

# Q&A / Discussion of Chapter 3 Proposed Changes

**CD Comment period ends  
12/31/25**

We will not be “presenting” today. The purpose of this webinar is to allow Q&A and detailed discussion of topics from Conservation Districts. **Today's discussion will focus on Chapter 3 of the manual.** The contents of Chapter 7 will be the focus of next week's webinar.

**Please put any questions or topics for detailed discussion in the Q&A before the webinar begins.**

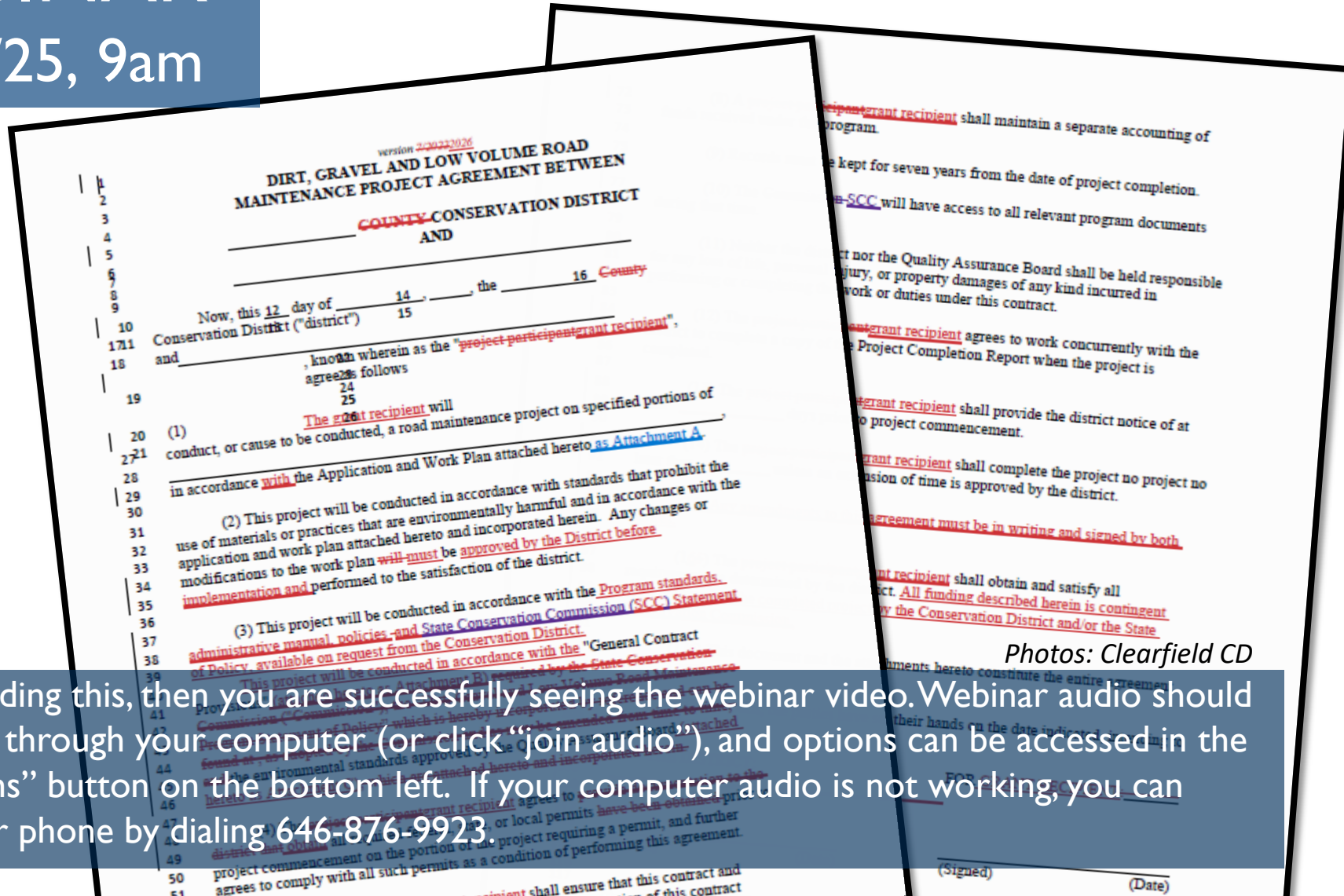
- Combined allocations with LVR min
- Cost Allocation Methods (3.4.2)
- Admin/Edu expenses (3.4.3)
- New sections on retiring, relocating, or creating new roads (3.7.2.4)
- New Materials section (3.7.4.1)
- Prevailing Wage – no certification form (3.7.4.5)
- PA One-Call – no requirement to keep #
- Engineering Cost changes (3.7.4.7)
- New section on canceling a contract (3.8.11)
- **Any other administrative topics from Chapter 3**

Dirt Gravel and Low  
Volume Road Program

# WEBINAR

11/10/25, 9am

# DGLVR Proposed Policy Changes Overview and Start of CD Comment Period



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# DGLVR Proposed Policy Updates

- Background
- Highlights of Proposed Changes
- CD Comment Period Open
- Quarterly Report and GIS update

72 (8) A project participant grant recipient shall maintain  
73 funds received under the program.  
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version 2-2022/2026  
DIRT, GRAVEL AND LOW VOLUME ROAD  
MAINTENANCE PROJECT AGREEMENT BETWEEN  
COUNTY CONSERVATION DISTRICT  
AND  
\_\_\_\_\_  
\_\_\_\_\_  
Now, this 12 day of 14, the 16 County  
Conservation District ("district")  
and \_\_\_\_\_, known herein as the "project participant grant recipient",  
agree as follows:  
(1) The grant recipient will  
conduct, or cause to be conducted, a road maintenance project on specified portions of  
in accordance with the Application and Work Plan attached hereto as Attachment A.  
(2) This project will be conducted in accordance with standards that prohibit the  
use of materials or practices that are environmentally harmful and in accordance with the  
application and work plan attached hereto and incorporated herein. Any changes or  
modifications to the work plan will must be approved by the District before  
implementation and performed to the satisfaction of the district.  
(3) This project will be conducted in accordance with the Program standards,  
administrative manual, policies, and State Conservation Commission (SCC) Statement  
of Policy, available on request from the Conservation District.  
This project will be conducted in accordance with the "General Contract  
Provisions" (attached hereto as Attachment B) required by the State Conservation  
Commission ("Commission"), the "Dirt, Gravel and Low Volume Road Maintenance  
Program Statement of Policy" which is hereby incorporated by reference and can be  
found at, as adopted by the Commission and as may be amended from time-to-time,  
and the environmental standards approved by the Quality Assurance Board (attached  
hereto as Attachment C), which are attached hereto and incorporated herein.  
(4) The project participant grant recipient agrees to provide documentation to the  
district that obtain all required federal, state, or local permits have been obtained prior to  
project commencement on the portion of the project requiring a permit, and further  
agrees to comply with all such permits as a condition of performing this agreement.  
(5) The project participant grant recipient shall ensure that this contract and  
all other arrangements entered into pursuant to the implementation of this contract  
are in conformance with all applicable local, state, and federal laws, rules, and  
regulations. This includes prevailing wage act requirements that must be followed  
for any contracts where the total project value is in excess of \$25,000. The grant  
recipient must complete the Prevailing Wage Notification and Acknowledgement  
Form (attached hereto as Attachment E).  
to fund the eligible costs for this project in an amount up  
unless amended as per section

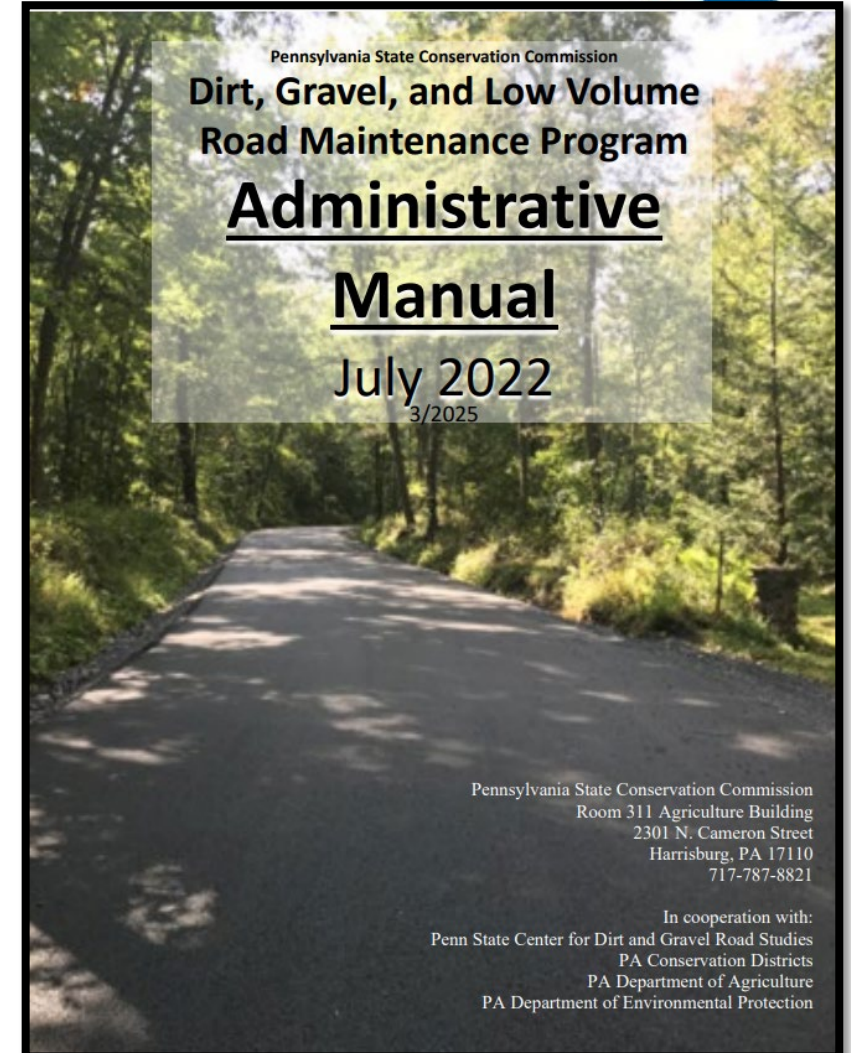


# Proposed Policy Updates



## Background:

- The current administrative manual was approved by the SCC in 2022.
- Prior to 2022, the manual was revised approximately every 2 years since 2014.

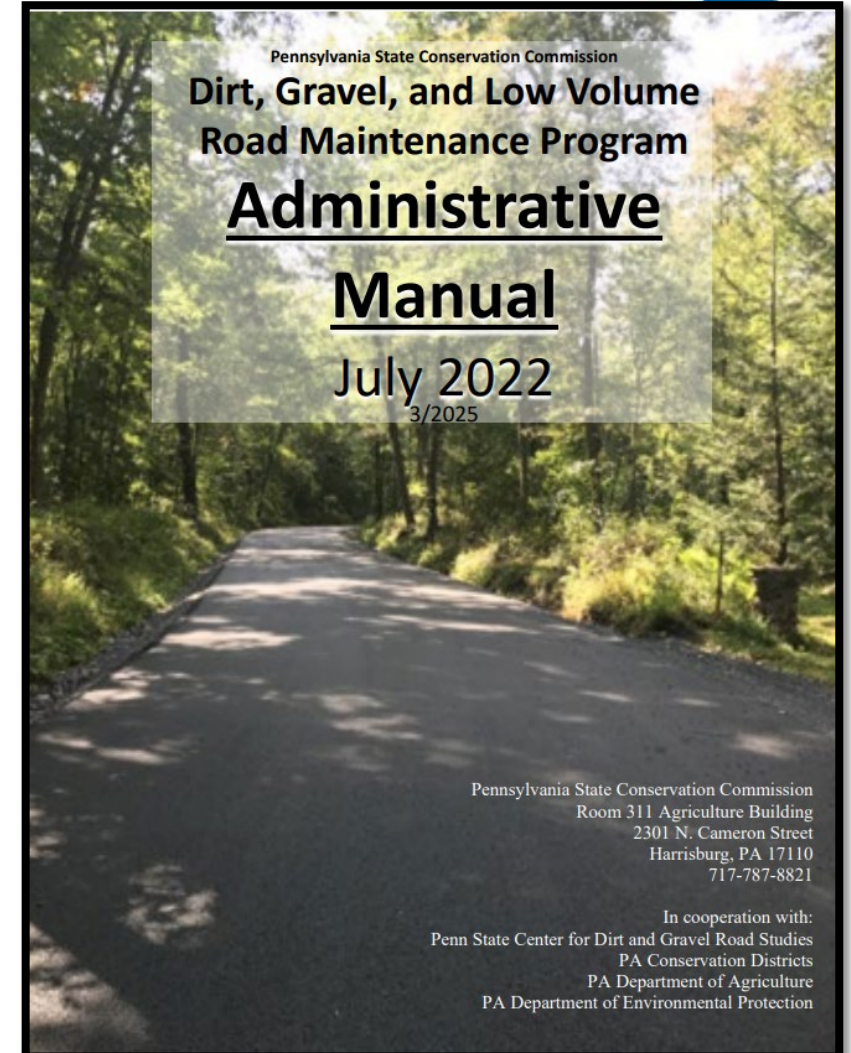


# Proposed Policy Updates



## Background:

- At 2024 ACAP Conference, Districts asked for the SCC to incorporate time for direct feedback to SCC management.
- This led to the first “Fireside Chat” held at the 2024 DGLVR Conference
  - Repeated at the ACAP and DGLVR Conferences in 2025
- During this session, Districts provided feedback to SCC on the challenges they were facing and suggestions they had to improve the program



# Proposed Policy Updates



## General Feedback: More Flexibility

- Felt local control diminished with each manual revision
- Streamline program policy, policy manual becoming too detailed and complicated
- Improve on the ability to use funds where/when they are needed
- Policy and Planning workgroup felt the workgroup was there to simply “edit” policy from SCC.

# Proposed Policy Updates

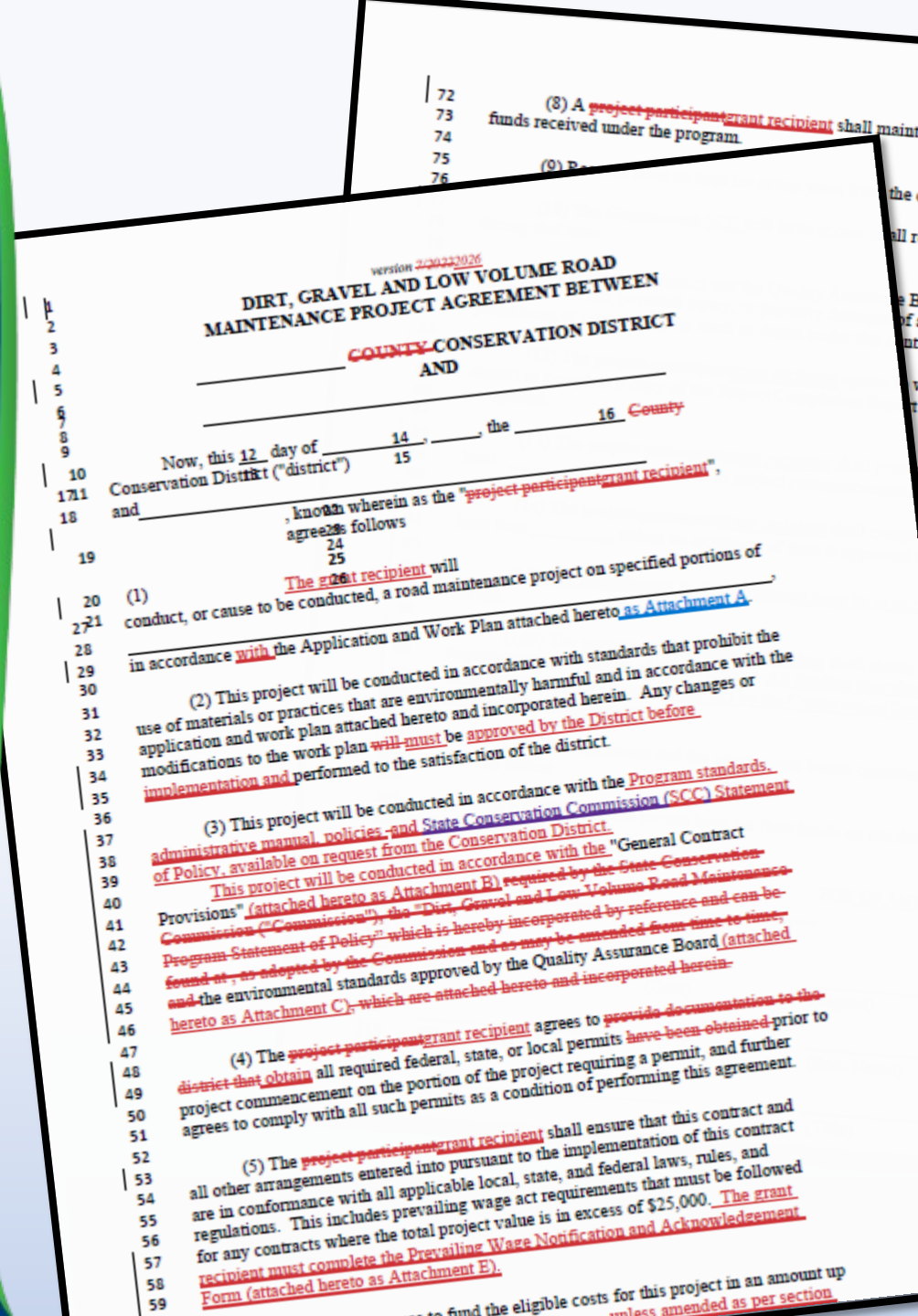


## General Feedback: More Flexibility

- **Challenge:** more local control and flexibility, while still maintaining effective program oversight and quality assurance.
- **DGLVR Advisory Workgroup met ~8 times in past year**
  - SCC & Districts to meet separately to start. Each develop their own proposed ideas.
  - Come together to create a final version.
- **Changes to QAQC Process**
  - Incorporate more time to look forward, help districts with challenges they currently face, rather than focus only on the past.

# DGLVR Proposed Policy Updates

- Background
- **Highlights of Proposed Changes**
- CD Comment Period Open
- Quarterly Report and GIS update





## **DGR/LVR Allocations**

**Proposed to combine DGR and LVR allocations, with a minimum each county must spend on LVR.**

### **3.3.1 Five-year Agreement**

Funding is apportioned by the Commission to districts through a five-year agreement that allows the funding transfer without initiating annual contracts or contract amendments. Conservation districts receive an annual allocation of DGLVR funds each fiscal year (starts July 1) pending budget approval. A minimum amount of the allocation must be spent on low volume roads (paved or sealed surface with 500 vehicles per day or less). The remainder of the allocation can be spent on dirt and gravel roads (DGR), which have unpaved or unbound surfaces, or low volume roads (LVR) at the district's discretion.



## Example:

- **A conservation district currently receives:**
  - \$100,000 DGR allocation that must be spent on DGR.
  - \$40,000 LVR allocation that must be spent on LVR.

## Proposed:

- The conservation district will receive ***one DGLVR allocation of \$140,000***
  - At least \$40,000 must be spent on LVR.
  - The other \$100,000 can be spent on DGR and/or LVR at the CD's discretion.



## Impacts of combining allocations:

### 1. Increases flexibility in funding projects

### 2. Streamlines conservation district financial tracking and reporting

- Only one annual DGLVR advance and up to one DGLVR replenishment per quarter
- Only one DGLVR spending requirement instead of separate DGR and LVR spending requirements
- Income and expenses: from 16 categories to 9 (DGR and LVR → DGLVR)
- Flexibility in managing and tracking local expenses:
  - Districts can combine DGR and LVR funds into one bank account, or keep separate accounts
  - Districts can switch to tracking DGLVR instead of DGR vs LVR, or keep current tracking
  - If you choose to track DGR and LVR income and expenses separately, simply add DGR + LVR when filling out QR (other than DGR projects vs LVR projects)

# Proposed Policy Updates

**Proposed Draft Language Only.**  
Still needs CD review and SCC approval.



## Tracking Income and Expenses:

- **Current: 16** categories of DGR and LVR income and expenses

A screenshot of a web-based "Quarterly Report" form. The interface includes a header with "Select Quarter" and "Select County" dropdown menus, and a toolbar with various icons. Below the header, there are tabs for "Dirt and Gravel", "Low Volume", "Activity Report", "Files", and "Managers". The "Dirt and Gravel" and "Low Volume" tabs are highlighted with a red box. The main content area is divided into two columns: "Program Income" and "Program Expenses". Under "Program Income", there are four input fields labeled "SCC Advance", "SCC Replenishment", "Interest Earned", and "Other". Under "Program Expenses", there are four input fields labeled "Administrative", "Education", "Projects", and "Other".

- **Proposed: 9** categories of DGR and LVR income and expenses

**\*Projects will still need to be tracked as DGR or LVR**

### Income:

- DGLVR advance
- DGLVR replenishment
- DGLVR interest
- DGLVR other income

### Expenses:

- DGLVR admin
- DGLVR education
- **DGR projects**
- **LVR projects**
- DGLVR other



## Admin and Edu expenses

Propose to combine requirements, allowing use of education funds to support additional CD staff time

~~3.4.4 “Education Funds”~~    ~~“3.4.3 Administrative Funds”~~

Proposed New 3.43 “Administrative and Education Funds”

Expenses Eligible to be paid with **Administrative and/or Education funds**

### • Salary

- This includes technical staff, support staff, and management salaries related to administering the Program.
- Benefits associated with those salaries are also an eligible expense.
- Salaries can only be claimed for time spent working directly on the DGLVR Program. Tracking can be done on an hourly basis, a percent effort basis, or some other method that allocates salary in accordance with time spent on the Program.



## Prevailing Wage

- Keeping “PW Notification form”
- Eliminating “PW Certified Compliance Statement”

**3.7.4 of admin manual:**  
completed and kept in the project file.

~~For projects where prevailing wage is required, a Weekly Payroll form and notarized “Certified Statement of Compliance”, attachment G to the DGLVR contract, must be completed and kept in the project file. This form is completed by each contractor and ensures they have met the requirement of the prevailing wage act.~~

List of Attachments: **Contract Attachments**

- Attachment A – Grant Application and Workplan (*project specific*)
- Attachment B – General Contract Provisions (*PA standard*)
- ~~Attachment C – Statement of Policy, incorporated by reference, available at [www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)~~
- Attachment CD – Quality Assurance Board Standards (*county specific*)
- Attachment DE – Schedule of Payments (*project specific*)
- Attachment FE – Prevailing Wage Notification Letter (*project specific*)
- ~~Attachment G – Prevailing Wage Certified Statement of Compliance (*project specific*)~~



## PA 1-Call

- **Eliminating requirement for CD to obtain and keep 1-call serial number**

### 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. For more details on permits and other requirements, refer to Chapter 8.

#### ~~8.1.3 — Pennsylvania One Call System, Inc.~~

~~The One Call System is a single nonprofit communication clearinghouse established within the Commonwealth to provide a single toll-free telephone number for contractors or designers or any other person planning to perform excavation work. The One Call System notifies the facility owner of the contractors' intent to perform excavation. After PA One Call is made, utility companies will visit the project site to mark any underground utilities such as power or gas lines to prevent damage. PA One Call will provide serial numbers to callers as proof they have met the requirement of the law. Districts should remind grant recipients, engineers, and contractors involved with Program projects of their notification requirements under the PA One Call law. PA One Call serial numbers must be retained with project files. For more information, see: <https://www.pa1call.org/> PA One Call: Call Before You Dig! 800-242-1776.~~



## Engineering Costs

- **Propose to increase allowable grant coverage for engineering costs (currently 20% or \$25K).**
- **For all projects, not limited to stream crossings.**

Projects which competitively bid out engineering services can pay for up to 100% of the engineering and design costs, at the discretion of the Conservation District. Projects which do not bid out services are limited to a maximum of \$35,000 for engineering and design services, at the discretion of the conservation district.



## LVR-Specific Guidance (7.4)

- **Section Deleted**
  - Much of it was outdated from when LVR was new.
  - Moved any pertinent information to other sections.

## DSA Section (7.2)

- **Expanded and renamed “Road Surfacing”**
  - Still contains DSA (no major updates).
  - Now also contains guidance on paving and surface conversions.



## NEW 7.2 Road Surfacing

### Surface Conversions

#### Converting an Unpaved Road to a Paved or Sealed Surface

Generally, program funds should not be utilized for the specific purpose of converting unpaved roads to paved or chipseal. However, there are certain circumstances where an unpaved road may be sealed due to traffic or environmental considerations. Conservation Districts may fund the sealing of an unpaved road as part of a comprehensive drainage project without SCC approval under the following circumstances:

- **Aprons:** Areas where unpaved roads intersect paved or sealed roads are subject to additional wear and tear from vehicles starting, stopping, and turning. DGLVR funds can be used to place up to a 100-foot paved or sealed apron where an unpaved portion of the work site intersects a paved or sealed road.
- **Extreme Slope:** Some portions of roads are too steep for any non-sealed surface to withstand unraveling. In these cases, the surface needs to be sealed to withstand erosion and vehicle damage. Projects, or segments of projects, with an average 10% or greater grade may be converted to a sealed surface.
- **Traffic count:** Over 250 cars per day as determined using a traffic count according to Program Policy.



## Traffic Counts (new 7.4)

- **Loosening of seasonal and timing requirements**

### **OPTION B: Validate with Level 1 Count: 2 Hour Count**

An applicant may do a Level 1 count to determine the traffic count on a potential project site. This involves counting traffic for a two-hour period, either by hand tally, video recording, or an automated traffic counter. A Level 1 count of 500 vehicles per day or less will qualify the road for LVR funding. A Level 1 count must meet the following criteria:

- ~~It must be conducted between March 1 and the week before Thanksgiving~~
- It cannot be conducted on a holiday, or the day before or after a holiday.
- It must be conducted on a ~~Tuesday, Wednesday, or Thursday~~ weekday (Mon-Fri).
- It must be conducted for a minimum of two consecutive hours between **6:00 am and 9:00 am or** 3:00 pm and 6:00 pm.
- Only the number of vehicle passes is counted, regardless of direction of travel or type of vehicle.
- The traffic count for the time period will be adjusted to a 24-hour period by simply multiplying the 2-hour count volume times twelve (12)
- Applicants may skip the Level 1 count and go straight to a Level 2 count if desired
- Only licensed motor vehicles should be counted.



## Stream Crossings

- “Auto Exemption”:
  - Threshold increases from 20 acres and 4-foot bankfull to 65 acres and 5-foot bankfull.
  - Replacement structure min. width requirement reduced from 125% bankfull to 100% bankfull width (**for exemptions only**).
- Replace “exemptions” with levels – more flexibility.
  - **Level 1:** Standard applies
  - **Level 2:** Something in-between
  - **Level 3:** Build for capacity and stability (former auto exemption)
- Allow work on existing crossing (headwalls etc.) if the structure is NOT eligible for replacement (>75% Bkfl).
- Only minor tweaks proposed to the Standard.

# Proposed Policy Updates

Proposed Draft Language Only.  
Still needs CD review and SCC approval.



## Admin Manual Appendices

[Appendix A](#): Dirt Gravel, And Low-Volume Road Program Law 9106 **No change**

[Appendix B](#): Commission Statement Of Policy **Acronyms updated – no content changes**

[Appendix C](#): Grant Application **Updated**

[Appendix D](#): Traffic Count Validation and Instructions **Will be updated to match policy updates**

[Appendix E](#): Cost Allocation Method Examples **Updated but will be stand-alone instead of admin manual attachment**

[Appendix F](#): Driving Surface Aggregate Standard and Specification **No change**

[Appendix G](#): Stream Crossing Design and Installation Standard **Minor updates**

[Appendix H](#): Stream Crossing Eligibility Determination **No change**

[Appendix I](#): Exemptions from the Stream Crossing Standard **Will be updated as a guide through new levels**

[Appendix J](#): Stream Crossing Project Lifecycle Checklist **Will be updated to match policy updates**

[Appendix K](#): Definitions And Acronyms **Minor updates**

# Proposed Policy Updates

**Proposed Draft Language Only.**  
Still needs CD review and SCC approval.



## Grant Application

### NEW Version Grant Application Package Change List:

#### GRANT APP

- Removed item #3: "The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement."
- Removed checkboxes for: "Is project considered an emergency"
- Removed engineering limit reminder
- Added disclaimer: "By signing this application, the undersigned applicant hereby certifies that the plans, designs, specifications, or related documents submitted in support of this application have been reviewed and are approved by the applicant. The applicant accepts full responsibility for the accuracy, completeness, and appropriateness of the submitted materials and affirms that they are suitable for the intended project."
- Increased space to write project cost estimates since DSA question was deleted.

#### WORKPLAN

- No Changes

**COST SHEETS (optional):** minor formatting and disclaimer changes, mostly to engineering

Attachment A To Contract SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
GRANT APPLICATION

Project Location: County _____		Project Location: Municipality _____		<b>District Use Only</b> Application Type: <input type="checkbox"/> DGR <input type="checkbox"/> LVR Work Site ID: _____ Date Received: _____			
ESM Certified Person _____		Position _____				Certification Date _____	
Official Name of Applying Agency _____							
Mailing Address _____							
Contact Person _____		Phone _____		Fax _____			
E-Mail _____							
Road Name / ID Number _____			Affected Stream or Tributary _____				
Proposed Project Start Date _____		Proposed Project Completion Date _____		Existing Road Surface Type: <input type="checkbox"/> Unpaved <input type="checkbox"/> Paved			

- The applicant is required to identify and obtain all necessary permits before starting the project.
- Identify the proposed work elements:  Ditches Improved  Ditch Outlets Added  Off Right-of-Way Improvements  
 Road Banks Improved  Road Base Improved  Road Surface Stabilized  
 Stream Crossings Improved  Storm Water Improvements  Vegetative Management  Other \_\_\_\_\_
- Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
- Project cost estimate: (summarize costs below and attach detailed documentation if needed)

Materials	Grant Requested Funds		Labor	Materials	In-Kind Contributions	
	Equipment				Equipment	Labor
See Attachment A1			See Attachment A2			

By signing this application, the undersigned applicant hereby certifies that the plans, designs, specifications, or related documents submitted in support of this application have been reviewed and approved by the applicant. The applicant accepts full responsibility for the accuracy, completeness, and appropriateness of the submitted materials and affirms that they are suitable for the intended project.

Grant Requested .....	\$ _____
In-Kind Contributions .....	\$ _____
Total Project Value .....	\$ _____



## Other Documents Updated

- Contract
- Contract attachments
- Contract amendment
- Completion Report
  - Proposed Scope of Work tab in GIS
- Other supporting documents **will be** updated to match policy & standard updates
  - Technical Manual
  - Checklists
  - Template forms and letters
  - Technical Bulletins
  - Etc.

# Proposed Policy Updates

**Proposed Draft Language Only.**  
Still needs CD review and SCC approval.



## Contract Updates

(2) This project will be conducted in accordance with standards that prohibit the use of materials or practices that are environmentally harmful and in accordance with the application and work plan attached hereto and incorporated herein. Any changes or modifications to the work plan ~~will~~must be approved by the District before implementation and performed to the satisfaction of the district.

(3) This project will be conducted in accordance with the Program standards, administrative manual, policies -and State Conservation Commission (SCC) Statement of Policy, available on request from the Conservation District.

~~This project will be conducted in accordance with the "General Contract Provisions" (attached hereto as Attachment B) required by the State Conservation Commission ("Commission"), the "Dirt, Gravel and Low Volume Road Maintenance Program Statement of Policy" which is hereby incorporated by reference and can be found at , as adopted by the Commission and as may be amended from time to time, and the environmental standards approved by the Quality Assurance Board (attached hereto as Attachment C), which are attached hereto and incorporated herein.~~

(165) The ~~project participant~~grant recipient shall obtain and satisfy all requirements as determined by the district. All funding described herein is contingent upon approval of the completed project by the Conservation District and/or the State Conservation Commission.

# Proposed Policy Updates

Proposed Draft Language Only.  
Still needs CD review and SCC approval.



## Contract Attachment Updates

### List of Attachments:

Attachment A – Grant Application and Workplan (*project specific*) **Updated**

Attachment B – General Contract Provisions (*PA standard*) **Minor updates**

~~Attachment C – Statement of Policy, incorporated by reference, available at~~ **Removed as attachment**  
[www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)

Attachment ~~CD~~ – Quality Assurance Board Standards (*county specific*) **NA - CDs update as needed locally**

Attachment ~~DE~~ – Schedule of Payments (*project specific*) **Minor updates**

Attachment ~~FE~~ – Prevailing Wage Notification Letter (*project specific*) **Minor updates**

~~Attachment G – Prevailing Wage Certified Statement of Compliance (*project specific*)~~ **No longer required**



## Contract Amendment Updates

- Amendment needs to revise specific contract sections and have original contract and attachments attached

Now therefore, intending to be legally bound, the parties agree as follows:

[\(check all that apply\)](#)

**Amendment of Contract Amount:** Paragraph 6 is amended to read as follows:  
(6) The district agrees to ~~provide fund the eligible project costs for this project additional monies to fund the eligible costs for the~~ project in an amount up to, but not exceeding \$ \_\_\_\_\_. ~~The maximum amount payable to project participant grant recipient for the entire project is increased to \$-\_\_\_\_\_.~~

**Amendment of Contract Completion Date:** Paragraph 14 is amended to read as follows:  
(14) The grant recipient shall complete project no later than \_\_\_\_\_. ~~The district agrees to extend the project completion date to \_\_\_\_\_.~~ The project participant grant recipient agrees to complete the project by this extended date.

**Amendment of Contract Workplan:** ~~The district agrees to the proposed changes to the project workplan attached to this amendment.~~ Attachment A is deleted and replaced with "Attachment A – Revised [date of revision]".

~~3. Except as amended hereby, the original agreement remains in full force and effect.~~

Except as amended hereby, the original agreement remains in full force and effect.

BS Bloser, Steve ...

This is not required, but presented as a tool CDs can use

Reply

# Proposed Policy Updates

**Proposed Draft Language Only.**  
Still needs CD review and SCC approval.



## Updated Completion Report

- Drafted in 2024
- Updated Deliverables and financial reporting

PROJECT COMPLETION REPORT	
PA State Conservation Commission: Dirt, Gravel and Low Volume Road Program	
ACTUAL Deliverables for a single project, including both grant-funded and in-kind.	
<i>(ft) indicates length of feature along road, not height or depth for dimensional practices</i>	
Ditches and Outlets	Average Road Width (ft) _____
Turnouts (#) _____	
NEW Crosspipes (#) _____	
Replaced Crosspipes (#) _____	
Through-the-bank Pipes (#) _____	
Drop Inlets (#) _____	
Storm Sewer (ft) _____	
Ditch Stabilized (ft) _____	
Inlets/Outlets Stabilized (sqft) _____	
Ditches Eliminated (ft) _____	
Road Surfacing	Road Base
DSA (tons) _____	Road Fill (tons) _____
	Full Depth Reclamation (ft) _____
	Shallow Surface Grinds (ft) _____
	Geosynthetics in road base (ft) _____
	Underdrain (ft) _____
	French Mattress (linear ft) _____
	Slide Repair (linear ft) _____
	Off Right of Way Improvements
	Driveway / lane pipes (#) _____
	Surface Drainage features (#) _____

# Proposed Policy Updates

Proposed Draft Language Only.  
Still needs CD review and SCC approval.



## NEW Scope of Work Form

- Drafted in 2024
- Goal is to know deliverables on contracting, not just on completion
- Deliverable categories will match Completion Report
- **Scope of Work will NOT be a contract attachment, just a form**

### PROJECT SCOPE OF WORK - PLANNED DELIVERABLES

P2/2

Proposed Deliverables for a single project, including both grant-funded and in-kind.  
PA State Conservation Commission: Dirt, Gravel and Low Volume Road Program  
*(ft) indicates length of feature along road, not height or depth for dimensional practices*

#### Ditches and Outlets

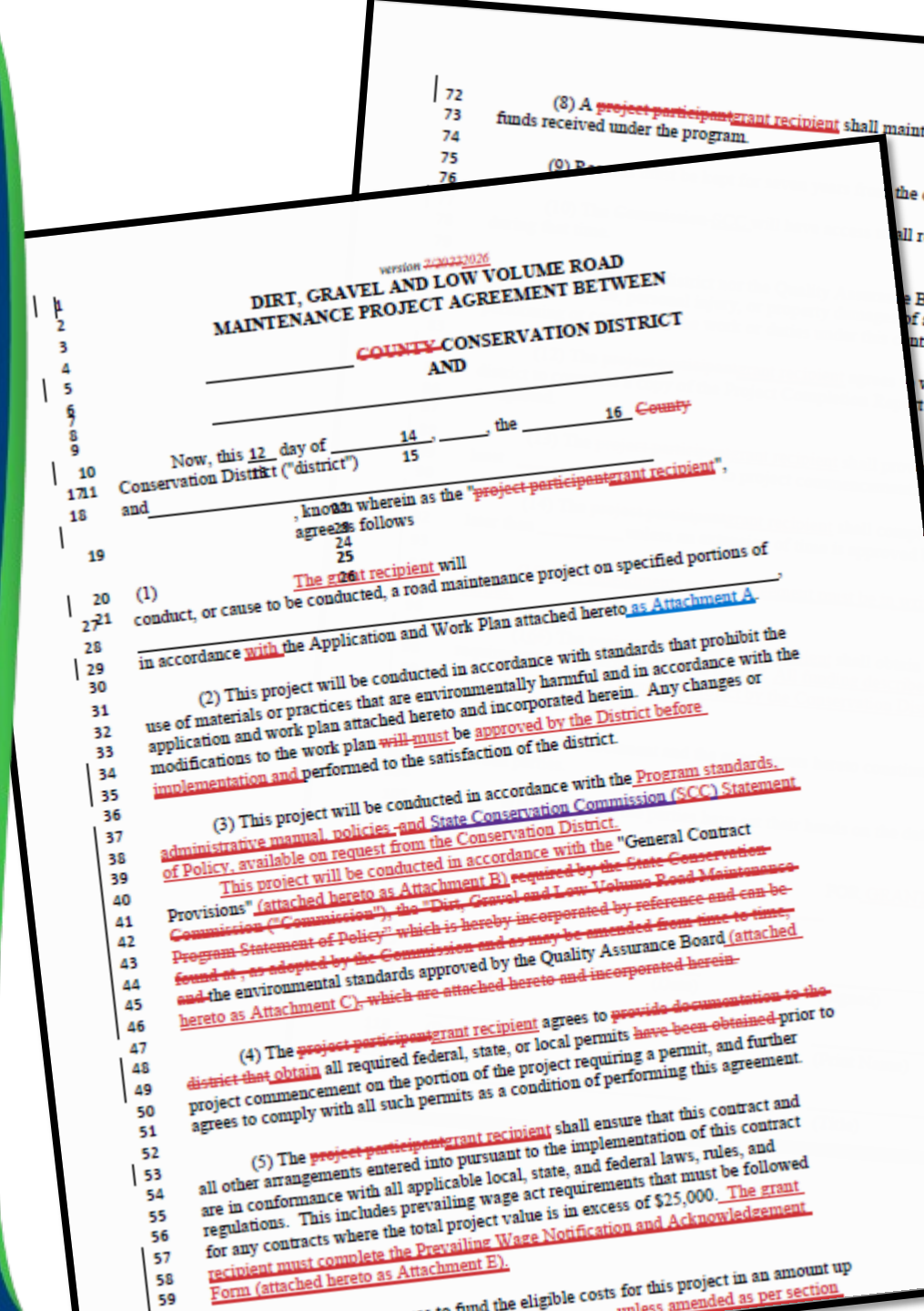
Turnouts (#) \_\_\_\_\_

#### Road Base

Road Fill (tons) \_\_\_\_\_

# DGLVR Proposed Policy Updates

- Background
- Highlights of Proposed Changes
- **CD Comment Period Open**
- Quarterly Report and GIS update





## Timeline on Proposed Changes

- Workgroup finished initial review effort and discussions in August.
- **Legal Review Completed in October**
- **CD review: (November 10<sup>th</sup> – December 31<sup>st</sup>)**
- Back to Workgroup Winter/Spring 2026
- **Potential SCC approval:** March or May to be effective July 1, 2026.

# Proposed Policy Updates



## CD Comment Period

- Use Excel spreadsheet template provided
- Include line numbers – this lets us sort comments and go through them all at once.
- Email to Justin Challenger ([jchallenge@pa.gov](mailto:jchallenge@pa.gov)) by 12/31/2025

PA Dirt, Gravel, and Low Volume Road Program		
CD Comments on Proposed Manual and Policy Changes Nov/Dec 2025		
<i>please return comments in excel format to Justin Challenger at "jchallenge@pa.gov" by 12/31/25</i>		
Commenter Name:		
Commenter Organization:		
Overall "Big Picture" Comments:	Feel free to write any overall feedback or comments on collective changes here.	
<b>DGLVR ADMINISTRATIVE MANUAL (comment on other documents in lower section)</b>		
Manual Section	Line #	Comment
1.2.5	478	Sample comment on Chapter 1, section 1.2.5, line 478 - please delete
<b>OTHER DOCUMENTS (Contract, Grant app, other forms, etc.)</b>		
DOCUMENT	Line #	Comment
Grant App		Sample comment on Grant Application - please delete

**Instructions / Notes for Commenting:**

- be sure to comment in proper section (Manual versus Attachments below)
- please link all comments to a line number if possible
- please submit comments in Excel format (not pdf or printed).
- If you need additional comment lines, add them by clicking the RIGHT mouse button on the row number in the left margin, and selecting "insert"

**Instructions / Notes for Commenting:**

- be sure to identify which document each comment is about

# Proposed Policy Updates



## CD Comment Period

- All documents can be found on temporary webpage.
- Link in Chat
- Use Excel spreadsheet template provided
- Email to Justin Challenger ([jchallenge@pa.gov](mailto:jchallenge@pa.gov)) by **12/31/2025**
  
- Webpage walkthrough: <https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/administrative-guidance-manual/cd-manual-policy-review/>

# Proposed Policy Updates



## CD Comment Period

- CDGRS “Winter Webinar Series” typically starts in December
- **ZOOM Poll:** Would you like two webinars during the CD comment period to review proposed changes in more details and allow for Q&A? Dec 4<sup>th</sup> , 11<sup>th</sup>?

# Proposed Policy Updates



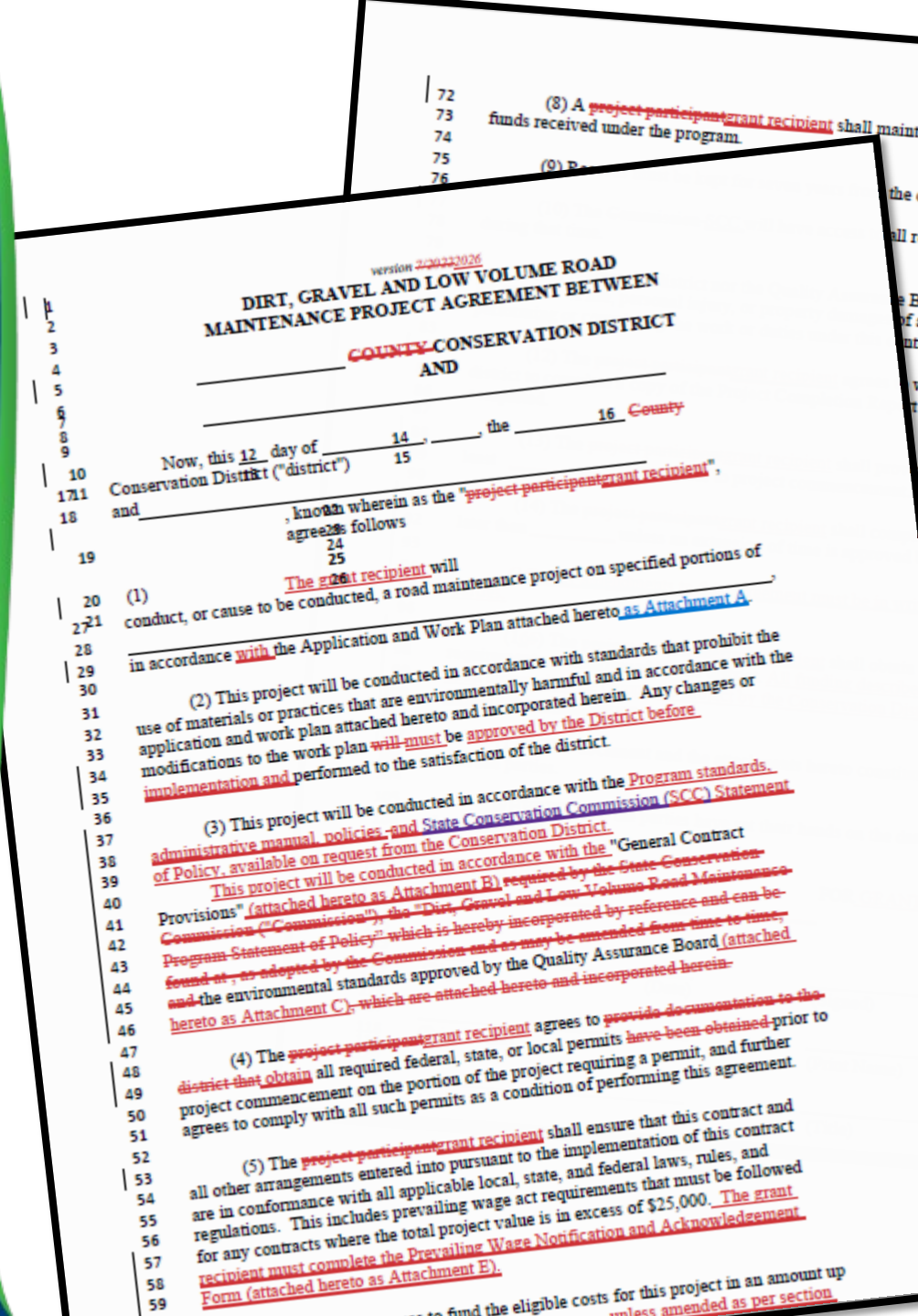
## **CD Comment Period**

- CD Comment Period ends 12/31/25
- Please use excel comment form and list line numbers if possible
- Website with all documents: <https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/administrative-guidance-manual/cd-manual-policy-review/>
- **Don't hesitate to contact us directly with questions during comment period.**

**Thank you for your input!**

# DGLVR Proposed Policy Updates

- Background
- Highlights of Proposed Changes
- CD Comment Period Open
- Quarterly Report and GIS update



# Quarterly Report Update



## Please submit your July-Sept 2025 DGLVR Quarterly Reports.

- Please note that as of the time of this webinar, the PA FY 2025-26 budget has not been finalized and approved.
- However, to enable the GIS financial tools (spending requirements, committed and uncommitted balances, etc.) to continue to be available to conservation districts without further delay, FY 2025-26 allocation amounts will be reflected in the quarterly report tool and districts are being asked to complete and submit your Jul-Sept 2025 quarterly reports.

# Quarterly Report Update



What you currently see in GIS:

## Replenishments

Potential Claim: \$	80,848.52
Harrisburg Funds (Cur): \$	42,281.19
Harrisburg Funds (Prev): \$	0.00
Amount Requested: \$	42,281.19

What you will see in GIS after 25-26 allocations are pushed:

## Replenishments

Potential Claim: \$	80,848.52
Harrisburg Funds (Cur): \$	115,795.69
Harrisburg Funds (Prev): \$	0.00
Amount Requested: \$	80,848.52

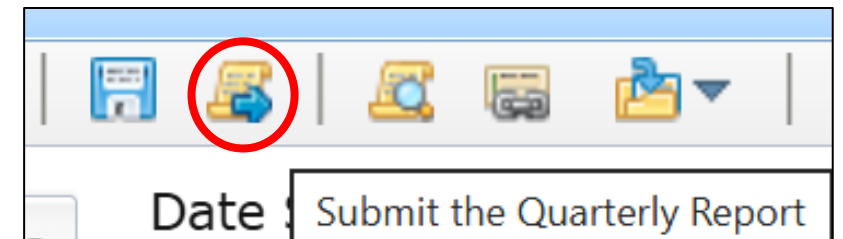
If we processed replenishments before pushing allocations, you would miss out on **\$38,567.33**

# Quarterly Report Update



Any district who **has already submitted** your Jul-Sept 2025 quarterly report:

- Will see your report be “unlocked” to allow the 2025-26 allocation amounts to be loaded in the quarterly report.
- You will then **need to resubmit your Jul-Sept 2025 quarterly report.**
- You do not need to make any changes to the report unless otherwise specified by the SCC.



# Quarterly Report Update



You will receive an email saying that your funds have been encumbered

**Ignore this email**

**Funds cannot be encumbered until the state budget passes and we receive spending authority**

**Subject:** FY 25/26 Allocation Encumbered

CD allocations for FY 25/26 Dirt, Gravel, and Low Volume Road funding have been encumbered. You will now see the following happen in the Quarterly Report tool in GIS (click the "Reports" tool, then click "Quarterly Report"):

- 50% of your DGR and LVR allocations are listed as "Unreported Advances" (in the bottom left section of the quarterly report under "Spending Status"). When these payments are processed, you will receive another email notifying you of this.
- 50% of your DGR and LVR allocations are listed as "Harrisburg Funds (Cur)" (in the

# Quarterly Report Update



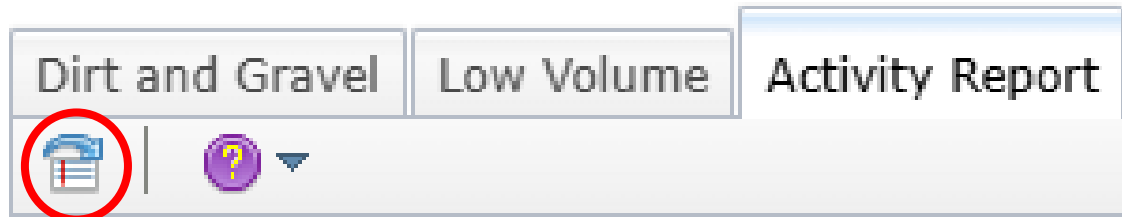
- Allocation amounts have been approved by the SCC pending approval of the state budget and therefore are not yet final or available.
  - Payments of DGLVR 2025-26 allocations (50% advances and replenishments) are not able to be processed until there is a state budget and spending authority.
  - Even though the quarterly report and GIS budgeting tool will show the 2025-26 allocations as available, note that these funds are not available to districts until the state budget and spending authority have been finalized and approved.
  - Use caution when considering new contracts for future funding – many conservation district boards will not approve/sign contracts until the funding is available, although districts can always plan future projects while waiting for funds to be available.

# Quarterly Report Update



## New tool in quarterly report - activity report

- Allows you to import previous quarter's activity report if you want
- Make sure you update any relevant info for the new quarter
- If you have anything in the activity report before copying the previous quarter's info, this tool will delete what's in the activity report and replace it with the copy from the previous quarter



# Proposed Policy Updates



## CD Comment Period

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**Thank you for your input!**