping up with Spending Requirements



## What kind of projects often require additional steps?

- In-stream work
  - Stream crossing replacement
  - Stream bank stabilization
- Slide repairs
- Some storm water management practices
  - Storm sewer, infiltration, detention
- Sometimes, traditional drainage practices
  - Depends on site conditions and road owner preferences





# Keeping up with Spending Requirements



Does this mean I should never fund these types of projects?  
(stream projects, landslides, engineered stormwater management, etc.)

**No!**

- It means, don't only fund these projects.
- Have discussions with Center and SCC to see what kind of projects are right for your situation.
- In general, fund a variety of types of projects:
  - Some might be done in less than 2 years
  - Some might be done in more than 2 years
  - If you budget correctly, you can complete a project that takes more than 2 years and still meet the 2-year spending requirement

# Keeping up with Spending Requirements



- If the only applications you receive are for complex projects, consider additional outreach and education
  - Highlight the benefits of drainage projects
  - Share example pictures of drainage projects
  - Consider local policy to limit the number of complex projects (stream crossings, large slide repairs, etc.)
  - Reach out to Center and SCC for assistance



# Keeping up with Spending Requirements



- Tips to speed up projects:
  - **Clear communication**
  - Discuss DGLVR requirements **frequently** with grant recipients and other project participants (engineer, permit reviewer, contractor)
  - In person, on the phone, in writing
    - pre-application meeting
    - pre-design meetings
    - Pre-bid site showing
    - Pre-construction meeting
    - Frequent construction inspections
    - Provide key info in writing (emails, tech bulletins, etc.)

**Check out checklists for each of these meetings on the “Blank Forms” webpage!**

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

# Keeping up with Spending Requirements



- How to stay on track with spending requirements
  1. Run an annual grant program
  2. Be up front with program participants about the required timelines
  3. Fund projects that can be completed in the allotted time
  4. Fund a variety of project types
  5. Make sure you know how much money you need to spend (use GIS)
  6. Budget well so you don't have extra money leftover
  7. If anything comes in underbudget, reallocate that funding ASAP

# Keeping up with Spending Requirements



How to figure out spending requirements?

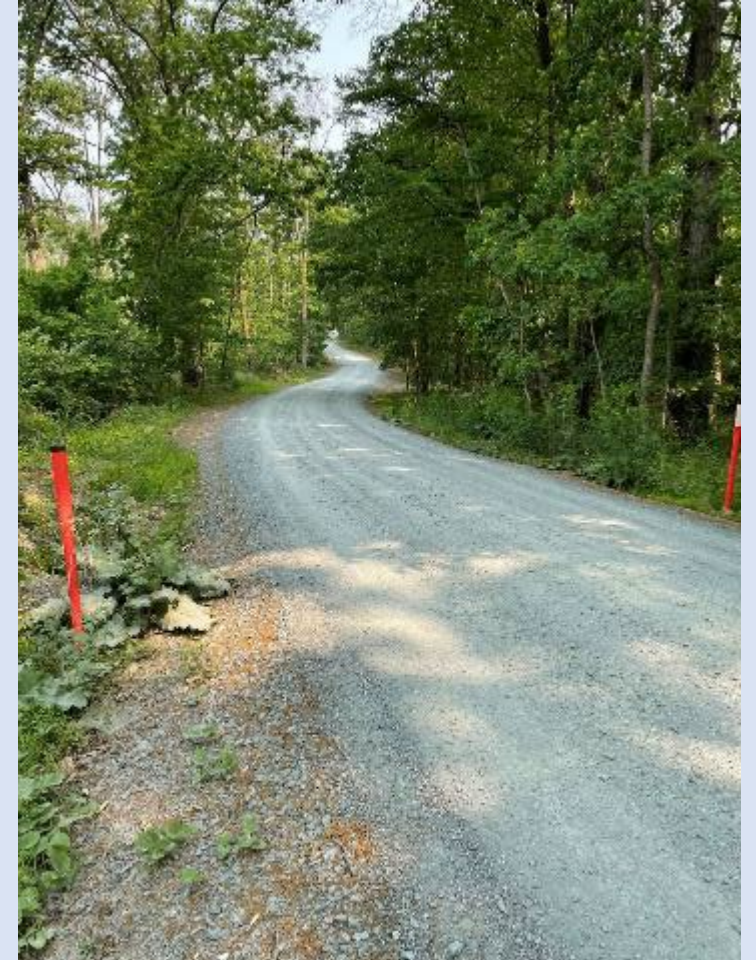
- GIS
  - 2-year spending is tracked in Annual Summary Report (ASR)
  - At the end of the 5-year agreement, don't look at the ASR for spending
  - Additional webinars will be held to provide more detail
- Call Ken or Sherri for assistance!



# Outline



- Quick review of spending basics
- Explain the 3 spending requirements
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# Budgeting

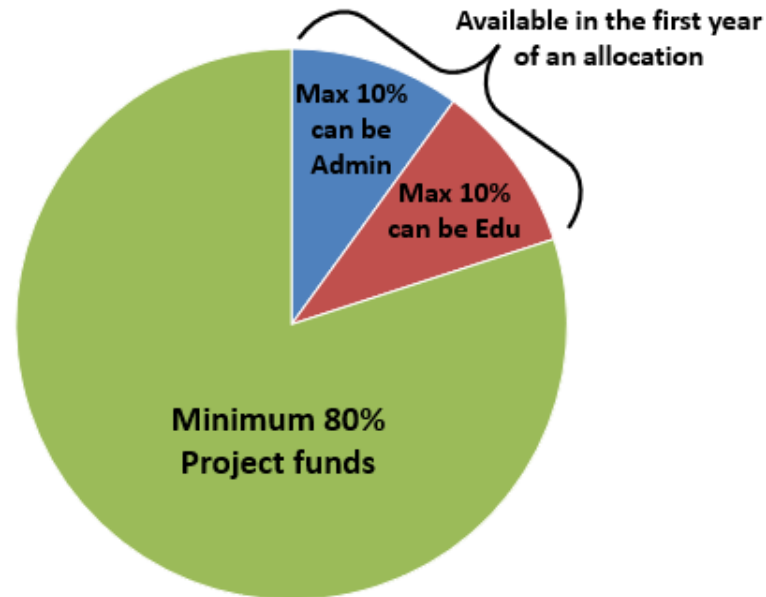


- How to budget DGLVR funds
  - **annually**
    - Because CDs receive new DGLVR funds every year
    - Because CDs have 1 year to spend admin/edu funds
    - Helps CDs stay on track to meet spending requirements

# Budgeting



- How to budget DGLVR funds



**Total allocation = admin funds + edu funds + project funds**

**Project funds = total allocation – admin funds – edu funds**



# Budgeting



**Project funds = total allocation – admin funds – edu funds**

1. Figure out how much of your allocation you need for admin/edu expenses for the fiscal year
2. Subtract this from your allocation
3. The remaining amount should be allocated to projects
4. Don't forget to check the **GIS and your DGR & LVR bank accounts** to see if you have any other funds available for projects.
  - Unspent admin/edu
  - Projects that came in under budget
  - Interest
  - Other?

**Should show  
the same  
balance at  
the end of  
each  
quarter!**

# Budgeting



Why does it matter if bank account and GIS balances match?

Account Activity				
Post Date	Description	Debits	Credits	Balance
06/01/2023	Balance Last Statement			\$214,166.50
06/30/2023	INTEREST		\$422.47	\$214,588.97
06/30/2023	Balance This Statement			\$214,588.97

If they don't match, you don't know how much money you have 😞

Balance at District	
Starting Balance: \$	373,802.77
Income: \$	87.82
Expenses Total: \$	105,541.40
Ending Balance: \$	268,349.19

# Budgeting



## What to do when bank account and GIS balances don't match?

- Update the GIS quarterly report income and expenses and click “save”
- View the Quarterly Report Quick Guide section on account balances
  - <https://dirtandgravel.psu.edu/education-training/program-administration/>
- Attend Financial Training
- Call Ken and the SCC

**DGLVR Quarterly Report**  
Quick Reference for Conservation Districts  
Example: Jan-March 2024 quarter  
Version 1: March 2024

**Notes**

- Dirt, Gravel, and Low Volume Road (DGLVR) Program Quarterly Reports are due on Jan 15, Apr 15, July 15, and Oct 15.
- Reports are completed in the DGLVR GIS Mapper: <https://dirtandgravel.psu.edu/general-resources/gis/>
- Conservation district staff must complete one-on-one GIS training with the GIS staff at the Center for Dirt and Gravel Road Studies (CDGRS) to obtain access and log in credentials to the DGLVR GIS Mapper.
  - Each conservation district needs at least one user with full GIS training to edit DGLVR contracts.
  - Each district must have one user who is designated as the “manager” to submit quarterly reports.
  - The same district staff member may have full GIS training and be designated as the “manager” user.
- For assistance completing reports, contact CDGRS or the SCC. Contact info is at the end of this guide.

**Quarterly Report**

Select Quarter: [Dropdown] Select County: [Dropdown]

Quarterly Report | Activity Report | Files | Managers | Date Submitted: [Dropdown]

Program Income		Program Expenses	
SCC Advance: \$	[Input]	Administrative: \$	[Input]
SCC Replenishment: \$	[Input]	Education: \$	[Input]
Interest Earned: \$	[Input]	Projects: \$	[Input]
Other: \$	[Input]	Other: \$	[Input]

Balance at District		Replenishments	
Starting Balance: \$	[Input]	Potential Claim: \$	[Input]
Income: \$	[Input]	Harrisburg Funds (Cur): \$	[Input]
Expenses Total: \$	[Input]	Harrisburg Funds (Priv): \$	[Input]
Ending Balance: \$	[Input]	Amount Requested: \$	[Input]

**Report Checklist**

<input type="checkbox"/> Income & Expenses	<input type="checkbox"/> Balances Verified
<input type="checkbox"/> Activity Report	<input type="checkbox"/> All Contracts Valid

**SCC Use Only**

Accept Date: [Input]	By: [Input]
<input type="checkbox"/> Replenishment Processed	<input type="checkbox"/> Expenses Approved

Follow along with the report checklist!  
(In the upper left corner of this Quick Guide!)

# Budgeting



The “Uncommitted Balance” in GIS is NOT automatically all available for new projects!

This number shows all funds available for any future expense, including:

- Admin
- Edu
- Amendments
- New projects

Quarterly Report

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

Starting Balance: \$	242,839.28	Potential Claim: \$	50,000.00
Income: \$	8,042.93	Harrisburg Funds (Cur): \$	0.00
Expenses Total: \$	50,000.00	Harrisburg Funds (Prev): \$	0.00
Ending Balance: \$	200,882.21	Amount Requested: \$	0.00

Spending Status		Previous 5-Year Agreement	
Unreported Advance: \$	0.00	"Old Money" Balance: \$	0.00
Unreported Replenishments: \$	0.00	Currently Spent: \$	0.00
Current Balance: \$	200,882.21	Balance Remaining: \$	0.00
Committed Remaining: \$	50,000.00		
<b>Uncommitted Balance: \$</b>	<b>150,882.21</b>		

## Quarterly Reports: Budget Tool

- Helps with simple budgeting
- Resets after each quarter but has a tool to import the previous quarter’s values
- Important to have the income and expenses current in the QR in order for the budget to be accurate

The screenshot shows a software window titled "Quarterly Report" with a "Budget Tool" dialog box open. The dialog box contains the following text and fields:

**Budget Tool**

In order to effectively use this budgeting tool, the Uncommitted Balance needs to be accurate. Be sure that the Dirt and Gravel income and expenses are current through today and have been entered into the Quarterly Report.

Uncommitted Balance: \$

Miscellaneous Income: \$

Proposed Administrative Expenses: \$

Proposed Education Expenses: \$

Expected Project Commitments: \$

Amount to Withhold for Amendments: \$

Estimated Project Balance: \$

The background window shows a "Quarterly Report" form with tabs for "Dirt and Gravel", "Low Volume", "Activity Report", "Files", and "Managers". It includes dropdown menus for "Select Quarter" and "Select County", and various input fields for financial data. At the bottom, there are checkboxes for "Activity Report", "All Contracts Valid", "Replenishment Processed", and "Expenses Approved", along with a "By:" field and "CC Use Only" lock icons.

# Budgeting



- How to budget DGLVR funds
  - Use budgeting tool in quarterly report
  - Revisit regularly or at least once a year
  - Reach out to SCC for assistance
  - More detail in the DGLVR Financial Training

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

- May 22 (Westmoreland County)
- July 24 (Centre County)
- October 17 (Luzerne County)
- December 4 (Venango County)

# Outline



- Quick review of spending basics
- Explain the 3 spending requirements
  - 2-year (total allocation)
  - 1-year (admin & edu)
  - End of Five-year agreement
- Tips for keeping up with spending requirements
- Budgeting and determining how much funding is available for new projects/expenses
- **Update on 5-year spending**



# Update on 5-year spending



- All funding from agreement must be spent out by 6/30/2024
- Current CD Status as of 4/25/2024
  - Spent everything: 30 DGR, 32 LVR
  - Committed everything: 26 DGR, 24 LVR
  - Not committed: 8 DGR, 10 LVR



# Update on 5-year spending



- **Dirt and Gravel**
  - **Committed: \$3,236,708.49**
  - **Not Committed: \$183,916.76**
- **Low Volume**
  - **Committed: \$1,917,259.79**
  - **Not Committed: \$486,087.44**
- **Total that still needs to be spent**
  - **DGR: \$3,420,625.25**
  - **LVR: \$2,403,347.23**
  - **Total: \$5,823,972.48**

# Update on 5-year spending



- If you are **Green** in both DGR and LVR, great job!
  - You have a “balance remaining” of \$0
  - You have spent all DGR and/or LVR funds from the previous 5-Year Agreement.

Previous 5-Year Agreement	
"Old Money" Balance: \$	19,690.82
Currently Spent: \$	217,355.40
Balance Remaining: \$	0.00

# Update on 5-year spending



- If you are **Yellow** in DGR and/or LVR:
  - You have a “balance remaining” and it is **greater than** the committed remaining

Spending Status		Previous 5-Year Agreement	
Unreported Advance: \$	0.00	"Old Money" Balance: \$	269,617.14
Unreported Replenishments: \$	0.00	Currently Spent: \$	201,283.53
Current Balance: \$	404,139.40	Balance Remaining: \$	68,333.61
Committed Remaining: \$	203,196.78		
Uncommitted Balance: \$	200,942.62		

# Update on 5-year spending



- If you are **Red** in DGR and/or LVR
  - You have a “balance remaining” and it is **greater than** the committed remaining

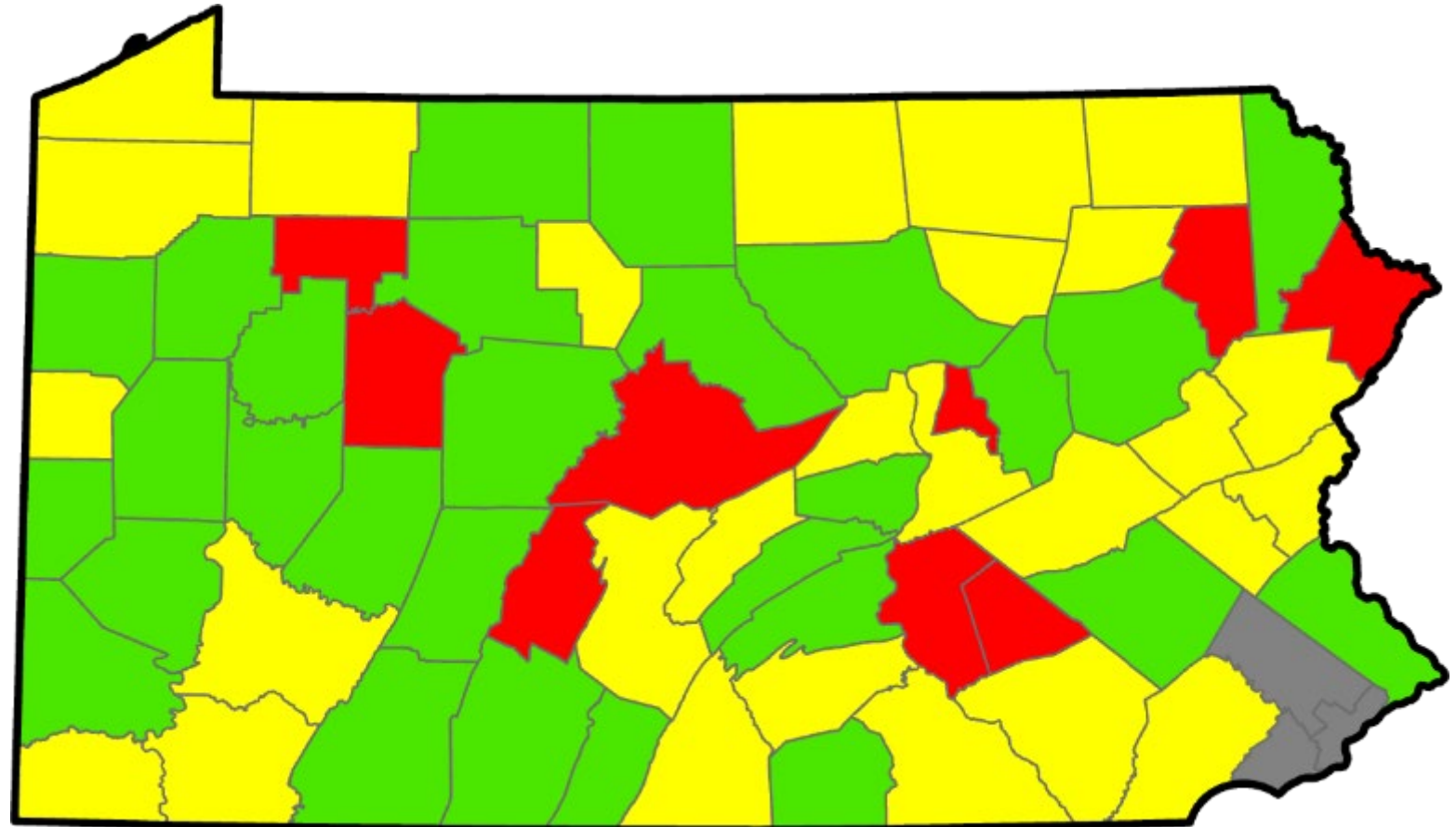
Spending Status		Previous 5-Year Agreement	
Unreported Advance: \$	0.00	"Old Money" Balance: \$	4,443.13
Unreported Replenishments: \$	0.00	Currently Spent: \$	0.00
Current Balance: \$	51,121.09	Balance Remaining: \$	4,443.13
Committed Remaining: \$	0.00		
Uncommitted Balance: \$	51,121.09		

# Update on 5-year spending



## 5-Year Spending Status – **DGR**

As of 4/25/2024

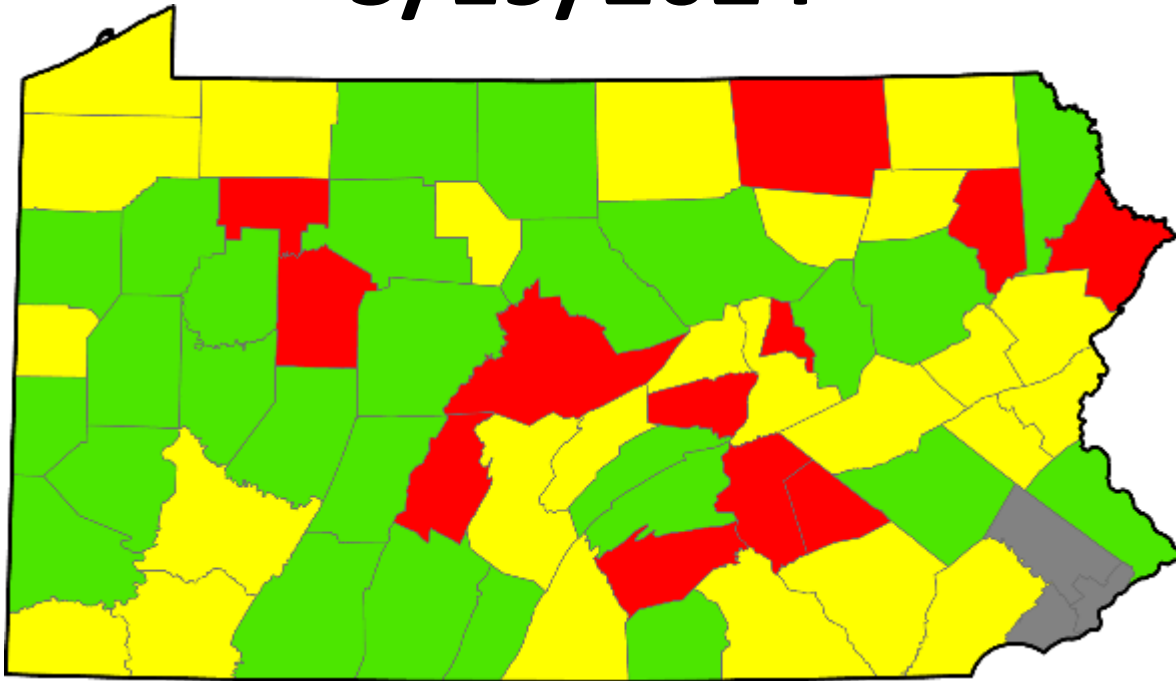


# Update on 5-year spending

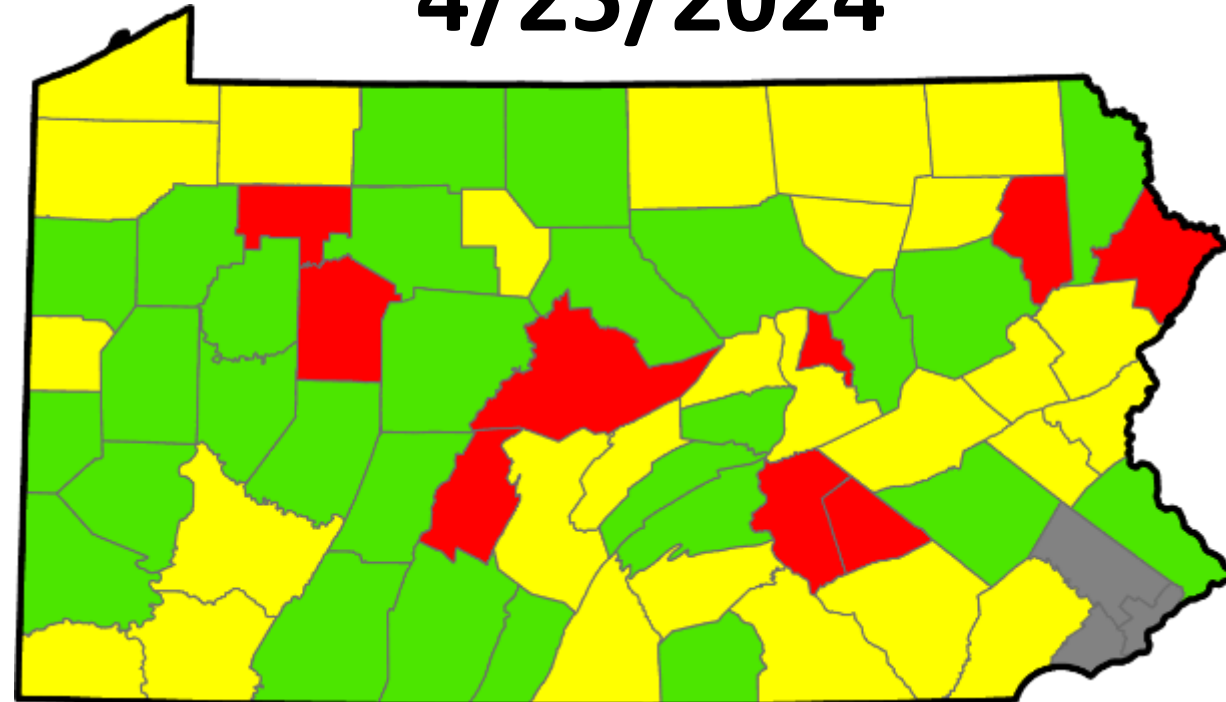


## 5-Year Spending Status – **DGR**

**3/19/2024**



**4/25/2024**

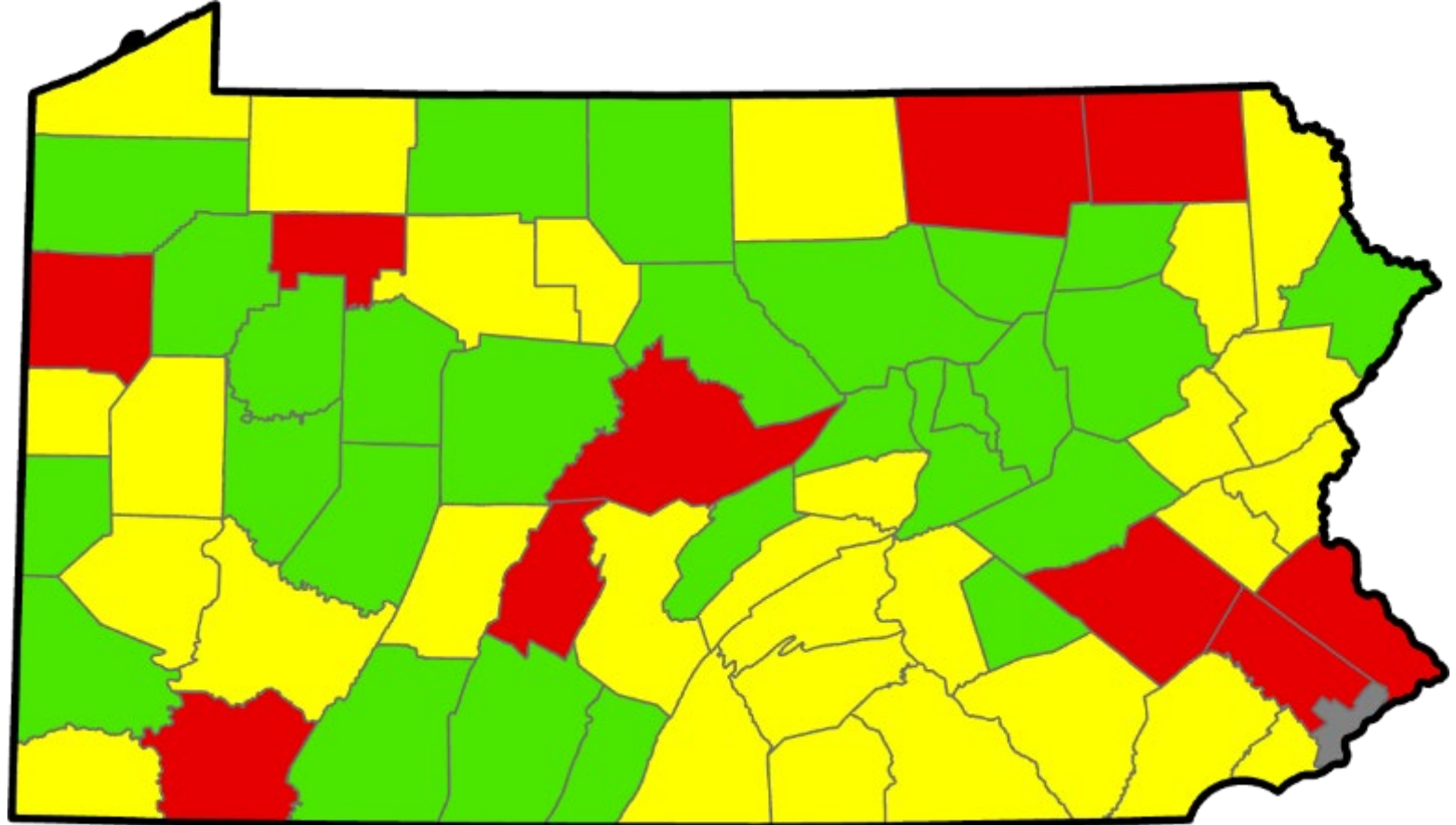


# Update on 5-year spending



## 5-Year Spending Status – **LVR**

As of 4/25/2024

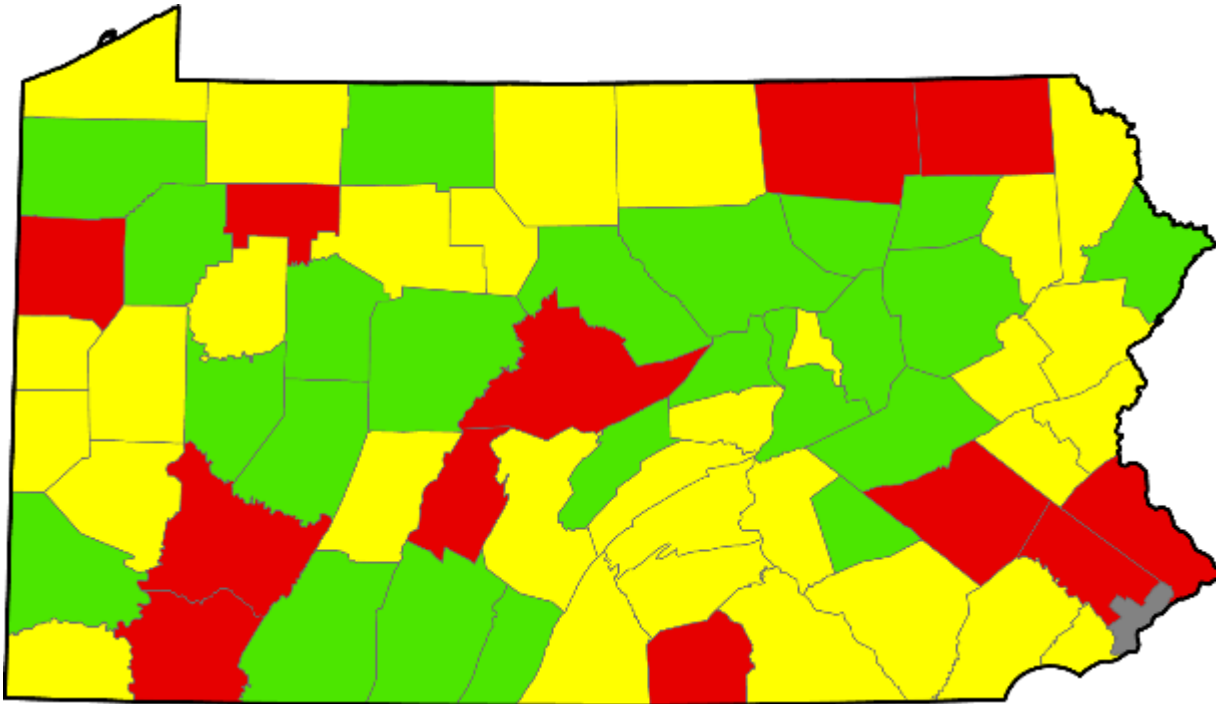


# Update on 5-year spending

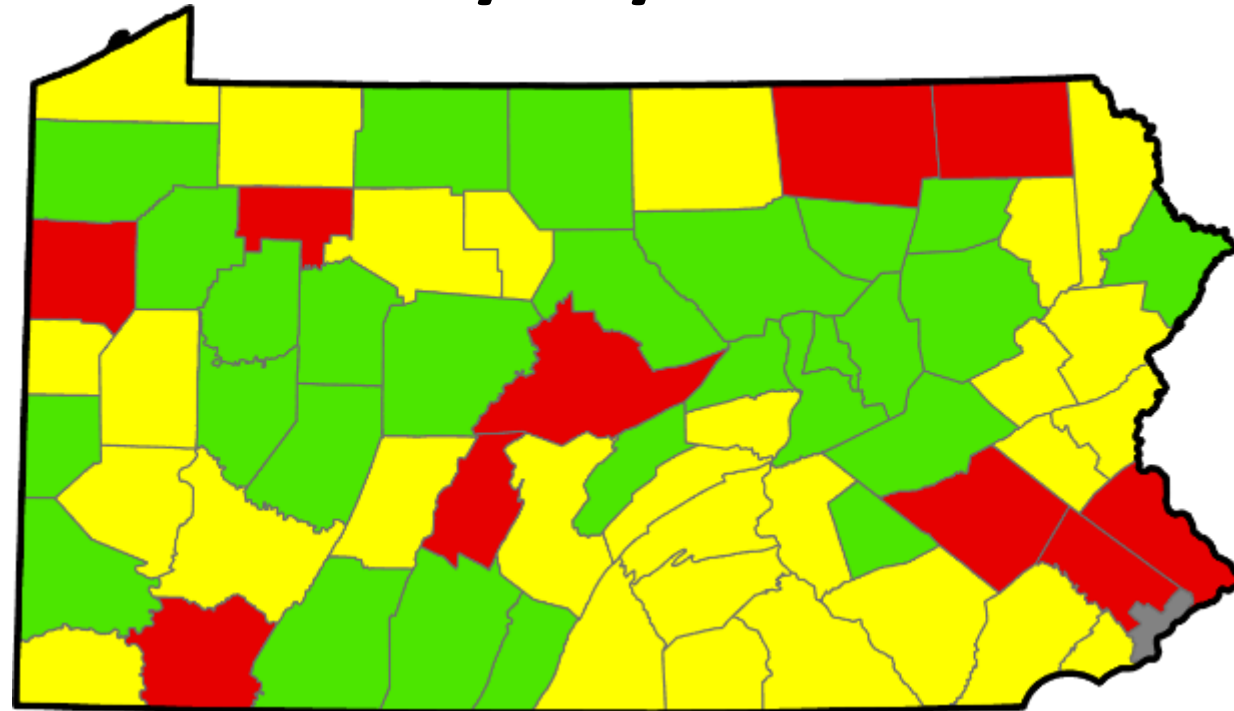


## 5-Year Spending Status – LVR

**3/19/2024**



**4/25/2024**





# Update on 5-year spending



- What do you consider “spent”?
  - For DGLVR Program: **when DGLVR Funds leave your Program account**
    - An admin/edu expense has been paid with Program funds and reported in quarterly report
    - A check has been written to the grant recipient and entered in GIS
    - Advances, partial payments, final payments

# Update on 5-year spending



**Question:** How do I make sure my spending is counted towards the spending requirement?

**Answer:** Enter admin, edu, and project expenses in the GIS by **6/24/2024** (and don't forget to click save!)

A screenshot of a web-based form titled "Quarterly Report". The form has a toolbar at the top with a "Select Quarter" dropdown, a "Select County" dropdown, and several icons. Below the toolbar are tabs for "Dirt and Gravel", "Low Volume", "Activity Report", "Files", and "Managers", along with a "Date Submitted:" field. The main content area is divided into four sections: "Program Income", "Program Expenses", "Balance at District", and "Replenishments". Each section contains several input fields with dollar signs. The "Program Expenses" section is circled in red and includes fields for "Administrative: \$", "Education: \$", "Projects: \$", and "Other: \$". The "Balance at District" section includes "Starting Balance: \$" and "Income: \$". The "Replenishments" section includes "Potential Claim: \$" and "Harrisburg Funds (Cur): \$".

# Update on 5-year spending



## Question:

What if my expenses won't be ready to enter in GIS by 6/24/2024?

## Answer:

Contact Ken or the SCC to discuss a plan

# Update on 5-year spending



## **Question:**

What if I know I'm not going to meet my spending requirements?

## **Answer:**

Reach out to Ken or the SCC to let us know.

# Keeping up with Spending Requirements



## Take Home:

**Think about Timing**  
**(Run an annual program)**

**When funding complex projects:**

- **Consider limiting the number of them funded at once**
- **Consider spending deadlines and how long money may be “tied up” in a project**