

DGLVR New Hire Guide

Purpose

Provide an overview of the "new" New-hire Guide for DGLVR technicians.

Ask for feedback to improve the guide.











New Hire Guide

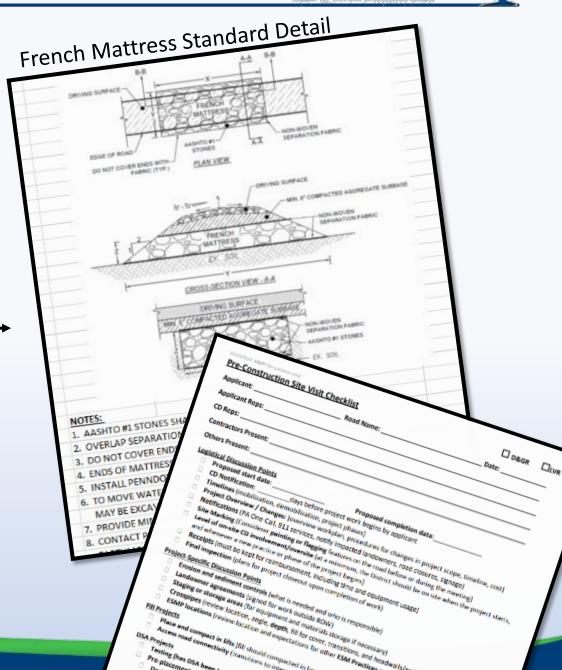
- Audience: new DGLVR tech at CD
- Why:
 - Turnover is a constant issue.
 - Trainings not always convenient.
 - Admin manual and website can be overwhelming.
 - Goal is to create an "orientation" document with task lists.





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 - Goal is to create an "orientation" document with task lists.
- **Built off:**
 - Old 2-page quick guide
 - Documents Sherri made when leaving Huntingdon

"New Hire" Guide to Administering the Dirt, Gravel, and Low Volume Road Maintenance Program





This document is meant as an overview of administering the Dirt and Gravel Road Maintenance Program for new staff and technicians at County Conservation District

PROGRAM OVERVIEW: The Dirt, Gravel, and Low Volume Road Maintenance Program (Program) bugan in 1997 alamming from an inturive by Troat Unitersted. The goal of the Program is to reduce poliution to PA's waterways while improving the local road network. The Program directs funding to "worksites" where road ranoll is affecting water quality and implements long-term fixes to local public roads through innovative maintenance practices in order to create more environmentally and economically sustainable roads.

ENTER OVERVIEW: The Center for Dirt and Gravel Road Studies (Center) at Ponn State handles the statewide education and outreach component of the Program. The Cardar provides: Environmentally Sensitive Maintenance (ESM) training, an Annual Maintenance Workshop, a website, newsletters, technical latance to Districts (for Projects, GIS, or administration), and more. The Contar is funded by the PA State Conservation Commission and PA Bureau of creatry through the Dirt, Gravel, and Low Volume Road Program

PROGRAM STRUCTURE. The Program is unique in that if relies heavily on intermed local control to function. This structure allows more decision-moking power and flexibility at the local level and relies on a statewide education and oversight program to ensure local projects follow Program guidelines.

- PA State Conservation Commission (SCC): Administra Program Statewide PSU Center: Education, outreach, tech support for the Program Statewide.
- Past Interest Insulation, outreach, then support or the Program between Conservation Districts: Run the Program within each County including create local policy and priorities, perform Conservation pretrices must be program within users county incuranty create body since principles, persons, persons and education, fund Grant Applications, oversee projects, back spending, and submit entreed reports. our received and measurement, such out and experiencement, or we see property, trains operating, and measure missess representations of the property of the party of the party
- applications for funding. QAB only provides recommendations to the District Board. The QAB has 4 members a processors for running. Girel only provides recommensations to the Leavest lessors. The Land mas a members in-voting chair appointed by the District, and a voting representative from the District, the PAFBC & the NRCS. Grant Recipients: Apply to Conservation District for funding. Do work or him contractor to do work. Most other Penahipa, but boroughs, counties, the PGC, the PFBC, PennDOT any other public entires are eligible.

DISTRICT ALLOCATIONS: Each District receives Funds annually from the State Conservation Commission. Obstrict Allocations: The Program's \$28M annual allotment is distributed by the SCC to Conservation Districts. Cesarios associations, the programs scote entrust encurrent is demonster by the eUU to Conservation Listences. Each county receives two allocations, a Dirt and Gravel (DGR) and a Low-Volume Road (LVR) allocation. The cause country recently the services in each order pourse pourse pourse a some research received in the country way based on formulas accounting for unpassed made, passed by confirm made, and workalts in each country way based on formulas accounting for unpassed made, passed by confirm made in each country way. amounts way make on rethinks accounting for organize make, paints over-counts make, and wormance at warm county. Allocations are typically received in September. Countee get half of their allocation up front and receive country, represents the opposition of the second of department. Considering the own of the development by applying to the SCC for the remaining funds, showing that advanced funds have been spent. Spending Requirements: Funds must be spent within 2 years of State budget approval. Counties failing to meet Opening requirements: runse may see a person manually was no some congress opposition. Some larger than the requirement and be instiguise for future allocations until they meet this apending requirement. This is determined *Administration: Districts can spend up to 10% of their annual allocation on Program administration and 10% on

readministrature. Learness can sperio up ar runs or man armora anocación on imagram administration o education. Eligible expense include salary, travel, training expenses, equipment (field and office), etc. GRANT APPLICATION PROCESS: Municipalities (and other sligible applicants) apply to District for Funding. ing bility. Applicards must have been to ESM training within the past 5 years in order to be eligible to apply to the supprintly represents trust name obest to some season warming warming page or present in terms of one negligible company or one Consensation District for funding. Only publicly camed roads that are open to public travel are eligible. LVR roads require less than 500 corestay to qualify. Projects must address water quality impacts. region and stant over constantly to quality. Propriets most distincts make quality ampions.

Application Cycle: Marry Districts have an application disadfine each year. Some amplier counties have a rolling

Project Ranking: Each District should already have written ranking criteria to determine project funding priority Project Ranking: Each District should already have written ranking criticis to determine project hundring priority developed by the QAB. This formal ranking is important as it serves to Judity the recommendations of the QAB.

**Pre-Application Site Visit: Counties who have the most success typically work with an applicant BEFORE they are already to the project the project throughout the position of the QAB. submit applications to collaborate on creating a site plan. The earlier you get involves; the easier changes will be and appreciation to unable and uncertainty of the paint. The current you get involved, the control changes will be 48ffication: The applicant must notify the Conservation District in advance per the contract before starting work.

NEW HIRE CHECKLIST

- Talk to others at District. Attend on ESM training. Meet and talk to your QAB Review your local policies.
- Find out what projects are active or awarded.
- Take files into the field and ook at old projects. DCRoads GIS system and
- attend a GIS training. Attend available workshops and trainings. Get help from co-workers other Districts, and Center.





New Hire Guide

- Size: goal was~10 pages, currently 12
- Major components
 - Program basics and role of entities.
 - "To-Do" Lists
 - Educational opportunities
 - Where to find resources
 - Lots of links!
- Status:
 - Initial draft complete.
 - LOOKING FOR FEEBACK!

PA Dirt, Gravel, and Low Volume Road Program Quick Start Guide for Conservation District Staff

This guide is intended for new "technicians" responsible for administering the DGLVR Program at a Conservation District.

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7.	Additional Internal (DGLVR) Resources Summary and links to a wide variety of printed and online material supporting the Program.	page 10
8.	Additional External Resources Summary and links to various external (non-DGLVR) resources that may be useful.	page 13

Are you reading a printed copy of this guide? That's great, but there are many links to other information and resources contained here. It is highly recommended to use the online version to take advantage of the live links.

Online Version:

Since personnel change, names are not included in this guide. For DGLVR names and contact information for both the SCC and CDGRS, visit: https://dirtandgravel.psu.edu/about-the-center/center-info/staff-contact-us/





New Hire Guide

What do you wish you knew sooner about administering the DGLVR Program?

PROVIDING FEEBACK!

- PDF sent has line numbers.
- Please reference line numbers with comments and suggestions.
- Word, excel, or just e-mail is fine.
- Looking for content suggestions, not proofreading.
- Send comments to smb201@psu.edu by 3/15.

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