

Summary of significant DGLVR Admin Manual Changes: Below is a listing of significant changes in the 2017 proposed DGLVR Admin manual compared to the 2014 SCC approved manual. A “Track Changes” version of the manual is provided that will highlight any changes from the SCC approved 2014 manual.

Significant Updates Included in Manual

Additional References: References added to DSA Handbook, Product approval guide, and ESM documentation immediately after index and before Chapter 1

Chap 1: Introduction: No Significant Changes

Chap 2: SCC Role: No Significant Changes

Chap 3: CD Role

- 3.4.1-2: expanded clarifications on purchasing equipment with admin/edu funds
- 3.6.12: clarification about ESM recertification
- 3.6.2: **New section.** Detailing ideas for CDs to provide more education and outreach to their municipalities.
- 3.7.1.3 **New Section.** Guidance on determining road ownership, a frequent question
- 3.7.2.3 **New Section.** Guidance on not converting gravel roads to paved, or paying for prep for paving as part of project
- 3.7.4.1 **New Section.** Clarifications of in-kind costs
- 3.7.4.3 Off ROW: wording added that requires SCC approval for working over 500’ off road, or if >35% of funds are spent off row
- 3.7.4.4: clarifications on Prevailing Wage
- 3.8.8.4 **New Section:** retention of receipts
- 3.9: GIS section updated

Chap 4: QAB Role: 4.1: additional QAB formation guidance

Chap 5: Applicant Role: This section is largely a repeat of parts of Chapter 3, except written towards a township or applicant perspective. The applicable changes that were made in Chapter 3 have been made in Chapter 5.

Chap 6: CDGRS Role: No Significant Changes

Chap 7: Additional Policies

- **7.1 Stream Crossings:** **Significant changes** to policy including:
 - o Increase of small pipe exemption from 3’ to 4’ for replacement
 - o Increase of bankfull restriction criteria from 50% to 75% for replacement of larger structures
 - o Definition of “what is a stream
 - o Guidance about multiple pipe crossings
 - o Guidance about not paying for “routine maintenance”
- **7.2 DSA:** **Significant changes** to reflect new spec and policy approved by SCC in March 2016. Also a policy that allows other material to be used to cap fill projects.
- **7.3 Full Depth Reclamation:** **New Section** about FDR use with Program funds
- **7.4 LVR-Specific Policies:** Only minor changes

Chap 8: Permits: No Significant Changes

MANUAL APPENDICES:

Appendices: SIGNIFICANT CHANGES: For the 2017 Admin Manual, Feedback from CDs was that there were too many appendices and many of them would be better served being available on the website, and referenced in the manual. That way they could be updated at any time without changing the manual and going back through the SCC. Only “official program forms” are now included as appendices. Both the current (2014) and proposed (2017) appendices lists are below.

Current Appendices Listing (from November 2014 Approved Administrative Manual)

- | | | | |
|----|--|----|---|
| A. | Dirt Gravel, And Low Volume Road Program Law | K. | Replenishment Request Form |
| B. | Commission Statement of Policy | L. | Traffic Count Validation/Instructions |
| C. | 5 Year Agreement between Districts and SCC | M. | Stream Crossing Evaluation/Instructions |
| D. | New-Hire Program Guide | N. | DSA Specification and Certification |
| E. | Grant Application, Work Plan & Instructions | O. | Off Row Consent Form |
| F. | Contract & Instructions | P. | QAQC Documents |
| G. | General Contract Provisions | Q. | Project Ranking Criteria |
| H. | Contract Amendment & Instructions | R. | Allocation Formula Details |
| I. | Schedule of Payments | S. | Definitions |
| J. | Project Completion Report and Instructions | T. | Contact Information |

Proposed new Appendices listing:

APPENDICEES IN MANUAL (2017)

Standard Program Documents

- A. Dirt Gravel, And Low Volume Road Program Law
- B. Commission Statement Of Policy
- C. 5 Year Agreement Between Districts And SCC
- D. **Replenishment Request Form revised form new instrucion sheet included (included below)**
- E. Grant Application, Work Plan & Instructions
- F. Contract
- G. General Contract Provisions
- H. Contract Amendment & Instructions
- I. Schedule Of Payments
- J. Project Completion Report And Instructions
- K. **Stream Crossing Evaluation/Instructions revised form to match policy change, new instrucion sheet included (includd below)**
- L. Traffic Count Validation/Instructions – LVR only
- M. **Definitions and Acronyms**

Note only Attachments D and K above have been altered. Appendix M is new. The other appendices are identical to those included in the 2014 version of the Manual