

Dirt Gravel and Low  
Volume Road Program

# WEBINAR

4/11/24, 9am

# Quality Assurance/Quality Control 2024 Update

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.

SCC

Andy Mickey

Sherri Law





# Training Opportunities



## ESMBOOTCAMP: ESM Boot Camp

- Tuesday, Sep 3, 2024 10:00 AM to Thursday, Sep 5, 2024 05:00 PM  
(Centre County)
- Location: Larson Transportation Research Building, 215 Transportation Research Building, University Park PA, 16802  
Instructor: Tim Ziegler, Eric Chase & Dave Creamer
- This course is intended to improve the capacity of new CD staff to implement better projects at the county level.
- Additional Details:
  - Day 1: 10am - 5pm
  - Day 2: 8am - 5pm

Coming soon

## ESMBOOTCAMP: ESM Boot Camp

- Tuesday, Sep 17, 2024 10:00 AM to Thursday, Sep 19, 2024 05:00 PM  
(Centre County)
- Location: Larson Transportation Research Building, 215 Transportation Research Building, University Park PA, 16802  
Instructor: Tim Ziegler, Eric Chase & Dave Creamer
- This course is intended to improve the capacity of new CD staff to implement better projects at the county level.
- Additional Details:
  - Day 1: 10am - 5pm
  - Day 2: 8am - 5pm
  - Day 3: 8am - 3pm

Coming soon

# DSA Notifications



- DSA notifications need to be sent to [dsatesting@psu.edu](mailto:dsatesting@psu.edu)

# QAQC



- Quality Assurance/Quality Control (QAQC)
- Discussion
  - What does “quality” mean?
  - Why is this an important function of the SCC?



- Quality Assurance/Quality Control (QAQC)
  - The SCC is responsible for making sure funding is spent appropriately
    - Funding needs to be properly accounted for
    - Funding needs to be spent on eligible expenses
  - Educational opportunity:
    - Allows SCC to assess district staff understanding of Program goals, policies, technical skills, etc.
    - Districts are educated about what they are doing well and areas for improvement
    - Districts provide feedback to SCC on how the Program is working



QAQC



# Better Roads, Cleaner Streams





# Outline



- QAQC overview and process
- Summary of Round 4 QAQCs (2021-2023)
- Updates for Round 5 QAQCs (2024-2027)

# Outline



- **QAQC overview and process**
- Summary of Round 4 QAQCs (2021-2023)
- Updates for Round 5 QAQCs (2024-2027)



# DGLVR QAQC Process



- Each County Conservation District reviewed once every 3 years
- QAQC Round 1: Every County visited 2003-2011
- QAQC Round 2: Every County visited 2015-2017
- QAQC Round 3: Every County visited 2018-2020
- QAQC Round 4: Every County visited 2021-2023
- Total QAQCs: **259**
- QAQC Round 5: Starts 2024

# DGLVR QAQC Process



- Review is conducted in multiple remote and in person sessions
- Review consists of 3 main parts:
  - Financial
  - Administrative / Functionality
  - Projects





# DGLVR QAQC Process



- **Participants:**

- District staff responsible for administering the Program
- District manager
- District staff that assist with Program
- State Conservation Commission
- Center for Dirt and Gravel Road Studies
- Quality Assurance Board
- District Board
- DEP Field Representative
- Project participants

# DGLVR QAQC Process



## • Financial Review

- Primarily conducted remotely
- Financial documentation is provided to SCC electronically
- SCC checks:
  - That documentation matches quarterly reports
  - That funds were spent on eligible expenses

QAQC Financial Review - DGR									
7/1/2020-9/30/2020									
Date	Description	advance	replenishment	interest	Other Inc.	Admin exp	edu expense	Projects expense	Other expenses
Total from district documentation		\$	\$	\$	\$	\$	\$	\$	\$
Difference		\$	\$	\$	\$	\$	\$	\$	\$
10/1/2020-12/31/2020									
Date	Description	advance	replenishment	interest	Other Inc.	Admin exp	edu expense	Projects expense	Other expenses
Total from district documentation		\$	\$	\$	\$	\$	\$	\$	\$
Difference		\$	\$	\$	\$	\$	\$	\$	\$

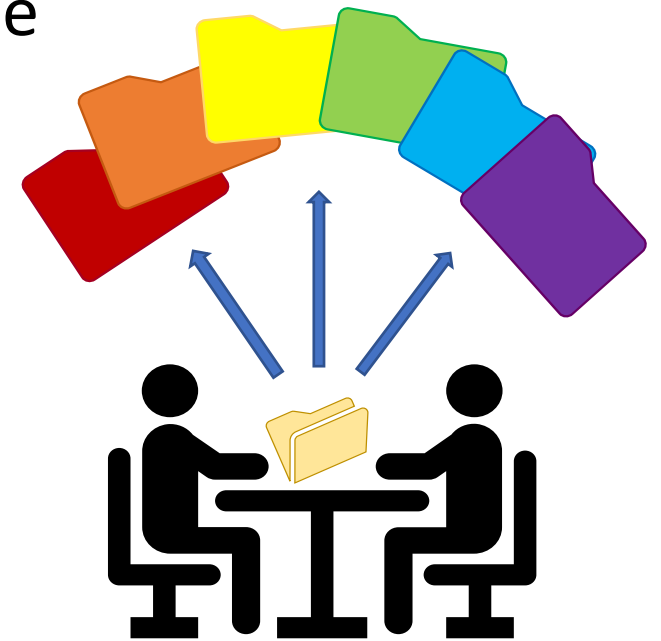
Register 1005 FNS-DG Road Fund									
From 07/27/2022 through 06/30/2023									
Sorted by: Date, Type, Number/Ref									
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance	
07/27/2022			1000 FNS-General Fund Ch.	Reimb. Gen. Fund In...	8,126.00	X		202,879.22	
07/29/2022			1000 FNS-General Fund Ch.	Q1-2022 Adm. Exp...	2,613.32	X		200,265.90	
08/12/2022			1000 FNS-General Fund Ch.	Advance Working Co...		X	225.16	200,491.06	
08/30/2022			1000 FNS-General Fund Ch.	Transfer for Advance...		X	93,911.00	294,402.06	
08/31/2022			1000 FNS-General Fund Ch.	Interest Income - Restr...		X	12,452.75	306,854.81	
08/31/2022			1000 FNS-General Fund Ch.	Interest Income - Restr...		X	403.48	307,258.29	
08/31/2022			1000 FNS-General Fund Ch.	Interest Income - Restr...		X	244,978.73	552,237.02	
08/31/2022			1000 FNS-General Fund Ch.	Fund pay 2021 Dbl...	12,279.56	X	543.51	553,780.53	
10/19/2022			1000 FNS-General Fund Ch.	Q1-2022 Admin. Edm...	3,244.53	X		557,025.00	
10/31/2022			1000 FNS-General Fund Ch.	Interest Income - Restr...		X	599.61	557,624.61	
11/30/2022			1000 FNS-General Fund Ch.	Interest Income - Restr...		X	577.72	558,202.33	
12/07/2022			1000 FNS-General Fund Ch.	Employment Working ...		X	23,042.88	581,245.21	
12/29/2022			1000 FNS-General Fund Ch.	Fund Pay. Financ...	44,982.32	X		626,227.53	
12/30/2022			1000 FNS-General Fund Ch.	Interest Income - Restr...		X	669.32	626,896.85	
01/09/2023			1000 FNS-General Fund Ch.	Reimb. of AQ Admin...	3,047.96	X		630,944.81	
01/31/2023			1000 FNS-General Fund Ch.	Interest Income - Restr...		X	567.96	631,512.77	
02/28/2023			1000 FNS-General Fund Ch.	Interest Income - Restr...		X	498.45	632,011.22	
03/06/2023			1000 FNS-General Fund Ch.	QA-2022 replenishm...		X	48,226.85	680,238.07	
03/28/2023			1000 FNS-General Fund Ch.	Advance Pay. Financ...	35,000.00	X		715,238.07	
03/31/2023			1000 FNS-General Fund Ch.	Interest Income - Restr...		X	617.98	715,856.05	
03/31/2023			1000 FNS-General Fund Ch.	Advance Payment La...	99,895.06	X		815,751.11	
04/05/2023			1000 FNS-General Fund Ch.	Advance Pay. Hellen...	36,222.00	X		851,973.11	
04/12/2023			1000 FNS-LV Road Fund	Correction of 4/5/23...		X	36,222.00	888,195.11	
04/28/2023			1000 FNS-General Fund Ch.	Interest Income - Restr...		X	340.87	888,535.98	
05/02/2023			1000 FNS-General Fund Ch.	Q1-2023 DGR. Adm...	3,343.26	X		891,879.24	
05/19/2023			1000 FNS-General Fund Ch.	Q1-2023 replenishm...		X	22,641.27	914,520.51	
05/31/2023			1000 FNS-General Fund Ch.	Interest Income - Restr...		X	434.65	914,955.16	
06/30/2023			1000 FNS-General Fund Ch.	Interest Income - Restr...		X	422.47	915,377.63	





## • **Administrative/Functionality Review**

- Conducted both remotely and in person
- SCC interviews district staff and local Quality Assurance Board (QAB)
- Hard files are reviewed to make sure required documentation is retained
- Review local policy and meeting minutes
- Key points:
  - Do district staff understand the Program?
  - Are district staff involved enough in projects?
  - Are district staff adequately engaging eligible road owners?



- **Project Review:**
  - Most of the in-person visit is spent visiting completed project sites
  - Projects chosen from sites in GIS
  - District picks some projects and QAQC Team finalizes list
  - Review of environmental impact reduction and project success





# DGLVR QAQC Process



- **QAQC Report:**

- Written after all remote and in-person visits are complete
- Document how the program is being run locally
- Lists what the district is doing well, if anything is outside of requirements, and suggestions for improvement
- District reviews the preliminary report and provides feedback
- SCC staff determines if any changes are needed prior to sending the final report

# DGLVR QAQC Process



- **Ratings:**

- **Exceptional** - Local program is exceeding expectations in every category and on every project. Saved for the best of the best.
- **Exceeds expectations** - the local Program goes above and beyond what is required
- **Meets expectations** - The District is administering the Program well.
- **Needs improvement** - Self-explanatory and provides a category between Meets Expectations and Doesn't Meet Expectations for those Districts that are borderline.
- **Does not meet expectations** - Not meeting the requirements of the Program.

# DGLVR QAQC Process



- **Ratings:**

- **Meets expectations** - The District is administering the Program well.

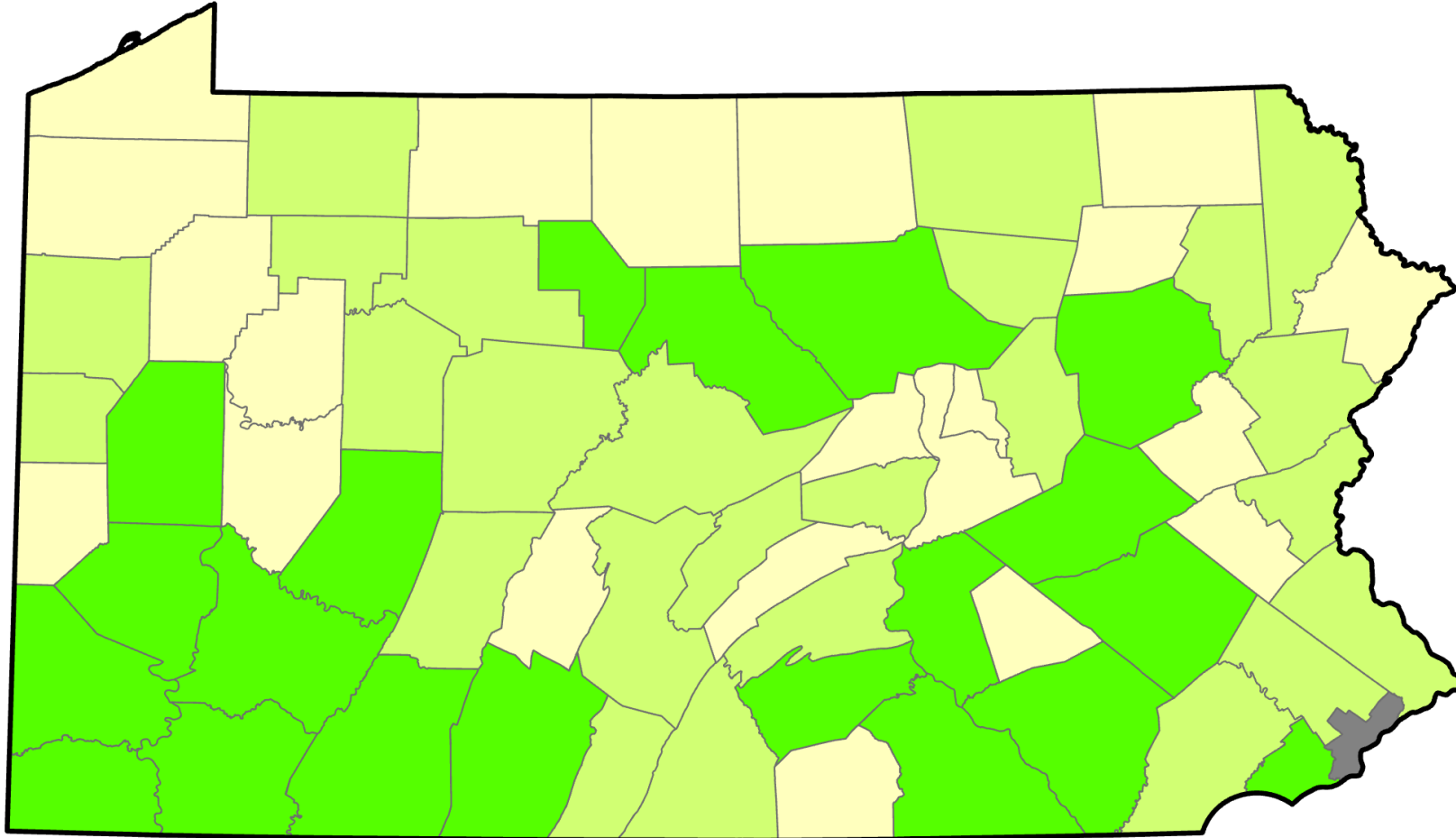


# Outline



- QAQC overview and process
- **Summary of Round 4 QAQCs (2021-2023)**
- Updates for Round 5 QAQCs (2024-2027)

# QAQC Round 4 Summary



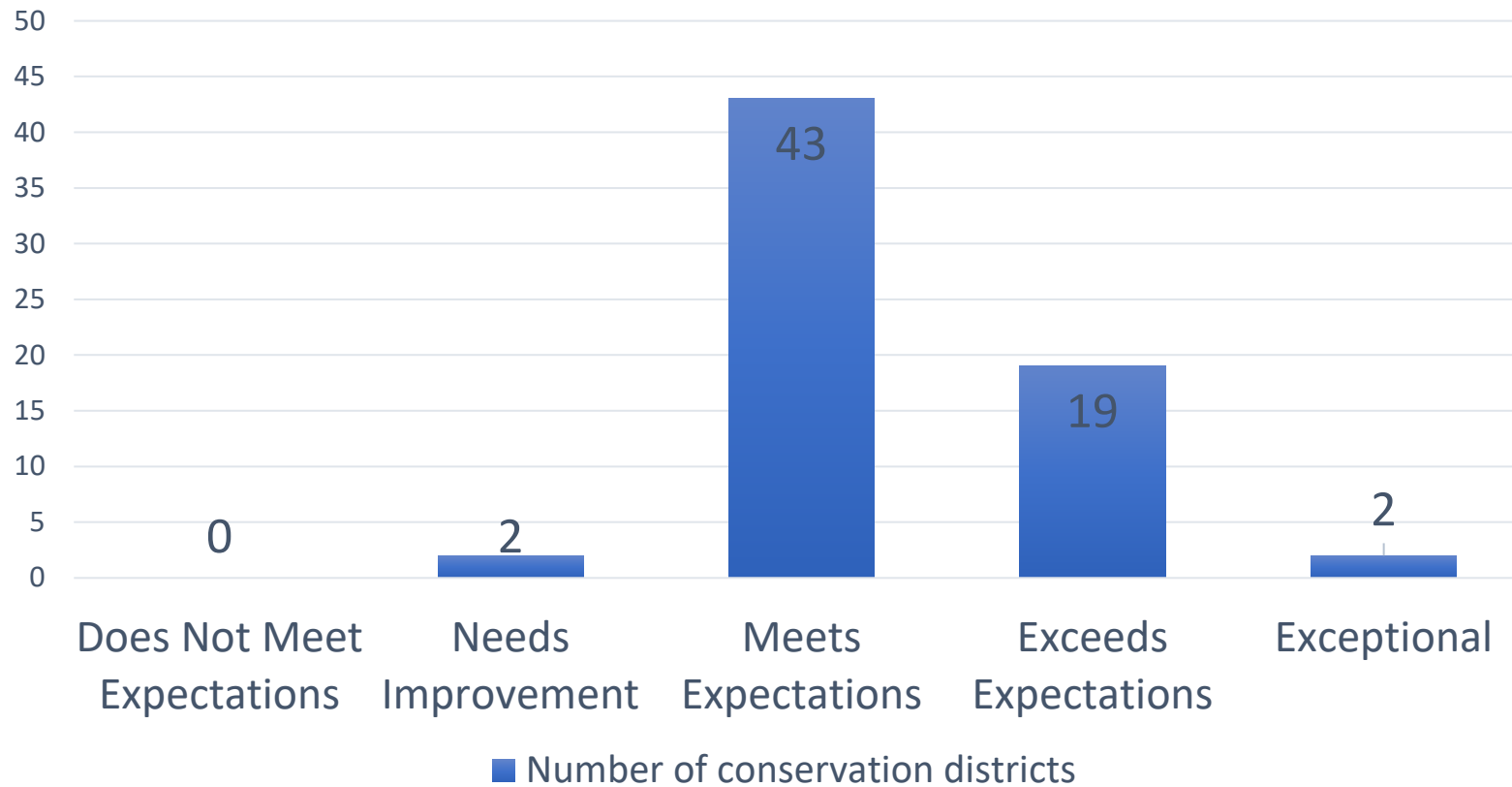
## QAQC



# QAQC Round 4 Summary



## Overall Round 4 QAQC Ratings

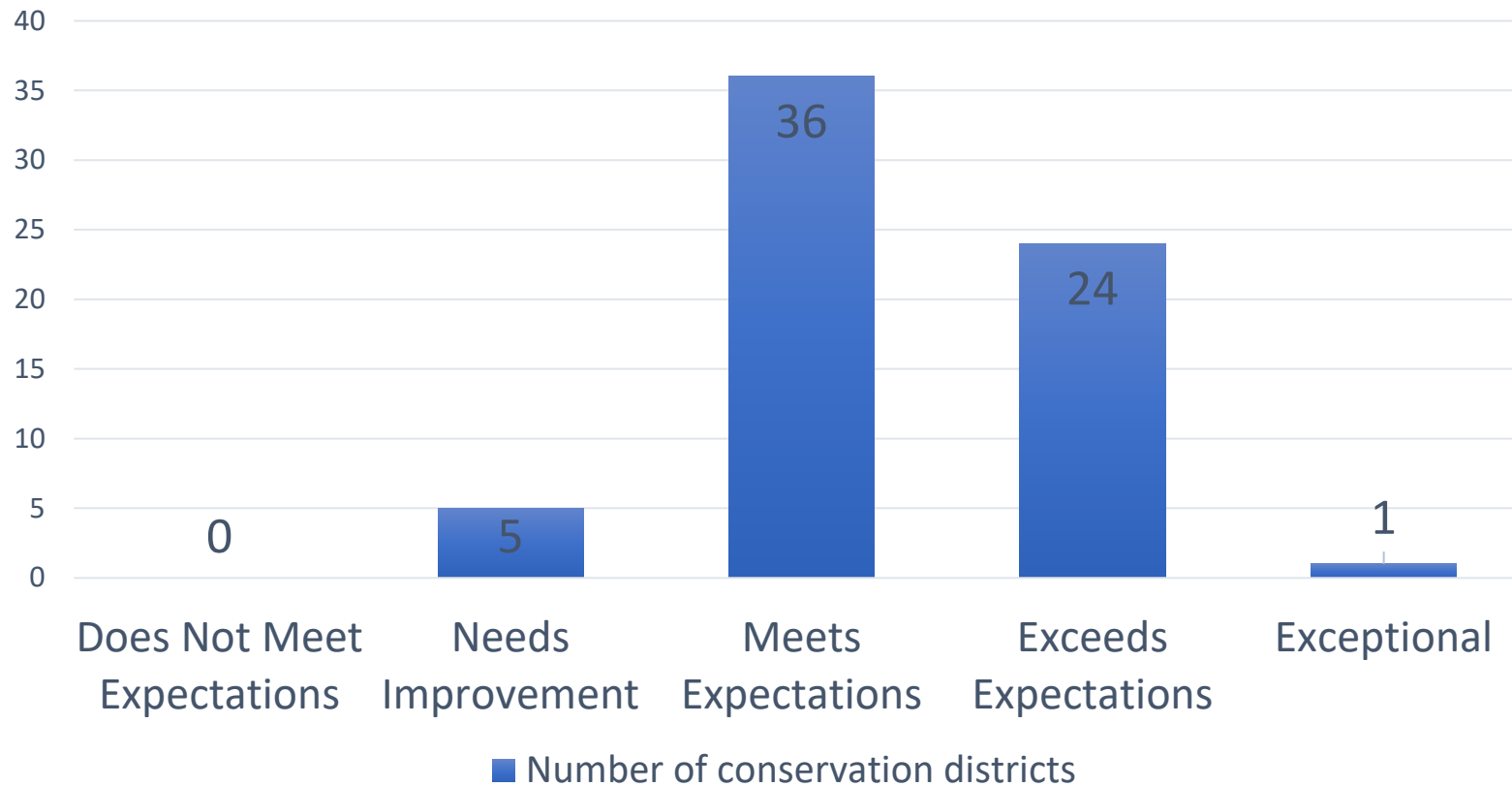




# QAQC Round 4 Summary



## Financial Round 4 QAQC Ratings

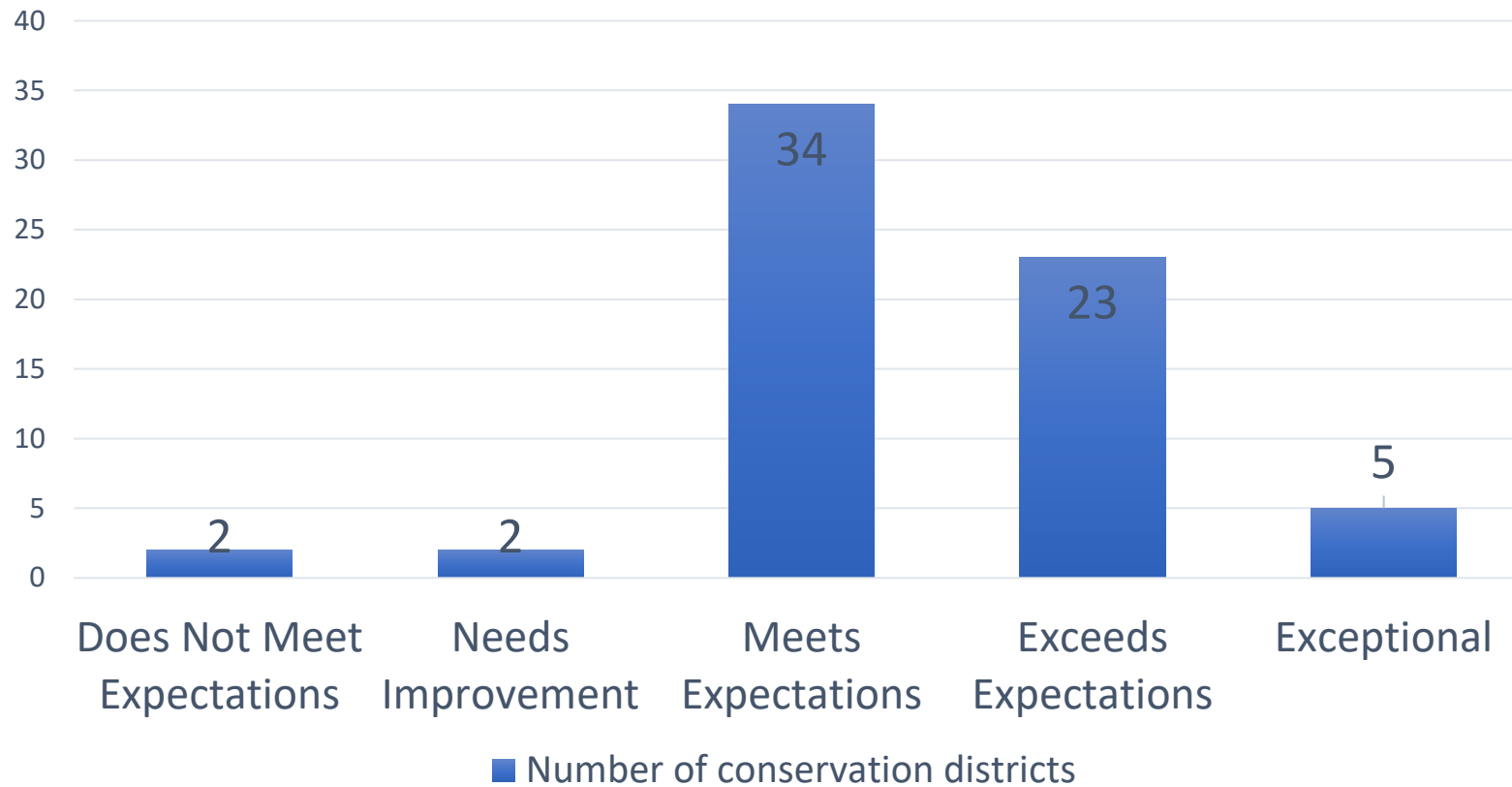


# QAQC Round 4 Summary



## Administration/Functionality

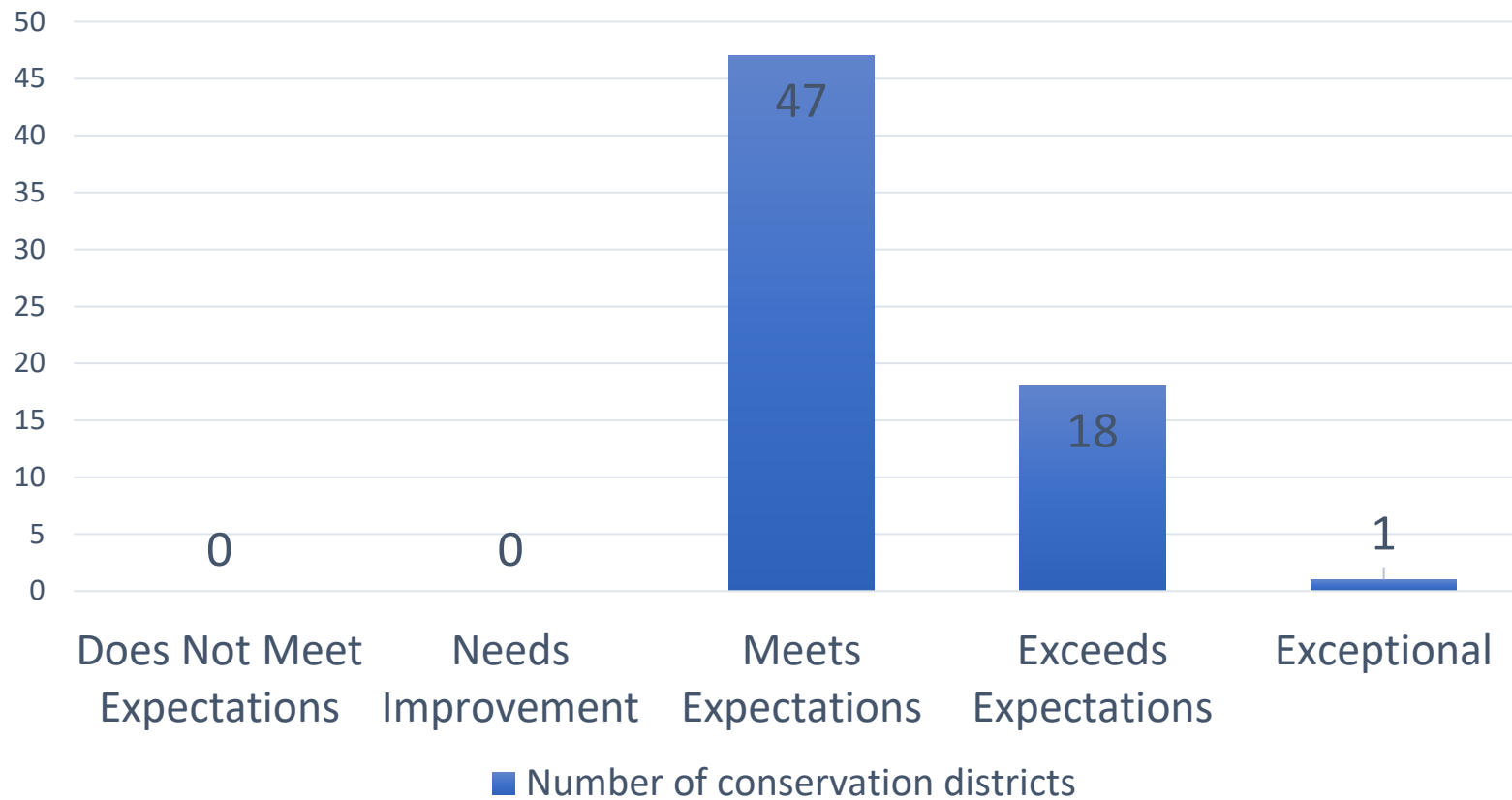
### Round 4 QAQC Ratings



# QAQC Round 4 Summary



## Projects Round 4 QAQC Ratings





# QAQC Round 4 Summary



- Individualized feedback provided to each conservation district in QAQC report
  - CDs should thoroughly review reports
    - By staff, management, QAB, and CD Board members
- There are also some recurring themes state-wide: details on following slides

# QAQC Round 4 Summary



- **Recurring Themes: Required Actions**

- Follow stream crossing policy
  - Especially small streams
- DSA and road fill requirements
- Update local policies
- Update cost allocation methods (CAMs)
- Keep local and GIS account balances reconciled
- Retain PA One-call serial number in project files

# Stream Crossings



- **Small Streams**

- When does the DGLVR stream crossing policy apply?

## Admin Manual 7.1.2.3: Where the DGLVR Stream Crossing Policy Applies

The stream crossing policy outlined here applies to situations where streams, including intermittent channels, with **identified bed and banks are flowing into the road or the uphill ditch.** See section [7.1.3](#) for more information on Automatic and SCC-requested exemptions from the DGLVR Stream Crossing Standard. Contact the State Conservation Commission in questionable circumstances.

[https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/administrative-guidance-manual/7-additional-program-policies/#agm\\_7-1](https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/administrative-guidance-manual/7-additional-program-policies/#agm_7-1)





# Stream Crossings



- **Small Streams**

- 1.25x bankfull width requirement
- Automatic Exemption
  - No SCC approval needed for channels with a bankfull width of 4' or less and:
    - The defined bed and bank coming to the road does not extend more than 500' upslope of the road ditch, or
    - The drainage area of the bed and bank coming to the road is 20 acres or less.
- Complete the “Automatic Exemption from the DGLVR Stream Crossing Standard” form (Appendix I) and keep it in the project file. Automatic exemptions still need to be reported in the SCC notification system.







- Written SCC Approval for Exemptions
  - Circumstances may exist where a conservation district would like to request an exemption from the DGLVR Stream Crossing Standard from the SCC on a larger stream that does not qualify for an automatic exemption. These situations must be handled individually, and a signed “SCC Exemption from the DGLVR Stream Crossing Standard” form must be obtained from the SCC and kept in the project file.

- Written SCC Approval for Exemptions
  - Examples of some conditions where an exemption from the DGLVR Stream Crossing Standard may be requested:
    - Small channels that fall outside the automatic exemptions above.
    - Crossings with extensive outlet drops that would make establishing connectivity impossible or prohibitively expensive for the amount of habitat improvement it would provide.
    - Other stream crossings with special circumstances. A signed “SCC Approval for Exemption from the DGLVR Stream Crossing Standard Request” form must be kept in the project file.



# Stream Crossing Resources



- Stream Crossing Page of the Center's website
  - <https://dirtandgravel.psu.edu/stream-crossing-replacements/>
- Policy, Standard, and Technical Manual
- Stream Crossing Replacement Certification Training
- Recorded webinars:
  - <https://dirtandgravel.psu.edu/education-training/webinars/past-webinars/>

**Please reach out to SCC or Center with any questions and for assistance with ongoing projects!**

# Stream Crossing Resources



## Webinars:

- **February 8, 2024: Stream Crossings – Status Update and Emerging Issues**
  - Status update on the implementation of the new stream crossing standard. Included a review of some recent issues encountered on projects and conservation district responsibilities.
- **January 5, 2023: Stream Crossing Exemptions and Notifications**
  - This webinar reviewed the notification and exemption process for stream crossings with some examples.
- **May 27, 2022: Stream Technical Manual: Overview and Q&A on DGLVR Stream Crossing Replacement Technical Manual**
- **May 26, 2022: Stream Standard: Overview and Q&A on DGLVR Stream Crossing Design and Replacement Standard**
- **May 25, 2022: Stream Policy: Overview and Q&A on DGLVR Stream Crossing Replacement Policy**



# DSA & Road Fill



- **7.2.3 Exception to using DSA on Fill Projects**
- Driving surface aggregate meeting the Commission's Standard and Specification is the only approved road surface material that may be purchased (for DGR projects) with Program funds. The only exception to this is on road fill projects. Road fill projects are defined as projects which install an average compacted thickness of 12-inches or more of fill material, not including the driving surface, to allow for proper drainage and/or strengthen the existing road base. Road fill projects must be capped with DSA or an alternative aggregate at a minimum depth of 6-inches. Shale or bank-run gravel may not be used as the final driving surface. This exception is not meant to replace DSA with fill
- **Considerations**
  - Depth of road fill used needs to be sufficient to support drainage
  - DSA can still be used to surface road fill projects
  - The road fill exception should not be used to avoid DSA placement
  - Alternative surface materials should be well-bound
  - Project phasing

# Financial Resources



## NEW Financial Training

- Highly recommended for CD staff involved in DGLVR funding: budgeting, bookkeeping, writing checks, spending requirements, etc.
- This training covers topics including:
  - DGLVR financial policy
  - tracking funds
  - GIS financial tools
  - reconciling the GIS and conservation district DGLVR accounts,
  - budgeting and spending requirements
  - financial portion of Quality Assurance / Quality Control (QAQC) visits.
- **Registration:** <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)

# Financial Resources



- New templates and financial guidance documents provided in financial training
- Available online:  
<https://dirtandgravel.psu.edu/education-training/program-administration/>
- Reach out to Ken and SCC for financial assistance!

## Financial Course Resources

### Course Downloads

- Presentation (0 MB): MP4 format *(coming soon)*

### Presentation Downloads

- [Adobe PDF](#) (14.5 MB)
- [MS Powerpoint](#) (7.09 MB)

### Supporting Documents

*All documents in PDF format unless otherwise noted.*

- **CAM Spreadsheet** (44.5 KB): Conservation districts must use a cost allocation method (CAM) to determine what portion of shared expenses are eligible DGLVR administration and education expenses. This spreadsheet includes examples of 3 different CAMs that meet DGLVR CAM policy. This can also be used as a template spreadsheet to assist conservation districts in developing their own CAMs. *(Excel spreadsheet)*
- **DGLVR payments to conservation districts** (261 KB): This document provides guidance on how DGLVR funding moves from the State Conservation Commission (SCC) to PA County Conservation Districts.
- **DGLVR payments to grant recipients** (262 KB): This document provides guidance on how DGLVR funding moves from PA County Conservation Districts to DGLVR grant recipients.
- **DGLVR GIS QR reconciliation template** (58.5 KB): This spreadsheet template can be used by conservation districts to help fill out the DGLVR quarterly report and/or reconcile their local DGR and LVR account balances with the GIS account balances. *(Excel spreadsheet)*
- **DGLVR GIS QuickGuide** (780 KB): This provides guidance to conservation districts on filling out quarterly reports in the DGLVR GIS. It includes screenshots from the GIS with at-a-glance notes and reminders.

# QAQC Round 4 Summary



- **Recurring Themes: Project Recommendations**
  - More outlets and drainage disconnection
  - Shallow cross pipes with grade breaks
  - More road fill
    - Achieve sheet flow
  - Road crown
  - More stable headwalls/endwalls
  - Use underdrain, storm sewer, and infiltration practices appropriately
  - Stream crossing design/implementation





## ESM Spotlight webinars

- **March 2, 2023: ESM Practice Spotlight: Sectional Fill**
  - While the Program utilized road fill to correct drainage problems on entrenched roads, sometime a complete fill job is not possible. This webinar covered a “sectional fill” approach that can sometimes be used to raise certain sections of road and obtain drainage outlets.
- **March 23, 2023: ESM Practice Spotlight: Shallow Crosspipes**
  - Based on recent QAQCs, the practice of “shallow crosspipes” is still underutilized around the state. This webinar reviewed the topic in detail, providing advantage and instruction for installation.
- **February 15, 2024: ESM Spotlight – Underdrain, Infiltration, and Storm Sewers**
  - Building off a presentation done at the 2023 workshop, the Center has developed a new technical bulletin about the use of underdrain, infiltration, and storm sewer systems. This webinar reviewed the new technical bulletin which will be made available.



- **Recurring Themes: Administrative Recommendations**
  - Conservation district should conduct more education and outreach
  - More involvement throughout project lifecycle
  - Create and file as-built drawings at the end of projects
  - Print and include project expense tracker in hard file

# Administrative Resources



- **Recorded webinar: January 17, 2017: CD Education and Outreach Ideas**
  - Education and outreach ideas and efforts for Conservation Districts to improve interactions with municipalities and other potential applicants.
- **ESM Bootcamps being scheduled for 2024**
  - Designed for Conservation Districts staff administering the field portion of the DGLVR Program.
  - This multi day training event is held largely in the field to provide basic knowledge in Environmentally Sensitive Road Maintenance.
  - Includes training on development and oversight of DGLVR Projects
  - <https://dirtandgravel.psu.edu/education-training/esm-boot-camp/>
- **Recorded webinar: June 13, 2023: DGLVR Project Work Plan Application**
  - Since debuting the idea at the 2022 workshop, we have been working with developers to create a “Project Sketch Application” in the DGLVR GIS system. The propose of this application is to allow CDs (and applicants and others) to create simple project layout maps to accompany grant applications for the DGLVR Program. This webinar served as a demonstration/mini-training on the sketcher, and CDs were provided access to the sketcher app immediately after the webinar.
  - Can be used for grant applications, updated workplans, and as-built drawings
- **Upcoming Webinar: April 25th, 9am: Tips for Keeping Up with Spending Requirements:**

Conservation districts are required to spend each annual allocation of DGR and LVR funds within 2 years to be eligible for future allocations. This webinar will share tips and tricks to help districts establish a local annual grant cycle to get ahead of these spending deadlines.

# Administrative Resources



- **ESM Bootcamps being scheduled for 2024**

- Designed for Conservation Districts staff administering the field portion of the DGLVR Program.
- This multi day training event is held largely in the field to provide basic knowledge in Environmentally Sensitive Road Maintenance.
- Includes training on development and oversight of DGLVR Projects
- <https://dirtandgravel.psu.edu/education-training/esm-boot-camp/>



# Administrative Resources



- Project expense tracker

AutoSave On | QAQC\_Project\_Expense\_Tracker\_blank - Saving...

File Home Insert Page Layout Formulas Data Review View Help Acrobat Search

M9

	A	B	C	D	E	F	G	H
1	<b>PA Dirt, Gravel, and Low-Volume Road Maintenance Program</b>							
2	<b>Project Expense Tracker - Grant Funding Only, No In-Kind</b>							
3		<b>County:</b>			This form is used to compile and summarize receipts for grant expenditures. It can be attached to the Project Completion Report upon successful completion of the project. Only receipts and funds paid through the grant should be included. In-kind funding should not be included on this page. The "total" at the bottom should match the amount reported in GIS and the total of project checks.			
4		<b>Municipality:</b>						
5		<b>Date:</b>						
6		<b>Road Name:</b>						
7		<b>Worksite ID</b>						
8								
9		<b>Date</b>	<b>Vendor</b>	<b>Description / Use</b>				
10	1	11/7/2017	Example: Jim's Pipe Supply	Example: 15" plastic pipe for 3 crosspipes	100.0	ft	\$ 10.00	\$ 1,000.00
11	2							\$ -
12	3							\$ -
13	4							\$ -
14	5							\$ -
15	6							\$ -
16	7							\$ -
17	8							\$ -
18	9							\$ -

**Template Available  
as an Excel  
Document**

# QAQC Round 4 Summary



- **Recurring Themes: Commendations**
  - Dedicated conservation district staff
  - Sites with environmental impacts are being funded
  - Good basic understanding of and implementation of ESM practices
  - Stream crossings incorporating updated guidance



**THANK YOU**  
**to conservation districts**  
**for doing a good job!**

# Outline



- QAQC overview and process
- Summary of Round 4 QAQCs (2021-2023)
- **Updates for Round 5 QAQCs (2024-2027)**



# QAQC Round 5 updates



- **No major changes proposed for Round 5**
- Review is conducted in multiples remote and in person sessions
- Review consists of 3 main parts:
  - Financial
  - Administrative / Functionality
  - Projects



# QAQC Round 5 updates



- Remote Components
  - Financial Review
  - Interviews
  - Administrative document review
  - Project selection
- In-person Visit
  - 1-3 days
  - Hard file review
  - Focus on site visits

# QAQC Round 5 updates



- Reviewing Stream Crossings following the Standard
  - Visit after completion, before full QAQC visit
    - SCC will request documentation ahead of site visit
    - Separate report format/criteria for stream crossing projects contracted before the Standard and stream crossing projects following the Standard

# QAQC Round 5 updates



## Please provide the following documentation for stream crossing projects:

- Contract Site ID (from GIS)**
- Grant application & work plan**
- Site Assessment documentation:** Survey data and recommendations developed from site assessment. This could include a copy of the "Site Assessment Analysis Tool" spreadsheet used to plot survey data and proposed conditions. This could also include information from the longitudinal profile web tool.
- Stream Crossing Eligibility Determination Form**
- Stream Crossing Replacement Project: Lifecycle Checklist**
- Off Right of Way Consent Form**
- Request for Proposals (if applicable)**
- Permit application/plan sheets**
- Written confirmation to the grant recipient or engineer that the draft permit application complies with DGLVR policy and the Stream Crossing Standard before they are submitted (or resubmitted) for permit review**
- Bid documents**
- Written confirmation to the grant recipient or engineer that draft bid documents comply with DGLVR policy and the Stream Crossing Standard before they are provided to potential bidders**
- Abrasion Resistance and Soundness test results for rock used for grade control, bank margins, or bank stabilization if not obtained from a PennDOT approved source.**
- Construction Plan sheets**
- Automatic Exemption from the DGLVR Stream Crossing Standard Form: (if applicable)**
- SCC Approval for Exemption from the DGLVR Stream Crossing Standard Request Form (with SCC decision, signature, and date): (if applicable)**
- Inspection and Documentation of Critical Stages of Construction Form and as-built documents:** signed and sealed certification form from design engineer
- Project Completion Report**
- Prevailing Wage Certified Payroll and Certified Statement of Compliance (if applicable)**
- Before and after photos**



# QAQC Round 5 updates



- Report
  - Ratings
    - Unchanged
  - Checklist format
    - Mostly the same but will be streamlined
  - Executive Summary
    - First few pages of report
    - Include ratings, summary, and commendations, recommendations, and required actions
    - unchanged

# QAQC Round 5 updates



- Preparing for a QAQC
  - Pre-visit letter (email) includes checklist, overview of ratings, etc. (Attachments A-D)
  - All documents available online: <https://dirtandgravel.psu.edu/pa-program-resources/qa-qc/>

The screenshot shows a web browser displaying the URL <https://dirtandgravel.psu.edu/pa-program-resources/qa-qc/>. The page has a green navigation bar with the following menu items: HOME, PA PROGRAM RESOURCES (highlighted), GENERAL RESOURCES, EDUCATION/TRAINING, NEWS & EVENTS, BOF, and CENTER. A search icon and a user profile icon are also present. On the left side, there is a sidebar menu with the following items: Products, SCC Program Overview, Conservation Districts, Program Resources, QA/QC (highlighted), Low Volume Roads, Advisory Workgroups, and Products. The main content area features a header image of a dirt road, followed by the title "Quality Assurance / Quality Control (QA/QC)". The text below the title reads: "The Program's Quality Assurance / Quality Control (QA/QC) process is a joint effort between Program, Center, and DEP staff to assess the functionality the Dirt and Gravel Road Program within individual Conservation Districts. The process involves a full-day visit to each district with the majority of the time being spent visiting projects in the field. The purpose of the visit is to identify areas for improvement within the District and the Program, and to share successful strategies between Districts." Below this is a section titled "Details" with the text: "The QA/QC effort visits individual conservation districts to assess their implementation of the Dirt, Gravel, and Low Volume Road Maintenance Program. The one or two day visit is conducted by SCC, Center, and DEP. These reviews focus on financials, administration/functionality, and project implementation. The following is an outline of what to expect for a typical QA/QC visit. The documents used during the QAQC process can be found in the reference documents below." At the bottom of the page, there is a partial sentence: "Round 4 of QAQC's are now underway! SCC staff will be in touch to notify you of your QAQC and to schedule a date for the review that best fits your schedule."

# QAQC Round 5 updates



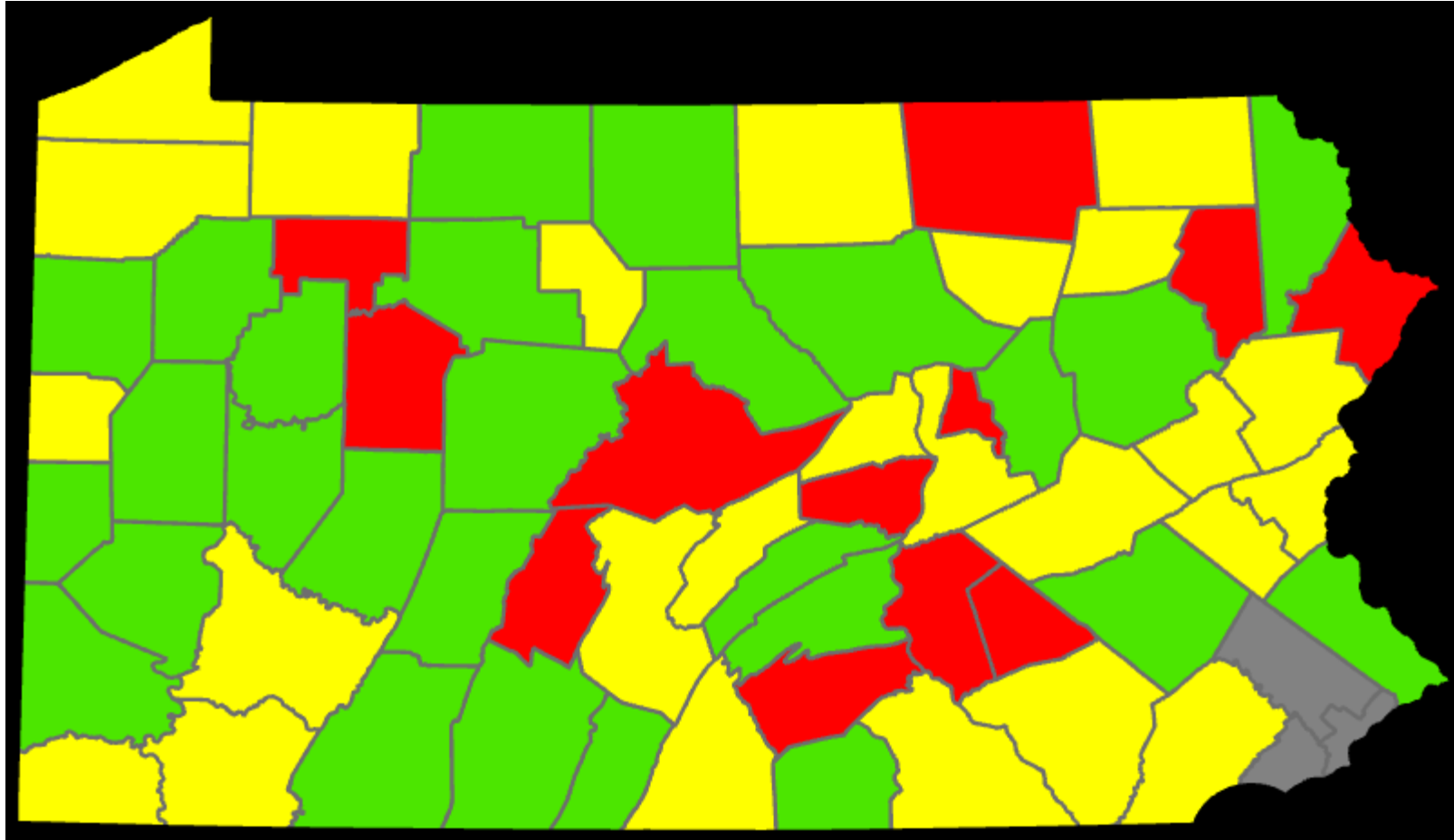
- How to do well on a QAQC?
  - Attend DGLVR trainings regularly
  - Keep up with webinars
  - Commit enough time to the DGLVR Program
  - Develop ESM practice expertise
  - Reach out when you need help
    - “You learn more by asking than assuming”

## 5-Year Spending Update

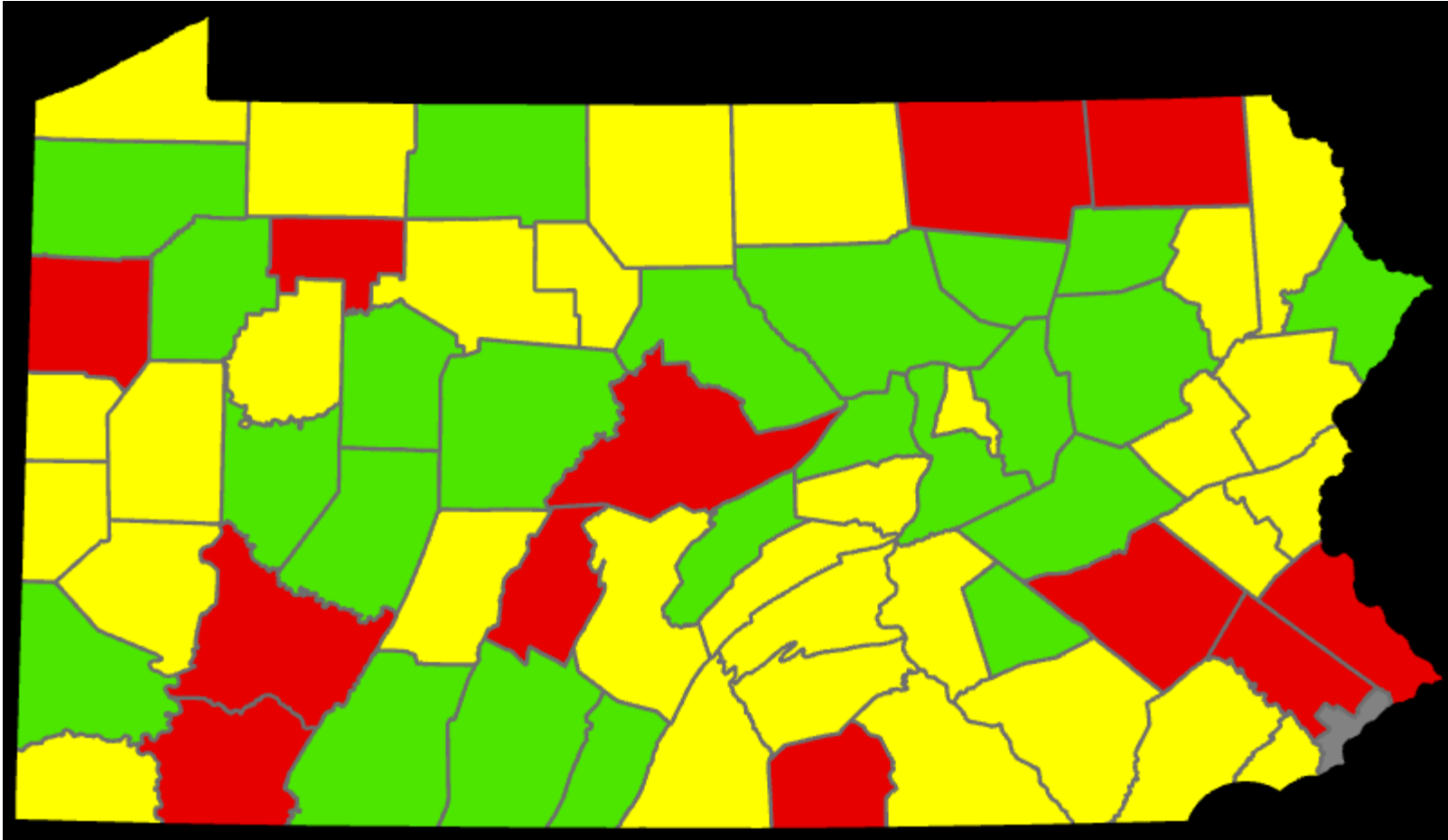
- All funding from agreement must be spent out by 6/30/2024
- Current CD Status as of 4/11/2024
  - Spent everything: 28 DGR, 27 LVR
  - Committed everything: 27 DGR, 26 LVR
  - Not committed: 9 DGR, 10 LVR



# DGR



# LVR



## 5-Year Spending Update - Financials

- **Dirt and Gravel**
  - **Committed: \$3,515,679.81**
  - **Not Committed: \$226,924.00**
- **Low Volume**
  - **Committed: \$2,654,177.08**
  - **Not Committed: \$380,506.02**
- **Total**
  - **DGR: \$3,742,603.81**
  - **LVR: \$3,034,683.10**
  - **Total: \$6,777,286.91**

**Question:**

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

**Answer:**

This information is available in the GIS.

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

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



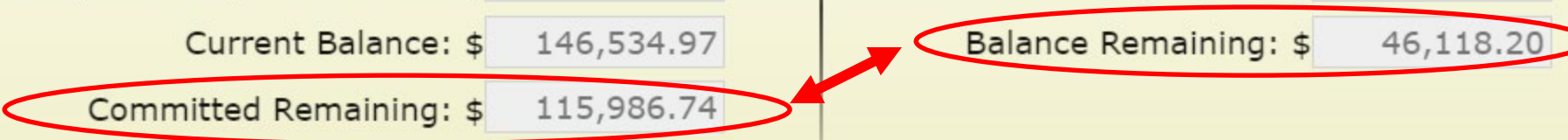
**Question:**

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

**Answer:**

If your Committed Remaining is greater than the Balance Remaining.

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



**Question:**

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

**Answer:**

If your Committed Remaining is less than the Balance Remaining.

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

## 5-Year Spending Update

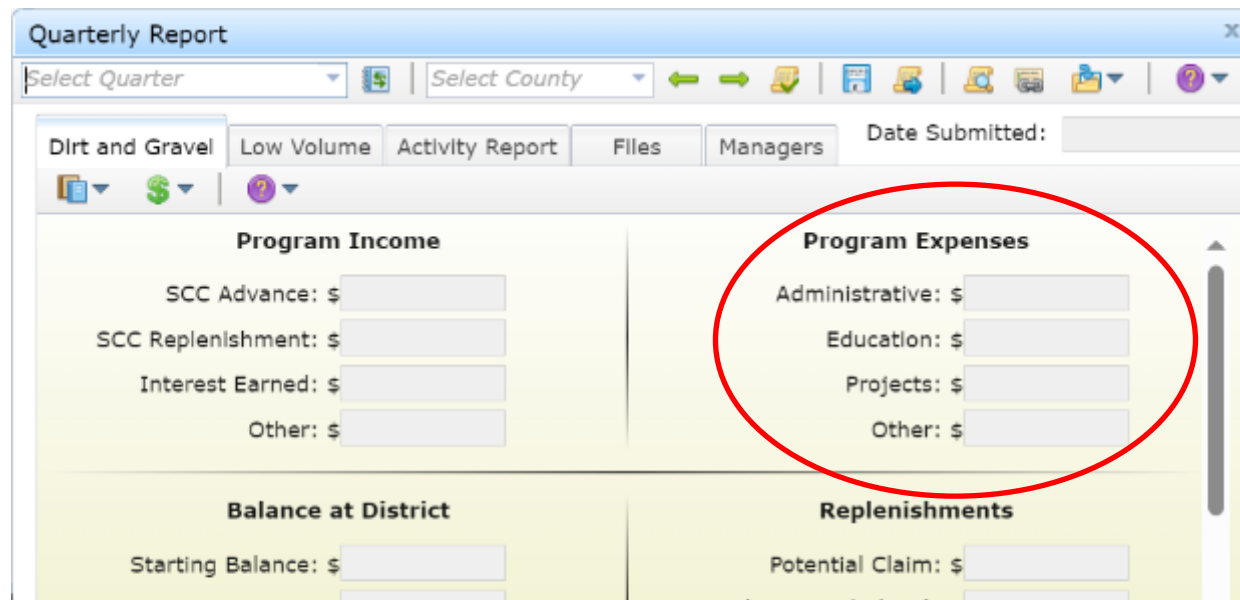
- If you are **Green** in both DGR and LVR, great job!
- If you are **Yellow** or **Red** in DGR and/or LVR, expect follow-up status calls/emails.

## 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!)



The screenshot shows a web-based form titled "Quarterly Report". At the top, there are dropdown menus for "Select Quarter" and "Select County", along with a toolbar containing various icons. Below this, there are tabs for "Dirt and Gravel", "Low Volume", "Activity Report", "Files", and "Managers", and a "Date Submitted:" field. The main content area is divided into four sections: "Program Income", "Program Expenses", "Balance at District", and "Replenishments". The "Program Expenses" section is circled in red and contains four input fields: "Administrative: \$", "Education: \$", "Projects: \$", and "Other: \$". The "Program Income" section contains four input fields: "SCC Advance: \$", "SCC Replenishment: \$", "Interest Earned: \$", and "Other: \$". The "Balance at District" section contains one input field: "Starting Balance: \$". The "Replenishments" section contains one input field: "Potential Claim: \$".

**Question:**

What if I don't know how much money I need to spend or how to spend it?

**Answer:**

- Review GIS
- Review past webinars
- Reach out to Ken or the SCC for assistance



**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

**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.

# QAQC Round 5 updates



**I WANT YOU  
TO DO WELL ON YOUR QAQC**