

Dirt Gravel and Low Volume Road Program

FY 2022-23 DGLVR Updates 7/7/2022



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- **Website Update**

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- Login Changes: must reset password
- GIS Updates

- **Policies Update**

- Stream Crossing Policy and Standard
- DSA Spec Update
- Other Policy Changes

- **Miscellaneous Update**

- Workshop
- ESM Trainings
- Stream Trainings
- CD Allocations

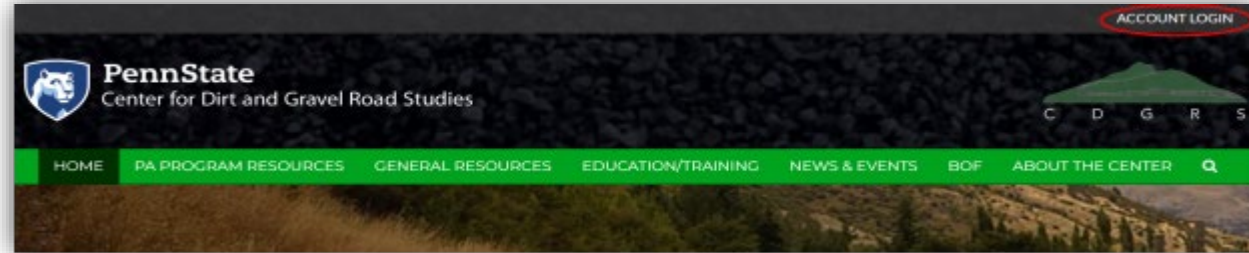


Website Updates

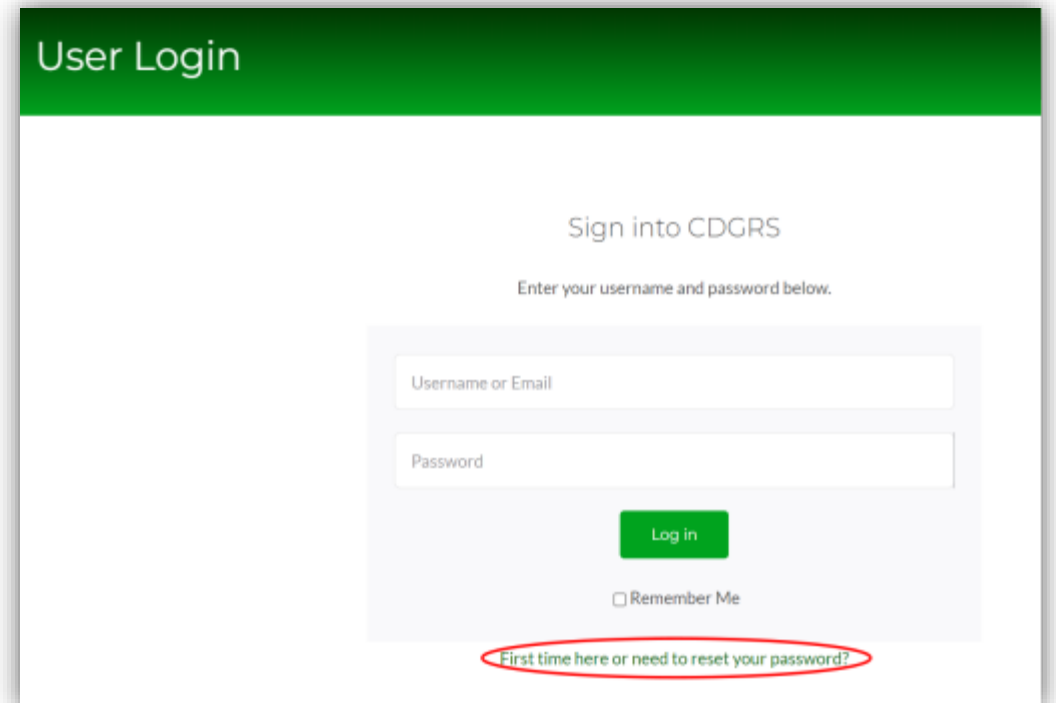
- **Redesigned**
 - **Necessitated due to Penn State IT requirements**
 - **Flexibility:**
 - Accommodates various devices much better than the old site
 - Will allow for greater usage of various media tools
 - **All forms and buttons are active**
 - **Will be small formatting changes over the next few weeks**
- **Security Requirements**
 - Migration to new database resulted in all passwords to be reset
 - First time login requires the password to be reset
 - You are allowed to use your old password
 - For weak passwords, you are required to perform an extra step to allow it.
 - Strongly recommended to create a stronger password

Website Updates: Resetting Your Password

Step 1: Click the Account Login link in the upper right corner. Note: you may have to scroll to the top of the page to see the link.



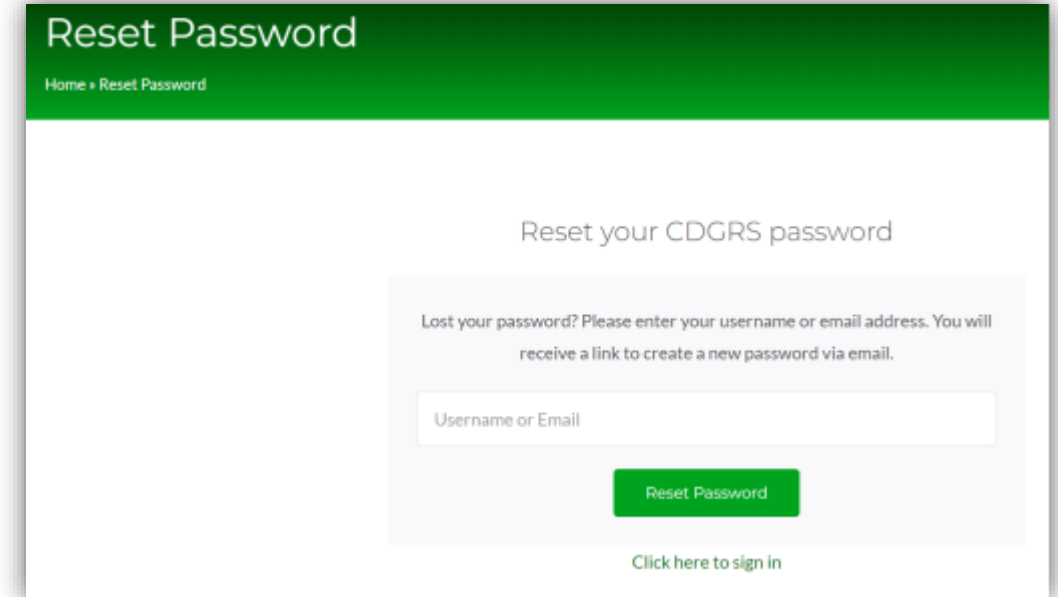
Step 2: Click the First time here... link at the bottom of the User Login page.



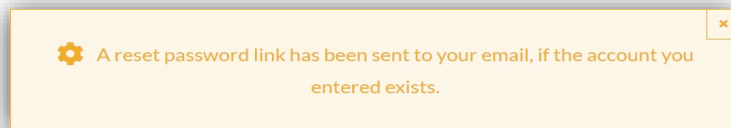
Website Updates: Resetting Your Password

Step 3: Enter either your username or email and click the Reset Password button. Note: If you are unsure what email is associated with your username, then enter your username.

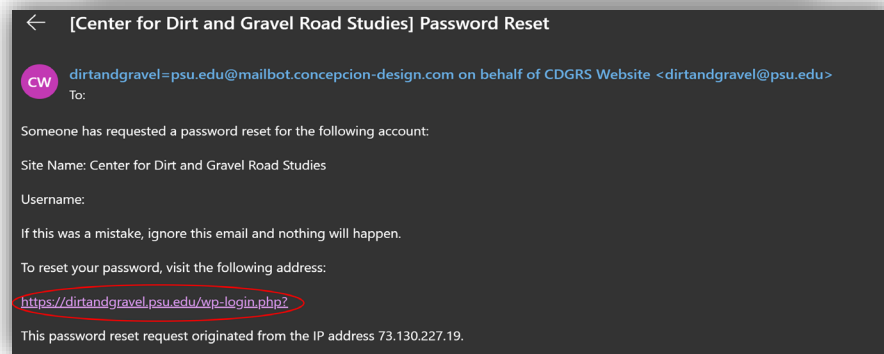
Step 4: You will be notified that an email has been sent. Open that email and click the link that is provided.



The screenshot shows a web page titled "Reset Password" with a breadcrumb "Home » Reset Password". The main heading is "Reset your CDGRS password". Below this, a message reads: "Lost your password? Please enter your username or email address. You will receive a link to create a new password via email." There is a text input field labeled "Username or Email" and a green "Reset Password" button. At the bottom, there is a link that says "Click here to sign in".



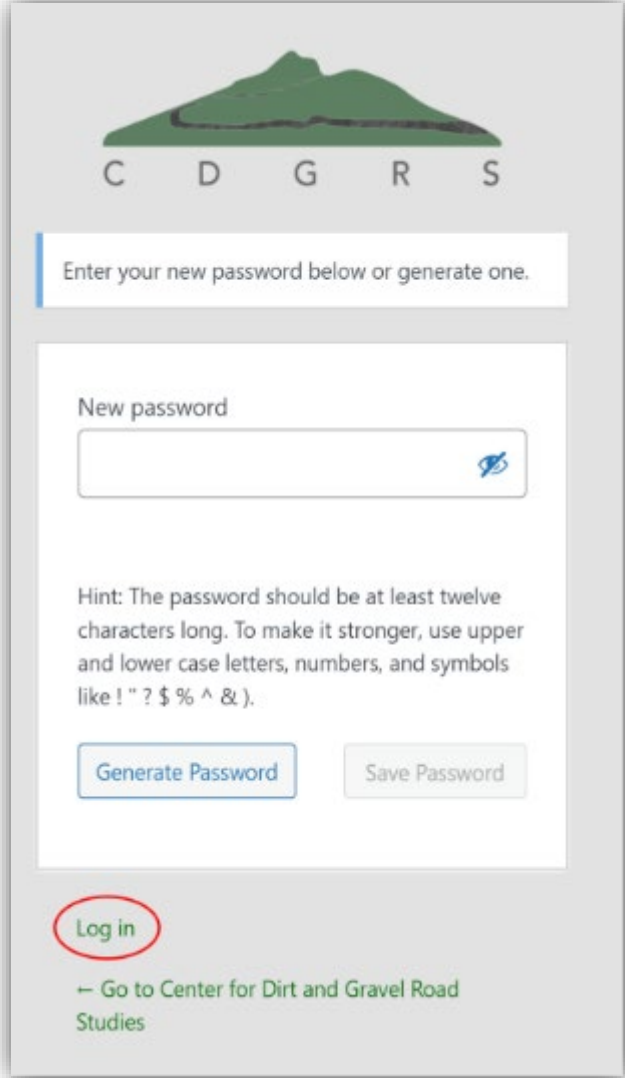
A yellow notification box with a gear icon and a close button (X) in the top right corner. The text inside reads: "A reset password link has been sent to your email, if the account you entered exists."



The screenshot shows an email notification from "dirtandgravel=psu.edu@mailbot.concepcion-design.com on behalf of CDGRS Website <dirtandgravel@psu.edu>". The email content includes: "Someone has requested a password reset for the following account:", "Site Name: Center for Dirt and Gravel Road Studies", "Username:", "If this was a mistake, ignore this email and nothing will happen.", "To reset your password, visit the following address:", and a red-circled URL: <https://dirtandgravel.psu.edu/wp-login.php?> The email footer states: "This password reset request originated from the IP address 73.130.227.19."

Website Updates: Resetting Your Password

Step 5: Upon completing Step 4, the New Password page will open. Enter your password and click Log in. Note: you can use your previous password. But if it is too weak, you will have to confirm you want to use that password. Please try to avoid weak passwords for obvious reasons.

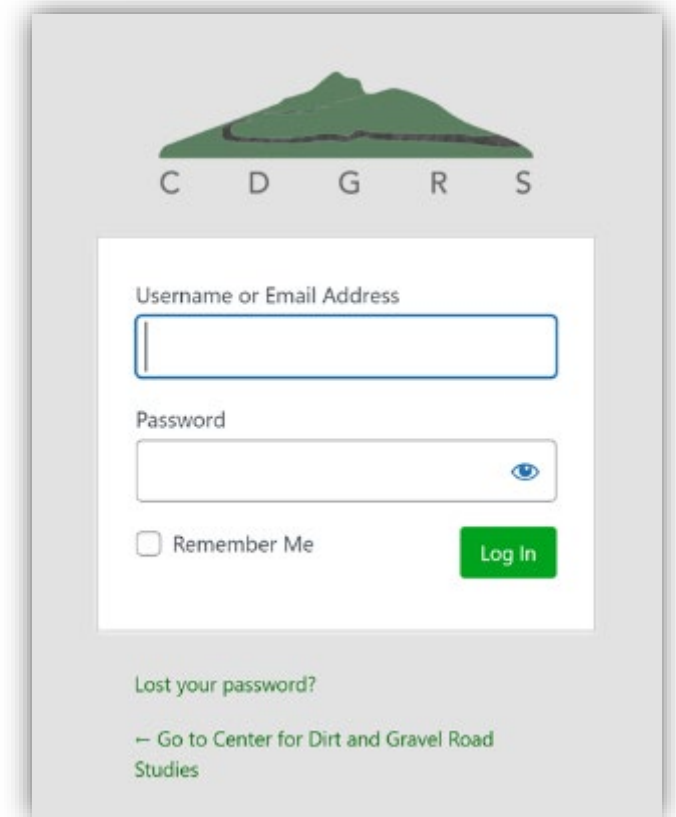
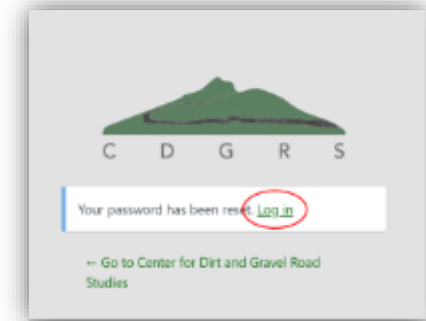


The screenshot shows a web interface for resetting a password. At the top, there is a green mountain graphic with a purple line representing a road, and the letters C, D, G, R, S below it. Below the graphic is a text input field with the placeholder text "Enter your new password below or generate one." Underneath this is a section titled "New password" with a text input field and a blue eye icon for toggling visibility. A hint below the input field reads: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &)." At the bottom of this section are two buttons: "Generate Password" and "Save Password". Below the main form area, the "Log in" button is circled in red. At the very bottom, there is a link: "← Go to Center for Dirt and Gravel Road Studies".

Website Updates: Resetting Your Password

Step 6: Your password is now reset. Click Log in to be taken to the Sign In page.

Step 7: Enter your username and new password and click the Log In button. You'll then be taken to your User Page where you can access the GIS, Stream Crossing Notification Form and any other authorized tools.



GIS Updates

- **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 order for the budget to be accurate

The screenshot shows a software interface with a 'Budget Tool' window open. The background window has tabs for 'Dirt and Gravel', 'Low Volume', 'Activity Report', and 'Managers'. The 'Budget Tool' window contains the following text and data:

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:	\$	139,588.85	.00
Miscellaneous Income:	\$	0.00	.00
Proposed Administrative Expenses:	\$	0.00	.00
Proposed Education Expenses:	\$	0.00	.00
Expected Project Commitments:	\$	0.00	.00
Amount to Withhold for Amendments:	\$	0.00	.00
Estimated Project Balance:	\$	139,588.85	

Below the table, there are checkboxes for 'Income & Expenses', 'Activity Report', 'All Contracts Valid', 'Replenishment Processed', and 'Expenses Approved'.

GIS Updates

Quarterly Report & Expired Contracts

- “All Contracts Valid” must be **checked** in order to be able to submit the Quarterly Report
- If it is unchecked, then there are expired contracts
- Refer to the March 4, 2022 webinar for details

The screenshot shows a software window titled "Quarterly Report". At the top, there is a "Select Quarter" dropdown menu and a "Date Submitted:" field. Below this, there are several tabs: "Dirt and Gravel", "Low Volume", "Activity Report", and "Managers". The main content area is divided into four sections:

- Program Income:** Includes input fields for SCC Advance, SCC Replenishment, Interest Earned, and Other.
- Program Expenses:** Includes input fields for Administrative, Education, Projects, and Other.
- Balance at District:** Includes input fields for Starting Balance, Income, Expenses Total, and Ending Balance.
- Replenishments:** Includes input fields for Potential Claim, Harrisburg Funds (Cur), Harrisburg Funds (Prev), and Amount Requested.

At the bottom, there are two sections:

- Report Checklist:** Contains checkboxes for "Income & Expenses", "Activity Report", "Manager Reviewed", and "All Contracts Valid".
- SCC Use Only:** Contains checkboxes for "Replenishment Processed" and "Expenses Approved", along with "Accept Date:" and "By:" fields.

GIS Updates

• Amendments

- Increased to 40% or greater with SCC Approval
- If >40% the following steps must be followed to create the amendment

1. Complete and submit the Approval Request form
 - » An email confirmation of the request will be sent
 - » Check the status by opening up the approval request
 - » Another amendment cannot be created while a request is pending. Withdraw the request if needed.
2. A representative from the SCC will approve or reject the request
3. Once approved, the amendment can be created
 - » The amount is fixed and cannot be changed
 - » The SCC Approval checkbox will automatically be checked
 - » An attachment document will be included with the printed amendment. This document must be signed by the Conservation District representative.

GIS Updates

- Amendments Approval Attachment

Attachment To Amendment Contract # _____

Pa Dirt, Gravel, and Low Volume Road Program
SCC Approval Form: Amendment Greater than 40%

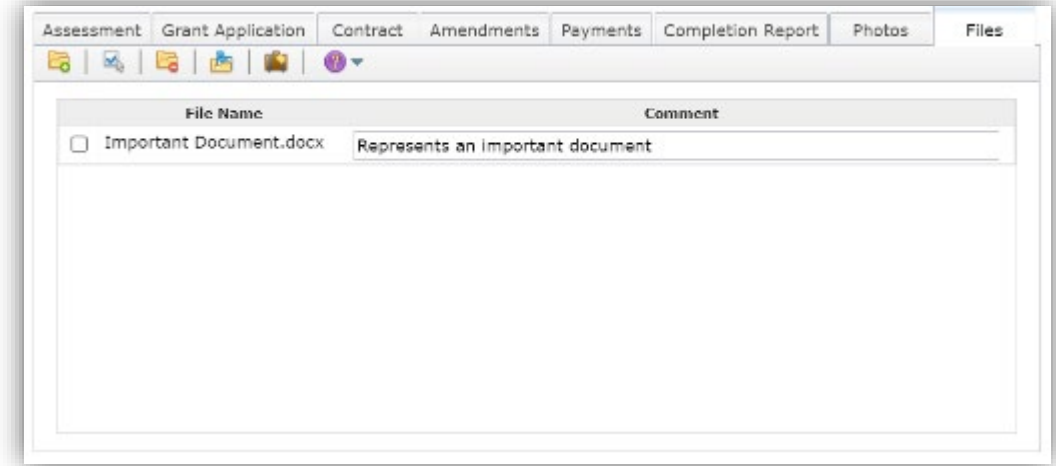
Date: _____

The State Conservation Commission has approved an amount totaling greater than 40% of the original contract amount for Amendment # ___ to Contract # listed above. This contract is between _____ County Conservation District and _____ (project participant) on _____. The approved amendment amount is \$_____.

For the State Conservation Commission:	For the District:
_____ (Signed) _____ (Date)	_____ (Signed) _____ (Date)
_____ (Print Name)	_____ (Print Name)
_____ (Title)	_____ (Title)

GIS Updates

- **Contract File Manager**
 - Can upload any supporting documents
 - Documents cannot be edited once uploaded
 - Comments are auto-saved after entering
 - Select one or more file(s) to delete or to download
 - Downloaded files are in zipped in a single zip file
 - Can also download all files associated with a Contract with the Download Contract button.
 - Contains all uploaded documents, picture, and all created contract pdfs.
 - Note that depending on the number of files, the download could have a large file size



GIS Updates

- **Contract Photos**
 - Can upload any images
 - Must provide a title at the minimum
 - Will soon be able to read photo metadata
 - Photo can be marked as public
 - Public photos will be viewable with the Public Viewer
 - For public photos, the Public Description will also be provided
 - Photos are saved by their uploaded filename.
 - Prior to July 6, 2022, any uploaded photos have a custom filename, which cannot be changed. Delete and upload the photo to change its name
 - A Grant Application's Site Sketch will also soon be able to be uploaded

Assessment Grant Application Contract Amendments Payments Completion Report Photos Files

Select Photo

File: Latitude:

Title*: Longitude:

Date: Width:

Size: Height:

** required field

Internal Description: Public Description: Public Photo

GIS Demo



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All Policy Changes: Stream Crossing, DSA, and others

Effective on any contracts signed on or after July 1, 2022.

Stream Crossing Changes

- **POLICY**

- **Must follow (NEW) DGLVR Stream Crossing Replacement Standard**
- **More CD involvement:** initial site assessment, site meetings, plan review, inspection during installation, CD training requirement
- **Exemptions** for smaller channels or special circumstances.

- **STANDARD**

- Increase minimum structure width from 100% to width needed to construct low flow channels with stable bank margins and 100 year hydraulic capacity (125% bankfull channel minimum)
- Require added streambed depth in structures, and low-flow channels, bottomless structures over (4%)
- Require longitudinal profile survey with goal of stream continuity
- Require CDs to review permit plan and bid package
- Construction design plan requirements for engineers
- Increased oversight and inspection from engineers
- Engineer certification

- **TECHNICAL MANUAL**

- Detailed webinars recorded in June
- Documents printed, will be sent to CDS
- **Website had been updated**

Better Roads, Clean Streams

PA's Dirt Gravel and Low Volume Road Program provides local road-owning entities with the technical and environmental improvements needed for dirt, gravel, and low-volume paved roads.

[MORE INFO](#)

- GIS
- Technical Bulletins
- Standard Detail Sheets
- DSA
- Stream Crossing**
- Materials Calculator
- Road Work
- ESM Field Guide

Latest News

Updated: Approved Products List

Visit the Products page to download the updated Approved Products list. ...

Upcoming Events

ESM Training: Lebanon County

JUL 6 Visit the ESM Course page for detailed information and to register for this training.

Quick Links



[Annual Workshop](#)

DSA Changes

- **Abrasion Resistance:** increased from 40 to 45 (loosening of spec)
- **Placement:**
 - Paver placement required over 500 tons (formerly 1,000)
 - Grader and carbide blade required if not using paver



Other Policy Changes

Not all inclusive: 6/2/22 recorded webinar goes over changes in detail

- 3.4.2 – Clarification on Cost Allocation Methodology, administrative and education expenses
- 3.5.3 – Increased threshold for amendments from 20% to 40% of original contract amount
- 3.7.4 – Clarification on when headwalls and end walls must be used
- 3.7.4 – Increased maximum allowed for engineering costs from 10% to 20% of contract amount with a \$25,000 cap
- 7.2.3 – Fill exemption for DSA: changed from requiring a minimum of 12 inches of road fill including the thickness of the driving surface to a minimum of 12 inches not including the driving surface
- Appendices added or updated:
 - Appendix E – New appendix to show examples of cost allocation methods
 - Appendix F – The DSA Standard and Specification with the new changes
 - Appendix G – The new Stream Crossing Replacement Standard
 - Appendix H – Stream Crossing Replacement evaluation
 - Appendix I – Exemptions from Stream Crossing Standard

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2022 DGLVR Workshop

- September 27-28, State College, PA
- Tue AM: Optional “Surveying 101” class
- Tue PM:
 - Lunch 11:30, workshop starts at 12:30
 - Concurrent Classes in afternoon
 - Vendor Reception and Dinner
- Wed:
 - 2-3 repeated field trips, AM and PM
- 2022 Theme: “Back to Basics”



2022 ESM Trainings

Virtual

- 1/18-19 38 sites attending, ~90 attendees
- 2/15-16 51 sites attending, ~90 attendees
- 3/15-16 68 sites attending, ~210 attendees

In-Person

- 5/11-12 Bedford 32 attendees
- 6/12-16 Venango 53 attendees
- 7/6-7 Lebanon 42 attendees

Future

??? TBD. Would like to keep old model of 2-day in-person. “Effectiveness over convenience”. Will be topic of discussion this fall/winter.



2022 Stream Crossing Replacement Certification Trainings

One Completed:

- Indiana in June

Remaining Schedule and Openings:

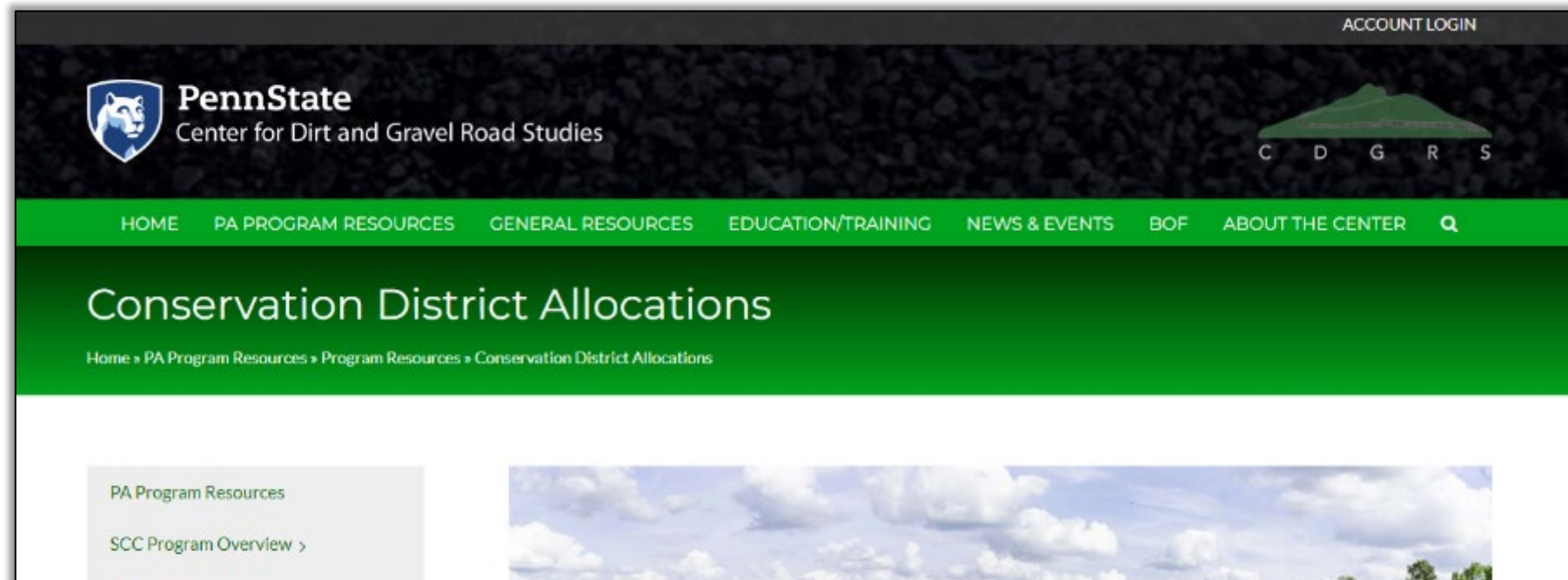
- NW in July **full**
- NC in August **5 left**
- NE in October **8 left**
- SC in November **full**
- SE in December **6 left**

Required by July 2023



2022-23 CD Allocations

- Approved in May and on CDGRS website
- “Paperwork” is done and pending State Budget Approval
- “Rumors” are state budget will be approved soon, but further delay might slow allocation advances



The screenshot shows the website for the PennState Center for Dirt and Gravel Road Studies. The header includes the PennState logo and the text "PennState Center for Dirt and Gravel Road Studies". A navigation menu contains links for HOME, PA PROGRAM RESOURCES, GENERAL RESOURCES, EDUCATION/TRAINING, NEWS & EVENTS, BOF, and ABOUT THE CENTER. The main heading is "Conservation District Allocations". Below the heading is a breadcrumb trail: Home » PA Program Resources » Program Resources » Conservation District Allocations. On the left side, there are two menu items: "PA Program Resources" and "SCC Program Overview >". On the right side, there is a search icon and a "ACCOUNT LOGIN" link. The background of the website features a dark, textured pattern.

Dirt Gravel and Low
Volume Road Program

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