DGLVR Webinar

12/14/23
Starts at 9am

DGLVR Spending Update and Annual Summary Report Refresher

If you are reading this, then you are successfully seeing the webinar video. Webinar audio should be automatic through your computer, and options can be accessed in the “audio options” button on the bottom left. If you are having audio issues, or are in a location where listening via phone is preferable, audio is also available on the CDGRS conference line at: 312-626-6799

For technical assistance, call: 814-865-5355

PennState zoom

Agenda

- **Spending requirement update**
- Quarterly Report updates
- Annual Summary Report Refresher (including looking up spending status)

DGLVR 5-Year Agreements (between SCC and CDs)

- Agreement that establishes DGLVR Program in individual CDs, allowing funding transfer to CDs.
- 66 CDs currently have agreement
- Previous Agreement ended 6/30/23
- All funding from agreement must be spent out by 6/30/24

Conservation District DGLVR Allocations

- **Current CD Status as of 12/14/2023:**
  - Spent everything: 15 DGR, 11 LVR
  - Committed everything: 25 DGR, 25 LVR
  - Not committed: 24 DGR, 30 LVR

Question:

What if funds are not spent by 6/30/24?

Answer:

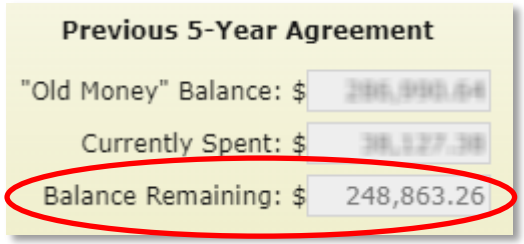
Per conditions of the existing 5-year agreement (section 1.3): *"…the funds will revert back to the control of the Commission for future apportionments, or the District may, at the discretion of the Commission, be ineligible for future allocations, or the amount of such funds may be deducted from any future apportionment to the District."*

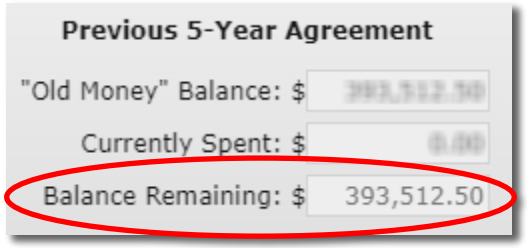
Question:

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

Answer:

This information is available in the GIS.



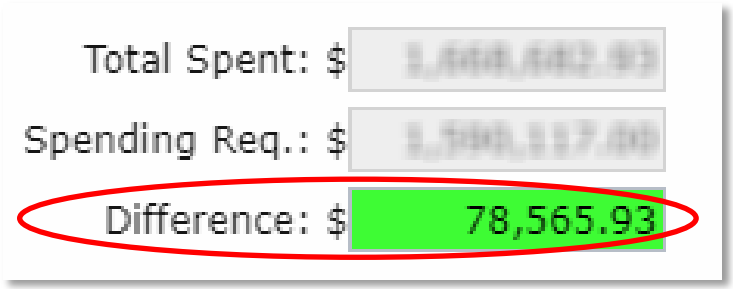


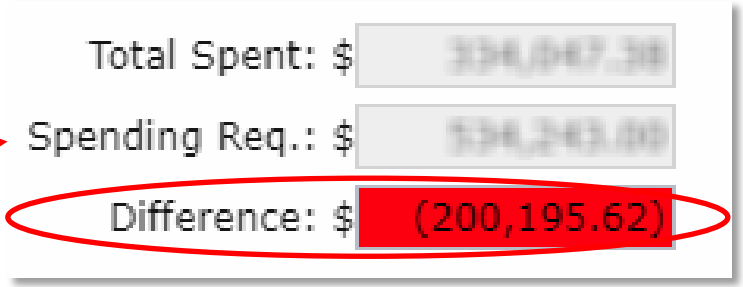
Annual Summary Report Spending Difference VS Previous 5-Year Balance Remaining?

In a Normal Year:

- CDs have 2 years to spend funds to be eligible for next FY allocations
- Spending Requirement does not include two most recent allocation Fiscal Year's
  - FY 22/23 not included
- CD Status reflected in GIS "ASR Overview":
  - Green = OK
  - Red = Short of spending

From Annual Report





Annual Summary Report Spending Difference VS Previous 5-Year Balance Remaining?

In

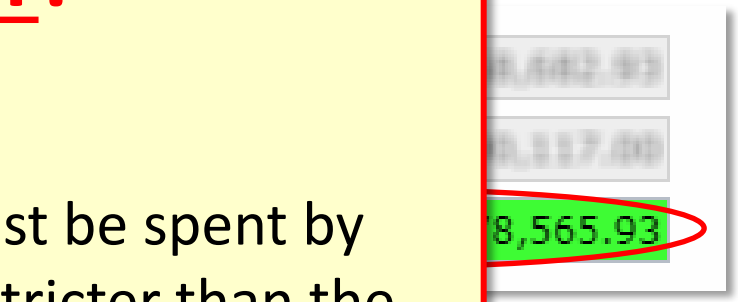
- C
  b
- C
  C

This Year Only: Green/Red Status does not matter!

Why?

Since old 5-year contract funds must be spent by June 30, 2024, that requirement is stricter than the traditional **Green**/**Red** for 2-year spending.

So what does matter?



Annual Summary Report Spending Difference VS Previous 5-Year Balance Remaining?

This Year:

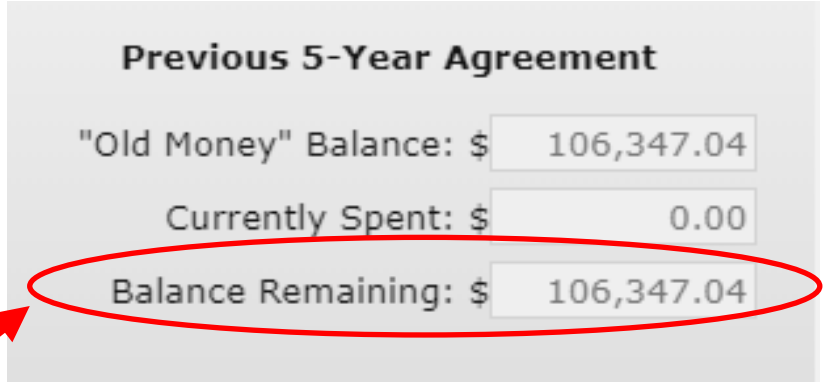
- Must "zero out" balance remaining in old 5-year contract funds
- Balance Remaining includes FY 22/23

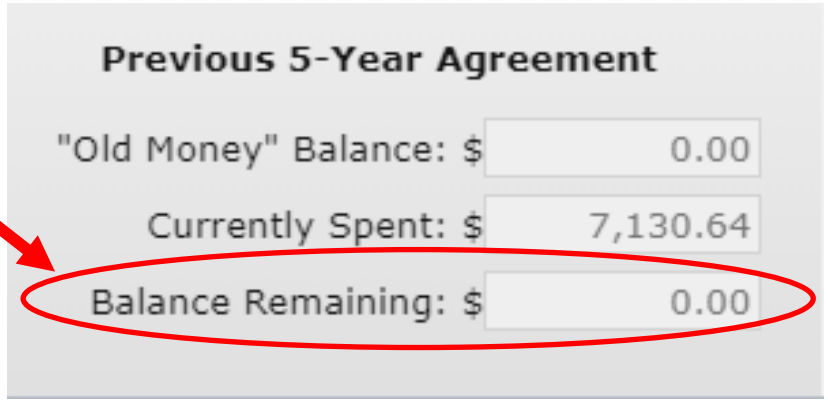
County A: still $106K left to spend

County B: old money spent!

- Don't forget to check **BOTH** DGR and LVR – tracked separately!

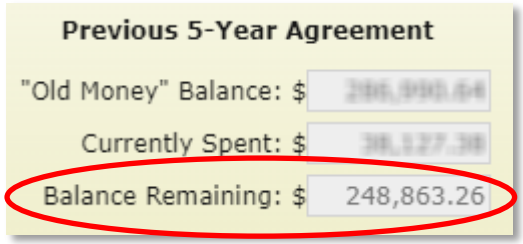
From Quarterly Report

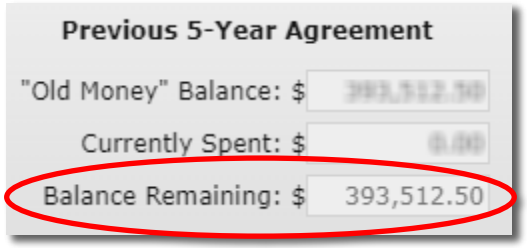




Take Home

Be concerned with ONLY the Previous 5-Year Balance Remaining!!!!!





This is the only balance that includes FY 22/23!

Through June 30, 2024, IGNORE the ASR Spending Difference!!

When is the best time to start planning and asking for assistance?

- **NOW!**
- **Winter is easier to get technical assistance quickly**

The Ken Show!

Agenda

- Spending Requirement update
- **Quarterly Report updates**
- **Annual Summary Report Refresher (including looking up spending status)**

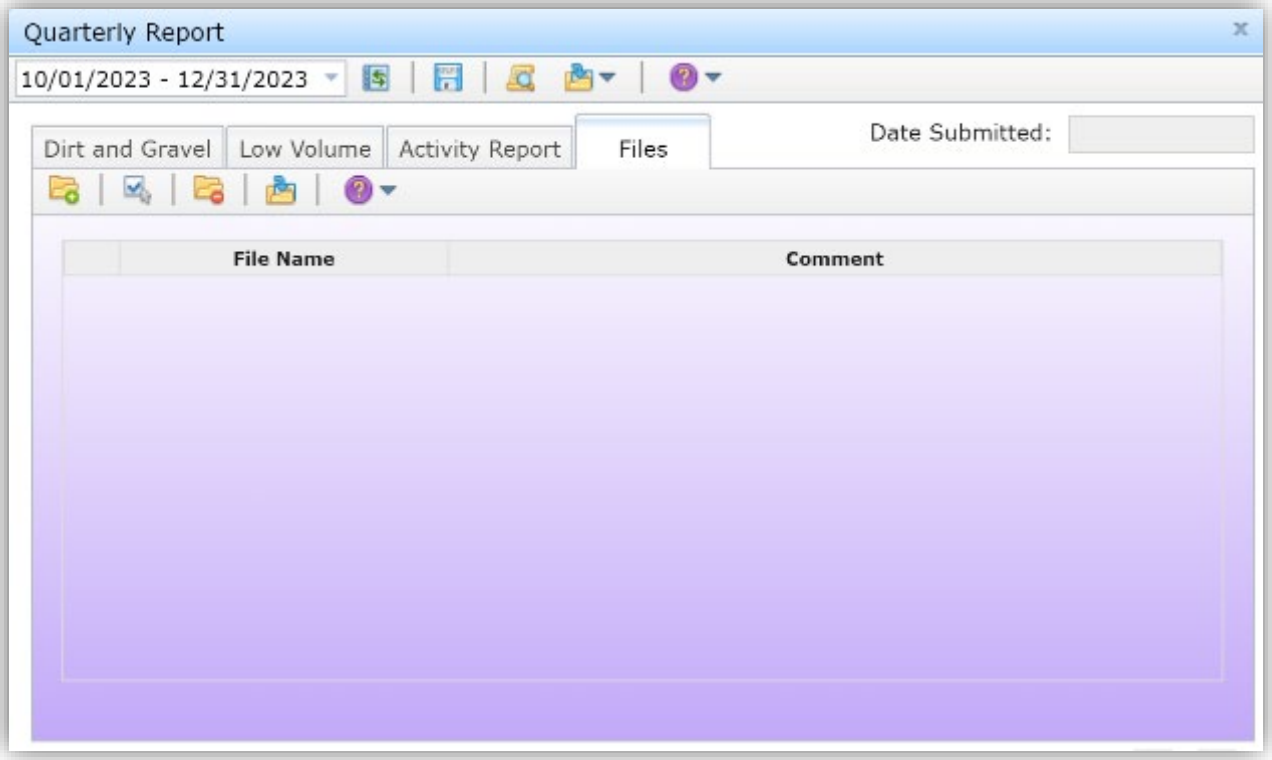
Quarterly Report Updates

- File Manager (replaces Receipt Invoice tools)
- SCC Information Export tool (only available to Financial and District Manager roles)

Both will be available on Monday, December 18

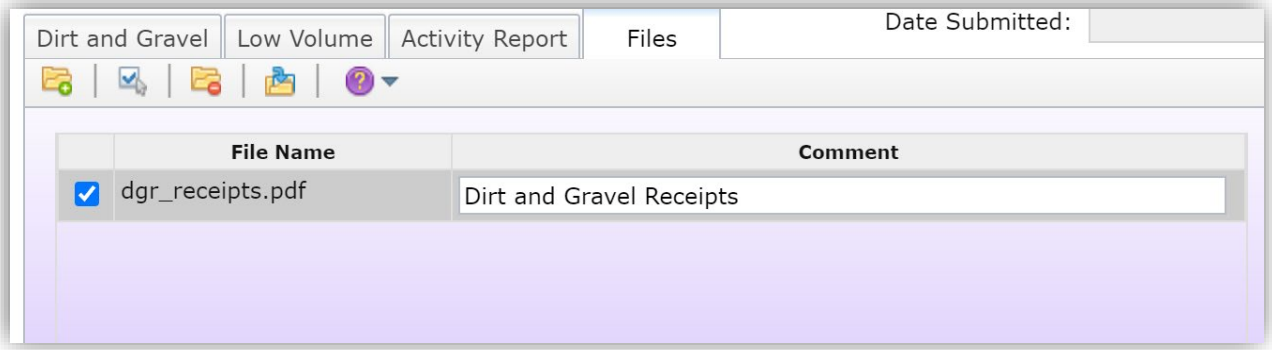
Quarterly Report File Manager

- Available to everyone
- No restrictions on upload file types
- Can add/remove files and provide file comments



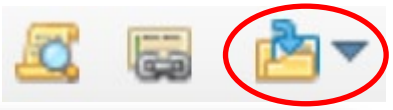
Quarterly Report File Manager

- Click “Upload File” to launch the file browser then choose a file to upload
- Once uploaded, provide comments
- Select any files to delete or download
  - Downloaded files are in a zipped folder and contain a csv of any entered file comments

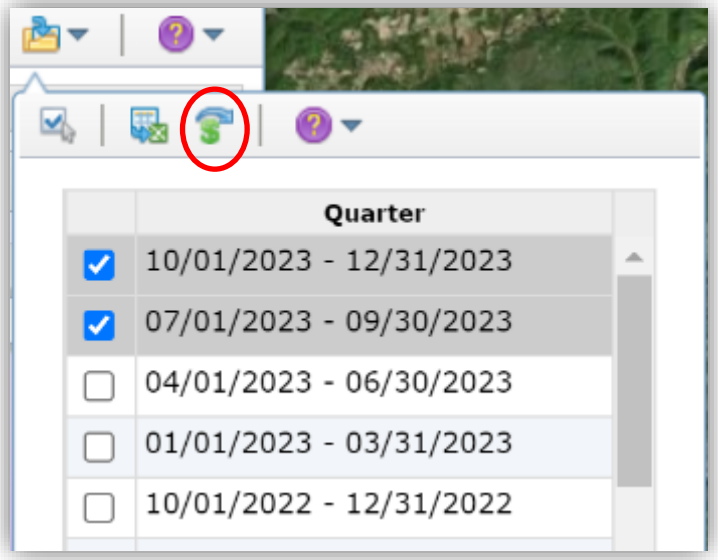


Exporting SCC Information

- Only available to Financial and District Manager roles
- Exports all Advance and Replenishment Information for the selected quarters (i.e., amounts, document numbers, process dates, etc)
- Located in the Export Quarters drop-down



- To use, select the desired quarters to export then click the Export SCC Information button



Agenda

- Spending Requirement update
- Quarterly Report updates
- **Annual Summary Report Refresher (including looking up spending status)**

Annual Summary Report

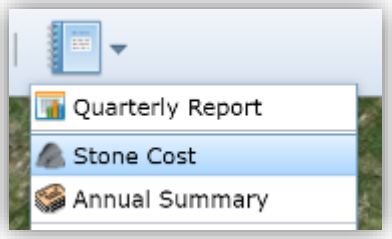
- Due January 15th
- Any CD employee with a GIS login can submit
- Can be viewed at any point throughout the year to help keep track of spending requirements
- Budgeting tool to help meet spending requirements
- 5 Required Steps to submit
  1. All quarters for the previous calendar year submitted and accepted
  2. Enter the Limestone Cost for the previous year
  3. Check and fix any contract errors
  4. Verify all financial and project information in the ASR
  5. Check all boxes and submit the report

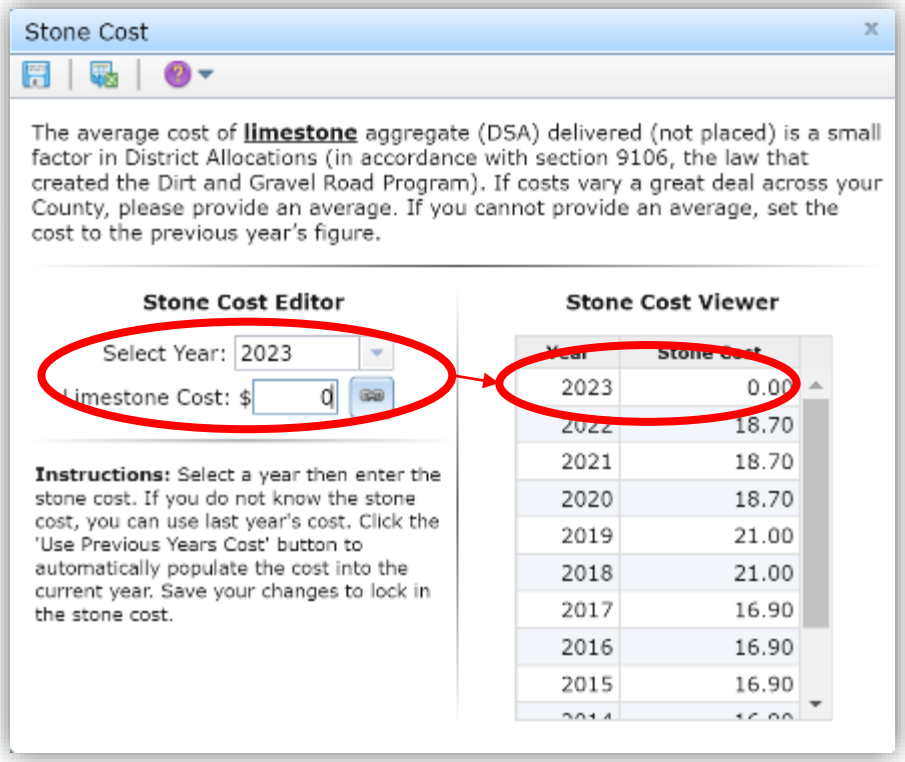
Required Steps

1. Submit the October – December Quarter
   - Verify that balances match
   - Address any expired contracts
   - SCC must accept the report before the ASR can be submitted

Required Steps

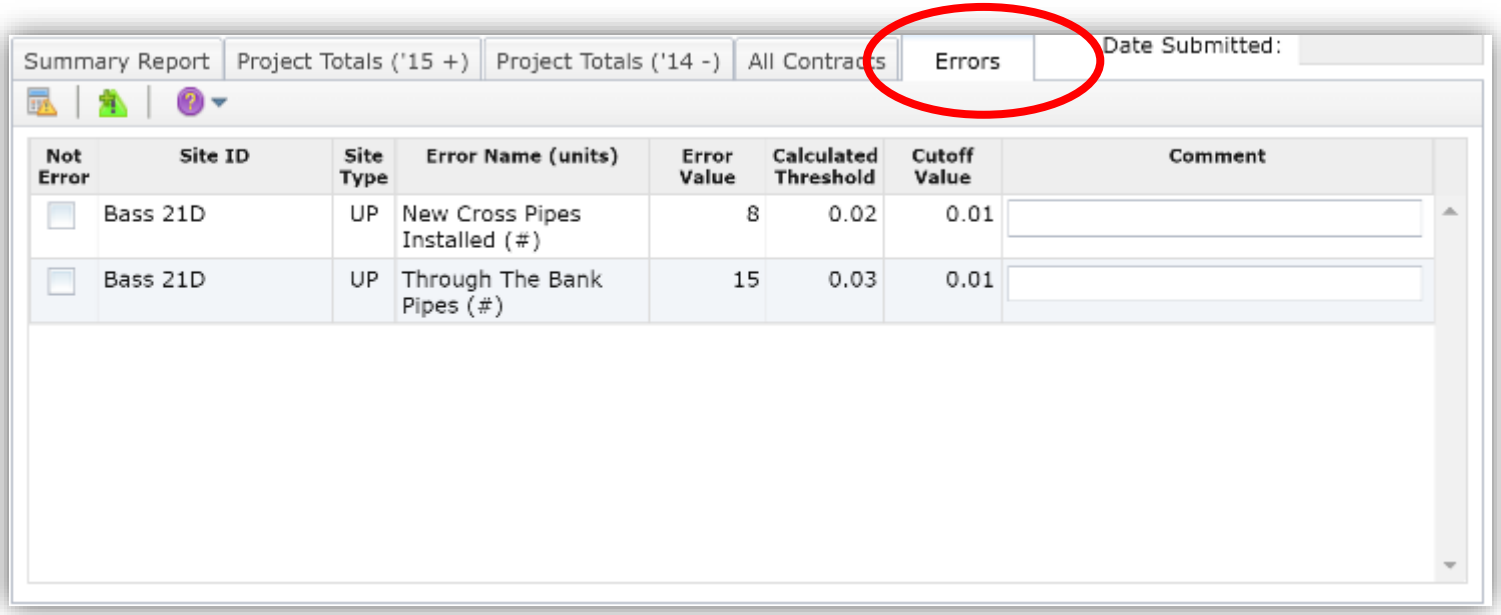
2. Enter the Limestone Cost for 2023
   - The average cost of limestone aggregate (DSA) delivered (not placed)





Required Steps

3. Check and fix any contract Errors
   - Review errors and, if valid, fix each within their respective contract to permanently remove the error from the list.
   - If a marked error is not an error, check the respective box, enter comments, then click the "Save Changes" button.

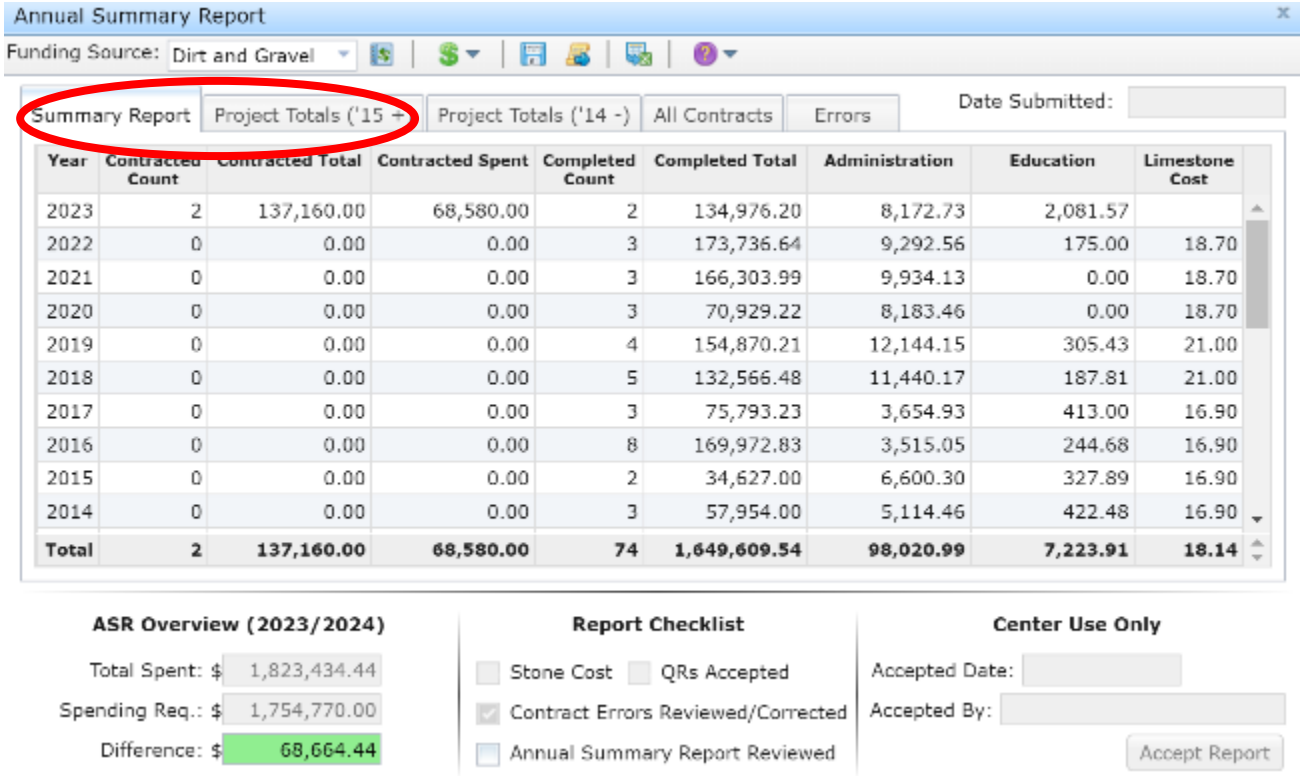


Not Error	Site ID	Site Type	Error Name (units)	Error Value	Calculated Threshold	Cutoff Value	Comment
☐	Bass 21D	UP	New Cross Pipes Installed (#)	8	0.02	0.01	
☐	Bass 21D	UP	Through The Bank Pipes (#)	15	0.03	0.01	

Note that all errors must be fixed before the ASR can be submitted.

Required Steps

4. Verify the information present in the ASR
   - Financials for each Program
   - Project totals for each completed Funded Site



Annual Summary Report

Funding Source: Dirt and Gravel

Summary Report | Project Totals ('15 -) | Project Totals ('14 -) | All Contracts | Errors

Date Submitted:

Year	Contracted Count	Contracted Total	Contracted Spent	Completed Count	Completed Total	Administration	Education	Limestone Cost
2023	2	137,160.00	68,580.00	2	134,976.20	8,172.73	2,081.57	
2022	0	0.00	0.00	3	173,736.64	9,292.56	175.00	18.70
2021	0	0.00	0.00	3	166,303.99	9,934.13	0.00	18.70
2020	0	0.00	0.00	3	70,929.22	8,183.46	0.00	18.70
2019	0	0.00	0.00	4	154,870.21	12,144.15	305.43	21.00
2018	0	0.00	0.00	5	132,566.48	11,440.17	187.81	21.00
2017	0	0.00	0.00	3	75,793.23	3,654.93	413.00	16.90
2016	0	0.00	0.00	8	169,972.83	3,515.05	244.68	16.90
2015	0	0.00	0.00	2	34,627.00	6,600.30	327.89	16.90
2014	0	0.00	0.00	3	57,954.00	5,114.46	422.48	16.90
Total	**2**	**137,160.00**	**68,580.00**	**74**	**1,649,609.54**	**98,020.99**	**7,223.91**	**18.14**

ASR Overview (2023/2024)

Total Spent: $ 1,823,434.44

Spending Req.: $ 1,754,770.00

Difference: $ 68,664.44

Report Checklist

- Stone Cost
- QRs Accepted
- Contract Errors Reviewed/Corrected
- Annual Summary Report Reviewed

Center Use Only

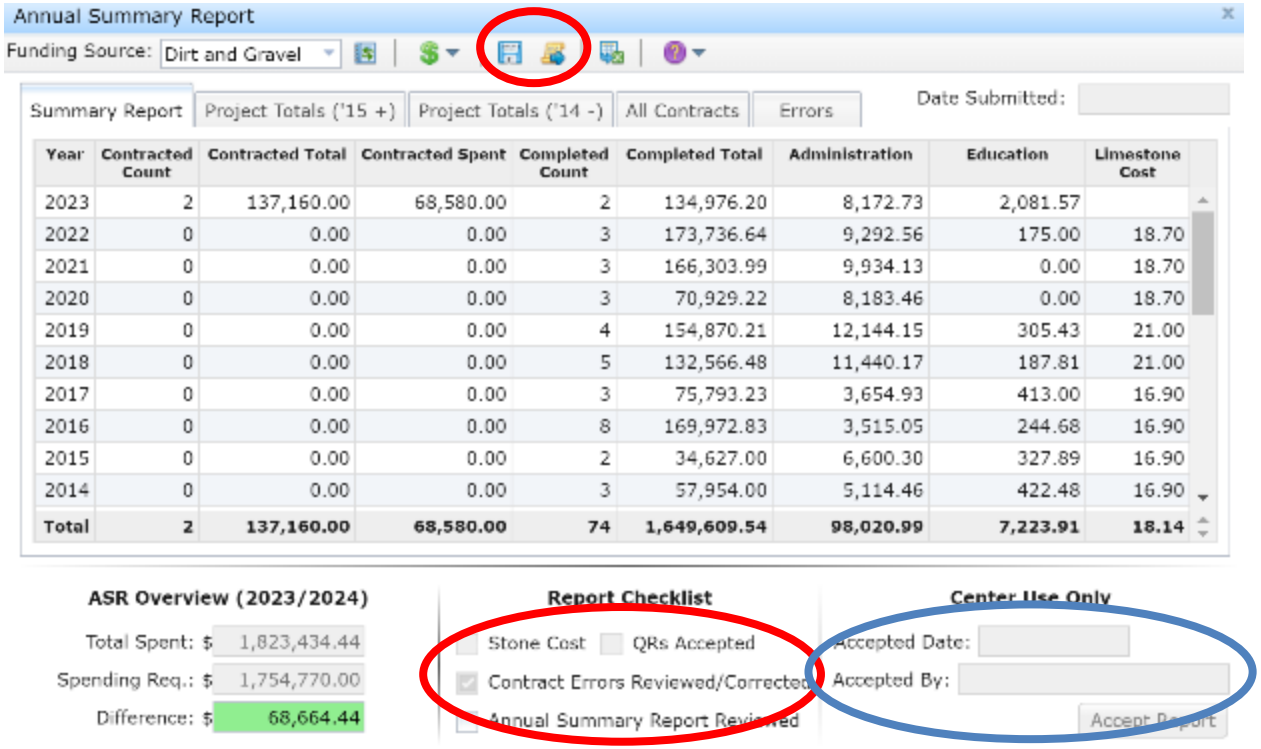
Accepted Date:

Accepted By:

Accept Report

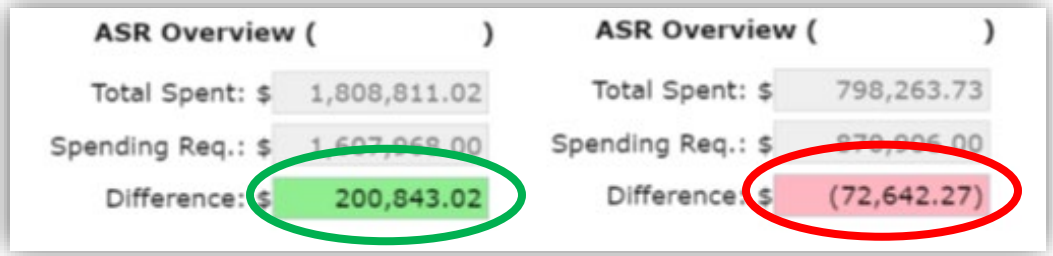
Required Steps

5. Submit the Annual Summary Report
   - All check boxes need to be checked before you can submit
   - Emails will be sent upon Submit and Accept



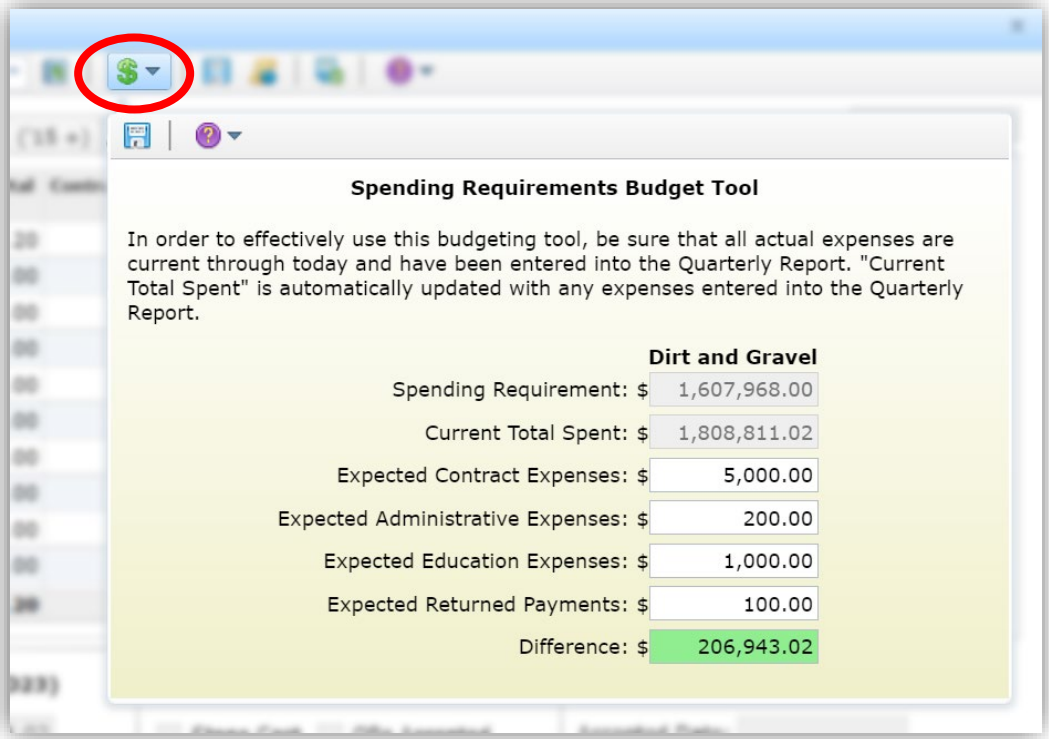
Am I eligible for an allocation?

- Depends on your Spending Requirement Status
- Spending Requirement is the total of all allocations received minus the most recent 2 fiscal years
  - If Total Spent >= Spending Requirement, then you are eligible for an allocation. The difference will be **green**.
  - If Total Spent < Spending Requirement, then you are not eligible for an allocation. The difference will be **red**. That amount must be spent by the time the next allocation is determined. This is typically March 31 for a normal allocation year



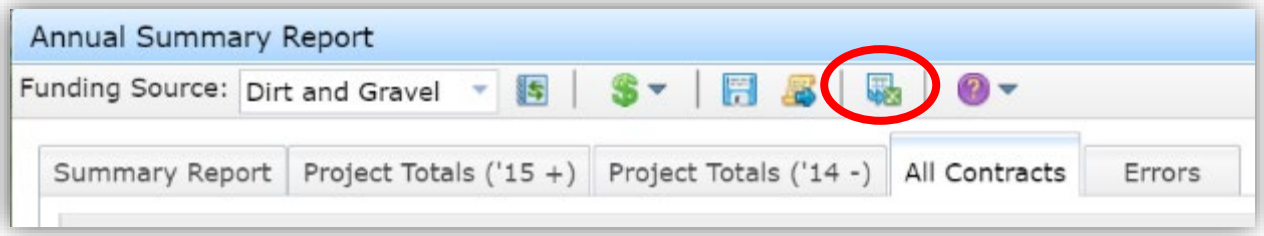
ASR Budgeting Tool

- Useful to help meet Spending Requirements
- Be sure that all income and expenses are up to date
- The information saved in the ASR budget tool is reset when the next allocation has been entered into the GIS



Downloadable Data

- Each of the five tabs in the ASR can be downloaded in a comma delimited format.
- To download data for a particular tab, choose the appropriate tab and then click the *Export Reports* button.



- Select the “Combined” funding source for both DGR and LVR data.

Downloadable Data

- The “All Contracts” tab is useful to view data for individual contracts.

Site Id	Site Type	Contract Number	Project Status	Contract Date	Completion Report Date
A030	DGR	A030-04/01/1999-027-01	X	1999-04-01	1999-09-0:
Z006	DGR	Z006-05/01/1999-027-01	X	1999-05-01	2000-01-0:
Z009-1999	DGR	Z009-1999-05/01/1999-027-01	X	1999-05-01	2000-01-0:

- The March 29, 2019 webinar *“Detailed GIS Data Analysis Demo in Excel”* provides a comprehensive GIS data analysis focusing on sorts, summarizations, formulas, and graphs, and other functions in excel. (located in Past Webinars)

Report Due January 15