



# **Administrative Training**

## ***Dirt, Gravel, and Low Volume Road Program***

PA State Conservation Commission

Justin Challenger, Director of Financial and Technical Assistance Programs

Sherri Law, Conservation Program Specialist

Andy Mickey, Conservation Program Specialist

# Introduction



- **Justin Challenger**

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- State Conservation Commission
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- State Conservation Commission
- Pa Department of Agriculture
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- 717-257-6549/ Cell: 717-645-0075

- **Steve Bloser**

- CENTER Director
- PSU Center for Dirt and Gravel Roads
- [smb201@psu.edu](mailto:smb201@psu.edu)
- 814-865-5355

# Introduction



## Goals today:

- Provide guidance for conservation districts to run their Program.



YOU'VE GOT TO  
BE KIDDING ME! THE ONE  
NIGHT OF THE YEAR WHEN  
I NEED THEM AT THE TOP  
OF THEIR GAME...AND  
I GET A FLAT!

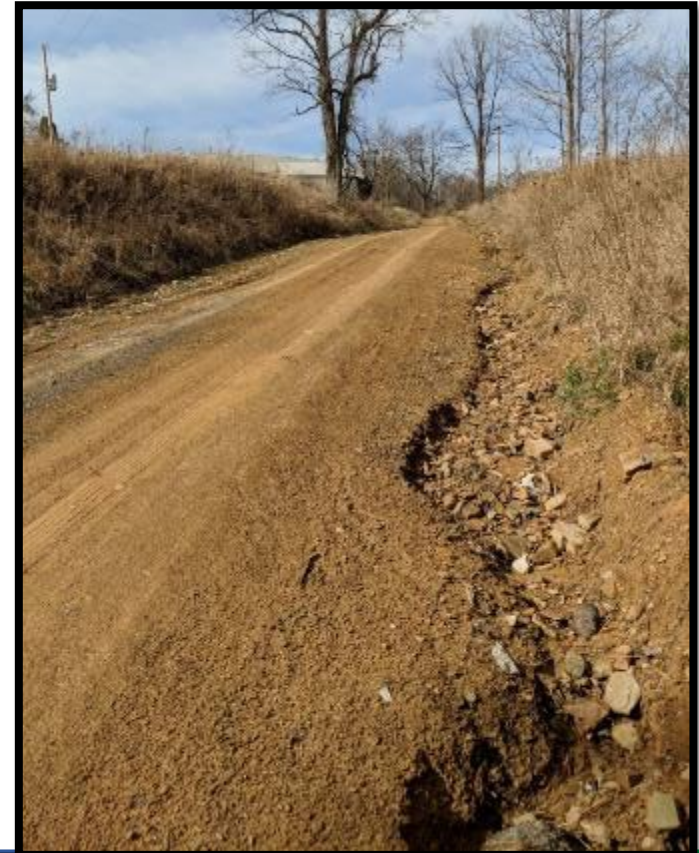


DOUG  
BENTLEY

# DGLVR Program History



- Excess or poorly managed water washes away road material
- Road damage is dangerous and expensive to fix



# DGLVR Program History



- Many PA roads run alongside or across streams



# DGLVR Program History



- Sediment from roads ends up in streams
- Extra sediment in streams is a pollutant
  - Smothers fish and insect habitat
  - Changes flow paths and causes flooding
  - Expensive to remove from drinking water



# DGLVR Program History



- **1991:** Trout Unlimited (TU) brought the problem of unpaved road runoff into the spotlight
- **1993:** A Task Force on Dirt and Gravel Roads was created
- **1996-98:** TU volunteers identified 900+ pollution sites on dirt and gravel roads (focus on HQ and EV watersheds)
- **1997:** Dirt and Gravel Road Maintenance Program created
  - A law was enacted to establish the program: Section 9106 of the PA Vehicle Code





# DGLVR Program History



Section 9106 of the PA Vehicle Code  
Non-lapsing annual allocation of  
**\$5 million** for the DGR Program



**\$4 million:** PA State  
Conservation Commission (SCC)

**\$1 million:** PA Department of Conservation and  
Natural Resources (DCNR)

## State Conservation Commission (SCC)

14-member board in PA Department of Agriculture

Doug M. Wolfgang: Executive Secretary

Justin Challenger: Director of Technical and Financial  
Assistance Programs

Sherri Law: DGLVR Staff

Andy Mickey: DGLVR Staff

**Ryan Ling** | Infrastructure Program Specialist  
PA Department of Conservation and Natural Resources  
Bureau of Forestry, Division of Operations and  
Recreation

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**E-mail:** [ryling@pa.gov](mailto:ryling@pa.gov)

# DGLVR Program History



## State Conservation Commission:

- Establishes statewide DGLVR policy
- provides funding to county conservation districts

## County Conservation Districts:

- Establishes local policy
- Runs local grant program
- Provides grant funds to road owners

## Local Road Owners:

- Apply to conservation district for DGLVR grants
- Receive grant funds from conservation district
- Construct road project or hire a contractor

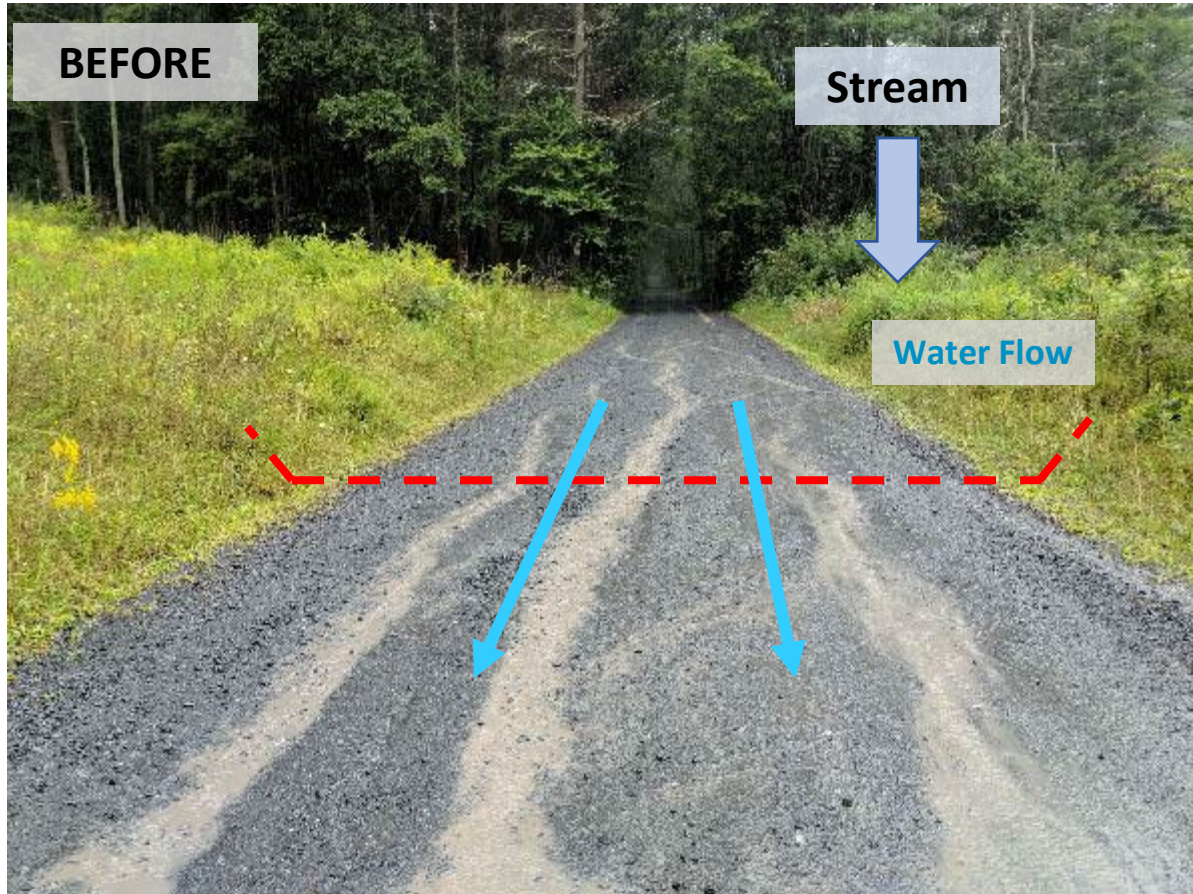
# DGLVR Program History



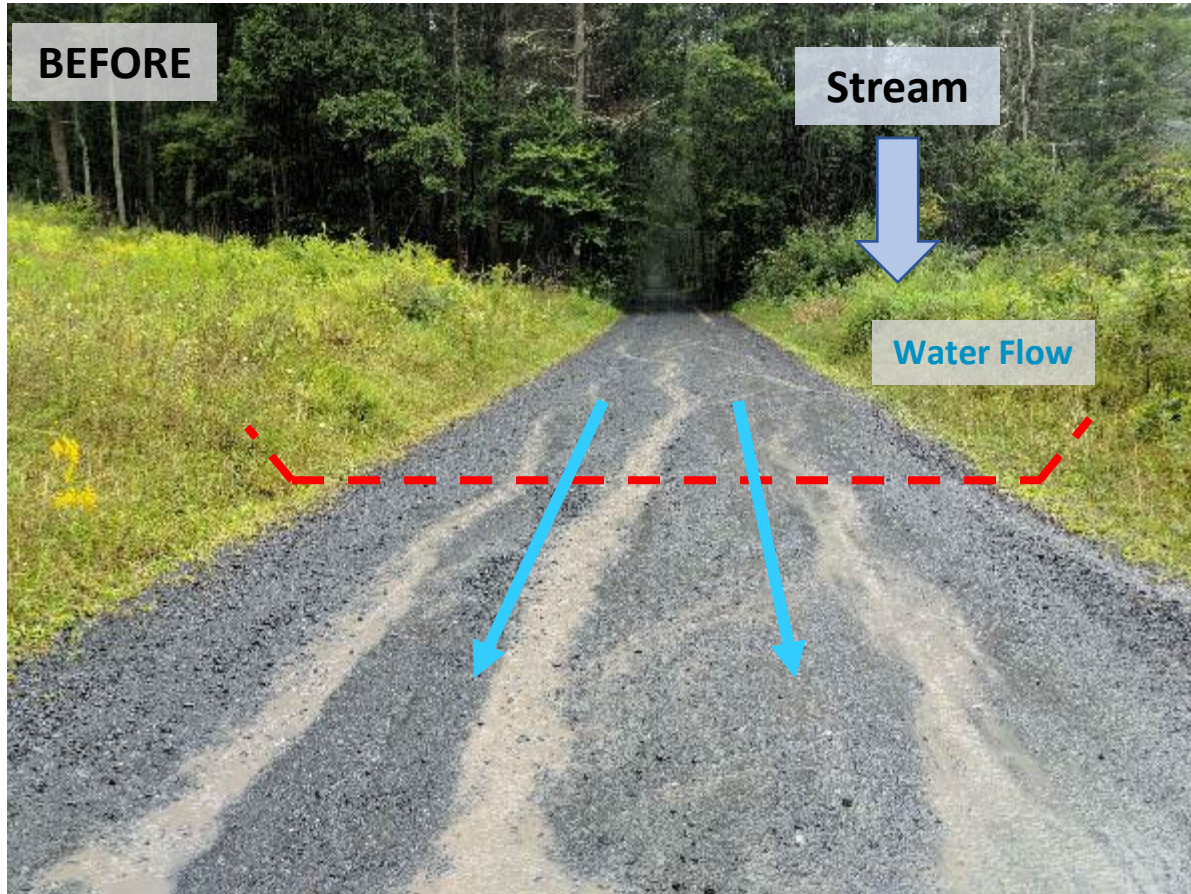
- The DGLVR Program provides education and grant funding to local road owners
- Goal: Environmentally Sensitive Road Maintenance (ESM)
  - Spread out and slow down storm water
  - Reduce road erosion
  - Keep sediment out of streams



# DGLVR Program History



# DGLVR Program History



# DGLVR Program History



# DGLVR Program History



## Better Roads, Cleaner Streams

### Benefits:

- Reduce time and money needed for long term road maintenance
- Improve water quality
- Better roads for everyone to drive on





# DGLVR Program History



- **2000:** conservation districts identify 12,000+ pollution sites in all watersheds
- **2001:** PSU Center for Dirt and Gravel Road Studies created to conduct training, outreach, and technical assistance



# DGLVR Program History



State Conservation Commission



County Conservation Districts

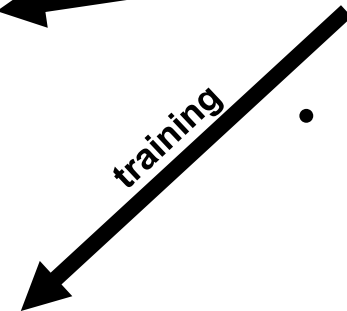


Local road owners



## Penn State Center for Dirt and Gravel Road Studies:

- Receives funding from SCC DGLVR Program



- Provides education and outreach for the DGLVR Program, including:
  - ESM Training for grant applicants
  - Trainings for conservation districts
  - Technical assistance for conservation districts

# DGLVR Program History



- **2000:** conservation districts identify 12,000+ pollution sites in all watersheds
- **2001:** PSU Center for Dirt and Gravel Road Studies created to conduct training, outreach, and technical assistance
- **2008:** Second state-wide assessment increases pollution sites to 16,500+
- **2009:** 2,000<sup>th</sup> project completed
- **2013:** Act 89 increases funding from \$5 million to \$35 million annually and adds low volume roads to the program



# DGLVR Program History



- Dirt and Gravel Roads
  - Unpaved surface of natural material or rock aggregate with no binder

# DGLVR Program History

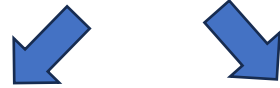


- “Low Volume” Roads
  - Paved or sealed (includes “tar and chip”)
  - Have low traffic volume:
    - 500 or less vehicles per day

# DGLVR Program History



Section 9106 of the PA Vehicle Code  
Non-lapsing annual allocation of  
**\$35 million** for the DGR Program



**\$28 million:** PA State Conservation  
Commission (SCC)

**\$ 8 million** for Low Volume Roads  
**\$20 million** for Dirt and Gravel Roads

**\$7 million:** PA Department of  
Conservation and Natural  
Resources (DCNR)

# DGLVR Program History



- **2015:** first 74 paved LVR contracts completed. DGR contracts pass 3,000
- **2021:** Program completes 6,000<sup>th</sup> project
- **2022:** CD spending passes \$250 million



# Introduction



- **Program Fundamentals**

- **Focus on environmental and road improvement projects**
- **Local control**
  - Conservation District runs local Program
  - Quality Assurance Boards at County
  - State guidance and local policies
- Application and Grant Process, 90%+ of applicants are townships.



# Introduction



- What do we mean by “Local Control”?

# Introduction



- What do we mean by “Local Control”?

**0% Local Control**



# Introduction



- What do we mean by “Local Control”?

## 100% Local Control



# Introduction



- What do we mean by “Local Control”?  
**Effective Local Control**

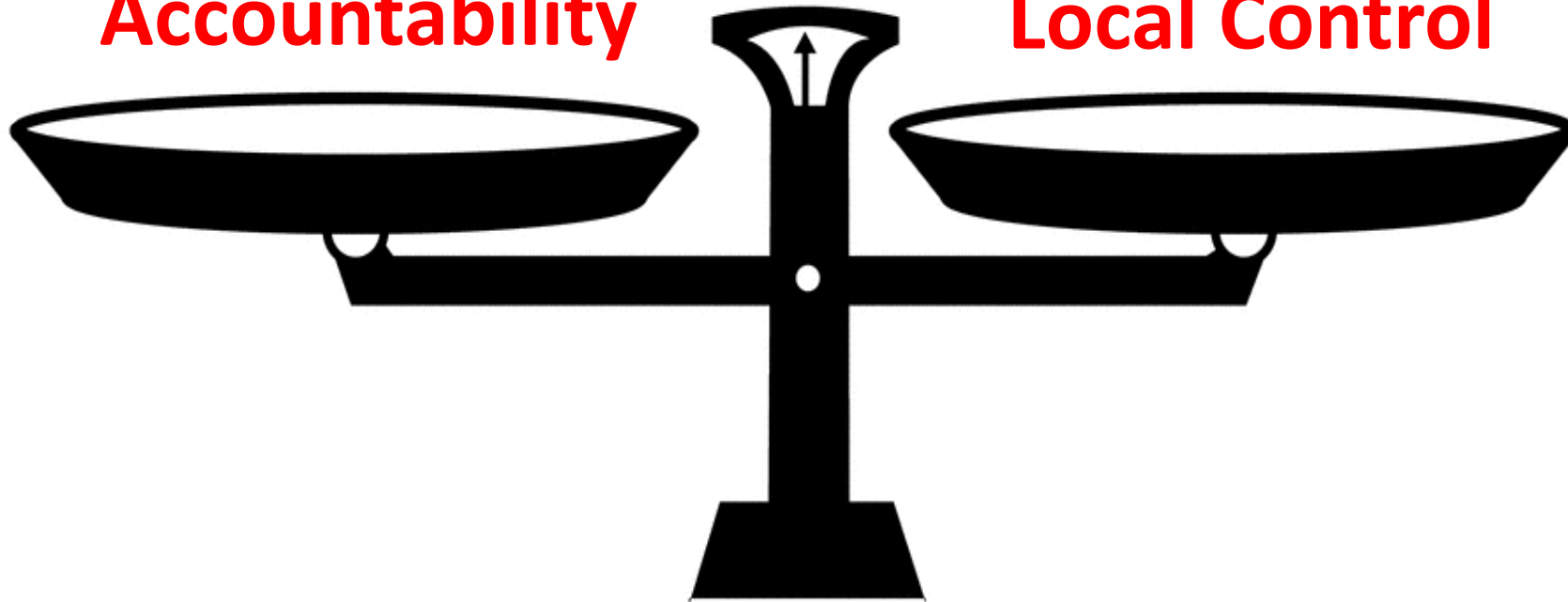


# Introduction



## Overall balancing act

**Need for Increased  
Accountability**



**Simplicity and  
Local Control**

# Introduction



## DGLVR Administrative Manual

Approved by SCC 5/10/22

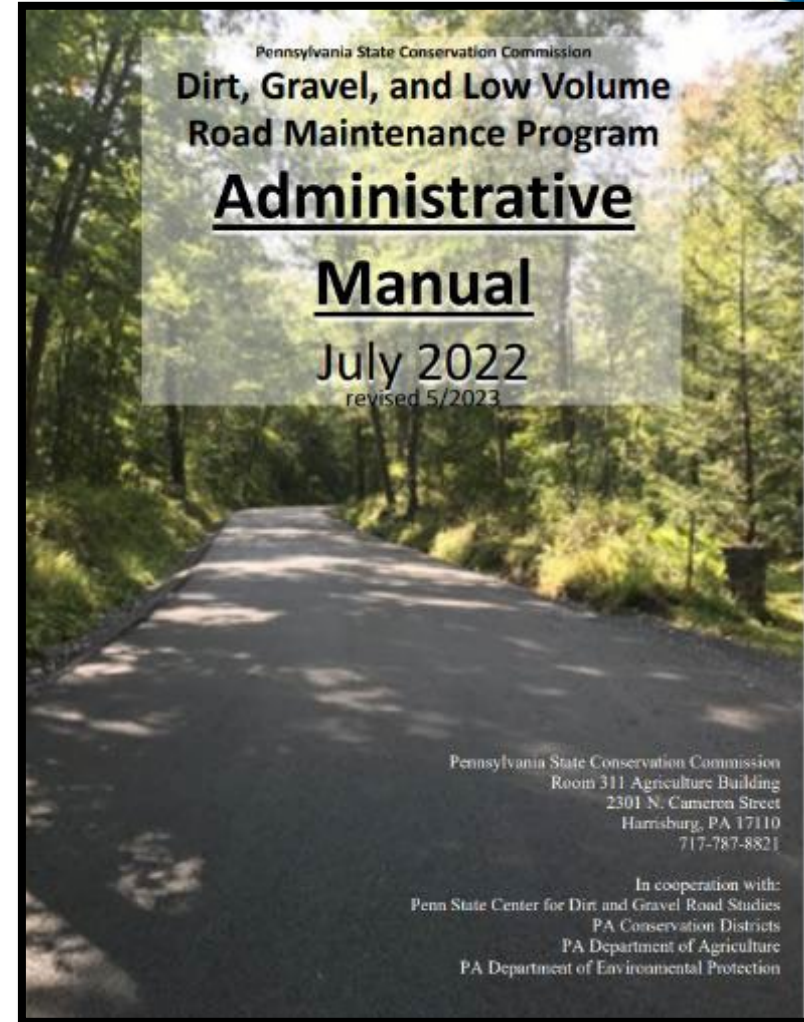
- 1) Introduction
- 2) SCC Role
- 3) Conservation District Role
- 4) Quality Assurance Board Role
- 5) Applicant Role
- 6) Center for Dirt and Gravel Roads
- 7) Additional Policies
- 8) Permits and Other Requirements

**Training Follows Manual!**

Appendices

**Available online.**

**Hard copies sent on request.**



# Introduction



## DGLVR Administrative Manual

Approved by SCC 5/10/22

### 1) **Introduction**

Training Follows Manual!

- 2) SCC Role
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### 1) **Introduction**

**6-page “Abstract” of the Program and the rest of the manual.**

**Program Structure**

**Program History**

**ESM Overview**

# Introduction



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## **2) SCC Role**

**4-page summary of SCC role**

**SCC Structure**

**Program Administration**

**QAQC**



# Introduction



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### **3) District Role**

Over ½ of manual

Receiving Funds

Accounting for Funds

Dispersing Funds to Grantees

CD Educational Opportunities

Education/Training by CDs

Program Eligibility

**Administering Projects**

GIS system

Quarterly Reports

Annual Reports

More details  
in Financial  
Training!

# Introduction



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## **4) QAB Role**

**Defines composition and function of QAB**

**Composition**

**Meeting Requirements**

**QAB Role in Projects**

**QAB Role in Policy**

# Introduction



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### **5) Applicant Role**

**Intentionally repeats previous material**

**Written “to” the applicant audience**

**Intended to be standalone to give to applicants.**

# Introduction



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## **6) Center Role**

**3-page overview of Center role and available services**

**Education**

**Outreach**

**Technical Assistance**

**Documentation**

# Introduction



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## **7) Additional Policies**

**Policies that apply to certain circumstances:**

**Stream Crossing Replacement**

**Driving Surface Aggregate**

**Paved LVR-Specific Policies**

**Full Depth Reclamation**

# Introduction



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Training Follows Manual!

## **8) Permits and Other Requirements**

Appendices

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## **8) Permits**

**Brief overview of permit issues related to Program projects.**

# Introduction



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**Training Follows Manual!**

## **Appendices**

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## **Appendices**

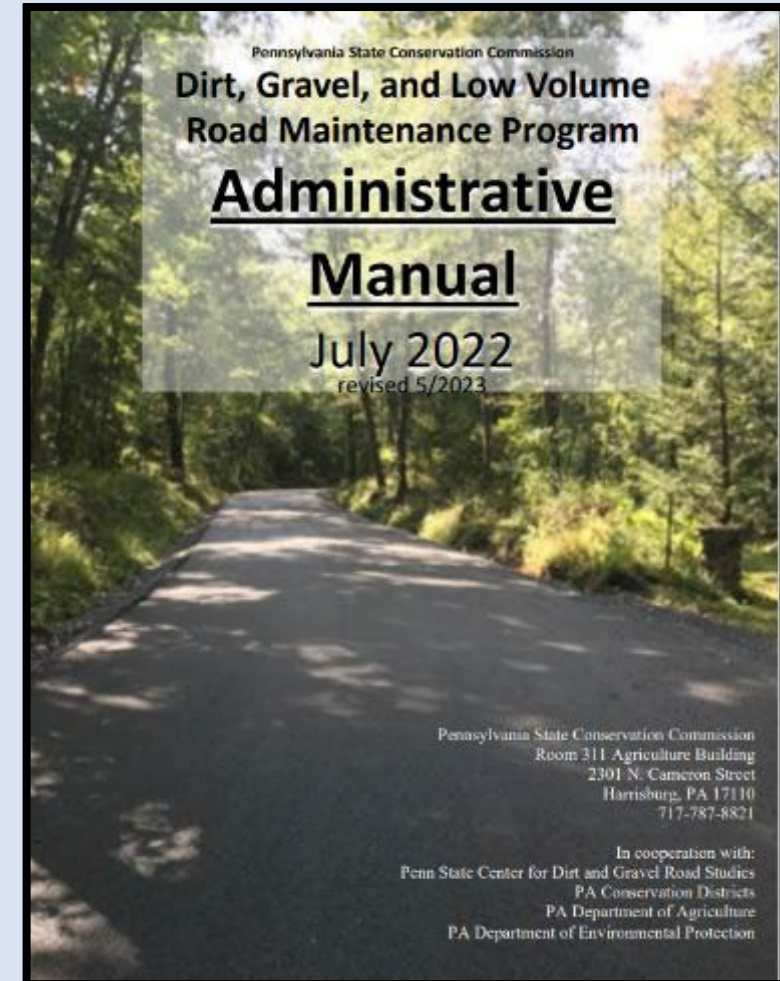
### **Program forms and policies...**

- A. **DIRT, GRAVEL, AND LOW-VOLUME ROAD**
- B. **COMMISSION STATEMENT OF POLICY .....**
- C. **GRANT APPLICATION.....**
- D. **TRAFFIC COUNT VALIDATION AND INSTR**
- E. **COST ALLOCATION METHOD EXAMPLES..**
- F. **DRIVING SURFACE AGGREGATE STANDAR**
- G. **STREAM CROSSING DESIGN AND INSTALL**
- H. **STREAM CROSSING ELIGIBILITY DETERM**
- I. **EXEMPTIONS FROM THE STREAM CROSSI**
- J. **STREAM CROSSING PROJECT LIFECYCL**
- K. **DEFINITIONS AND ACRONYMS.....**

# Administrative Manual



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# Chapter 1: Introduction

- 1.1 Program Purpose
- 1.2 Program Structure
- 1.3 Program History
- 1.4 Worksites

Topic List:  
Program Overview



# Chapter 1: Introduction



## Introduction chapter contains:

- Overview of Program and rest of manual
- Brief Program history
- Explanation of Worksites
- Brief Explanation of Environmentally Sensitive Maintenance practices

# Chapter 1: Introduction



## Introduction chapter contains:

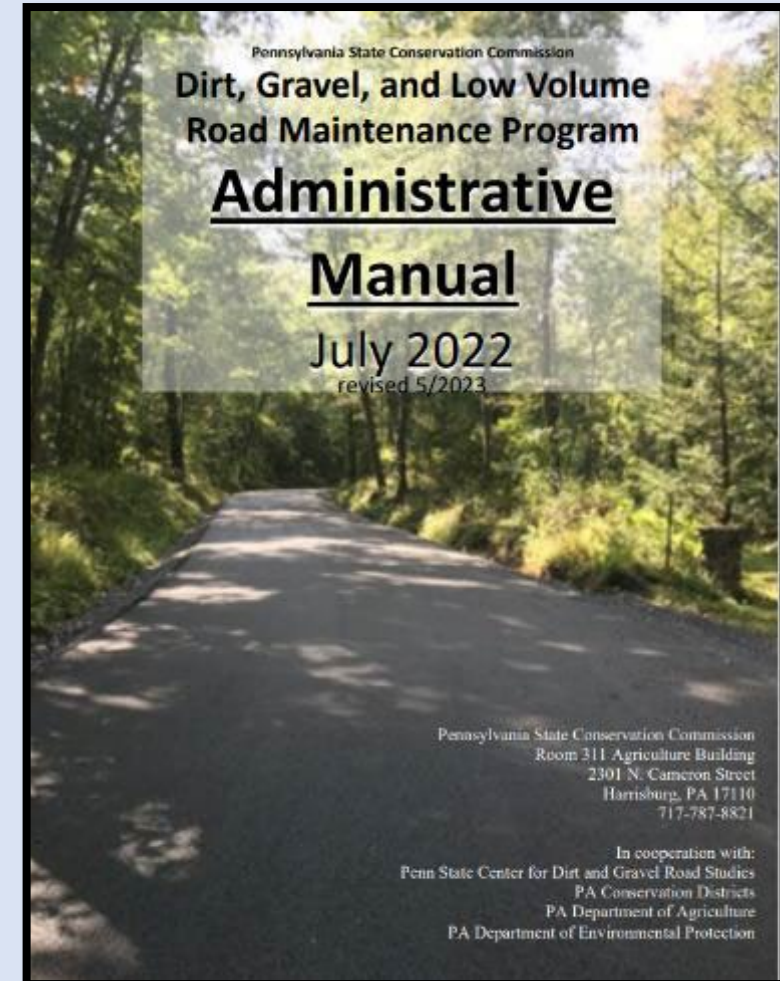
- Overview of Program and rest of manual
- Brief Program history
- Explanation of Worksites
- Brief Explanation of Environmentally Sensitive Maintenance practices

Note manual section and title on top of slide. Follow along or take notes in manual.

# Administrative Manual



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  - 7) **Additional Policies**
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- Appendices**



# Chapter 2: SCC Role



## Chapter 2 covers:

- SCC Structure
- Program Coordinator
- Allocations
- Replenishments
- Establishing Policy
- Quality Assurance / Quality Control



## 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

# Chapter 2: SCC Role



## Quality Assurance / Quality Control (QAQC)

- 1-2 day visit to review county Program.
- Financial, Administration & Functionality, Projects.
- Involves SCC, Center, and DEP Field Reps.
- Visit ~22 districts annually.



# Chapter 2: SCC Role



## 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/>

A screenshot of a web browser displaying the Pennsylvania State Conservation Commission (SCC) website. The browser's address bar shows the URL: https://dirtandgravel.psu.edu/pa-program-resources/qa-qc/. The website has a green navigation bar with the following menu items: HOME, PA PROGRAM RESOURCES (highlighted), GENERAL RESOURCES, EDUCATION/TRAINING, NEWS &amp; EVENTS, BOF, CENTER, a search icon, and a user profile icon. A left sidebar menu is open, showing a list of products: Products, SCC Program Overview, Conservation Districts, Program Resources, QA/QC (highlighted in yellow), Low Volume Roads, Advisory Workgroups, and Products. The main content area has a header image of a dirt road and the title "Quality Assurance / Quality Control (QA/QC)". Below the title, there is a paragraph of text: "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 text is a section titled "Details" with another paragraph: "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 QA/QC process can be found in the reference documents below." The browser's address bar and navigation icons are visible at the top of the screenshot.



# Chapter 2: SCC Role



## 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

## QAQC Round 5:

- 22 visits completed in 2024

# Chapter 2: SCC Role



## 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”**

# Chapter 2: SCC Role



## Recorded webinar:

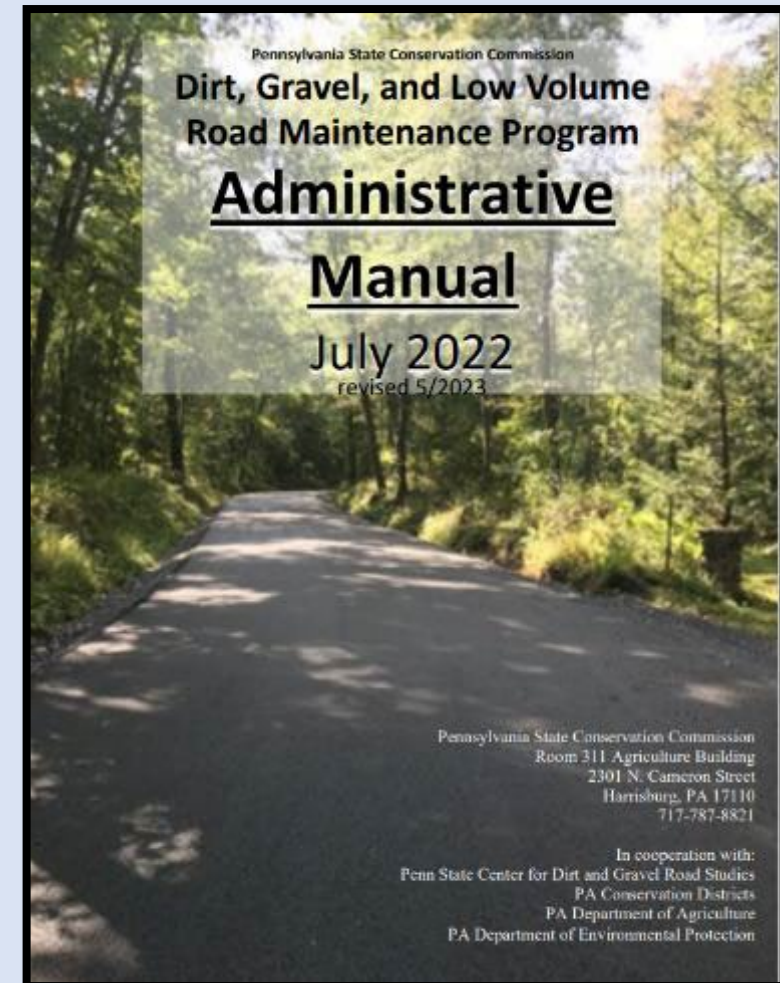
### •April 11, 2024: QAQC Round 4 Summary and Updates

- Each conservation district administering the DGLVR Program receives a Quality Assurance/Quality Control (QAQC) visit once every three years. These visits are to ensure that funds are spent appropriately, and the Program is being administered correctly, as well as to provide an educational opportunity. This webinar reviewed the overall results and themes from the 4th round of QAQCs recently completed in 2023, as well as discussed changes to the QAQC process for 2024.
- [Webinar Download](#) (85.1 MB): MP4 format (~57 minutes)
- Presentation Downloads:
  - [Adobe PDF](#) (4.91 MB)
  - [MS Powerpoint](#) (8.27 MB)

# Administrative Manual



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# Chapter 3: Conservation District Role



## District Role:

- Run the Program within each County.
- Receive \$ from SCC
- Provide grants to applicants

# Chapter 3: Conservation District Role



- ~~3.1 CD Structure~~
- ~~3.2 Overview~~
- 3.3 Receiving Funds from SCC
- 3.4 Accounting of funds at CD
- 3.5 Dispersing funds to Grant Recipients
- 3.6 CD Educational opportunities
- 3.7 Program Eligibility
- **3.8 Administering Projects**
  - 3.9 GIS System
  - 3.10 Quarterly Reports
  - 3.11 Annual Summary Reports

Topic List:  
Follow the money

# Chapter 3: Conservation District Role



- ~~3.1 CD Structure~~
- ~~3.2 Overview~~
- [3.3 Receiving Funds from SCC](#)
- 3.4 Accounting of funds at CD
- 3.5 Dispersing funds to Grant Recipients
- 3.6 CD Educational opportunities
- 3.7 Program Eligibility
- **3.8 Administering Projects**
  - 3.9 GIS System
  - 3.10 Quarterly Reports
  - 3.11 Annual Summary Reports

# 3.3: Receiving Funds from SCC



## Receiving Funds from SCC

- Conservation districts enter into a 5-year agreement with the State Conservation Commission (SCC).
- Allows the CD to run the DGLVR Program locally and receive annual allocations with limited annual paperwork.
- Currently, we're in year 2 of the new Five-Year Agreement (2023-2028)

### DIRT, GRAVEL AND LOW-VOLUME ROAD MAINTENANCE PROGRAM AGREEMENT

This Dirt, Gravel and Low-Volume Road Maintenance Program Agreement is entered into by and between the Commonwealth of Pennsylvania ("Commonwealth"), through the Department of Agriculture ("Department") and the State Conservation Commission ("Commission"), with their principal offices located at 2301 N. Cameron Street, Harrisburg, PA 17110, and the \_\_\_\_\_ Conservation District, with its principal offices located at \_\_\_\_\_, PA \_\_\_\_\_ ("District").

#### WITNESSETH:

**WHEREAS**, section 9106 of the Vehicle Code (75 Pa.C.S. § 9106) has established the Dirt, Gravel and Low-Volume Road Maintenance Program to provide a dedicated and earmarked mechanism of funding the safe, efficient and environmentally sound maintenance and improvement of dirt, gravel and low-volume state and municipal roads ("Program");

**WHEREAS**, the State Legislature has directed that funds in the amount of \$28,000,000.00 shall be appropriated annually to the Commission and administered in a non-lapsing, non-transferable account restricted to maintenance and improvement of dirt, gravel and low-volume State and municipal roads;

**WHEREAS**, the Commission annually apportions these funds to county conservation districts based upon the apportionment criteria in subsection (c) of section 9106 of the Vehicle Code to fund projects at the county level that will fulfill the purpose of the Program; and

**WHEREAS**, the District wishes to conduct projects for the maintenance and improvement of dirt, gravel and low-volume roads within \_\_\_\_\_ County;

**NOW THEREFORE**, the parties hereto, intending to be legally bound, agree as follows:

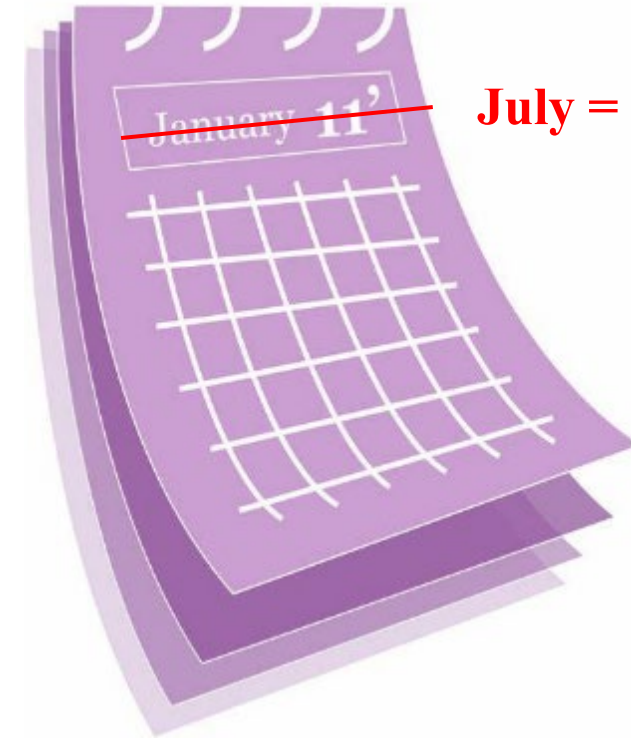


## 3.3: Receiving Funds from SCC



### Receiving Funds from SCC

- Timeline for FY 2024-25 allocations
  - Approved by SCC in July
  - Approved in State Budget for July 1
  - Advances received by CDs late summer/fall each year



**July = month 1**

# 3.3: Receiving Funds from SCC



## Receiving Funds from SCC

- Allocations are formula-based:
  - **DGR:**
    - miles of unpaved roads and worksites and proximity to streams
  - **LVR:**
    - miles of urban and non-urban roads and proximity to streams
- Complete details: [www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)

PA State Conservation Commission - Dirt, Gravel, and Low-Volume Road Maintenance Program  
**DIRT AND GRAVEL Proposed Conservation District FY 23-24 Allocations**  
 SCC Approved 5/9/23  
 pending state budget approval

for comparison				for comparison			
County	2022-23	FINAL 2023-24	NOTE	County	2022-23	FINAL 2023-24	NOTE
Adams	\$ 100,000	\$ 100,000	min	Lackawanna	\$ 109,368	\$ 109,373	
Allegheny	\$ 100,000	\$ 100,000	min	Lancaster	\$ 100,000	\$ 100,000	min
Armstrong	\$ 788,510	\$ 781,595		Lawrence	\$ 100,000	\$ 100,000	min
Beaver	\$ 106,708	\$ 108,448		Lebanon	\$ 100,000	\$ 100,000	min
Bedford	\$ 265,504	\$ 261,960		Lehigh	\$ 138,476	\$ 132,242	
Berks	\$ 100,000	\$ 100,000	min	Luzerne	\$ 187,822	\$ 186,980	
Blair	\$ 100,000	\$ 100,000	min	Lycoming	\$ 428,891	\$ 428,438	
Bradford	\$ 1,375,000	\$ 1,375,000	max	McKean	\$ 238,467	\$ 243,701	
Bucks	\$ 100,000	\$ 100,000	min	Mercer	\$ 169,163	\$ 165,737	
Butler	\$ 154,072	\$ 151,848		Mifflin	\$ 100,000	\$ 100,000	min
Cambria	\$ 114,615	\$ 117,428		Monroe	\$ 100,000	\$ 100,000	min
Cameron	\$ 114,171	\$ 122,337		Montgomery	\$ 100,000	\$ -	1
Carbon	\$ 100,000	\$ 100,000	min	Montour	\$ 100,000	\$ 100,000	min
Centre	\$ 142,310	\$ 142,098		Northampton	\$ -	\$ -	1
Chester	\$ 100,000	\$ 100,000	min	N'uberland	\$ 197,205	\$ 196,000	
Clarion	\$ 356,574	\$ 360,360		Perry	\$ 160,052	\$ 150,597	
Clearfield	\$ 516,021	\$ 584,880		Pike	\$ 100,000	\$ 100,000	min
Clinton	\$ 178,336	\$ 175,070		Potter	\$ 827,372	\$ 824,911	
Columbia	\$ 364,869	\$ 366,414		Schuylkill	\$ 180,179	\$ 175,931	
Crawford	\$ 743,851	\$ 741,409		Snyder	\$ 128,763	\$ 127,883	
Cumberland	\$ 100,000	\$ 100,000	min	Somerset	\$ 458,079	\$ 466,899	
Dauphin	\$ 100,000	\$ 100,000	min	Sullivan	\$ 321,027	\$ 325,007	
Elk	\$ 235,580	\$ 239,079		Susquehanna	\$ 1,221,316	\$ 1,220,889	
Erie	\$ 523,080	\$ 526,510		Tioga	\$ 975,474	\$ 990,621	
Fayette	\$ 223,575	\$ 221,855		Union	\$ 100,000	\$ 100,000	min
Forest	\$ 154,216	\$ 149,996		Venango	\$ 512,142	\$ 507,312	
Franklin	\$ 100,000	\$ 100,000	min	Warren	\$ 505,414	\$ 500,143	
Fulton	\$ 168,511	\$ 166,553		Washington	\$ 350,832	\$ 368,341	
Greene	\$ 407,833	\$ 401,879		Wayne	\$ 472,625	\$ 475,271	
Huntingdon	\$ 313,379	\$ 310,107		Westmoreland	\$ 137,906	\$ 158,102	
Indiana	\$ 571,957	\$ 571,758		Wyoming	\$ 325,975	\$ 335,617	
Jefferson	\$ 500,273	\$ 501,357		York	\$ 296,651	\$ 236,503	
Juniata	\$ 117,491	\$ 115,552					
				<b>TOTAL</b>	\$ 18,620,000	\$ 18,620,000	

NOTES:  
 min = minimum DGR allocation (\$100,000)  
 max = maximum DGR allocation (\$1,375,000)  
 1 = ineligible for 2023-24 Dirt and Gravel Road Allocation

## 3.3: Receiving Funds from SCC



**The DGLVR Program does NOT reimburse conservation districts**

**We do something better!**

**We provide funds before conservation districts spend it**

# 3.3.2: Advanced Working Capital



## Advanced Working Capital

- 50% of allocations advanced to districts
  - Will come as separate deposits (DGR and LVR)
- Schedule D explains breakdowns

Bank Partner No: <u>BN01</u>	<b>ATTACHMENT D</b>	Invoice Number: _____
		Invoice Date: <u>05-19-2022</u>
_____ County Conservation District Document Number: <u>410008</u>		
EIN: _____	Vendor ID: _____	FY: <u>22/23</u>
<b>_____ County Conservation District (CCD) Dirt and Gravel Roads Maintenance Program (Dirt and Gravel Roads) Apportionment Allocation Worksheet.</b> (Low Volume Roads allocation is in a separate worksheet)		
_____ CCD Dirt and Gravel Roads Maintenance Program Apportionment Allocation Total:		
Dirt and Gravel Roads (DGR) Base Allocation.....	\$	<u>100,000.00</u>
Maximum that can be used for Administrative expenses (10%).....	\$	<u>10,000.00</u>
Maximum that can be used for Education and Outreach expenses (10%).....	\$	<u>10,000.00</u>
Minimum that must be spent on projects (80%).....	\$	<u>80,000.00</u>
<b>Working Capital Advanced Payment* (Total Allocation X 0.5).....</b>	<b>\$</b>	<b><u>50,000.00</u></b>
<small>*advance payment is at the discretion of the State Conservation Commission advances may be withheld from districts with existing account balances</small>		
1. The above apportionment data establishes the district's total allocation of funds for the Dirt, Gravel, and Low Volume Road Maintenance Program under FY <u>22/23</u> appropriations. Administrative expense limitations as established by the		

## 3.3.3: Replenishment of Working Capital



### Districts receive replenishments of remaining 50% of funds based on actual spending

- Replenishments handled in GIS quarterly reporting system
  - Automatically generated each quarter
  - DGR and LVR replenishment will come in separate deposits

Replenishments	
Potential Claim: \$	36,442.22
Available Funds (Cur): \$	61,711.00
Available Funds (Prev): \$	0.00
Amount Requested: \$	36,442.22

## 3.3.3: Replenishment of Working Capital



### Spending Requirements

- DGLVR funds must be spent within specific time frames
- DGR and LVR spending tracked separately.
  - Can meet DGR spending requirement but not LVR, and vice versa
- If a District misses a year, can be eligible in future years if they meet future requirements.

## 3.3.4: Spending Requirements



### DGR (or LVR) Allocation

1. Districts are required to spend their entire allocation:
  - within two years of state budget approval
  - to be eligible for future allocations.



Must be spent  
in 2 years

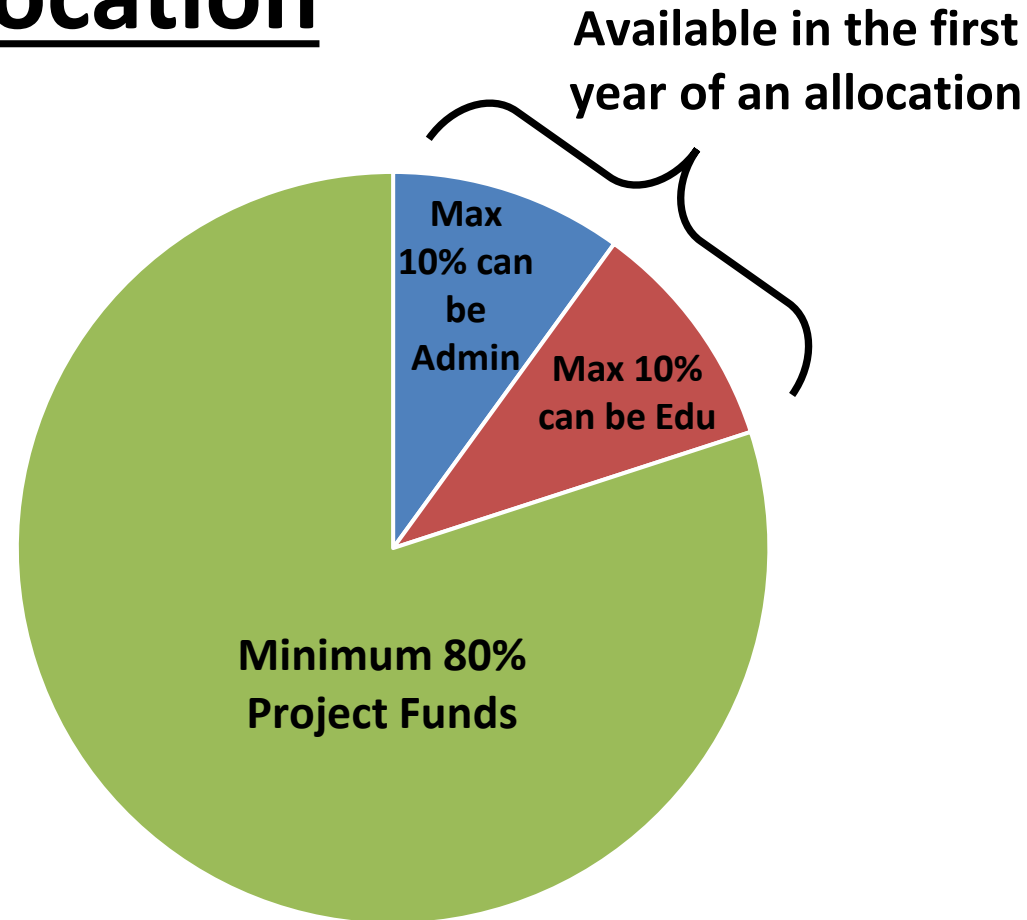


# 3.3.4: Spending Requirements



## DGR (or LVR) Allocation

2. Admin and edu funds must be spent within one year.



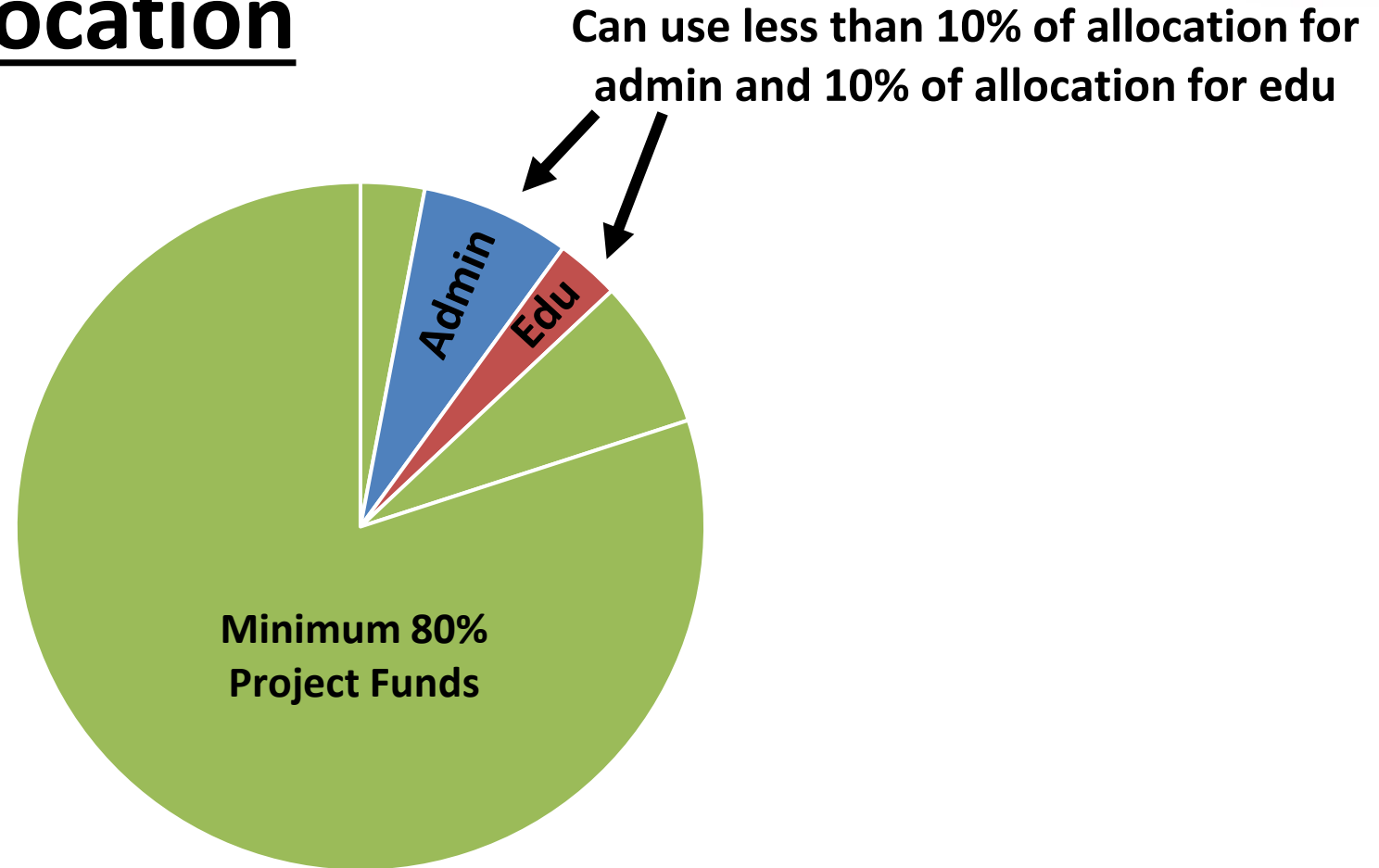


# 3.3.4: Spending Requirements



## DGR (or LVR) Allocation

2. Admin and edu funds must be spent within one year.

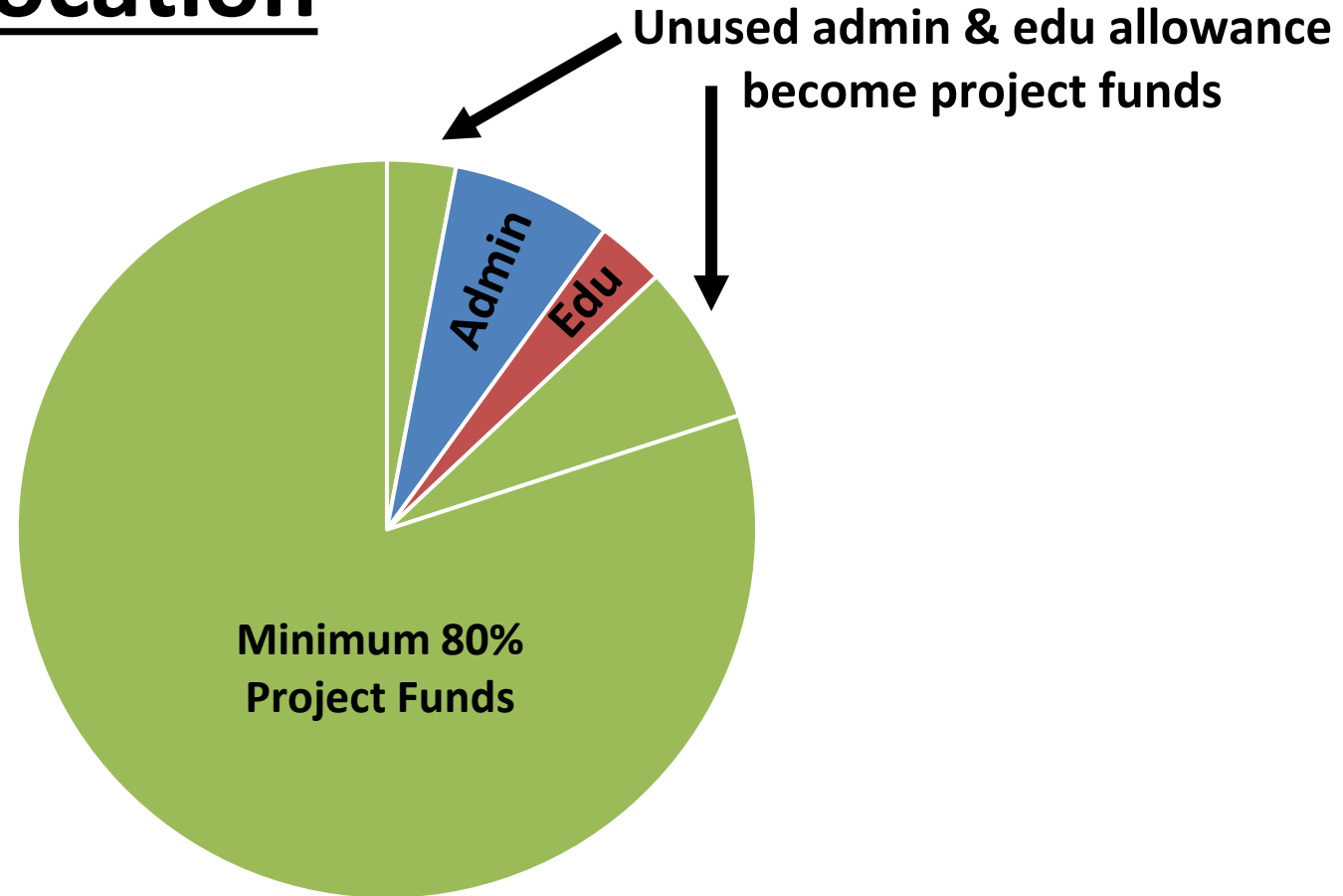


# 3.3.4: Spending Requirements



## DGR (or LVR) Allocation

2. Admin and edu funds must be spent within one year.

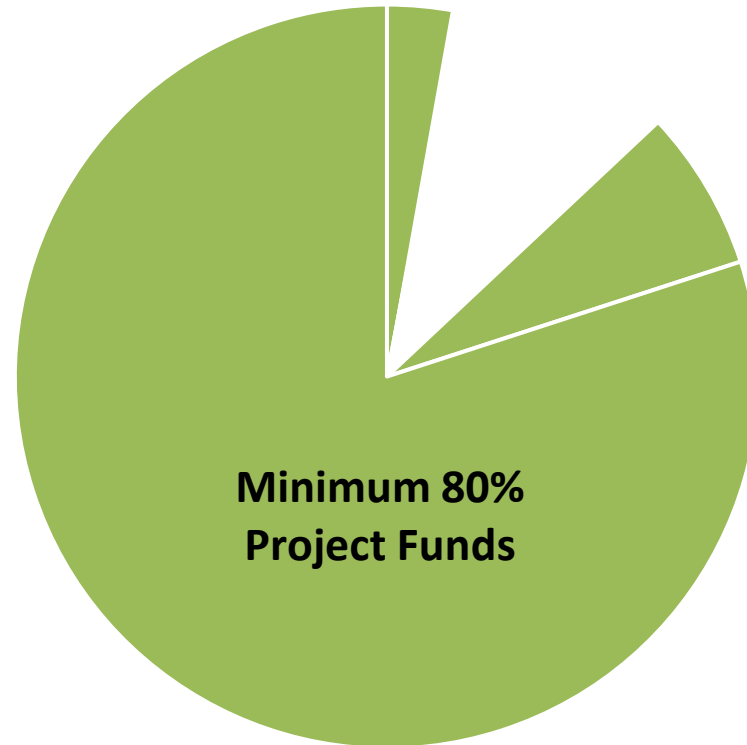


## 3.3.4: Spending Requirements

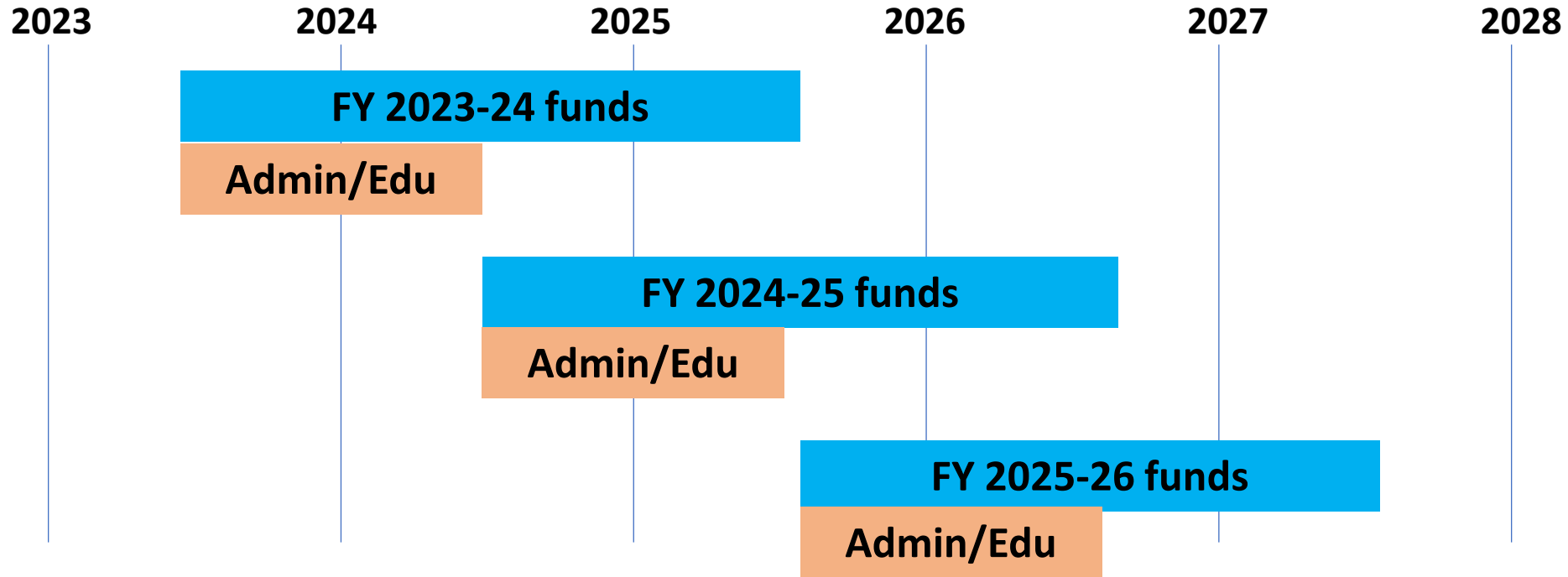


### DGR (or LVR) Allocation

All funds must be spent in 2 years



# 3.3.4: Spending Requirements



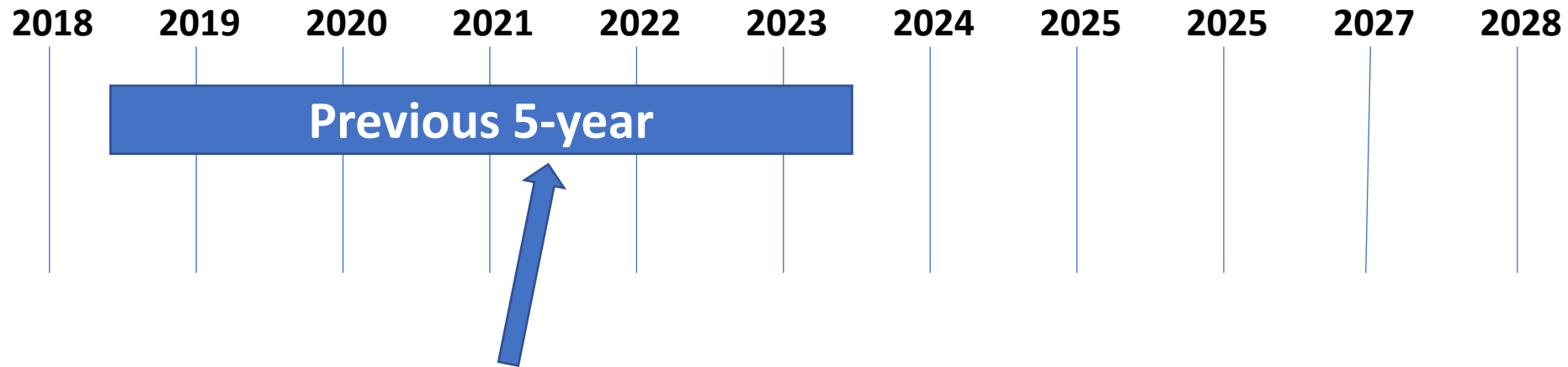
## 3.3.4: Spending Requirements



### Spending Requirements

- At the end of the 5-year agreement
  - Districts have 12 months to finish spending funds from that 5-year agreement

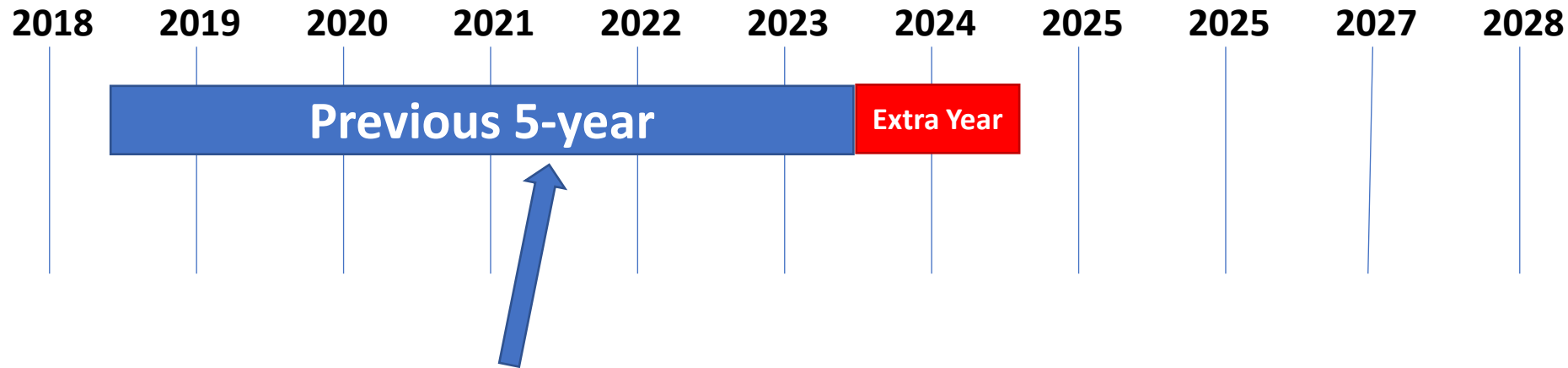
## 3.3.4: Spending Requirements



### Previous 5-year:

- Began 7/1/2018 & ended 6/30/2023

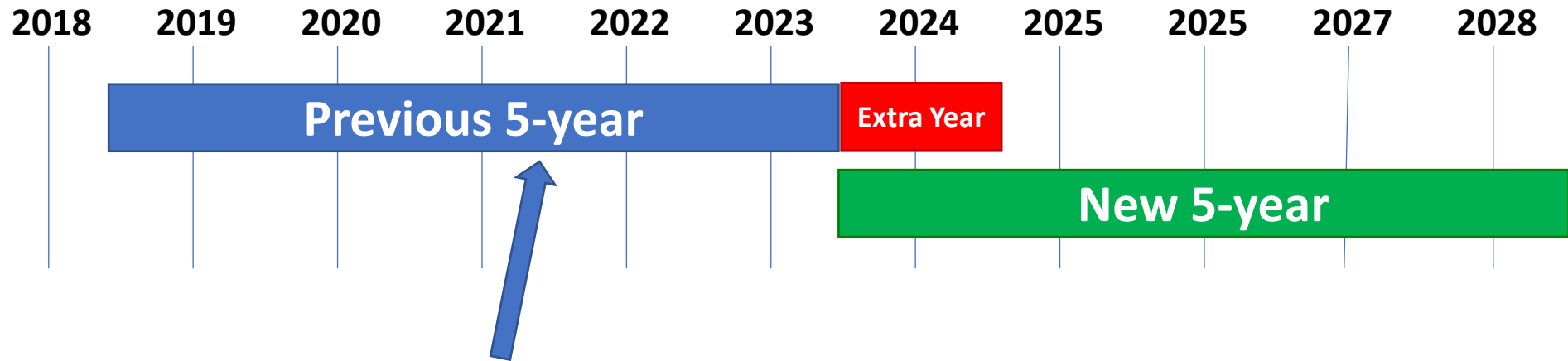
## 3.3.4: Spending Requirements



### Previous 5-year:

- Began 7/1/2018 & ended 6/30/2023
- **Extra year written into contract to spend funds.**  
**All funds must be spent by 6/30/2024.**

## 3.3.4: Spending Requirements



### Previous 5-year:

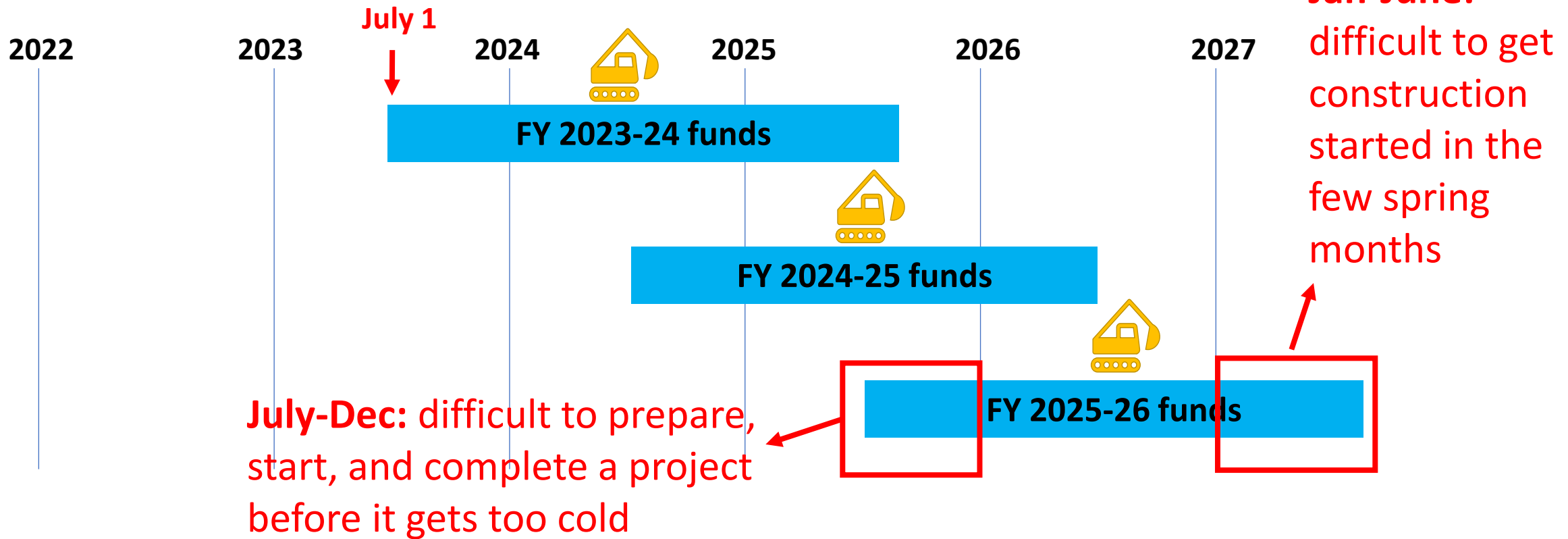
- Began 7/1/2018 & ended 6/30/2023
- **Extra year written into contract to spend funds.  
All funds must be spent by 6/30/2024.**
- **New Agreement began 7/1/2023.**



# 3.3.4: Spending Requirements



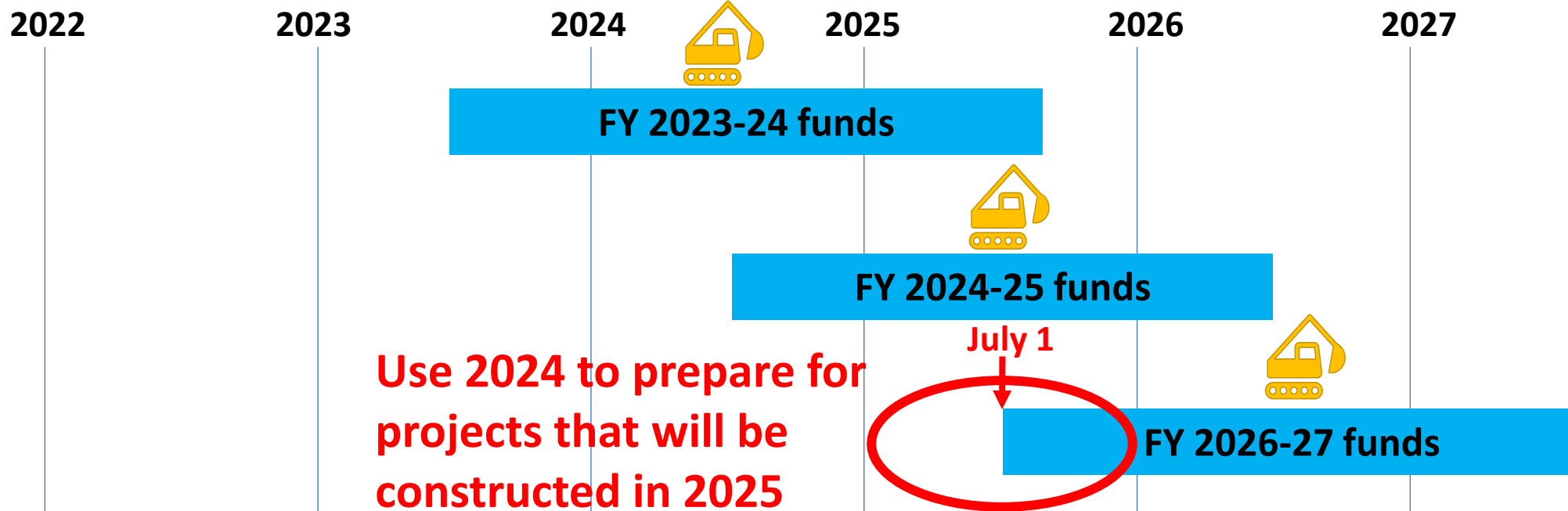
- Two fiscal years only span one continuous calendar year



# 3.3.4: Spending Requirements



- Prepare projects the calendar year before they go to construction
- Be ready to contract projects with 2024-25 funds as soon as the 2024-25 FY starts
  - Work proactively, not reactively!



# 3.3.4: Spending Requirements



2024

2025

2026

Jan

April

July

Oct

Today

Jan

April

July

Oct

Jan

April

July

Oct

Jan

Pre-app meetings  
(start previous fall)

QAB &  
CD board meetings

Contract  
24-25 funds

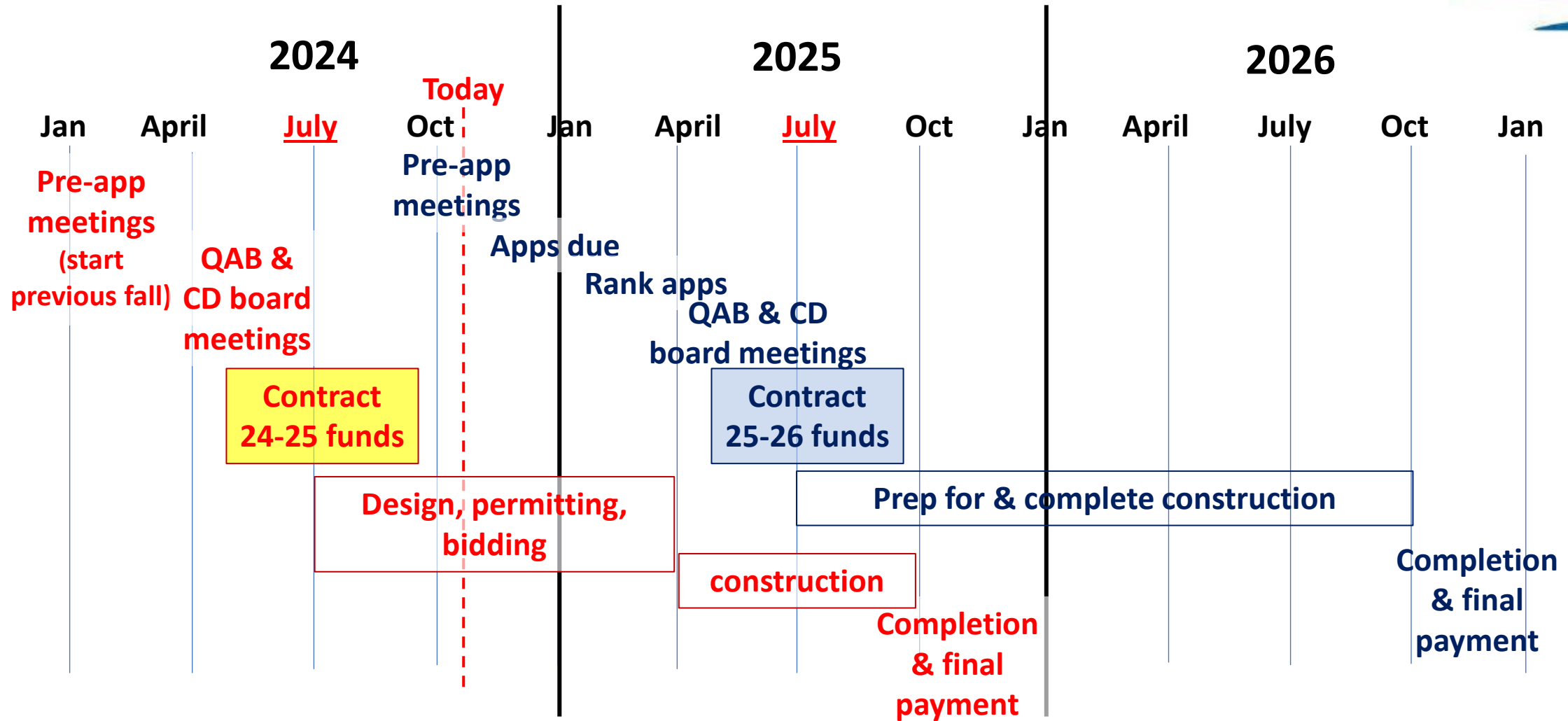
Design, permitting,  
bidding



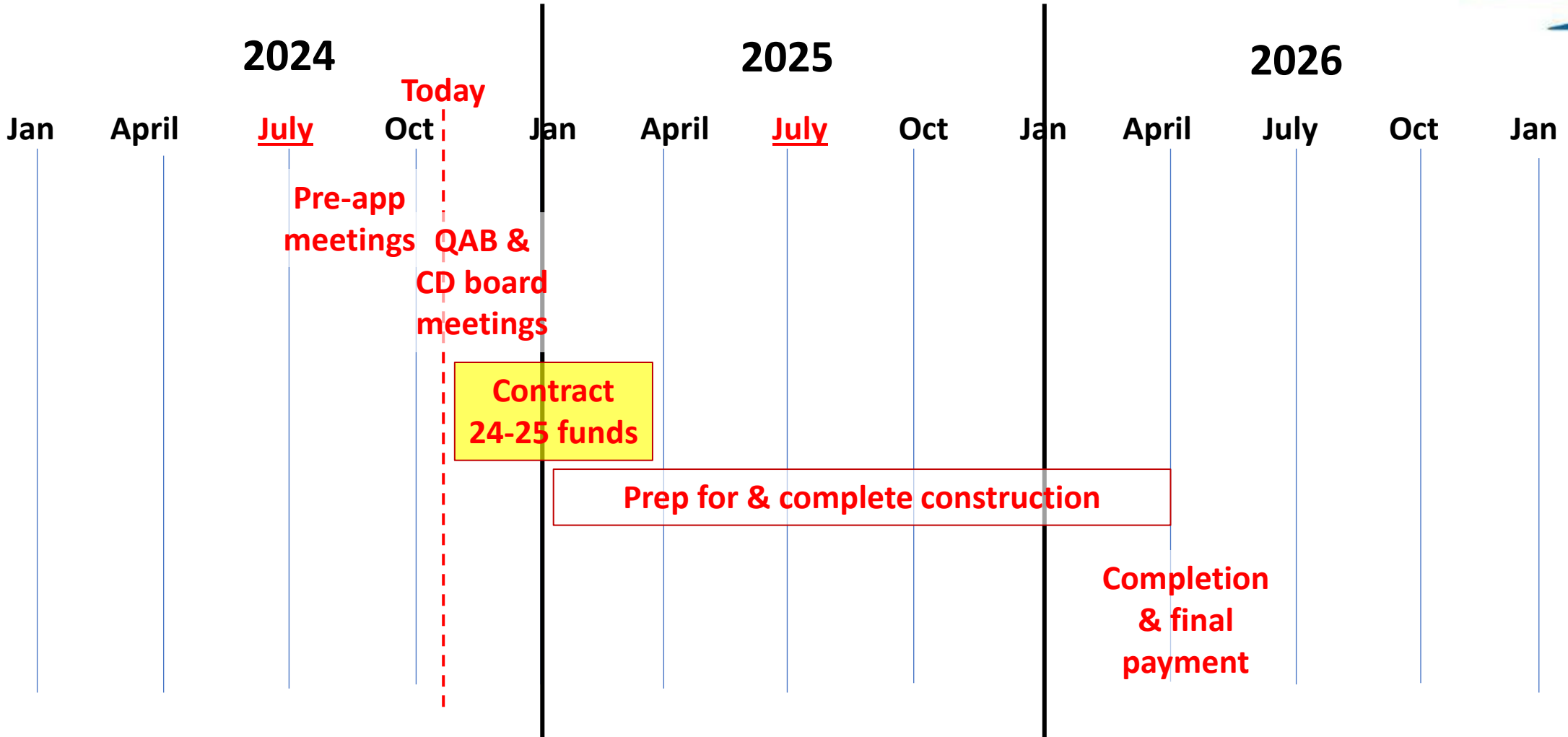
construction

Completion  
& final  
payment

# 3.3.4: Spending Requirements



# 3.3.4: Spending Requirements



## 3.3.4: Spending Requirements



- How to stay on track with spending requirements
  1. Run an annual grant program
  2. Be up front with program participants about the required timelines
  3. Fund projects that can be completed in the allotted time
  4. Fund a variety of project types
  5. Make sure you know how much money you need to spend (use GIS)
  6. Budget well so you don't have extra money leftover
  7. If anything comes in underbudget, reallocate that funding ASAP

# 3.3.4: Spending Requirements



## Communication

- Discuss DGLVR requirements:
- Frequently
  - At each stage of the project
  - When new people get involved in the project
- With all relevant parties
  - grant recipients, landowners, engineer, permit reviewer, contractor, etc.
- In an effective format
  - In person or on the phone
  - Provide key info in writing

**Dirt, Gravel, and Low Volume Road Project: Lifecycle Checklist** 8/2024  DGR  LVR

Applicant: \_\_\_\_\_ Road Name: \_\_\_\_\_ Site ID: \_\_\_\_\_

*This checklist is meant to summarize the major events in development and implementation of a DGLVR Project. This form is not required but is recommended to be used and kept in the project file. Note that not all steps on this list are applicable to all projects. Also note that a separate stream crossing project lifecycle checklist is required for DGLVR stream crossing projects.*

Contact List	Contact Name	Phone Number	E-mail Address
Grant Applicant			
Grant Applicant			
Engineer			
Engineer			
Contractor			
Contractor			

**Pre-Application Meeting:** It is highly recommended that conservation districts visit proposed project sites with the applicant before an application is completed or submitted. This allows the district to guide the applicant towards a site and project design that meets DGLVR goals and requirements, as well as assist with project layout and paperwork completion. Multiple pre-application meetings may be necessary. See *Pre-Application Meeting Checklist* for meeting talking points.

- Pre-Application Meeting Date: \_\_\_\_\_
- Attendees: \_\_\_\_\_
- Notes: \_\_\_\_\_

**Review Grant Application:** Regardless of how involved the district is in grant application development, it is good practice to review the submitted grant application before the QAB meeting. Check that the paperwork is complete, correct, and reflects a quality project. Work with the applicant to make any necessary updates.

- Application Submitted Date: \_\_\_\_\_ Request: \$ \_\_\_\_\_
- Grant Application Review Date: \_\_\_\_\_
- Participants: \_\_\_\_\_
- Notes: \_\_\_\_\_

**Quality Assurance Board (QAB) Meeting:** The QAB must recommend project funding to the district board.

## 3.3.4: Spending Requirements



- Recorded webinars at <https://dirtandgravel.psu.edu/education-training/webinars/past-webinars/>
  - **April 25, 2024: Tips For Keeping Up With Spending Requirements**
  - **July 6, 2023: End of FY Guidance and Discussion**
  - **Dec 14, 2023: DGLVR Spending Update and Annual Summary Report Refresher**
- Financial training – more details later





*GONNY  
HAWKINS*

Copyright 2019

**A cheese grader**

# Chapter 3: Conservation District Role



- ~~3.1 CD Structure~~
- ~~3.2 Overview~~
- 3.3 Receiving Funds from SCC
- **3.4 Accounting of funds at CD**
- 3.5 Dispersing funds to Grant Recipients
- 3.6 CD Educational opportunities
- 3.7 Program Eligibility
- **3.8 Administering Projects**
- 3.9 GIS System
- 3.10 Quarterly Reports
- 3.11 Annual Summary Reports

## 3.4.1: Separate Accounting



- DGLVR funds must be in an interest-bearing Federal Deposit Insurance Corporation or equivalent insured account
- Districts must ensure that account balances in excess of \$250,000 are also insured or otherwise collateralized
- District records relating to the DGLVR Program must be kept for a minimum of 7 years

# 3.4.1: Separate Accounting



## Separate Accounting:

- **Dirt and Gravel Roads funds** (Project, Admin, and Edu)
  - to be used solely for Dirt and Gravel Road Program expenses
  - must be accounted for separate from the Low Volume Roads funds
- **Low Volume Roads funds** (Project, Admin, and Edu)
  - to be used solely for Low Volume Road Program expenses
  - must be accounted for separate from the Low Volume Roads funds

# 3.4.1: Separate Accounting



Categories of income and expenses to track are in the quarterly report

Quarterly Report

Select Quarter | Select County

Dirt and Gravel | Low Volume | Activity Report | Managers | Date Submitted:

Program Income	Program Expenses
SCC Advance: \$ <input type="text"/>	Administrative: \$ <input type="text"/>
SCC Replenishment: \$ <input type="text"/>	Education: \$ <input type="text"/>
Interest Earned: \$ <input type="text"/>	Projects: \$ <input type="text"/>
Other: \$ <input type="text"/>	Other: \$ <input type="text"/>

**“Other” Should be rare**

Balance at District	Replenishments
Starting Balance: \$ <input type="text"/>	Potential Claim: \$ <input type="text"/>
Income: \$ <input type="text"/>	Harrisburg Funds (Cur): \$ <input type="text"/>
Expenses Total: \$ <input type="text"/>	Harrisburg Funds (Prev): \$ <input type="text"/>
Ending Balance: \$ <input type="text"/>	Amount Requested: \$ <input type="text"/>

## 3.4.2-4: Spending Categories



# Spending Policies

## 3.4.2-4: Spending Categories



### Guidelines for Administrative and Education Funds

- Must be spent on eligible expenses as they are incurred.
- Must be incurred within the allotted fiscal year (1 year spending limit)
- “Banking” of funds is not permitted

## 3.4.3&4: Administrative and Education Funds



Admin and Edu funds are not the same

### Admin

Primarily to ensure adequate funding for technical staff who work on the Program

### Edu

Primarily to allow the district to attend and provide trainings and educational events



## 3.4.3: Administrative Funds



### **Expenses that can be paid for with Admin funds:**

- Salary, benefits, and travel for the DGLVR Program
- Equipment for CD use
  - Levels, tape measures, survey equipment, safety equipment, etc.
- Office Expenses
  - Includes computers, printers, internet service, office supplies like paper, etc.
- Overhead costs (insurance, utilities, rent)
- Aggregate testing
- Consulting services
  - Typically paid with project funds for specific projects
  - For consulting services needed outside of a standard project contract, contact the SCC

## 3.4.4: Education Funds



### **Expenses that can be paid for with Edu funds:**

- Salary, benefits, and travel for DGLVR educational activities
- Equipment for loan/rental to applicants
  - Note that equipment for applicants to own is not an eligible DGLVR Expense
- Training Costs
  - Including facility rental, food, educational materials, providing transportation, etc.
- Promotional Materials
  - Advertisements, reports, websites, project signage
- Promotional items (pens, hats, etc. given away to Program participants)
  - limited to \$1,000/year
- Participation Incentives
  - Paying travel costs related to education activities for applicants or QAB members

## 3.4.3 & 4: Administrative and Education Funds



### Salary and Benefits:

- Salary can only be claimed for time spent working directly on administration or education/training efforts for 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.
- Conservation districts must be able to document that staff time claimed as administrative time is spent on eligible administrative activities and staff time claimed as education time is spent on eligible education activities.

## 3.4.3 & 4: Administrative and Education Funds



- Example **administration activities** include:
  - site inspections, meetings, completing paperwork, communications, etc. related to DGLVR Projects.
  - QAB meetings and Conservation District Board of Director meetings
  - Reviewing DGLVR applications
  - Follow up visits to previously contracted DGLVR worksites for the purpose of ranking new grant applications or implementing local policies.

## 3.4.3 & 4: Administrative and Education Funds



- DGLVR **educational activities** include:
  - Training new conservation district staff on DGLVR topics.
  - Attending or hosting trainings, conferences, field days, workshops, technical assistance, or other outreach activities.
  - Teaching individuals or small groups about the DGLVR Program in regard to potential DGLVR Project sites without a current contract for DGLVR funds. This includes working with potential grant applicants to develop an application for DGLVR funds, such as pre-application meetings.
  - Teaching individuals or small groups about the DGLVR Program on completed DGLVR sites.

## 3.4.3 & 4: Administrative and Education Funds



- DGLVR educational activities do NOT include:
  - Administering DGLVR Projects with a current DGLVR Contract
  - Ranking received applications.
  - Administering the DGLVR Program, including QAB meetings, Conservation District Board of Director meetings, and reviewing DGLVR applications.

## 3.4.3 & 4: Administrative and Education Funds



### Staff time tracking:

- This should be a time sheet and/or report that includes details of the activity, including:
  - the date
  - activity description
  - staff member(s)
  - amount of time
  - road name & road owner
  - how the activity qualifies as a DGLVR admin or edu activity
- or some other method that documents that admin or edu time is spent on eligible admin or edu activities, respectively.

# 3.4.3 & 4: Administrative and Education Funds



## DGLVR Staff Time Sheet

Month:	January								
Year:	2022								
Staff name:	Jane Doe								
Title:	Resource Conservation Technician								
Conservation District:	Example County Conservation District								
Date	Activity Description <i>Be sure to include enough info to justify whether the activity is an eligible admin and/or edu expense. See DGLVR Admin Manual Section 3.4 for details. Consider including road name and owner for potential or funded DGLVR projects.</i>	DGR Admin Hours	DGR Edu Hours	LVR Admin Hours	LVR Edu Hours	DGR Admin Miles	DGR Edu Miles	LVR Admin Miles	LVR Edu Miles
1/3/2022	watched webinar on Annual Summary Report	0.25	0.25	0.25	0.25				
1/6/2022	Present at local Township Association meeting about DGLVR Program		1		1		9		9
1/10/2022	Pre-application meeting with Example Township on Roads A, B, and C (all potential DGR projects)	1.5	1.5			55			
1/13/2022	Assist Example Township fill out grant application for Roads A and B (DGR)	1	1						
1/18/2022	review applications from Example Township and provide feedback (Roads A & B)	1							
1/20/2022	review revised app for Roads A and B, Example Township	0.5							
1/25/2022	QAB meeting	3							
1/27/2022	Attended Example CCD Board meeting - shared updates on DGLVR Program & shared QAB recommendations for project funding	0.5		0.5					
1/28/2022	prepared contracts for projects approved at Board meeting (2 DGR and 4 LVR - see meeting minutes)	1		2					
1/31/2022	Example2 Township, Road X (LVR) - inspect cross pipe installation			2.5				21	
	<b>Totals</b>	<b>8.75</b>	<b>3.75</b>	<b>5.25</b>	<b>1.25</b>	<b>55</b>	<b>9</b>	<b>21</b>	<b>9</b>
	hourly rate/mileage rate	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 0.585	\$ 0.585	\$ 0.585	\$ 0.585
	Total expense	\$306.25	\$131.25	\$183.75	\$43.75	\$32.18	\$ 5.27	\$12.29	\$ 5.27

**Template Available as an Excel Document**



## 3.4.3 & 4: Administrative and Education Funds



- Using admin & Edu funds for travel:
  - All travel expenses for the DGLVR Program can be paid for with administrative DGLVR funds
    - Use DGR admin funds for DGR travel expenses
    - Use LVR admin funds for LVR travel expenses
    - Travel to field sites, meetings, trainings, vehicle costs, per-diems, parking, etc.
  - Edu funds can be used to pay for all travel expenses directly related to education activities for the Program such as:
    - travel to training and workshops, and travel to set up trainings, workshops, and demonstrations for local stakeholders.

## 3.4.3 & 4: Administrative and Education Funds



- Using admin & Edu funds for travel:
  - That the federal mileage rate is based on the average costs of operating a vehicle in the United States
    - intended to cover expenses including, but not limited to fuel, tires, maintenance, registration, and insurance.
  - When mileage driven for the DGLVR Program is compensated using the mileage rate method, individual vehicle expenses are not eligible DGLVR expenses, and vice versa.

## 3.4.3 & 4: Administrative and Education Funds



- Ineligible admin & Edu expenses:
  - Funds can NOT be used to purchase tools or equipment for townships or other applicants, including cost-sharing on tools or equipment.
  - Non-DGLVR expenses, such as expenses related to other conservation district programs
    - If an expense is shared by DGLVR and non-DGLVR Programs, then only a portion of the expense is an eligible DGLVR expense
      - Why?
        - DGR funds can only be used for DGR expenses
        - LVR funds can only be used for LVR expenses

## 3.4.2: Cost Allocation Methods



How do we determine what portion of shared expenses are eligible DGR and LVR expenses?

- Cost Allocation Method (CAM):
  - Method for splitting shared costs proportionately between multiple programs
- Splitting a dinner bill with friends is a cost allocation method
  - You only pay for what you ate



## 3.4.2: Cost Allocation Methods



### Cost Allocation Method Policy

- Must be utilized for shared district expenses, such as vehicles, rent, office supplies, phone/Internet, etc.
- Must be available to the SCC upon request
- The cost allocation method used must be based on how much of the shared expense is actually used for the DGLVR Program.

## 3.4.2: Cost Allocation Methods



### Cost Allocation Method Policy

- The percent of shared expenses that are eligible DGR expenses are **equal to the percent of the expense used for DGR activities.**
- The percent of shared expenses that are eligible LVR expenses are equal to the **percent of the expense used for LVR activities.**
- If the CAM is based on staff time:
  - The percent of shared expenses that are eligible DGR expenses are equal to the percent of staff time spent on DGR activities.
  - The percent of staff time spent on DGR activities must be calculated compared to the total staff time spent on all programs/activities sharing the expense.

## 3.4.2: Cost Allocation Methods



### Unacceptable Expense / Cost Allocation Method Examples:

- District utilizes only DGLVR program funds to purchase a vehicle and pay for vehicle expenses, but the vehicle is shared by all district programs
- District technician spends 5% of their time on DGR and 3% of their time on LVR, but 50% of their salary and benefits are paid for with DGLVR funds
- A District spends 15% of their total staff time on DGR activities. 15% of a new backhoe for an applicant is paid for with DGR funds. (DGLVR funds cannot be used to buy equipment for applicants)

# 3.4.2: Cost Allocation Methods



- Need help with CAMs?
- Attend financial training!
- Contact the SCC for assistance
- Examples
  - Appendix E of Admin Manual
  - Spreadsheet template available

**Cost Allocation Method - DGLVR Portion**

**Full Time Equivalent (FTE) method for expenses shared among all conservation district staff**

The percent of shared expenses that are eligible DGR expenses are equal to the **percent of the expense used for DGR (or LVR) activities**. If this is estimated based on staff time spent on DGR activities, the percent of staff time spent on DGR (or LVR) activities must be calculated compared to the total staff time spent on all programs/activities sharing the expense.

FTE = Full Time Equivalent (40 hrs/week for 52 weeks a year)

		DGR	LVR	other	total	
Total CCD FTEs	10	Staff 1	0.75	0.25	0	1
DGR FTEs	1.125	Staff 2	0.375	0.125	0.5	1
amount of total staff time spent on DGR (decimal)	0.1125	Staff 3	0	0	1	1
<b>% of total staff time spent on DGR</b>	<b>11.3%</b>	<b>totals</b>	<b>1.125</b>	<b>0.375</b>		

Percent of shared expenses (shared among all CD staff on this spreadsheet) that can be paid for with DGR admin funds

Total CCD FTEs	10
LVR FTEs	0.375
amount of total staff time spent on LVR (decimal)	0.0375
<b>% of total staff time spent on LVR</b>	<b>3.8%</b>

Percent of shared expenses (shared among all CD staff on this spreadsheet) that can be paid for with DGR admin funds

Total CCD Staff time	10 FTEs
Staff time spent on DGR	1.125 FTEs
Staff time spent on LVR	0.375 FTEs
Staff time NOT spent on DGLVR	8.5 FTEs

**CONSERVATION DISTRICT STAFF TIME**

Staff time NOT spent on DGLVR 85%

Staff time spent on DGR 11%

Staff time spent on LVR 4%



## 3.4.5: Project Funds



### Project Funds

- At least 80% of funds must go to projects.
- Project funds are totaled by the GIS system from the information a District submits for each project
- Eligible project expenses outlined in Section 3.7

#### Payment Information

Payments:	2
Contract Amount: \$	117,304.00
Amendments Total: \$	0.00
Saved Payments Total: \$	109,098.32
Remaining Balance: \$	8,205.68

## 3.4.6: Interest Funds



### Interest Funds

- **ALL interest accrued on ALL categories of DGLVR funds (even admin and edu) must be spent on DGLVR projects.**
- DGR interest must go to DGR projects and LVR interest must go to LVR projects.
- Interest tracked in quarterly reporting

#### Program Income

SCC Advance: \$ 100,000.00

SCC Replenishment: \$ 50,000.00

Interest Earned: \$ 231.28

Other: \$ 0.00



## 3.4.7: Demonstration Projects



### Demonstration Projects

- **District-funded outside of ranking system.**
- **Showcase new technology, education site, etc.**
  - **Only education or administrative funds can be used.**
  - Must follow existing Program policies: be on an eligible public road; have off ROW permissions; have environmental benefit; meet LVR traffic counts; etc.
  - Must have QAB and district board Approval.
  - Must have a contract, MOU, or other agreement with the road-owning entity.
  - Contact Center or Commission staff before contracting a Demo project.

## 3.4.7: Demonstration Projects



### Demonstration Projects

- Do not use to circumvent standard training requirements and normal project agreements.
  - **Regular project** (application, ranking) - any funds
  - **Demo Project** – admin/edu funds only
  
- You can do “education and outreach” efforts on any project.

## 3.4: Accounting of Funds



### Verifying Funds

- QAQC team will request itemized documentation of DGLVR income and expenses
  - DGR and LVR will both be checked
- These funds will be cross referenced with figures entered (by the District) into the GIS system.
  - Check that quarterly report figures are accurate
- District will be asked to provide sufficient evidence of actual expenditures (QuickBooks, Copy of checks, invoices, etc.)
  - Check that expenses are eligible

## 3.5: Dispersing Funds to Grant Recipients



### Dispersing Funds to Grant Recipients

- Districts can advance up to 50% of funds to grant recipients
- Up to 70% of grant can be paid on a cash-expended basis
  - Receipts/invoices required to show advance and additional funds were spent on eligible expenses
- At least 30% of grant must be retained until project completion
- Conservation districts should develop individual policies regarding payment to grantees
- Written schedule of payments is included in contract

## 3.5.3: Contract Amendments



- In some cases, the grant recipient may request additional time or additional funding above the contracted amount to complete a project.
- Approval is at the discretion of the district board, based either on a case-by-case basis or by county policy.
- Districts may develop their own policies for handling cost overruns and time extensions, provided they are consistent with Commission policy.
  - It is up to the discretion of the conservation district board if amendments to existing contracts must be recommended by the QAB.
  - Options include but are not limited to: requiring district board approval; requiring QAB and district board approval; empowering CD staff to approve amendments, etc. There is no additional funding from the Commission to pay for cost overruns.
- Amendments must be approved by the district board according to policies they establish.

## 3.5.3: Contract Amendments



- Amendment maximum: 40 percent or less of the initial contract amount
- Multiple amendments may be granted, provided the total of all amendments is not more than 40 percent of the initial contract amount.
- For contract amendments over 40 percent, written approval is required from the State Conservation Commission.
  - Handled in GIS



Has to be a lawyer involved...



# Chapter 3: Conservation District Role



- ~~3.1 CD Structure~~
- ~~3.2 Overview~~
- 3.3 Receiving Funds from SCC
- 3.4 Accounting of funds at CD
- 3.5 Dispersing funds to Grant Recipients
- **3.6 CD Educational opportunities**
- 3.7 Program Eligibility
- **3.8 Administering Projects**
- 3.9 GIS System
- 3.10 Quarterly Reports
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# 3.6: District Educational Opportunities



<https://dirtandgravel.psu.edu/>

A screenshot of a web browser displaying the PennState Center for Dirt and Gravel Road Studies website. The browser address bar shows "https://dirtandgravel.psu.edu". The website header includes the PennState logo and the text "PennState Center for Dirt and Gravel Road Studies". A navigation menu is visible with items: HOME, PA PROGRAM RESOURCES, GENERAL RESOURCES, EDUCATION/TRAINING, NEWS &amp; EVENTS, BOF, CENTER, a search icon, and a user icon. The main content area features a large image of a dirt road lined with trees. Overlaid on this image is a dark box with the text "ESM, Administrative, Financial Training, and Stream Crossing Registration". Below this text is a smaller line: "The Center's ESM, Administrative, Financial, and Stream Crossing trainings are now available for registration." A green button labeled "REGISTER HERE" is positioned in the bottom left corner of the image area.

# 3.6: District Educational Opportunities



<https://dirtandgravel.psu.edu/pa-program-resources/>

A screenshot of a web browser displaying the "PA Program Resources" page. The browser's address bar shows the URL "https://dirtandgravel.psu.edu/pa-program-resources/". The website has a green navigation bar with links for "HOME", "PA PROGRAM RESOURCES", "GENERAL RESOURCES", "EDUCATION/TRAINING", "NEWS &amp; EVENTS", "BOF", and "CENTER". Below the navigation bar, the page title "PA Program Resources" is displayed in a large font, with a breadcrumb trail "Home &gt; PA Program Resources" underneath. A left-hand sidebar menu lists several categories: "PA Program Resources", "SCC Program Overview &gt;", "Conservation Districts", "Program Resources &gt;", "Blank Forms", "Reference Material", "Administrative Manual &gt;", and "Conservation District Allocations". A blue arrow points from a callout box to the "PA Program Resources" link in the sidebar. The callout box, titled "PA Program Resources", contains a bulleted list: "Standard forms", "Blank forms", "Example/sample forms", "Reference documents", and "Admin Manual". The main content area of the page features a photograph of a dirt road lined with trees. At the bottom of the page, a caption reads: "Pennsylvania's Dirt Gravel, and Low Volume Road Maintenance Program provides funding to eliminate stream".

## PA Program Resources

- Standard forms
- Blank forms
- Example/sample forms
- Reference documents
- Admin Manual

Pennsylvania's Dirt Gravel, and Low Volume Road Maintenance Program provides funding to eliminate stream

# 3.6: District Educational Opportunities



<https://dirtandgravel.psu.edu/pa-program-resources/>

The screenshot shows the website for the PennState Center for Dirt and Gravel Road Studies. The page title is "General Resources" and the breadcrumb trail is "Home > General Resources". A navigation menu at the top includes "HOME", "PA PROGRAM RESOURCES", "GENERAL RESOURCES", "EDUCATION/TRAINING", "NEWS & EVENTS", "BOF", and "CENTER". A search icon is also present. On the left side, there is a sidebar menu with the following items: "General Resources", "GIS >", "Technical Bulletins", "Standard Detail Sheets", "DSA", "DGLVR Materials Calculator", "Road Work >", and "ESM Field Guide". A blue arrow points from the "General Resources" item in the sidebar to a text box on the right. The text box contains the following list:

**General Resources**

- GIS
- Materials Calculator
- Technical Bulletins
- DSA
- Stream Crossings
- Standard details

Below the text box, there is a photograph of a stream flowing through a wooded area. At the bottom of the page, there is a paragraph of text: "The pages below contain a variety of resources that may be of interest to a wide variety of entities both internal and external to the Dirt, Gravel, and Low Volume Road Maintenance Program."

# 3.6: District Educational Opportunities



<https://dirtandgravel.psu.edu/education-training/>

The screenshot shows a web browser displaying the PennState Center for Dirt and Gravel Road Studies website. The page title is "Education/Training" and the breadcrumb trail is "Home » Education/Training". A blue arrow points from a text box to the "Education/Training" link in the left sidebar. The main content area features a paragraph about the center's focus on Environmentally Sensitive Maintenance (ESM) of low volume roads.

**PennState**  
Center for Dirt and Gravel Road Studies

HOME PA PROGRAM RESOURCES GENERAL RESOURCES **EDUCATION/TRAINING** NEWS & EVENTS BOF CENTER

## Education/Training

Home » Education/Training

- Education/Training
- Remote Learning Center
- Course Attendance Tracker
- ESM Course >
- Program Administration Training >
- Annual Maintenance Workshop
- Webinars >
- Assessment Training >
- ESM Boot Camp

**Education/Training**

- Remote Learning Center
- Course Attendance Tracker
- Webinars
- Registration for trainings

A major emphasis of the Center is to provide education, outreach, and technical assistance regarding the Environmentally Sensitive Maintenance (ESM) of low volume roads. The goal of these ESM practices is to reduce sediment pollution and long-term maintenance costs associated with rural roadways, effectively creating a more environmentally and economically sustainable rural road system.

# 3.6: District Educational Opportunities



<https://dirtandgravel.psu.edu/education-training/>

A screenshot of a web browser displaying the PennState Center for Dirt and Gravel Road Studies website. The page has a dark header with the PennState logo and the text 'PennState Center for Dirt and Gravel Road Studies'. Below the header is a green navigation bar with menu items: HOME, PA PROGRAM RESOURCES, GENERAL RESOURCES, EDUCATION/TRAINING (highlighted), NEWS &amp; EVENTS, BOF, and CENTER. The main content area has a green background with the title 'Education/Training' and a breadcrumb trail 'Home &gt; Education/Training'. On the left, there is a sidebar menu with the following items: Education/Training, Remote Learning Center, Course Attendance Tracker, ESM Course &gt;, Program Administration Training &gt;, Annual Maintenance Workshop, Webinars &gt;, Assessment Training &gt;, and ESM Boot Camp. A blue arrow points from the 'Program Administration Training &gt;' menu item to a text box on the right. The text box contains the title 'Program Administrative Training' and a bulleted list of items. The background of the website shows a photograph of a dirt road winding through a wooded area.

## Program Administrative Training

- Slides from this presentation
- Financial training hand outs
- Register for Admin and Financial Trainings

# 3.6: District Educational Opportunities



## Admin Training (ZZZzzzzz...)

- Covers administrative policies and guidance provided in the admin manual
- **Required for staff persons most involved with the program**
- Required Every 3 years
- **2024 Admin Trainings:**
  - March (Berks County)
  - May (Westmoreland County)
  - July (Centre County)
  - October (Luzerne County)
  - December (Venango County)
- **Registration:** <https://dirtandgravel.psu.edu/education-training/program-administration/admin-training/>



Sensing that he was about to doze off, the air bag on Wade's computer rapidly deployed.



# 3.6: District Educational Opportunities



## Financial Training

- Highly recommended that at least one CD staff per county attend. Geared towards admin staff but all CD roles welcome.
- Covers: financial policy, QAQC financial review, budgeting, documenting funds, spending requirements, reconciling local and GIS account balances, GIS financial tools, and more!
- **2024 Financial Trainings:**
  - March (Berks County)
  - May (Westmoreland County)
  - July (Centre County)
  - October (Luzerne County)
  - December (Venango County)
- **Registration:** <https://dirtandgravel.psu.edu/education-training/program-administration/financial-training-registration/>



# 3.6: District Educational Opportunities



## ESM Training

- Training course that covers road maintenance principals
- Mandatory for district staff involved with the program
- Mandatory for at least one district QAB member
- Highly recommended for everyone involved in the program
- Certification valid for 5 years (expires 12/31 of 5<sup>th</sup> year)
- 12 scheduled each year around the state
- <https://dirtandgravel.psu.edu/education-training/esm-course/in-person-esm-trainings/>



# 3.6: District Educational Opportunities



## ESM Boot Camp

- Two scheduled in 2024: Sept 3-5 and Sept 17-19, State College area
- Multi day training geared towards new DGLVR technicians at conservation districts
- Construction basics, project design, in-depth advice for installing ESM practices, and more!
- <https://dirtandgravel.psu.edu/education-training/esm-boot-camp/>



# 3.6: District Educational Opportunities



## Annual Maintenance Workshop

- Break out classes, field tour, vendor reception, banquet
- ESM certified individual may attend annual workshop at least once every 5 yrs. in lieu of ESM training, provided their certification is not expired.
- Highly recommended that all conservation district staff involved in DGLVR Program attend.
- **2024 workshop: Dubois, PA Oct 8-10**



# 3.6: District Educational Opportunities



## Stream Crossing Certification

- CD staff must be certified before the QAB can recommend or the conservation district can approve a contract for a project involving a stream crossing.
- Certification valid for 3 years
- 4-day, in person in Centre County area
- Walks through project lifecycle
- <https://dirtandgravel.psu.edu/education-training/stream-crossings/>



# 3.6: District Educational Opportunities



## Technical Assistance

- Conducted primarily by Center staff
- **Initiated by districts**
- Small group training for districts and municipalities
- Help with:
  - Project design / layout
  - Meet with applicants
  - Aggregate placement
  - Project implementation
  - Whatever the conservation district needs!



# 3.6: District Educational Opportunities



## Education **by Districts** for applicants:

### Participate in existing events

- Municipal Conventions
- Contractor Workshops
- Legislative Breakfasts
- Municipal Visits

### Hold new events

- Demo Days
- Program Update Sessions
- Project tours

**Promotion:** press releases, signs, emails



# 3.6: District Educational Opportunity

## Education by Districts for applicants:

- New flyers available for CD use:
  - On Blank Forms webpage (scroll down to “Example Forms”)
  - [Blank Forms - Center for Dirt and Gravel Road Studies](#)
- [DGLVR Handout for New Participants](#): This 2-page flyer provides a brief overview and introduction to the DGLVR Program. It is geared towards an audience of potential grant applicants to get them interested in the program and provide the first steps to getting involved.
- [Example DGLVR Projects](#): This 2-page flyer shows example before and after pictures of completed DGLVR projects and frequent issues addressed by the DGLVR Program. This document is intended for conservation districts to share with potential grant applicants to help illustrate what types of road issues may be a good fit for Program funding.

## Funds Available to Fix Water Issues on Public Roads

### PA Dirt, Gravel, and Low Volume Road Program



**Water** is a leading reason why roads deteriorate.

Improving water management on roads reduces routine maintenance needs, **saving time and money.**

PA county conservation districts have **grant funding available** for public road owners to **correct water issues on public roads.**

### The Dirt, Gravel, and Low Volume Road (DGLVR) Program

provides grant funding to municipal and state entities to fix water issues on public roads that drain to streams, lakes, and wetlands.



*Cross pipes are commonly used in DGLVR projects to direct water away from the road and nearby streams.*

- Funds can be utilized to improve unpaved roads and paved roads with low traffic (500 cars or fewer).

- Funded projects focus on spreading out and slowing down storm water to prevent roads from washing out.

- Projects can also address subsurface water issues, road base and ditch instability, undersized stream crossings, road bank slides, road surfacing, and more!



*Public roads that drain to streams or otherwise impact water quality are likely eligible for DGLVR funding.*





# Chapter 3: Conservation District Role



- ~~3.1 CD Structure~~
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## 3.7.1: Eligible Applicants



### Eligible Applicants

- Public entities that own roads
- **Person in charge of the project** must be ESM certified to apply
- Municipalities (1400+ twps, 800+ boroughs, 50+ cities)
- State entities such as:
  - PennDOT, Fish & Boat
  - County and other Government entities
- Federal roads and private roads are NOT eligible
  - All public roads are “born” in legislation

# 3.7.1: Eligible Applicants



## Ineligible Entities

- Federal Government
  - National Parks and Forest Roads
  - US Army Corps of Engineers (ACOE) Lands
- Private Road Owners:
  - Homeowners Associations
  - Conservancies
  - Non-Profits
  - Etc.
- PA Game Commission - new

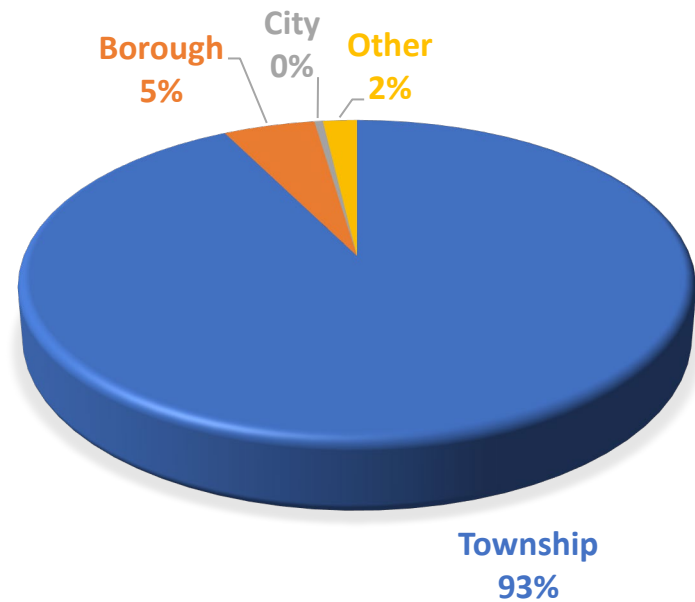
# 3.7.1: Eligible Applicants



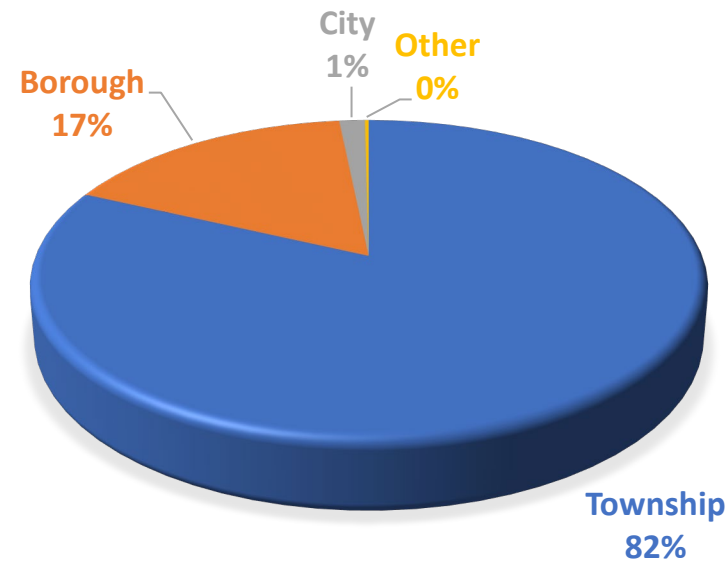
## Eligible Applicants

- Public entities that own roads

**DGR GRANT RECIPIENTS  
(1997-2020)**



**LVR GRANT RECIPIENTS  
(1997-2020)**



## 3.7.1.3: Determining Road Ownership



- The entity that owns the “right of way” is the determining factor, not who owns the adjacent land
- Contracts and payments can only be made with the entity that owns the road
- Questionable situations?
  - Check for liquid fuels funding
  - Courthouse records
  - Responsibility of the applicant to prove ownership

## 3.7.2: Eligible Roads



- Dirt and Gravel Road
  - “Unbound” surfaces
  - “gradable”
- Paved Low Volume Road
  - Surface bound with asphalt, oil, or other binder
  - Includes “tar and chip”
  - 500 vehicles a day or less – traffic count required
- The source of project funding (DGR vs LVR) is determined based on the existing surface of the road.

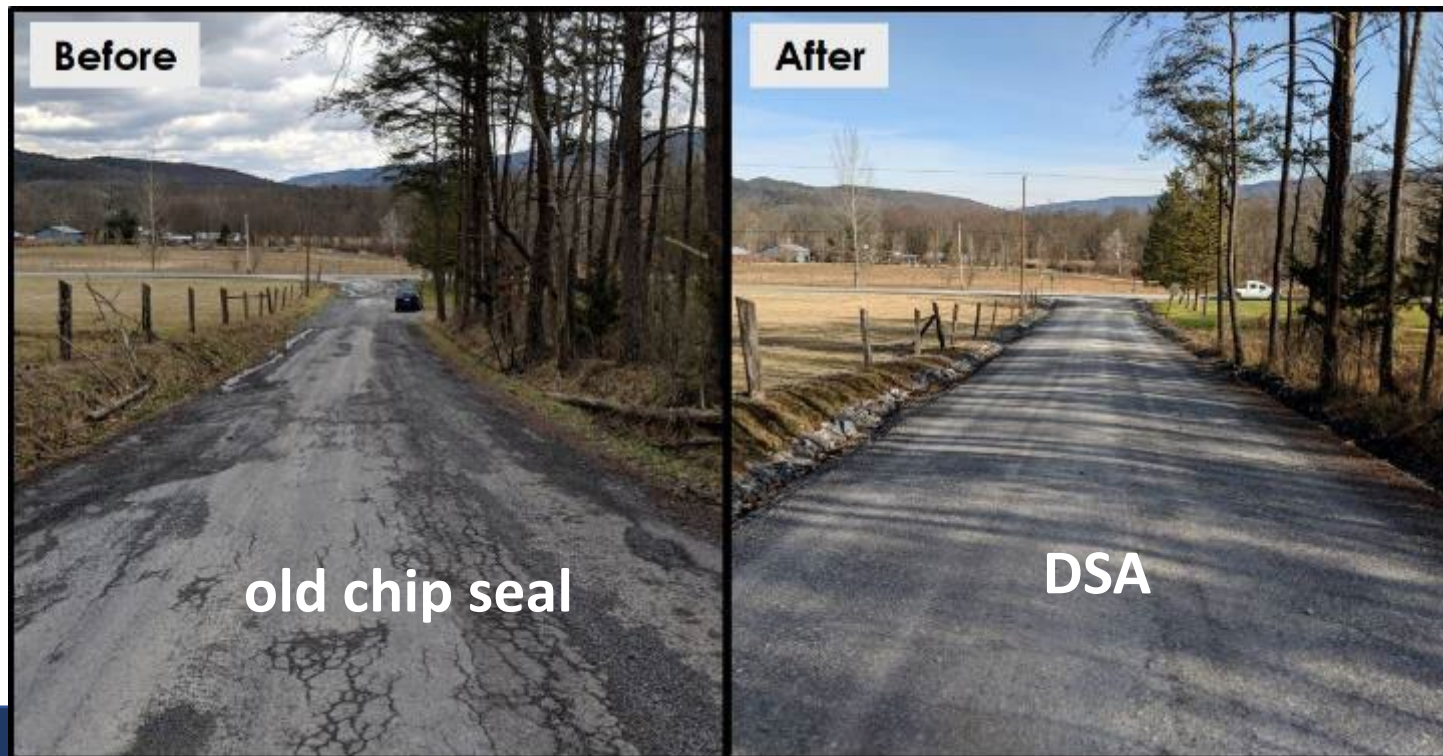
### *“Eligible Sites”*

- *Stream Impact*
- *Publicly owned*
- *Open to public travel*
- *ESM certified*
- *<500ADT (if paved)*

## 3.7.2: Eligible Roads



- Surface Conservations
  - Converting poorly constructed LVR into a DGR may utilize either LVR or DGR funding





## 3.7.3: Eligible Projects



- Eligible Projects
  - Focus on environmental and road improvements



## 3.7.3: Eligible Projects



### Eligible Projects

- Use ESM practices as described in section 1.4
  - Spread out and slow down storm water
  - Reduce sediment
  - Reduce concentrated drainage
- Program focus is on long-term environmental and road improvements
  - “routine maintenance” is not eligible for funding
    - Crack sealing
    - Grading roads
    - Bridge repairs, work on undersized stream crossings

## 3.7.3: Eligible Projects



### Eligible Projects

- Use ESM practices as described in section 1.4
  - Spread out and slow down storm water
  - Reduce sediment
  - Reduce concentrated drainage
- Program focus is on long-term environmental and road improvements
  - “routine maintenance” is not eligible for funding
    - Crack sealing
    - Grading roads
    - Bridge repairs, work on undersized stream crossings

## 3.7.3: Eligible Projects



### Eligible Project Expenses

- No program specific purchase requirements (use applicant's established procedures for bidding and purchasing)
- Records of purchases must be kept (by the grant recipient) for 7 years from project completion
- Applicants can apply for the full cost of all materials, equipment, and labor

# 3.7.3: Eligible Projects



## Municipal Purchasing webinars

- **April 14, 2020: Municipal Bidding**
  - This webinar reviewed various aspects of the municipal bidding process as it relates to municipal projects funded through the DGLVR Program. It covered an overview of the bidding process and provided additional resources.
  - [Webinar Download](#) (66.3 MB): MP4 format (~ 1 hour 8 minutes)
  - Presentation Downloads:
    - [Adobe PDF](#) (8.81 MB)
    - [MS Powerpoint](#) (16.9 MB)
- **June 9, 2020: COSTARS and Purchasing**
  - As part of the 4/14/20 “Municipal Bidding” webinar, there was some discussion and a request for more information about the COSTARS program, a cooperative purchasing program designed to make purchasing both easier and price competitive for public entities. Felicia Campbell & Kim Bullivant, two representatives from COSTARS, presented information and answered available for questions.
  - [Webinar Download](#) (178 MB): MP4 format (~ 1 hour 19 minutes)
  - Presentation Downloads:
    - [Adobe PDF](#) (7.3 MB)
    - [MS Powerpoint](#) (8.72 MB)

## 3.7.4: Eligible Project Expenses



### Materials

- Typical materials include pipe, stone, fabric, etc.
- Products with leaching potential must meet SCC standards for non-pollution. Approved products list on [www.dirtandgravelroads.org](http://www.dirtandgravelroads.org).



## 3.7.4: Eligible Project Expenses



### Materials

- Inlets and outlets of all cross pipes must have erosion protection, such as headwalls, endwalls, drop inlet boxes, and/or rip rap. All stream crossing structures must have a headwall and endwall.



## 3.7.4: Eligible Project Expenses



### Equipment

- Reimbursement of applicant owned equipment is eligible (@ FEMA rates)
- Equipment can be rented, in which FEMA rates do not apply (use actual rental cost)





## 3.7.4: Eligible Project Expenses



### Equipment

- Contact Commission or Center staff for questions about equipment without listed FEMA rates.
- Where FEMA rates do not accurately reflect local equipment costs, applicants may request approval to use other rates, if written documentation can be provided.

Does this go under equipment, or labor???



## 3.7.4: Eligible Project Expenses



### Labor

- Reimbursement of labor and equipment operators is an eligible expense.
- Labor rates may include wage and benefits.



## 3.7.4: Eligible Project Expenses



### Municipal Labor

- Reimbursement of labor and equipment operators is an eligible expense
- Labor rates may include wage and benefits.
- **PREVAILING WAGE**: Does not apply to projects done with Municipal labor force.

## 3.7.4: Eligible Project Expenses



### Contractors

- Projects may be completed in whole or in part by contractors
- Grant recipients use their standard bidding procedures
- Districts must make payments to the grant recipient, not the contractors

## 3.7.4: Eligible Project Expenses



- **PREVAILING WAGE**: Projects where the estimated total project cost exceeds \$25,000 (NOT \$100,000) are subject to the prevailing wage act for contracted labor.

It is the responsibility of the grant recipient:

- To obtain the Prevailing Wage Act scale for the area (from the Prevailing Wage Division of the Pennsylvania Department of Labor and Industry)
- Include the PW wage scale in any proposal to solicit bids for the contract.
- If the Prevailing Wage Act applies, the advertisement shall also note this fact.

## 3.7.4: Eligible Project Expenses



- **PREVAILING WAGE**: Projects where the estimated total project cost exceeds \$25,000 (NOT \$100,000) are subject to the prevailing wage act for contracted labor.
  - Total Project Costs: include other grant sources and in-kind material (not equipment/labor).
  - Cannot “split” projects to avoid PW.
  - PW does not apply to municipal labor.
  - PW must be documented in project file

# 3.7.4: Eligible Project Expenses



## • PREVAILING WAGE FAQ: 19 Q&As

### Prevailing Wage & the Dirt, Gravel, and Low-Volume Road Program Frequently Asked Questions for Municipalities

updated 4/2022

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***NOTE:** The information provided here is to help Dirt, Gravel, and Low-Volume Road (DGLVR) grant recipients understand how the Pennsylvania Prevailing Wage Act affects DGLVR Projects and is NOT an official determination on whether or not Prevailing Wage applies to a specific project. If a DGLVR grant recipient has any questions about whether Prevailing Wage applies to a specific project, they should contact the PA Department of Labor and Industry for an official determination.*

---

*Thank you to the Huntingdon County Conservation District and the PA Department of Labor and Industry for preparing this document*

#### 1. What is the Pennsylvania Prevailing Wage Act?

This piece of legislation requires the “prevailing wage” rate to be paid to contracted labor for construction projects with an estimated cost of \$25,000.00 or more when public funds are involved.

#### 2. Who determines prevailing wage rates?

The Bureau of Labor Law Compliance, which is part of the PA Department of Labor and Industry



## 3.7.4: Eligible Project Expenses



### • PREVAILING WAGE FAQ: 19 Q&As

#### 11. If the Prevailing Wage Act applies to my project, who gets paid prevailing wage?

- All municipal, township, and state works are exempt from prevailing wage. Municipal employees are not contractors and therefore do not need to be paid prevailing wage. If "Township A" hires "Township B" to do work in "Township A", neither township is required to pay prevailing wage. Any private contractor on the same job, however, may be if it is over \$25,000.
- All contracted labor actively involved in construction including owner/operators of a contracting business, must be paid prevailing wage
- Supervisory personnel do NOT need to be paid prevailing wage
  - Supervisory personnel inspect/provide guidance on site. If they actively participate in the construction, such as by picking up a shovel to help spread aggregate, they should be paid prevailing wage for the hours they spend actually doing road construction
- Vendors whose sole involvement in the project is delivering materials on site, including truck drivers delivering aggregate, do NOT need to be paid prevailing wage
  - Trucks delivering aggregate/pavement into a paver are vendors
  - If a truck delivers aggregate and then stays on site, is loaded with debris, and hauls it off site, the truck is no longer considered a vendor and the driver should be paid prevailing wage for the time spend participating in project work

# 3.7.4: Eligible Project Expenses



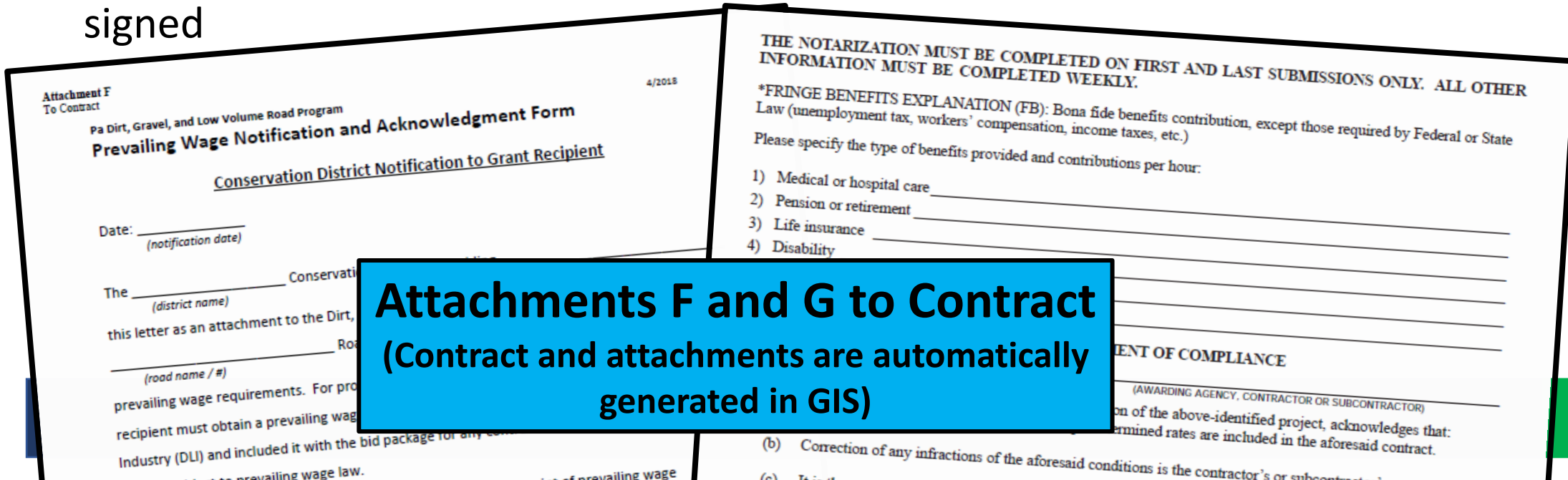
## • PREVAILING WAGE DGLVR Documents

### PW Notification Letter (F)

- Required for all projects
- Ensures grant recipient knows PW requirements
- Must be signed when contract is signed

### PW Certification (G) **two pages**

- Required for all projects where PW applies
- Required before making final payment



**Attachments F and G to Contract  
(Contract and attachments are automatically  
generated in GIS)**

## 3.7.4: Eligible Project Expenses



### 3.7.4.5 Prevailing Wage Documentation

If **federal funds** are involved in a project, federal prevailing wage requirements (**Davis Bacon Act**) **often supersedes PA prevailing wage.**

Davis Bacon requirements are acceptable to the DGLVR program in this case, and Certified Payroll forms accepted by the US Department of Labor must be completed and kept in the project file.

## 3.7.4: Eligible Project Expenses



- <https://www.dirtandgravel.psu.edu/education-and-training/webinars/past-webinars>
- **January 27, 2022: Prevailing Wage**
  - This webinar provided an overview of Prevailing Wage requirements for DGLVR Program with some updated examples.
  - [Webinar Download](#) (72.2 MB): MP4 format (~34 minutes)
- **April 7, 2022: Prevailing Wage II**
  - This webinar was the second part of an earlier PW webinar this spring, with this webinar involving invited speakers. Speakers from the U.S. Department of Labor and PA Department of Labor and Industry joined this webinar to discuss Prevailing Wage and answer questions related to the DGLVR Program.
  - [Webinar Download](#) (344 MB): MP4 format (~1 hour, 37 minutes)

## 3.7.4: Eligible Project Expenses



### Additional Information:

#### Brian Smolock,

Labor Law Investigator

PA Department of Labor and Industry

[717-787-0606](tel:717-787-0606)

[bsmolock@pa.gov](mailto:bsmolock@pa.gov)

## 3.7.4: Eligible Project Expenses



- **In Kind Contributions**

- **In-Kind:** materials, equipment, and labor funded by other sources, typically the applicant
- No Statewide requirement for in kind amounts
- **Only contributions that meet all Program policies may be counted as in-kind contributions.**
  - *Stream crossings, DSA, FDR are most common*

## 3.7.4: Eligible Project Expenses



### 3.7.4.7 Consultants, Engineering, and Permitting Costs

- Program funds can be used to cover engineering, permitting, or similar consultant costs, but such costs are limited:
  - to a maximum of 20 percent of the total contract amount between the district and the grant recipient,
  - with a maximum of \$25,000 total for engineering, permitting, or similar consultant costs.
- Note this limit is defined as up to 20 percent of the contract amount (Program contracted funds), not 20 percent of the total project value (which could include in-kind or other funds).
- **If the DGLVR project is not completed, consultant, engineering, and permitting costs are not an eligible DGLVR expense.**

## 3.7.4: Eligible Project Expenses



### 3.7.4.7 Consultants, Engineering, and Permitting Costs

- Example 1: a \$30,000 contract on a project totaling \$50,000 is limited to 20% of the contract, or \$6,000, for engineering and permitting.
- Example 2: For a \$140,000 contract, 20% of the contract would be \$28,000, but the program will only fund up to the maximum of \$25,000.
- Preparation or design costs such as engineering or surveying that are incurred before the contract is signed are not eligible for grant reimbursement but can be counted as in-kind.



# Speaking of Engineering...

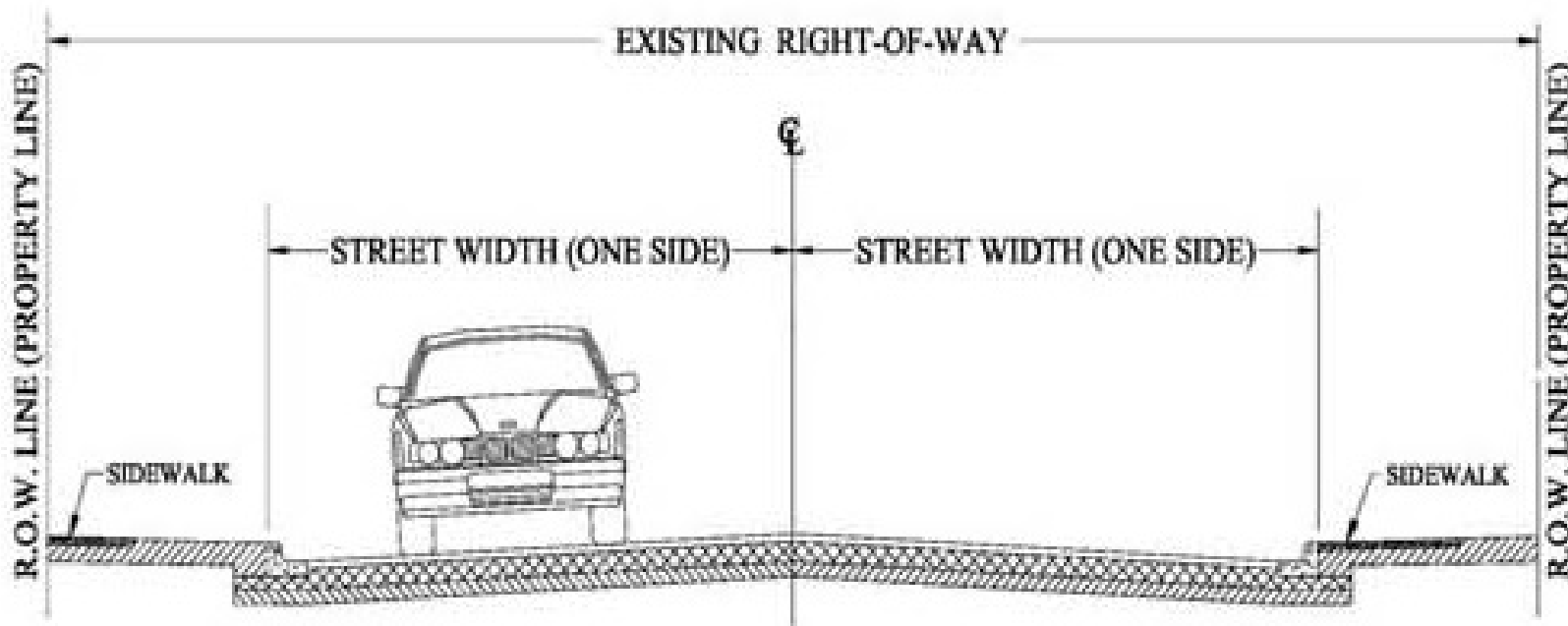


## 3.7.4.8: Working off the Right-of-Way



- **Right-of-way:**

- Publicly owned road corridor.
- Typically **33' width** (16.5' from road Centerline) for municipal roads.
- Exceptions do apply, sometime up to 50'.



## 3.7.4.8: Working off the Right-of-Way



- **Written permission from landowners is required when working outside the right-of-way.**
- Districts can use their own form, or the example provided in manual, but must use something!

Consent, license and release agreement  
between \_\_\_\_\_ (road-owning entity) and \_\_\_\_\_ (landowner)

Whereas, \_\_\_\_\_ (Hereinafter referred to as "Grantor")

**BACKGROUND:** The \_\_\_\_\_ (Hereinafter referred to as "Road Owning Entity") and the undersigned have agreed that employees, agents or representatives of the undersigned's land to cut, open, maintain, clear, or otherwise use the undersigned's lands as deemed necessary by the Road Owning Entity for the benefit of the undersigned and all residents. The undersigned acknowledges that he/she is informed of and understands the scope of the work which the Road Owning Entity intends to perform on his/her lands for this purpose.

**AGREEMENT:** For and in consideration of the benefits accruing from proper maintenance of Road Owning Entity roads and the undersigned's drainage facilities, I/we, the undersigned, intending to be legally bound hereby agree as follows:

1. **Certification of Ownership of Lands and Authority to Sign:** The undersigned certifies that the following persons are all the persons with ownership interest in the property described below (referred to as "Subject Property") and that, if all owners have not signed this Consent, License and Release, then I/we, the undersigned, are one of these owners and have been authorized by all owners to sign this Consent, License and Release on behalf of all owners.

4. **Release:** I/we, the undersigned, hereby release, defend, hold harmless, and agree to indemnify and hold the Road Owning Entity, its employees, agents, and representatives harmless from and for any and all damages, claims, losses, and expenses, including but not limited to reasonable attorneys' fees, that may be incurred by the Road Owning Entity for himself/themselves, their spouse, personal representatives, heirs, assigns, forever release and discharge Road Owning Entity, its employees, agents, and representatives and any other persons or entities (collectively, "Released Parties") of and from any and all damages, claims, losses, and expenses, including but not limited to reasonable attorneys' fees, of any and all natures whatsoever, including but not limited to damage or bodily injury which may arise from or be in connection with the practices described in the "scope of work" above, and for the future maintenance of those practices.

**Binding on Successors:** This Consent, License and Release shall be binding on Grantors, their heirs, assigns, successors, representatives and assigns.

I/we, the undersigned, hereby certify that I/we have executed this agreement, certificate, consent and release this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Word Version Available Online**  
[www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)

## 3.7.4.8: Working off the Right-of-Way



**Working outside the right-of-way is permissible with DGLVR funds only under certain conditions:**

- Must be directly necessary to the successful completion of the project on a public road.
- Limited in scope to cost effective practices that directly reduce road impacts
- **Grant recipient MUST obtain written permission before starting the project**
- Districts must keep a copy of written permission in the project file

## 3.7.4.8: Working off the Right-of-Way



### 3.7.4.8 Working Off Right-of-Way

- Landowner permission should be sought **as early as possible** in the funding process, ideally before contracting, to ensure the project can be implemented as planned.
- In some cases, landowner permission may be instrumental to implementing a successful DGLVR project (additional culvert outlets for example).

## 3.7.4.8: Working off the Right-of-Way



### 3.7.4.8 Working Off Right-of-Way

- What happens if a landowner does not provide permission?
  - In some cases, a viable alternative may exist to implement a successful plan without landowner permission
  - In other cases, sufficient water quality improvements cannot be made due to landowner constraints. **In such cases, DGLVR funding may be better spent on a different project location.**
  - Contact the SCC in questionable circumstances where a lack of landowner permission may hinder successful project implementation.

## 3.7.4.8: Working off the Right-of-Way



In certain situations, off-right-of-way work requires the prior written approval from the SCC before a contract can be signed:

- Where off-right-of-way work is more than **35% of the total** project costs (including program funds and in-kind contributions)
- Where work extends more than **500 feet off of the right-of-way**.

## 3.7.4.8: Working off the Right-of-Way



**Landowner permission is suggested when off-right-of-way impacts are expected, even if work is done within right-of-way.**

- New pipes and turnouts.
- Subsurface drainage
  - French mattress
- Driveway issues.
- Road fill jobs.



## 3.7.4.9: Combined Funds



- **Program funds may be combined with other funds to pay for a project.**
  - Detailed accounting of which funds were spent on which portions of the project must be maintained
  - Other funding sources may be used as matching funds, provided the program funds are used on eligible projects
  - Must still adhere to non-pollution standards and ESM practices

## 3.7.4.9: Combined Funds



- **Recorded webinar on combining funds:**
- **March 9, 2023: Leveraging Other Funding with DGLVR funds**
  - With over \$20 million going on the ground with DGLVR projects every year, there are numerous opportunities to use money spent on DGLVR projects as in-kind to obtain additional funding from a variety of sources. This webinar covered those opportunities.
  - [Webinar Download](#) (125 MB): MP4 format (*~55 minutes*)
  - Presentation Downloads:
    - [Adobe PDF](#) (2.54 MB)
    - [MS Powerpoint](#) (5.94 MB)

# Chapter 3: Conservation District Role



- ~~3.1 CD Structure~~
- ~~3.2 Overview~~
- 3.3 Receiving Funds from SCC
- 3.4 Accounting of funds at CD
- 3.5 Dispersing funds to Grant Recipients
- 3.6 CD Educational opportunities
- 3.7 Program Eligibility

## • 3.8 Administering Projects

- 3.9 GIS System
- 3.10 Quarterly Reports
- 3.11 Annual Summary Reports

# Chapter 3: Conservation District Role



## • 3.8 Administering Projects

- 3.8.1 Notification to Applicants
- 3.8.2 Pre-Application Site Visit
- 3.8.3 Pre-Design Site Visit
- 3.8.4 Receiving Grant Applications
- 3.8.5 Contracting
- 3.8.6 Pre-Project Logistics
- 3.8.7 Project Oversight
- 3.8.8 Contract Amendments
- 3.8.9 Project Completion
- 3.8.10 Project File Retention

# 3.8: Administering Projects



## • Sample Timeline

- **Summer/Fall 2024** – Complete pre-application meetings
- **Winter 2024** – Accept applications
- **Spring 2025** – Rank project applications
- **June/July 2025**
  - Once new allocation amount is known, hold QAB meeting and recommend projects for funding
  - Approve projects at District Board meeting
  - Contract the new projects
- **July 2025 – October 2026** – Complete Construction
- **November/December 2026** – Close out project including reimbursement to project participant

**Run an annual grant program!**

## 3.8: Administering Projects



Key to successful DGLVR Projects:

# Communication

**More district involvement throughout the project  
lifecycle**

**=**

**better projects**

## 3.8: Administering Projects



### Key to successful DGLVR Projects:

- Check in with grant applicants at each stage of the project
  - Make sure they are making progress on the project
  - Make sure the project meets DGLVR policy
  - It saves time and effort to prevent issues from happening instead of trying to fix them later
  - Reach out to SCC and Center ASAP if you have questions

**“You learn a lot more by asking than assuming”**

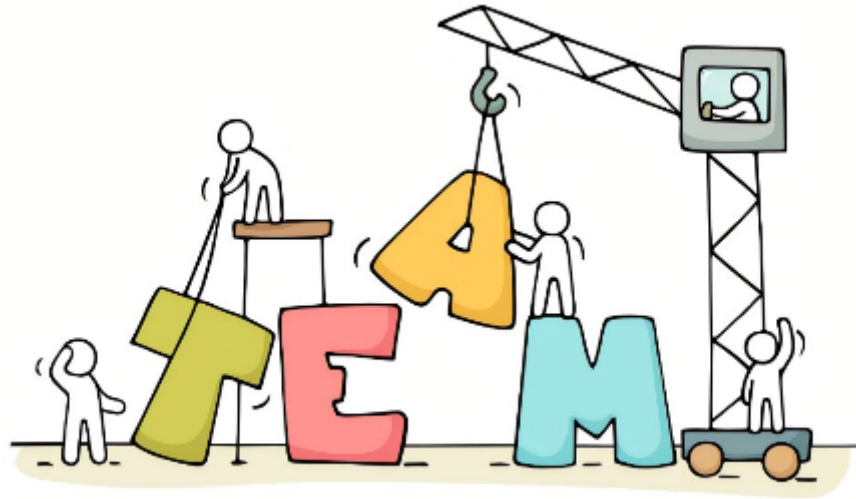
## 3.8: Administering Projects



### Key to successful DGLVR Projects:

# Communication

Reach out to SCC and Center as early in the project lifecycle as possible if you need assistance





# 3.8.1: Notification to Applicants



## Notifying Applicants

- Districts are responsible for informing all potential applicants of:
  - funding availability
  - Application deadlines
  - Other information necessary for Program Participation
- Districts should work with their QAB to develop strategies for insuring equal access and notifications

## 3.8.2: Pre-application site visit



### Pre-app site visit

- Districts should meet with potential applicants on site BEFORE an application is submitted
- Early discussion of potential problems (permitting, funding availability, etc.)
- Best interest of both parties.
- Look at potential landowner or off-ROW issues
- Checklist available

# Checklists & Tools



- Project lifecycle checklist
- Pre-application Checklist
- Bid Package Review Checklist
- Pre-construction Checklist
- Project Hard File Checklist
- Project Narrative
- Project Timeline

NOT REQUIRED, for your benefit

A screenshot of the PennState Center for Dirt and Gravel Road Studies website. The page is titled "Blank Forms" and features a navigation menu with options like HOME, PA PROGRAM RESOURCES, GENERAL RESOURCES, EDUCATION/TRAINING, NEWS & EVENTS, BOF, and CENTER. A sidebar on the left lists various resources, with "Blank Forms" highlighted. The main content area includes a photograph of a dirt road winding through a lush, green forest. Below the photo, there is a section titled "Blank Forms" with a sub-heading "Grant Application Packet" and a list of bullet points describing the application process.

PennState  
Center for Dirt and Gravel Road Studies

HOME PA PROGRAM RESOURCES GENERAL RESOURCES EDUCATION/TRAINING NEWS & EVENTS BOF CENTER

## Blank Forms

Home » PA Program Resources » Program Resources » Blank Forms

- PA Program Resources
- SCC Program Overview >
- Conservation Districts
- Program Resources >
- Blank Forms**
- Reference Material
- Administrative Manual >
- Conservation District Allocations
- QA/QC
- Low Volume Roads
- Advisory Workgroups
- Products

### Blank Forms

Unless noted otherwise for specific items such as traffic counts, all policies and forms apply to both the "Dirt and Gravel" and "paved Low Volume Road" portions of the Program.

#### Grant Application Packet

- **Grant Application:** One-page application submitted by the road-owning entity to the Conservation District. This, along with the work plan, becomes "Attachment A" to the contract between the Conservation District and the Grant recipient.
- **Work Plan:** Project sketch detailing proposed work. Can be on the back of the grant application.
- **Expenditure Sheets:** Two optional sheets, one for grant requested funds and one for In-kind contributions, that can

<https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/blank-forms/>

# Checklists & Tools

- **Project lifecycle checklist**
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- Bid Package Review Checklist
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- Project Narrative
- Project Timeline

NOT REQUIRED, for  
your benefit

Applicant: \_\_\_\_\_ Road Name: \_\_\_\_\_ Site ID: \_\_\_\_\_

*This checklist is meant to summarize the major events in development and implementation of a DGLVR Project. This form is not required but is recommended to be used and kept in the project file. Note that not all steps on this list are applicable to all projects. Also note that a separate stream crossing project lifecycle checklist is required for DGLVR stream crossing projects.*

Contact List	Contact Name	Phone Number	E-mail Address
Grant Applicant			
Grant Applicant			
Engineer			
Engineer			
Contractor			
Contractor			

- Pre-Application Meeting:** It is highly recommended that conservation districts visit proposed project sites with the applicant before an application is completed or submitted. This allows the district to guide the applicant towards a site and project design that meets DGLVR goals and requirements, as well as assist with project layout and paperwork completion. Multiple pre-application meetings may be necessary. See *Pre-Application Meeting Checklist* for meeting talking points.
  - Pre-Application Meeting Date: \_\_\_\_\_
  - Attendees: \_\_\_\_\_
  - Notes: \_\_\_\_\_
- Review Grant Application:** Regardless of how involved the district is in grant application development, it is good practice to review the submitted grant application before the QAB meeting. Check that the paperwork is complete, correct, and reflects a quality project. Work with the applicant to make any necessary updates.
  - Application Submitted Date: \_\_\_\_\_ Request: \$ \_\_\_\_\_
  - Grant Application Review Date: \_\_\_\_\_
  - Participants: \_\_\_\_\_
  - Notes: \_\_\_\_\_
- Quality Assurance Board (QAB) Meeting:** The QAB must recommend project funding to the district board.
  - QAB Meeting Date: \_\_\_\_\_
  - Notes: \_\_\_\_\_
- Conservation District Board Meeting:** The district board must approve DGLVR funding for projects.
  - CD Board Meeting Date: \_\_\_\_\_
  - Notes: \_\_\_\_\_



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# Checklists & Tools

- Project lifecycle checklist
- **Pre-application Checklist**
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- Pre-construction Checklist
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NOT REQUIRED, for your benefit

9/2024 (for guidance only)

## Pre-Application Site Visit Checklist

DGR  LVR

Applicant: \_\_\_\_\_ Road Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Reps: \_\_\_\_\_

CD Reps: \_\_\_\_\_

Additional Attendees: \_\_\_\_\_

### Site Eligibility

- Publicly owned road (open to public vehicles at least 2 weeks per year)
  - Grant applicant must be a PA municipal or state entity that owns the road where the proposed improvements will be.
  - PA Game Commission is not eligible for DGLVR funds.
- LVR <500 ADT (count required before contract can be signed)
- Water Impact / Verified Worksite (road impacts a stream, lake, wetland or waterbody)
- ESM certification (person in charge of project for applicant has recent (last 5 years) ESM certification)

### Logistical Discussion Points

- Timelines (application deadline, consulting/engineering, permits, bidding, contracting, and construction)
- Ranking (discuss ranking process with applicant)
  - If you know this project will/will not be competitive based on-site conditions or budgets, be realistic with potential grant applicant.
- Phased Projects (large projects may be funded in separate phases (road fill, drainage, DSA))
- County-specific policies (ranking criteria, in-kind, maintenance policies, paying for asphalt, etc.)
- Work performed by? Applicant \_\_\_\_ Contractor \_\_\_\_
- Reminders (standard bidding, prevailing wage (\$25,000 threshold), PA One-Call)
- Permitting
  - Are any Chapter 105 or other permits expected to be needed for this project? \_\_\_\_\_

### Project-Specific Discussion Points

- Discuss/Introduce Goals & Objectives of DGLVR Program
  - DGLVR Projects must focus on both environmental and road improvements.
  - Environmentally Sensitive Road Maintenance (ESM) practices: slow down, break up, and spread out stormwater. These practices prevent water from washing road material into nearby water bodies, simultaneously reducing routine maintenance costs and improving stream health.
- Additional drainage improvements (reduce maintenance and env. impact – and increase likelihood of funding)
  - Road fill or berm removal (Fill enough to promote sheet flow off of roadway)
  - Added ditch outlets (crosspipes, turnouts, through-the-bank pipes, to reduce ditch flow)
  - French Mattresses and underdrains (for subsurface water, consider seasonal spring flow)
  - Off-ROW drainage issues to address
    - Written Landowner permission required for work outside of ROW
      - Written Landowner agreements recommended prior to application submittal
      - Written Landowner agreements required prior to beginning work outside of ROW
        - Applicant and/or conservation district may need to meet with landowners to discuss project benefits
    - Proposed alternative (in lieu of landowner approval)
    - SCC approval required? (>500' off road or > than 35% of grant?)
- Crosspipes (as shallow as possible? fill for cover/grade change? effective angle? headwalls/endwalls/aprons?)
- Section fill / Grade break (can be combined with shallow pipe installation, prevents surface flow bypassing pipe)
- Full Depth Reclamation (Drainage addressed? Must be at least 8" of depth, 3<sup>rd</sup> party mix design, LVR only)
- Optional outside assistance (SCC, CDGRS, TU, NRCS, PAFBC, etc.)

### Fill Projects

- Sufficient material considered? (to gain sheet flow)
  - Consider "over filling" the road profile to ensure sheet flow remains past future grading cycles
- Access road connectivity considered? (transitions to intersections, lanes, and driveways)



## 3.8.3: Pre-Design site visit



### Pre-design site visit

- If a project requires engineering
- It is highly recommended that districts meet with the grant recipient and engineer on site BEFORE design work is started
- Make sure the engineer understands DGLVR requirements
- Early discussion of potential problems (permitting, funding availability, etc.)
- Best interest of both parties.
- Keep in mind that engineering expenses incurred before a contract is signed are NOT eligible for reimbursement with DGLVR funds

# 3.8.3: Pre-Design site visit

## Pre-design site visit

- For stream crossing design:
  - Recommended to use the Request for Proposals (RFP) to select an engineer or at least communicate to the engineer what is being asked of them
- Pros:
  - Clearly define stream restoration design requirements
  - Receive itemized cost proposal
  - Set timeline expectations

### TEMPLATE REQUEST FOR PROPOSALS (RFP)

#### ENGINEERING DESIGN AND INSPECTION OF ROAD/STREAM CROSSING REPLACEMENT

\_\_\_\_\_ ROAD over \_\_\_\_\_ CREEK, \_\_\_\_\_ TOWNSHIP, \_\_\_\_\_ COUNTY

\_\_\_\_\_ ("Municipality") is soliciting cost proposals for engineering services to support replacement of an existing road/stream crossing structure (culvert) carrying \_\_\_\_\_ ROAD over \_\_\_\_\_ CREEK. The crossing is located at latitude/longitude coordinates \_\_\_\_\_ °; \_\_\_\_\_ °.

This project will be funded by the Pennsylvania State Conservation Commission's Dirt, Gravel, & Low-Volume Road Program ("DGLVR Program"), administered through the \_\_\_\_\_ County Conservation District ("conservation district"). To comply with the DGLVR Program's Policy, this stream crossing replacement project **MUST** meet the minimum requirements outlined in the DGLVR Program's STREAM CROSSING DESIGN & INSTALLATION STANDARD (attached).

To support development of a Cost Proposal, potential bidders ("Vendors") are provided with an anticipated scope of work below. Scope of work items listed under each Task reference corresponding requirements of the DGLVR Program's STREAM CROSSING DESIGN & INSTALLATION STANDARD. Vendors should base their cost estimate on a clear understanding of the requirements of the DGLVR Program's STREAM CROSSING DESIGN & INSTALLATION STANDARD, the information presented in this Request for Proposals, and the Vendor's interpretation of existing site conditions and anticipated project needs. Additional information can be found in the *DGLVR Program's Stream Crossing Replacement Technical Manual* and supporting documents. These are available online at [\[ADD WEBSITE ONCE POSTED\]](#).

#### Off Right-of-Way Permission

##### OPTION 1

*For this project, the Municipality has secured landowner permission to allow for project-related work (such as any necessary stream channel modifications) to extend outside of the Municipal Right-of-Way. The Vendor's extent of work (design and associated disturbance areas) shall extend beyond the Municipal Right-of-Way as necessary to meet all DGLVR Program requirements.*

##### OPTION 2

*The Municipality has not yet secured permission from adjoining landowners to work outside of the Municipal Right-of-Way. Because Off Right-of-Way permission is a requirement for all stream crossing replacement projects funded through the DGLVR Program, the Municipality will secure those permissions prior to starting work. The Vendor's extent of work (design and associated disturbance areas) should anticipate extending beyond the Municipal Right-of-Way as necessary to meet all DGLVR Program requirements.*

#### Anticipated Scope of Work:

The Vendor will provide professional engineering services necessary to meet all requirements set forth in the DGLVR Program's STREAM CROSSING DESIGN & INSTALLATION STANDARD for this project. The anticipated scope of work below condenses these requirements into a series of categorized tasks to support development of the fee proposal.

*FOR CD: Keep the option that describes status of Off-ROW permission at the time this RFP is advertised.*

# Checklists & Tools

- Project lifecycle checklist
- Pre-application Checklist
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- Pre-construction Checklist
- Project Hard File Checklist
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- Project Timeline

NOT REQUIRED, for  
your benefit

9/2024 (for guidance only)

## Bid Package Review Checklist

DGR  LVR

Applicant: \_\_\_\_\_ Road Name: \_\_\_\_\_ Date: \_\_\_\_\_

Engineer / Consultant / Bid Preparer: \_\_\_\_\_

Conservation district reviewer: \_\_\_\_\_

### Administrative (in bid advertisement and bid package)

- Project name provided
- Project location provided
- Project Owner listed
- Contact person(s) identified
- Bid Advertisement release date listed
- Brief project narrative provided, including general scope of work
- How, when, and where prospective bidder can obtain Construction Documents and Bid Forms
- Proposal submittal deadline (date and time)
- Method of delivery accepted (mail, email, fax, hand-delivered, etc.)
- Bid withdrawal limitations
- Bid type (lump sum, unit cost, not to exceed, etc.) is listed
  - If unit cost, unit cost form is provided
- Statement that submittal of bid acknowledges full knowledge of site conditions, content of construction documents, and understanding of scope of work
- Bid opening / award date is listed

### Bid Site Showing (in bid advertisement and bid package)

- Bid site showing information is provided, including date, time, and location
- Note whether or not attendance is mandatory

### Provisions and Requirements

- Notice of Road bonds (if applicable)
- Notice of Project bonds (if applicable)
  - Payment Bond
  - Performance Bond
- Prevailing Wage requirements are provided

### General Conditions

- General work items (scope of work) to be completed by successful bidder are listed
- General work items to be completed or provided by others are listed
- Contract Time (start/end date) is stated
- List any seasonal work restrictions
- Engineer, conservation district, CDGRS, TU, and project owner will have full access to the construction site.

### Proposal Form provides for the following information from the bidder:

- Name, contact information, bid price and signature
- Written acknowledgement of construction documents and addenda (if applicable)
- Statement of Qualifications (if required)
- References to similar services rendered or projects completed (if required)

### Unit Cost Sheet (if applicable)

- List pay items, units, and estimated quantities
- Provides space for bidder to enter unit cost and total item bid price

### Project Specifics

- Scope of work matches funded grant application. Clear project sketch included in bid documents.
  - Technical specifications for each line item (type of materials, compaction details, etc.)
  - Consider adding the following (as needed/if applicable):
    - Technical bulletins: <https://dirtandgravel.psu.edu/general-resources/technical-bulletins/>
    - Standard detail sheets: <https://dirtandgravel.psu.edu/general-resources/standard-detail-sheets/>





# Checklists & Tools

## Bidding Resources

- [Road Fill RFQ \(Blank Forms Page\)](#): This optional Request for Quote allows users to specify the type or quality of material for use as road fill in projects. The RFQ is provided in an editable format and can be customized by users.
- [DSA Sample Request for Quote and Quote Form \(DSA webpage/DSA handbook appendix E\)](#): Use is optional to assist in bidding process. MS Word document.

### REQUEST FOR QUOTE (RFQ)

#### DELIVER, PLACE, AND COMPACT DRIVING SURFACE AGGREGATE (DSA)

\_\_\_\_\_  
 (ROAD NAME(S) & ID #)

\_\_\_\_\_  
 (NAME OF MUNICIPALITY & COUNTY)

#### 1. SCOPE OF WORK:

\_\_\_\_\_ (hereinafter referred to as "Owner"), requires services to deliver, place and compact approximately \_\_\_\_\_ tons of DSA, to

\_\_\_\_\_  
 (Project Location – describe exact location of placement)

#### 2. CONTRACT TASKS:

A. Work shall include, but is not necessarily limited to, the furnishing of all labor, superintendence, materials, tools and equipment, miscellaneous items and performing all work necessary to complete all construction to the satisfaction of, and subject to the approval of, the Owner.

#### 3. STATE CONVERSATION COMMISSION (SCC) DSA SPECIFICATIONS:

A. All components of the aggregate mix are to be derived by crushing parent rock material. Contractors **must provide a properly executed SCC DSA Certification Form (attached)** at the time their bid is submitted committing that they can provide DSA material that meets the following criteria.

B. **Materials:** Material to be used on the project shall be tested **prior to delivery** by an independent lab that has no affiliation with the source quarry. Samples shall be obtained by Conservation District (CD) Staff, Center for Dirt and Gravel Road Studies (CDGRS) staff or otherwise approved by the SCC. Material must meet the following requirements:

C. **Gradation:** The required amounts and allowed ranges, determined by weight, for various size particles are:

<i>Passing Sieve</i>	<i>Lower %</i>	<i>High %</i>
1 1/2 inch	100%	---
3/4 inch	65%	97%
#4	30%	65%
#16	15%	30%
#200*	11%	15%

\*If Plasticity Index for material is 2 or below, the #200 sieve is permitted to be 11-17% passing

D. **Abrasion Resistance:** The loss of mass (LA Abrasion) shall be less than 45%. Determine the resistance to abrasion using the Los Angeles Abrasion test, ASTM C131.

E. **pH:** Aggregate shall be in the range of pH 6 to pH 12.45 as measured by ASTM D4972.

# Checklists & Tools

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NOT REQUIRED, for  
your benefit

9/2024 (for guidance only)

## Pre-Construction Site Visit Checklist

DGR  LVR

Applicant: \_\_\_\_\_ Road Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Reps: \_\_\_\_\_

CD Reps: \_\_\_\_\_

Contractors Present: \_\_\_\_\_

Others Present: \_\_\_\_\_

### Logistical Discussion Points

- Proposed start date: \_\_\_\_\_ Proposed completion date: \_\_\_\_\_
- CD Notification: \_\_\_\_\_ days before project work begins by applicant
- Timelines (mobilization, demobilization, project phases)
- Project Overview / Changes: (overview workplan, procedures for changes in project scope, timeline, cost)
- Notifications (PA One-Call, 911 services, notify impacted landowners, road closures, signage)
- Site Marking (Considerer painting or flagging features on the road before or during the meeting)
- Level of on-site CD involvement/oversite (at a minimum, the District should be on site when the project starts, and whenever a new practice or phase of the project begins)
- Discuss chain of contact between all entities:
  - Point of contact for each entity
  - Who initiates each step or verified each step prior to moving forward
  - Potential entities to consider: CD, road owner, engineer/consultant, contractor, sub-contractor, etc.
- Receipts (must be kept for reimbursement, including time and equipment usage)
- Prevailing Wage: (copy of certified payroll needed prior to making final payment)
- Permits: (in place before work begins, meet any seasonal restrictions)
- Final inspection (plans for project closeout upon completion of work)

### Project-Specific Discussion Points

- Erosion and sediment controls (what is needed and who is responsible)
- Waste sites
- Landowner agreements (signed for work outside ROW)
- Staging or storage areas (for equipment and materials storage if necessary)
- Crosspipes (review location, angle, depth, fill for cover, transitions, and headwalls/endwalls/aprons)
- ESMP locations (review location and expectations for other ESM Practices such as mattresses, underdrain, etc.)

### Fill Projects

- Place and compact in lifts (fill should compacted in layers no thicker than 12 inches)
- Access road connectivity (transitions to intersections, lanes, and driveways)

### DSA Projects

- Testing (has DSA been tested and met SCC specifications)
- SCC DSA Certification (needs to be delivered on site with first truck of DSA)
- Pre-placement preparations for DSA
  - Drainage/base stability (all drainage and base work is done, new fill adequately settled)
  - Crowned (road base crowned or side sloped at 4-6%)
  - Paving Prep (Keys required where placement starts/stops, paving notch recommended along road if possible)
- Weather (seasonal limitations, and contingencies for weather related issues)
- Delivery Logistics (# of trucks; turnaround points; spec sheet accompanies first load; weigh slips and receipts, optimum moisture; truck tarps; quarry contact: \_\_\_\_\_)

### Stream Crossing Projects

See ["Pre-Construction Meeting Checklist for Stream Crossings"](#)



# Checklists & Tools

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- Project Narrative
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NOT REQUIRED, for your benefit

## Project File Checklist

Worksite ID

Project Participant

Road Name / ID Number

References are to the DGLVR Administrative Manual (online at <https://dirtandgravel.psu.edu>) unless otherwise noted

### REQUIRED DOCUMENTS

- Contract:** complete and signed by both parties ([3.8.5](#))
- All attachments as outlined in the admin manual are included with contract:** ([3.8.5.1](#))
  - Application:** Completed and signed. Applicant ESM certified. Detailed cost estimates included.
  - Work plan:** Identifies all deliverables on project. Identifies location of site (can be separate map).
  - General Contract Provisions**
  - QAB Standards** (any local policy)
  - Schedule of Payments**
  - Prevailing Wage Notification and Acknowledgement Form:** Required for every project. Must be signed by the grant recipient and returned to the District.
- Project Completion Report:** Properly completed and signed by both parties. Spending and deliverables consistent with contract and invoices. ([3.8.9](#))
- Photocopies of checks paid to the applicant or other proof of payment amount**
- Copy of all receipts/invoices to account for grant funds:** Receipts /invoices must total at a minimum the project expenditure amount and be consistent with Project Completion Report totals. ([3.8.9](#))

### REQUIRED (IF APPLICABLE) DOCUMENTS

- Prevailing Wage Certified Payroll and Certified Statement of Compliance** ([3.7.4.5](#))
- Traffic Count Validation Form** ([7.5](#))
- Stream Crossing Eligibility Determination Form:** required for all stream crossings ([7.1.2.6](#))
- Stream Crossing Replacement Project: Lifecycle Checklist:** required for all stream crossing projects ([7.1.2.6](#))
- Additional Stream Crossing Project Documentation:** See Page 2 for details
- Off Right of Way Consent Form:** on projects that involve any work outside the public right of way ([3.7.4.8](#))
- 3<sup>rd</sup> Party Mix Design for Full Depth Reclamation Projects** ([7.3.3](#))
- Signed Contract Amendment:** if contract is amended ([3.5.3](#))
- DSA Certification Forms (pre-project and as delivered):** on projects that place DSA ([7.2.4](#))
- Documentation that all applicable Permits have been obtained by the applicant** ([8](#))
- Erosion and Sediment Pollution Control Plan** ([8](#))
- PA 1-call serial # included** ([8](#))

### RECOMENDED DOCUMENTS

- Before, during, and after project pictures.**
- Project Narrative, Timeline, and File Checklist**
- Project Expense Tracker**
- Evidence that QAB meetings are following the provisions of the PA Sunshine Act
- Copy of QAB Approval Meeting Minutes with complete Ranking Form
- Copy of District Board Meeting Minutes showing approval of contracts and contract amendments
- Receipts for in-kind costs.
- Checklists/notes for meetings and inspections, including pre-app, pre-design, pre-bid, pre-construction, etc.
- Technical Assistance documents, such as from CDGRS or from conservation district to grant applicants

# Checklists & Tools

- Project lifecycle checklist
- Pre-application Checklist
- Bid Package Review Checklist
- Pre-construction Checklist
- Project Hard File Checklist
- **Project Narrative**
- Project Timeline

NOT REQUIRED, for  
your benefit

## "Project Narrative"

\_\_\_\_\_  
Worksite ID

\_\_\_\_\_  
Project Participant

\_\_\_\_\_  
Road Name / ID Number

**Problems Being Addressed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Summary:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The purpose of the "Project Narrative" is to provide a concise summary of the project. When kept in the project file, this will provide a quick overview and summary of the project for others (new district technicians, District Managers and Directors, SCC staff, etc.). As a simple example: **Problem:** Road was severely entrenched with no outlets for ditch water. Stream culvert pipe was undersized and causing scour issues. **Project Summary:** The addition of an average of 3' of shale fill raised the road, eliminated one ditch, and allowed us to put 4 crosspipes with gradebreaks into the road to drain the upper ditch. The 2' metal stream culvert was replaced with a 5' plastic pipe with a stone headwall and endwall.

# Checklists & Tools

- Project lifecycle checklist
- Pre-application Checklist
- Bid Package Review Checklist
- Pre-construction Checklist
- Project Hard File Checklist
- Project Narrative
- **Project Timeline**

NOT REQUIRED, for your benefit

## "Project Timeline"

PROJECT INFORMATION	
Proj Participant: _____	CD Board Approval Date: _____
Road Name: _____	Contract Signed Date: _____
Site ID: _____	Orig Contract Amount: \$ _____
Prop Start Date: _____	Prop Completion Date: _____

AMENDMENTS (any additions to contract amount or extensions in contract length, or both)		
Amendment 1	Amendment 2	Amendment 3
Approved By: _____	Approved By: _____	Approved By: _____
Date Approved: _____	Date Approved: _____	Date Approved: _____
Additional Amt: \$ _____	Additional Amt: \$ _____	Additional Amt: \$ _____
New Cont. Amt: \$ _____	New Cont. Amt: \$ _____	New Cont. Amt: \$ _____
New End Date: _____	New End Date: _____	New End Date: _____

PAYMENT LOG			
Date: _____	Check #: _____	Amount: \$ _____	Note: _____
Date: _____	Check #: _____	Amount: \$ _____	Note: _____
Date: _____	Check #: _____	Amount: \$ _____	Note: _____
Date: _____	Check #: _____	Amount: \$ _____	Note: _____

PROJECT CLOSEOUT	
Proj. Completion Report Done: by: _____	Date: _____
Final Site Inspection Done: by: _____	Date: _____
Final Payment Sent: by: _____	Date: _____
Final Amount Paid: \$ _____	In-Kind: \$ _____

EVENT LOG (Log phone calls, site visits, inspections, etc.)		
DATE	EVENT	NOTES

# Chapter 3: Conservation District Role



## • 3.8 Administering Projects

3.8.1 Notification to Applicants

3.8.2 Pre-Application Site Visit

3.8.3 Pre-Design Site Visit

**3.8.4 Receiving Grant Applications**

3.8.5 Contracting

3.8.6 Pre-Project Logistics

3.8.7 Project Oversight

3.8.8 Contract Amendments

3.8.9 Project Completion

3.8.10 Project File Retention

## 3.8.4: Receiving Grant Applications



### Process

- Receive Applications
- Work with applicants to revise if needed.
- Review for completeness and accuracy.
- Completed applications get forwarded to **QAB** for review and ranking.
- QAB recommendations taken to District Board for action
- Contract can then be made with grant recipient.

## 3.8.4: Receiving Grant Applications



### Receiving Grant Apps

- Districts may set application periods, or they may have an open application period
  - Recommended to prepare applications that can be constructed the first full calendar year of the allocation
- **One page application**
- Districts may develop their own policy for unfunded applications
  - Disapprove
  - Retain
  - Resubmit



## 3.8.4: Receiving Grant Applications



### Grant app and forms used to apply to CD

- Project-specific Grant Application
- Optional cost summary forms
- Project Sketch (back of grant app)
- Instructions for all forms



Grant App - Top

SECTION 9106 OF THE PENNSYLVANIA VEHICLE  
DIRT, GRAVEL AND LOW VOLUME ROAD  
GRANT APPLICATION

District Use  
Only Box



<u>Your County, PA</u> Project Location: County		<u>Every Township</u> Project Location: Municipality		<b>District Use Only</b> Application Type: <input checked="" type="checkbox"/> DGR <input type="checkbox"/> LVR Work Site ID: <u>A001</u> Date Received: <u>3/15/2015</u>			
<u>Joe Rosaluy</u> ESM Certified Person		<u>Twp. Roadmaster</u> Position				<u>Nov. 2014</u> Certification Date	
<u>Every Township, Your County, PA</u> Name of Applying Agency							
<u>811 Whispering Pine Rd., Postville, PA 16555</u> Mailing Address							
<u>Dixie Wise</u> Contact Person		<u>814-295-5155</u> Phone		<u>814-295-5152</u> Fax			
<u>dwise@hotmail.com</u> E-Mail							

Applicant Info

<u>Any Mountain Road / TR 301</u>		<u>tributary Cold Bottom Creek</u>	
		Affected Stream or Tributary	
<u>5-18-2016</u>		<u>5-1-2016</u>	
Proposed Project Start Date		Proposed Project Completion Date	
Existing Road Surface Type: <input checked="" type="checkbox"/> Unpaved <input type="checkbox"/> Paved			
Is project considered an emergency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

Project Info

- 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 \_\_\_\_\_
- The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
- Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.



**Grant App - Bottom**

Road Name / ID Number 511 Road / TR 301

Affected Stream or Tributary tributary Cold Bottom Creek



5-18-2015

Proposed Project Start Date

5-1-2016

Proposed Project Completion Date

Existing Road Surface Type:  Unpaved  Paved

Is project considered an emergency?  Yes  No

1. The applicant is required to identify and obtain all necessary permits before starting the project.
2. 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 \_\_\_\_\_
3. The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
4. Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
5. Project cost **Grant Request \$** attach detailed documentation if needed **In-Kind \$**

Grant Requested Funds			In-Kind Contributions		
Materials	Equipment	Labor	Materials	Equipment	Labor
#19,666.00			#400.00	#2,700.00	#1,600.00
See attached sheet			See Attachment sheet		

**Additional Cost Sheets Available**

See Attachment A1

Grant Requested..... \$	<u>19,666.00</u>
In-Kind Contributions..... \$	<u>4,700.00</u>
Total Project Value..... \$	<u>24,366.00</u>

Dixie Wise  
Applicant Signature

3-6-15  
Date



**OPTIONAL  
cost details**

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
 DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
 DETAILED ESTIMATED PROJECT EXPENDITURES  
**GRANT REQUESTED FUNDS**



Use best estimates and complete as much info as possible.

Materials				Equipment				Labor			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
18" Plastic Pipe	8.50/ft	60	\$ 510.00								
15" Plastic Pipe	7.00/ft	100	\$ 700.00								
DSA	22.00/ton	740	\$ 16,280.00	includes all equipment and labor and in-out fees							
ZA	12.00/ton	110	\$ 1,320.00								
ZRC	11.00/ton	45	\$ 495.00								
Wall Stone	\$150.00/pallet	2	\$ 300.00								
Ryegrass Seed	3.00/lb	7	\$ 21.00								
Straw	5.00/bale	8	40.00								
Total Materials \$			19,666.00	Total Equipment \$				Total Labor \$			

**Attachment A to Contract**  
 (Grant application is appendix C in admin manual.  
 Contract available at <https://dirtandgravel.psu.edu/>)

\* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

\*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

Total Grant Requested: \$ 19,666.00 (materials + equipment + labor)

Every Township  
Applicant

Your  
County

Any Mountain Road / TR 301  
Road Name / ID Number

3-6-15  
Date

**Grant App - Bottom**

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE

**GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
DETAILED ESTIMATED PROJECT EXPENDITURES**



**Bottom of Grant Application**

Type	Grant Requested Funds			In-Kind Contributions			Cost \$
	Materials	Equipment	Labor	Materials	Equipment	Labor	
18" Plastic P	\$19,666.00			\$400.00	\$2,700.00	\$1,600.00	
15" Plastic T	See attached Sheet			See Attachment Sheet			
DSA							
ZA							
ZRC							
Wall Stone	See Attachment A1			See Attachment A2			
Ryegrass	Grant Requested..... \$ 19,666.00 In-Kind Contributions..... \$ 4,700.00 Total Project Value..... \$ 24,366.00			<u>Dixie Wise</u> Applicant Signature			3-6-15 Date
Straw							
Total Materials \$		19,666.00	Total Equipment \$			Total Labor \$	

\* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

\*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

**Total Grant Requested: \$ 19,666.00** (materials + equipment + labor)

Every Township  
Applicant

Your  
County

Any Mountain Road / TR 301  
Road Name / ID Number

3-6-15  
Date



**OPTIONAL  
cost details**

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
 DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
 PROJECT EXPENDITURES



**Bottom of Grant Application**

Type	Grant Requested Funds			In-Kind Contributions			Cost \$
	Materials	Equipment	Labor	Materials	Equipment	Labor	
Sandstone Fill	\$19,666.00 See attached sheet			\$400.00	\$2,700.00 See Attachment Sheet	\$1,600.00	600.00
	See Attachment A1			See Attachment A2			
Grant Requested..... \$		19,666.00		Applicant Signature		Date	
In-Kind Contributions..... \$		4,700.00		Dixie Wise		3-6-15	
Total Project Value..... \$		24,366.00					
Total Materials \$		\$400.00		Total Equipment \$		\$2,700.00	
				Total Labor \$		\$1,600.00	

\* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

\*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

Total In-Kind Contributions: \$ 4,700.00 (materials + equipment + labor)

Every Township  
Applicant

Your  
County

Any Mountain Road/TR 301  
Road Name / ID Number

3-6-15  
Date



**Project Sketch  
(back of grant app)**

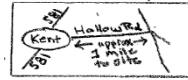
Receiving Grant



Attachment B To Contract SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
PROJECT WORK PLAN

Applicant \_\_\_\_\_ Road Name / ID Numbr \_\_\_\_\_ Date \_\_\_\_\_

Any Mountain Road  
Dirt and Gravel Road Project 2014  
Every Township, Your County  
Sketch AMR I  
Not to Scale

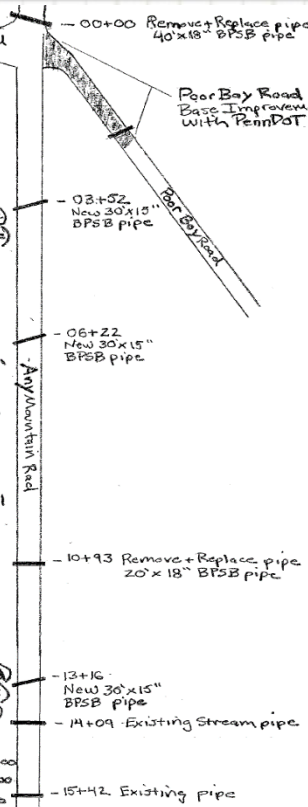


Install three new pipes (15" Black Plastic Smooth Bore)  
replace two pipes (18" Black Plastic Smooth Bore)  
Install Headwalls + Endwalls on all pipes  
Convert existing road to a 4% center-crown  
(of fall per 1' road width)  
Place DSA to a uniform loose depth of 6"  
wide. Reflect center-crown built into base.  
Compact with vibratory roller (minimum 10 ton).

- Keep pipes as shallow as practical and ensure a minimum of 2% fall from inlet to outlet.
- Grade wide - shallow ditches with continuous fall
- Stabilize areas of roadside disturbance with contractor mix grass seed + mulch

Materials Estimate:

- 18" Dia. Smooth Bore Pipe - 60' @ \$8.50/ft = \$510.00
  - 15" Dia. Smooth Bore Pipe - 100' @ 7.00/ft = \$700.00
  - Driving Surface Aggregate - 740 tons (power placed + compacted)
  - 2A Aggregate for Poor Boy Road (approx 5 tri-axle loads)
  - 2RC Aggregate - 45 tons (approx 2 tri-axle loads)
  - Grass Seed + Straw Mulch = \$61.00
  - Dimensional Wall Stone - 2 pallets = \$300.00
  - 2A @ 12.00/ton = \$1,320.00
  - DSA @ 22.00/ton = 16,280.00
  - 2RC @ 11.00/ton = \$495.00
- Total Materials Estimate = \$19,666.00



**Attachment A to Contract**  
(Grant application is appendix C in admin manual.  
Contract available at <https://dirtandgravel.psu.edu/>)

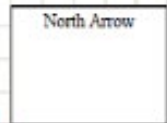
- Instructions:**
- Draw a sketch of the proposed project that includes:
    - All Proposed Work (i.e., Cross Pipes, Stream Crossings, Other ESM Practices)
    - Project Road Length in Feet or Miles
    - Nearest Intersection and/or Reference Landmarks
    - Known Utilities
    - North Arrow
  - Attach a copy of a locational map with the project highlighted
  - Attach additional project details as necessary

- Instructions:**
- Draw a sketch of the proposed project that includes:
    - All Proposed Work (i.e., Cross Pipes, Stream Crossings, Other ESM Practices)
    - Project Road Length in Feet or Miles
    - Nearest Intersection and/or Reference Landmarks
    - Known Utilities
    - North Arrow
  - Attach a copy of a locational map with the project highlighted
  - Attach additional project details as necessary



Dial 8-1-1 or 1-800-242-1774 not less than 3 business days, see more than 10 business days prior to the start of excavation.

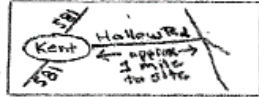
Project Length = \_\_\_\_\_ feet / miles (circle one)



# 3.8.4: Receiving Grant Applications



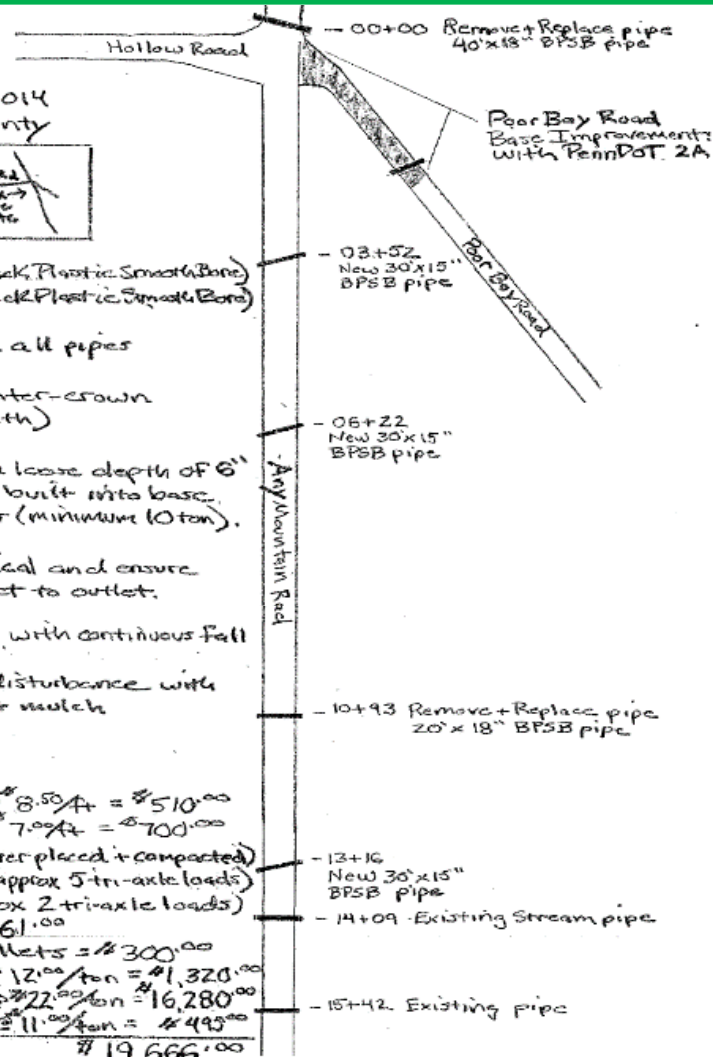
Any Mountain Road  
Dirt and Gravel Road Project 2014  
Every Township, Your County  
Sketch AMR I  
Not to Scale



- Install three new pipes (15" Black Plastic Smooth Bore) and replace two pipes (18" Black Plastic Smooth Bore)
- Install Headwalls + Endwalls on all pipes
- Grade existing road to a 4% center-crown (1/2" of fall per 1' road width)
- Paver place DSA to a uniform loose depth of 6" to 16" wide. Reflect center-crown built into base. Compact with vibratory roller (minimum 10 ton).
- Keep pipes as shallow as practical and ensure a minimum of 2% fall from inlet to outlet.
- Grade wide-shallow ditches with continuous fall
- Stabilize areas of roadside disturbance with contractor mix grass seed + mulch

### Materials Estimate:

- 18" Dia. Smooth Bore Pipe - 60' @ \$8.50/ft = \$510.00
  - 15" Dia. Smooth Bore Pipe - 100' @ 7.00/ft = \$700.00
  - Driving Surface Aggregate - 740 tons (paver placed + compacted)
  - 2A Aggregate for Poor Boy Road (approx 5 tri-axle loads)
  - 2RC Aggregate - 45 tons (approx 2 tri-axle loads)
  - Grass Seed + Straw Mulch = \$61.00
  - Dimensional Well Stone - 2 pallets = \$300.00
  - 2A @ 12.00/ton = \$1,320.00
  - DSA @ \$22.00/ton = \$16,280.00
  - 2RC @ 11.00/ton = \$495.00
- Total Materials Estimate = \$19,666.00



### Any Mountain Road Dirt and Gravel Road Plan Every Township, Your County, PA

A large amount of water from Poor Boy Road and the woods uphill erodes the ditch on Any Mountain Road and flow leaves the ditch and causes ruts and stone to wash from the road. There is very little of the limestone surface left on most of the road. The road drains to Cold Bottom Creek.

The project is located 1 mile east of route 581 in Kent. It is 1,542 feet long and begins at the crosspipe at the intersection with Poor Boy Road and ends at the first crosspipe east of the stream pipe. The project also includes base and drainage work on approx. 200 feet of Poor Boy Road, a private development road that currently drains to the road ditch on the west end of the project.

The plan is to correct drainage problems and improve the road surface with DSA.

00+00 - Remove and replace existing crosspipe with 40 feet of 18 inch pipe. Remove soft clay on Poor Boy Road and fill with sandstone from township pit. Shape the road with sandstone to flow to new 18 inch pipe. Make shallow swale where Poor Boy Road meets main road. Top the sandstone with 6" of 2A and grade to match shape of base.

03+52 - New 30 foot 15" pipe angled downslope. Headwalls on both ends.

06+22 - New 40 foot 15" pipe angled downslope toward spoil pile near posted sign. Headwalls on both ends.

10+93 - Remove and replace existing crosspipe with 20 feet of 18 inch pipe. Install new pipe approx. one foot farther toward upslope ditch than existing pipe was.

13+16 - New 30 foot 15" pipe angled downslope. Headwalls on both ends.

14+09 - Location of stream pipe.

15+42 - Location of first existing crosspipe east of stream.

Grade the road from ditch to ditch to make a 4% center-crown before installing DSA. Place DSA with a paver to 16 feet wide and a loose depth of 6 inches and compact with a vibratory roller.

## 3.8.4: Receiving Grant Applications



### GIS Project Sketcher

- Separate App from “GIS Mapper”
  - Login through CDGRS website
- Can print out plans, attach to grant application.
- Plans can be saved and “tweaked” to create “as-builts” or reflect project changes.



# 3.8.4: Receiving Grant Applications



## GIS Project Sketcher – 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.
  - [Webinar Download](#) (191 MB): MP4 format (~57 minutes)
  - Presentation Downloads:
    - [Adobe PDF](#) (6.42 MB)
    - [MS Powerpoint](#) (3.86 MB)
    - [Project Work Plan Application Quick Guide](#) (583 KB): This guide will provide the basics steps needed to create a Work Plan suitable for a Grant Application.



# 3.8.4: Receiving Grant Applications



- **Grant forms available online**
  - **With or without instructions**

A screenshot of a web browser displaying the "Blank Forms" page on the PennState Center for Dirt and Gravel Road Studies website. The browser's address bar shows the URL: https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/blank-forms/. The website header includes the PennState logo and the text "PennState Center for Dirt and Gravel Road Studies". A navigation menu is visible with links for HOME, PA PROGRAM RESOURCES, GENERAL RESOURCES, EDUCATION/TRAINING, NEWS &amp; EVENTS, BOF, and ABOUT THE CENTER. Below the navigation menu is a search icon. The main content area features the heading "Blank Forms" and a breadcrumb trail: Home &gt; PA Program Resources &gt; Program Resources &gt; Blank Forms. On the left side, there is a sidebar with a list of links: PA Program Resources, SCC Program Overview &gt;, and Conservation Districts. A large image of a green tree is partially visible on the right side of the page.

## 3.8.4: Receiving Grant Applications



- **January 12, 2023: Better Grant Applications**

- This webinar discussed some common shortcomings of grant applications from applicants and considerations for improvement.
- [Webinar Download](#) (75.6 MB): MP4 format (*~47 minutes*)

- **Filling out grant application paperwork.**

- Intended audience: Potential Applicants (and CD staff).
- This presentation walks through how to fill out the grant application paperwork. Guidance is also provided on eligibility, preparing to fill out the grant application, and what to do if you have questions. This presentation will be helpful for applicants as well as conservation district staff administering the DGLVR Program.
- [Webinar Download](#) (92.4 MB): MP4 format (*~43 minutes*)

- **Reviewing grant applications.**

- Intended audience: Conservation Districts.
- This presentation explains what conservation districts should do after DGLVR grant applications are received and before the QAB meeting where applications are ranked. Conservation district staff of varying experience levels will benefit from this presentation.
- [Webinar Download](#) (98.5 MB): MP4 format (*~53 minutes*)





# Chapter 3: Conservation District Role



## • 3.8 Administering Projects

- 3.8.1 Notification to Applicants
- 3.8.2 Pre-Application Site Visit
- 3.8.3 Pre-Design Site Visit
- 3.8.4 Receiving Grant Applications

### **3.8.5 Contracting**

- 3.8.6 Pre-Project Logistics
- 3.8.7 Project Oversight

### **3.8.8 Contract Amendments**

- 3.8.9 Project Completion
- 3.8.10 Project File Retention

## 3.8.5: Contracting



### Contracting

- Contract must be in place before anything happens
  - No fund advances can take place without a contract
  - No work can begin without a contract
  - No expenses, such as engineering costs, can be incurred before a contract is signed
- CDs can add provisions to contract
  - Need to be approved by your solicitor.
  - Need to notify SCC.

# 3.8.5: Contracting



10-29-2014

**DIRT, GRAVEL AND LOW VOLUME ROAD  
MAINTENANCE PROJECT AGREEMENT BETWEEN  
\_\_\_\_\_ COUNTY CONSERVATION DISTRICT  
AND  
\_\_\_\_\_**

Now, this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the \_\_\_\_\_ County  
Conservation District ("district")  
and \_\_\_\_\_

\_\_\_\_\_, known herein as the "project participant", agree as  
follows:

(1) \_\_\_\_\_ will  
conduct, or cause to be conducted, a road maintenance project on specified portions of  
\_\_\_\_\_ in accordance the Application and Work Plan attached hereto.

(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 be performed to the satisfaction of the district.

(3) This project will be conducted in accordance with the "General Contract  
Conditions" required by the State Conservation Commission ("Commission"), the  
"Dirt, Gravel and Low Volume Road Maintenance Program Statement of Policy" as  
adopted by the Commission and as may be amended from time to time, and the  
environmental standards approved by the Quality Assurance Board, which are attached  
hereto and incorporated herein.

(4) The project participant agrees to provide documentation to the district that all  
required federal, state, or local permits have been obtained prior to project  
commencement, and further agrees to comply with all such permits as a condition of  
performing this agreement.

(5) The project participant 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.

(6) The district agrees to fund the eligible costs for this project in an amount up  
to, but not exceeding, \$ \_\_\_\_\_. This contract can be amended  
using the Program's "Contract Amendment Form" up to an additional 20% of the  
original contract amount identified here, at the discretion of the district.

(7) The project funds will be disbursed by the district to  
\_\_\_\_\_ in accordance with the attached schedule of payments.

(8) A project participant shall maintain a separate accounting of funds received  
under the program.

(9) Records must be kept for three years from the date of project completion.

(10) The Commission will have access to all relevant program documents during  
that time.

(11) Neither the district nor the Quality Assurance Board shall be held  
responsible for any loss of life, personal injury, or property damages of any kind  
incurred in performing or completing the work or duties under this contract.

(12) The project participant agrees to work concurrently with the district to  
complete a copy of the Project Performance Report when the project is completed.

(13) The project participant shall provide the district notice of at least \_\_\_\_\_  
days prior to project commencement.

(14) The project participant shall complete the project no later than \_\_\_\_\_,  
unless an extension of time is approved by the district.

(15) The project participant shall obtain and satisfy all requirements as  
determined by the district.

(16) This document and the attachments hereto constitute the entire agreement  
between parties.

WHEREFORE, the parties have set their hands on the date indicated, intending to  
be bound hereby.

FOR THE DISTRICT: \_\_\_\_\_ FOR: \_\_\_\_\_

(Signed) \_\_\_\_\_ (Date) \_\_\_\_\_ (Signed) \_\_\_\_\_ (Date) \_\_\_\_\_

(Print Name) \_\_\_\_\_ (Print Name) \_\_\_\_\_

(Title) \_\_\_\_\_ (Title) \_\_\_\_\_

List of Attachments:

- Attachment A – Grant Application (*project specific*)
- Attachment B – Work Plan (*project specific*)
- Attachment C – General Contract Provisions (*PA standard*)
- Attachment D – Dirt, Gravel and Low Volume Road Maintenance Program  
Statement of Policy (*PA standard*)
- Attachment E – Quality Assurance Board Standards (*county specific*)
- Attachment F – Schedule of Payments (*project specific*)
- Attachment G – Project Performance Report (*project specific*)

Available at  
<https://dirtandgravel.psu.edu/>  
and generated in GIS

## 3.8.5: Contracting



- **2-page contract between CD and grantee**
- **Other documents attached to contract:**

### List of 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 D – Quality Assurance Board Standards (*county specific*)
- Attachment E – Schedule of Payments (*project specific*)
- Attachment F – Prevailing Wage Notification Letter (*project specific*)
- Attachment G - Prevailing Wage Certified Statement of Compliance (*project specific*)

Page 2 of 2

**Must Generate Contract  
using the GIS System**

# 3.8.5: Contracting



10-2014

## Dirt, Gravel, and Low Volume Road Maintenance Program Schedule of Payments to Program Participants

The conservation district agrees to disburse funds under this project agreement in the following manner:

**50% max**

(1) All required permits must be obtained by the Program Participant before funds can be advanced from the Conservation District. Upon the full execution of this project agreement, the district agrees to provide an advanced payment to the project participant of \$ \_\_\_\_\_ to be applied towards payment of eligible expenses incurred in the performance of the project (maximum of 50% of contract). The project participant agrees that these advanced funds will be utilized solely for eligible expenses as contained in the attached project application and work plan. The project participant shall supply the district with receipts, weigh slips, and/or other appropriate supporting information to document proper expenditure of advanced payments by the project participants prior to receiving additional payments under this agreement.

**30% min**

(2) The district shall process subsequent payments to the project participant on an actual cash expended basis.

(3) The district shall withhold \$ \_\_\_\_\_ of the approved project expenses until the satisfactory completion of the project (minimum of 30% of the contract). Final payment for the project expenses shall be made only after a final inspection by the

Available Online

[www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)

Must Generate in GIS

# 3.8.8: Contract Amendments

- If needed, a simple one-page amendment form can be used to:
  - increase contract by up to **40%** (*total of original contract*)
  - extend completion date
  - Increase both funds and time

**Must Generate in GIS**

Available at  
<https://dirtandgravel.psu.edu/>  
and generated in GIS

Contract # \_\_\_\_\_  
Contract Amendment

**DIRT, GRAVEL, AND LOW VOLUME ROAD  
MAINTENANCE PROJECT AMENDMENT # \_\_\_\_\_  
TO AGREEMENT BETWEEN \_\_\_\_\_  
COUNTY CONSERVATION DISTRICT AND**

(project participant)

Whereas, the agreement required the project participant to perform a road maintenance project ("project") in accordance with an Application and Work Plan attached to the agreement.

Whereas, the agreement required the district to fund the eligible costs of the project in an amount up to, but not exceeding \$ \_\_\_\_\_.

Whereas, the project participant underestimated the amount of money that it would need to complete the project in accordance with an Application and Work Plan attached to the agreement.

Whereas, the district is able to provide eligible funds to the project participant as long as the funds are used to complete the project as specified in the Application and Work Plan attached to the agreement and the total additional funds are no more than 40% of the amount of money included in the original agreement, unless a larger amount is approved by the SCC and the approval form is attached to this Amendment.

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

1. The district agrees to provide 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 for the entire project is increased to \$ \_\_\_\_\_.
2. The district agrees to extend the project completion date to \_\_\_\_\_. The project participant agrees to complete the project by this extended date.
3. Except as amended hereby, the original agreement remains in full force and effect.

Wherefore, the parties have set their hands on the date indicated, intending to be bound hereby.

For the District:

For the Project Participant:

\_\_\_\_\_  
(Signed) (Date)

\_\_\_\_\_  
(Signed) (Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

## 3.8.8: Contract Amendments



**Limited to 40% of contract**

Whereas, the district is able to provide eligible funds to the project participant as long as the funds are used to complete the project as specified in the Application and Work Plan attached to the agreement and the total additional funds are no more than 40% of the amount of money included in the original agreement, unless a larger amount is approved by the SCC and the approval form is attached to this Amendment.

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

1. The district agrees to provide 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 for the entire project is increased to \$ \_\_\_\_\_.
2. The district agrees to extend the project completion date to \_\_\_\_\_. The project participant agrees to complete the project by this extended date.
3. Except as amended hereby, the original agreement remains in full force and effect.

**Can be used to extend completion date.**

**Available at**

**<https://dirtandgravel.psu.edu/>**

**and generated in GIS**

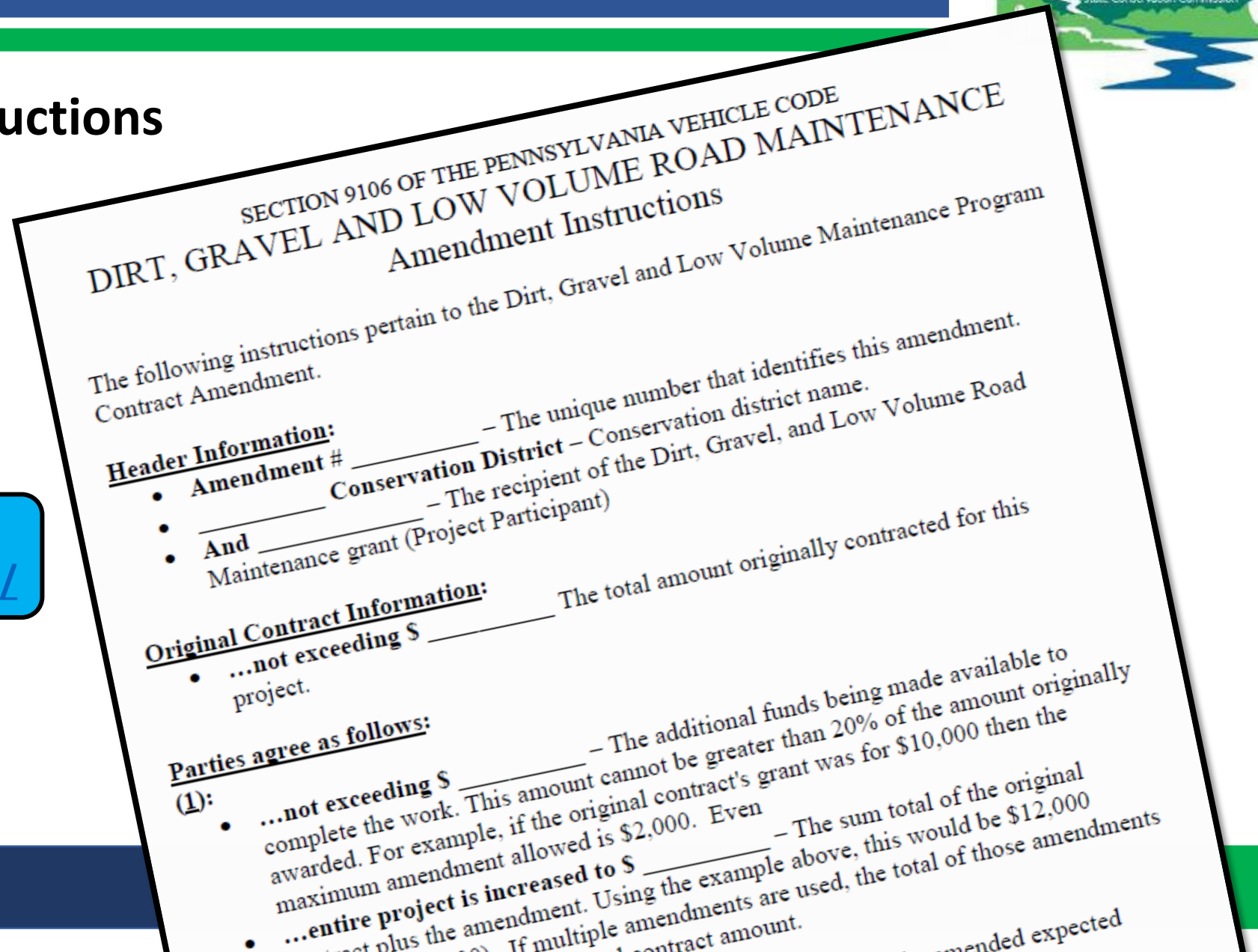
# 3.8.8: Contract Amendments



- **Amendment Instructions**

Available at

<https://dirtandgravel.psu.edu/>





## 3.8.5: Contracting



### **Cancelling a contract**

- If a contract cannot be completed in a reasonable timeframe (2+ years), the district should consider closing out or canceling the contract.
- Districts who maintain open contracts for multiple years may see reduced allocations in future years at the discretion of the State Conservation Commission.

# How to Cancel a Contract?



- Reach out to SCC
- Document in writing the request to cancel the contract and acceptancy by the other party
  - Letters, emails, board meeting minutes
- Any advanced funds not spent on eligible expenses must be returned to the CD
  - CD may request interest as well
- Report returned funds in GIS
  - Work with Ken

# Chapter 3: Conservation District Role



## • 3.8 Administering Projects

- 3.8.1 Notification to Applicants
- 3.8.2 Pre-Application Site Visit
- 3.8.3 Pre-Design Site Visit
- 3.8.4 Receiving Grant Applications
- 3.8.5 Contracting
- 3.8.6 Pre-Project Logistics**
- 3.8.7 Project Oversight
- 3.8.8 Contract Amendments
- 3.8.9 Project Completion
- 3.8.10 Project File Retention

## 3.8.6 Pre-Project Logistics



### Pre project logistics

- It is the responsibility of the grant recipient to ensure that all necessary permits are obtained and any other pre-project requirements are met (1-call, PNDI, etc.)
- It is the responsibility of the district to verify that permits have been obtained before work can begin on the portion of the project that requires a permit.

## 3.8.6 Pre-Project Logistics



### Pre project logistics

- Pre-project meeting *(separate from pre-application meeting)*
  - Grant recipients MUST notify the conservation district before beginning work on a project.
  - The amount of notice is spelled out in the contract with the district.
  - Contractors and sub-contractors are strongly encouraged to attend.
  - Notify Center of planned DSA placements.
  - Checklist available

# Chapter 3: Conservation District Role



## • 3.8 Administering Projects


- 3.8.1 Notification to Applicants
- 3.8.2 Pre-Application Site Visit
- 3.8.3 Pre-Design Site Visit
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- 3.8.8 Contract Amendments
- 3.8.9 Project Completion
- 3.8.10 Project File Retention

## 3.8.7 Project Oversight



### Project Oversight

- District must ensure that project work is performed in accordance with contract and attachments, as well as Program policy and standards:
  - Stay involved
  - Have an on-site presence
  - Pay attention
  - Call Center/SCC for help if needed
  - No excuses!
- When it comes to project oversight, remember...



**“You get what you inspect,  
not what you expect”**

**More involvement = better projects**



## 3.8.7 Project Oversight



### Project Oversight

- Make sure you are on site:
  - First day(s) of project work
  - When project moves to a new phase or practice
  - When critical practices or practices new to the applicant are being installed
  - For regular check-ins



## 3.8.7 Project Oversight



### Project Oversight

- Be confident asking the road crew/contractor to build ESM practices
- This is an educational program
- This is a grant program, and the CD holds the purse strings
  - Ensure work is done properly
  - Require remediations where necessary
  - Don't pay for subpar work





# Chapter 3: Conservation District Role



## • 3.8 Administering Projects

- 3.8.1 Notification to Applicants
- 3.8.2 Pre-Application Site Visit
- 3.8.3 Pre-Design Site Visit
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## 3.8.9 Project Completion



### **Prior to final payment, the following are required:**

- Final onsite inspection
- Signed project completion report
  - Summarizes funding
  - Summarizes work
  - Signed by CD and grantee
  - Must be signed and retained with project files.
- Receipts for all grant expenditures

## 3.8.9 Project Completion



### 3.8.9.1 Final Inspection

**A final inspection must be completed onsite involving the district and grant recipient**

- Verify the project is completed in accordance with Program standards and to the satisfaction of the district.
  - Including in-kind work, work proposed in work plan, etc.
- Allows the district to summarize the project work elements and costs on the project completion report.
- Document any changes made from the grant application that have not already been documented.

## 3.8.9 Project Completion



### 3.8.9.2 Final Project Remediation (if necessary)

- Remediation work may be required before the project can be considered “complete”
- The district should verify remediation work meets Program standards prior to making final payment



DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
PROJECT COMPLETION REPORT

This form is intended to summarize financial expenditures and work completed for ONE PROJECT and must be filled in upon project completion.

Your County \_\_\_\_\_ Every Township \_\_\_\_\_ 7/18/2015  
 County Municipality Date

**Project Info**

Dirt, Gravel and Low Volume Program Funds <i>Use actual project costs after receipts are totaled.</i>		In-Kind Contributions <i>Includes goods and services from applicants and other sources.</i>	
<b>Project Commitments:</b>		<b>In-Kind Contributions from Grant Recipients:</b>	
A. Contract Amount.....	\$ 19,666. <sup>00</sup>	H. Materials.....	\$ 400. <sup>00</sup>
B. Amendments (if applicable).....	\$ 300. <sup>00</sup>	I. Equipment.....	\$ 2,700. <sup>00</sup>
C. Total Project Commitments.....	\$ 19,966. <sup>00</sup>	J. Other Sources (describe below).....	\$ _____
D. Materials.....	\$ 19,966. <sup>00</sup>	K. Other Sources (describe below).....	\$ _____
E. Equipment.....	\$ _____	L. Total In-Kind Value (H+I+J+K)....	\$ 5500. <sup>00</sup>
F. Labor.....	\$ _____		
G. Total Expenditures (D+E+F).....	\$ 19,966. <sup>00</sup>		

**Financial Summary**

**Project Cost Summary**

M. Total Project Value: (G+L)..... \$ 25,966.<sup>00</sup>

Additional Project Notes: Township needed to buy an extra pallet of headwall stone to stabilize the stream pipe inlet + outlet (contract amendment for \$300.00). They also needed to have a third Kind labor.

**Notes and Signatures**

I attest that all work elements proposed in the project contract have been completed to the extent it is voided and in accordance with all contract agreements.

Don Detertey 7/18/2015 Joe Roadguy 7/18/2015  
 Conservation District Rep Date Project Participant Rep Date

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
PROJECT COMPLETION REPORT

Project Totals

Use best estimates and complete as much info as possible. Include work completed for both Project Expenditures and In-Kind Contributions.

<b>Ditch Improvements/Outlets</b>	<b>Off Right-of-Way Improvements</b>
Turn Outs Installed..... 3 #	Diversion Swales Constructed..... ft
New Cross Pipes Installed..... 3 #	Bank Benches..... ft
Cross Pipes Replaced..... 2 #	Through Drains..... #
Through the Bank Pipes..... #	Access Drainage Improvements..... 1 #
<b>Road Base</b>	<b>Road Surface Stabilized</b>
Road Fill Added..... tons	DSA Placed..... 740 tons
Full Depth, Chemical, Mechanical Stabilization..... sq yd	Sealed Surface..... sq yd
Geo Separation Fabric, Grid, or Cell..... sq yd	Broad Based Dips..... #
Under Drains..... sq yd	<b>ESM Practice Summary</b>
French Manholes Constructed..... sq yd	
<b>Road Banks</b>	<b>Structural Storm Water Improvements</b>
Soil Pinning..... sq yd	Infiltration..... sq yd
Geo Stabilized Bank..... sq yd	Detention..... sq yd
	Dispersal..... sq yd
<b>Road-Stream Interface</b>	<b>Vegetative Management</b>
High Water Bypass..... #	Select Thinning/Pruning..... #
In-stream Stabilization Structures..... #	
Bioengineering..... sq yd	
<b>Stream Crossings Replaced</b> (check all that apply and note structure opening width)	
Stream Crossings Replaced..... # <input type="checkbox"/> Box Culverts	
Bridges _____ Circular Culverts _____ GRS-DRS Spans _____	
<b>Other</b>	
All Other Practices Implemented..... 12 # List Practices..... New Headwalls / Endwalls	



Available at  
<https://dirtandgravel.psu.edu/>  
and generated in GIS



# 3.8.9 Project Completion

## Other documentation may also be required:

- File checklist summarizes required paperwork
- Recommend to collect documentation throughout the project, don't just wait until the end
- Needed prior to making final payment to the grant recipient

### Project File Checklist

Worksite ID

Project Participant

Road Name / ID Number

References are to the DGLVR Administrative Manual (online at <https://dirtandgravel.psu.edu>) unless otherwise noted

#### REQUIRED DOCUMENTS

- Contract:** complete and signed by both parties ([3.8.5](#))
- All attachments as outlined in the admin manual are included with contract:** ([3.8.5.1](#))
  - Application:** Completed and signed. Applicant ESM certified. Detailed cost estimates included.
  - Work plan:** Identifies all deliverables on project. Identifies location of site (can be separate map).
  - General Contract Provisions**
  - QAB Standards** (any local policy)
  - Schedule of Payments**
  - Prevailing Wage Notification and Acknowledgement Form:** Required for every project. Must be signed by the grant recipient and returned to the District.
- Project Completion Report:** Properly completed and signed by both parties. Spending and deliverables consistent with contract and invoices. ([3.8.9](#))
- Photocopies of checks paid to the applicant or other proof of payment amount**
- Copy of all receipts/invoices to account for grant funds:** Receipts /invoices must total at a minimum the project expenditure amount and be consistent with Project Completion Report totals. ([3.8.9](#))

#### REQUIRED (IF APPLICABLE) DOCUMENTS

- Prevailing Wage Certified Payroll and Certified Statement of Compliance** ([3.7.4.5](#))
- Traffic Count Validation Form** ([7.5](#))
- Stream Crossing Eligibility Determination Form:** required for all stream crossings ([7.1.2.6](#))
- Stream Crossing Replacement Project: Lifecycle Checklist:** required for all stream crossing projects ([7.1.2.6](#))
- Additional Stream Crossing Project Documentation:** See Page 2 for details
- Off Right of Way Consent Form:** on projects that involve any work outside the public right of way ([3.7.4.8](#))
- 3<sup>rd</sup> Party Mix Design for Full Depth Reclamation Projects** ([7.3.3](#))
- Signed Contract Amendment:** if contract is amended ([3.5.3](#))
- DSA Certification Forms (pre-project and as delivered):** on projects that place DSA ([7.2.4](#))
- Documentation that all applicable Permits have been obtained by the applicant** ([8](#))
- Erosion and Sediment Pollution Control Plan** ([8](#))
- PA I-call serial # included** ([8](#))

#### RECOMENDED DOCUMENTS

- Before, during, and after project pictures.**
- Project Narrative, Timeline, and File Checklist**
- Project Expense Tracker**
- Evidence that QAB meetings are following the provisions of the PA Sunshine Act
- Copy of QAB Approval Meeting Minutes with complete Ranking Form
- Copy of District Board Meeting Minutes showing approval of contracts and contract amendments
- Receipts for in-kind costs.
- Checklists/notes for meetings and inspections, including pre-app, pre-design, pre-bid, pre-construction, etc.
- Technical Assistance documents, such as from CDGRS or from conservation district to grant applicants

# Chapter 3: Conservation District Role



## • 3.8 Administering Projects

- 3.8.1 Notification to Applicants
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- 3.8.7 Project Oversight
- 3.8.8 Contract Amendments
- 3.8.9 Project Completion
- 3.8.10 Project File Retention**

## 3.8.10 Project File Retention



- **All records relating to the Program must be kept for a minimum of 7 years from the date of final payment on a project**
  - See File Checklist for paperwork required to be in project file
  - It is recommended to keep additional relevant documentation beyond the minimum required to be in the hard file
    - Communications with project participants, photos, bid documents if applicable, etc.

# Chapter 3: Conservation District Role



- ~~3.1 CD Structure~~
- ~~3.2 Overview~~
- 3.3 Receiving Funds from SCC
- 3.4 Accounting of funds at CD
- 3.5 Dispersing funds to Grant Recipients
- 3.6 CD Educational opportunities
- 3.7 Program Eligibility
- **3.8 Administering Projects**
  - [3.9 GIS System](#)
  - [3.10 Quarterly Reports](#)
  - [3.11 Annual Summary Reports](#)





### GIS Reporting

- **ALL Program reporting done in GIS**
- Please attend a GIS training if you are responsible for record keeping and reporting for Program.
  - Scheduled one-on-one with Ken Corradini
- Abbreviated GIS training offered for Manager GIS role

## 3.9 GIS



- All contracts, amendments, and completion reports **must be generated using the GIS system.**
- All funded projects are required to be filled out in the GIS to the extent practical including:
  - Assessment (if applicable)
  - Grant application
  - Contract
  - Amendments (if applicable)
  - Payment(s)
  - Completion report
  - Photos (if applicable)
  - Any additional supporting files

# 3.10 Quarterly Reports



- Districts must keep documentation for all Program expenses and income according to section 3.4
- Financial staff involved in the DGLVR Program must complete a quarterly report GIS training to gain access to the quarterly report system.

Quarterly Report

10/01/2024 - 12/31/2024

Dirt and Gravel Low Volume Activity Report Files Managers Date Submitted:

Program Income	Program Expenses
SCC Advance: \$ 0.00	Administrative: \$ 0.00
SCC Replenishment: \$ 0.00	Education: \$ 0.00
Interest Earned: \$ 0.00	Projects: \$ 0.00
Other: \$ 0.00	Other: \$ 0.00

Balance at District	Replenishments
Starting Balance: \$ 174,277.05	Potential Claim: \$ 0.00
Income: \$ 0.00	Harrisburg Funds (Cur): \$ 53,836.26
Expenses Total: \$ 0.00	Harrisburg Funds (Prev): \$ 0.00
Ending Balance: \$ 174,277.05	Amount Requested: \$ 0.00

Report Checklist	SCC Use Only
<input type="checkbox"/> Income & Expenses	Accept Date: By:
<input type="checkbox"/> Activity Report	<input type="checkbox"/> Replenishment Processed <input type="checkbox"/> Expenses Approved
<input type="checkbox"/> Balances Verified	
<input checked="" type="checkbox"/> All Contracts Valid	



## 3.10 Quarterly Reports




- In order to submit quarterly reports, the following must be completed:
  - All income (advances, replenishments, interest) and expenses (project, administrative, and education/training) must be entered
  - Local and GIS account balances must match before the quarterly report is submitted each quarter
  - Information on funded projects is also required, including checking that all currently open contracts are in good standing and are not expired. The GIS includes a contract verifier tool that can be used during this process.
  - Complete the summary of Program activities from district staff for the quarter.
  - The Conservation District Manager, or its approved designee, is required to submit the report.

# 3.10 Quarterly Reports




- DGLVR Quarterly Report “Quick Guide” available
- Contact the SCC and CDGRS for assistance with quarterly reports

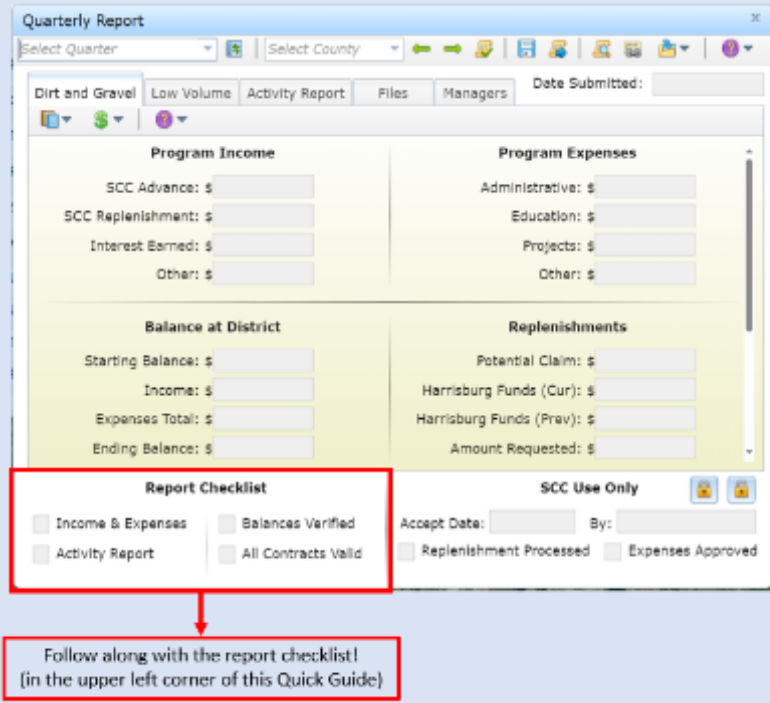


### DGLVR Quarterly Report

Quick Reference for Conservation Districts  
Example: Jan-March 2024 quarter





#### Notes

- Dirt, Gravel, and Low Volume Road (DGLVR) Program Quarterly Reports are due on Jan 15, Apr 15, July 15, and Oct 15.
- Reports are completed in the DGLVR GIS Mapper: <https://dirtandgravel.psu.edu/general-resources/gis/>
- Conservation district staff must complete one-on-one GIS training with Ken Corradini, Center for Dirt and Gravel Road Studies ([kjc139@psu.edu](mailto:kjc139@psu.edu)) to obtain access and log in credentials to the DGLVR GIS Mapper.
  - Each conservation district needs at least one user with full GIS training to edit DGLVR contracts.
  - Each district must have one user who is designated as the “manager” to submit quarterly reports.
  - The same district staff member may have full GIS training and be designated as the “manager” user.
- For assistance completing reports, contact Ken Corradini or Sherri Law, SCC ([shlaw@pa.gov](mailto:shlaw@pa.gov))



# 3.11 Annual Reports



- Completing the Annual Summary Report includes:
  - Ensuring all quarterly reports are submitted and accepted
  - Entering average limestone DSA cost
  - Managing project errors.
- The average cost of limestone aggregate (DSA) delivered (not placed) is a small factor in District Allocations
  - in accordance with section 9106, the law that created the Dirt and Gravel Road Program.

The screenshot shows the "Annual Summary Report" software interface. At the top, it displays "Funding Source: Dirt and Gravel". Below this is a navigation bar with tabs for "Summary Report", "Project Totals ('15 +)", "Project Totals ('14 -)", "All Contracts", and "Errors". A "Date Submitted:" field is also present. The main data table is as follows:

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
<b>Total</b>	<b>2</b>	<b>137,160.00</b>	<b>68,580.00</b>	<b>74</b>	<b>1,649,609.54</b>	<b>98,020.99</b>	<b>7,223.91</b>	<b>18.14</b>

Below the table, there are three summary sections:

- ASR Overview (2023/2024)**: Total Spent: \$ 1,823,434.44; Spending Req.: \$ 1,754,770.00; Difference: \$ 68,664.44.
- Report Checklist**: Includes checkboxes for "Stone Cost", "QRs Accepted", "Contract Errors Reviewed/Corrected" (checked), and "Annual Summary Report Reviewed".
- Center Use Only**: Includes fields for "Accepted Date:" and "Accepted By:" with an "Accept Report" button.

*An annual December webinar walks through how to complete the ASR*

# 2023 Annual Summary Report

## Pennsylvania Dirt, Gravel, and Low Volume Road Maintenance Program



- INSIDE:**
- 2023 Project Map
  - Example Projects
  - 2023 Highlights (back)

June 2024  
 Photo: Rock Run Road, Damascus Township, Wayne County.  
 This 4,000-foot-long project installed 21 new turnouts and 17 new crosspipes to improve road drainage and reduce concentrated runoff. Over 6,000 tons of fill were added to raise this entrenched road and eliminate ditches. The site was then capped with 3,000 tons of Driving Surface Aggregate.



(DGLVR) Program provides education, technical throughout the state. Initially funded in 1997 at \$4 million, the program grew to \$20 million to unpaved roads and \$8 million to gravel roads per day. The Program's goal is to implement the environmental impacts of public roads while the State Conservation Commission (SCC) administers the program at the local level in 66 counties throughout Pennsylvania. Owners of roads are notified, and work with them to complete projects. The program provides education, outreach, and technical assistance. Visit [dirtandgravelroads.org](http://dirtandgravelroads.org).

### Projects completed in 2023.



### Dirt and Gravel Contracts completed in 2023

100+ Municipalities have completed a contract since 1997. Project Locations



### Projects completed in 2023.



competent material, and the installation of 600 feet of underdrain to improve subsurface drainage.



## 2023 Highlights

of \$28 Million, where local funding facts: dirt and gravel projects. In 2023, we spent \$8.2 million on projects. In the next 5 years, we expect to spend \$10 million of in-kind.



Spending on project work by year, not including in-kind. Red lines indicate expected averages.

LVR Program. Training facts: more training for staff. Meetings were held with the Department of Transportation. Financial webinars.



Some of the 100+ attendees at the 2023 Annual DGLVR Conference discussion options to address a problem site outside Scranton, PA.

Control is a Program every year, at the end of the year. and in-person project reviews.

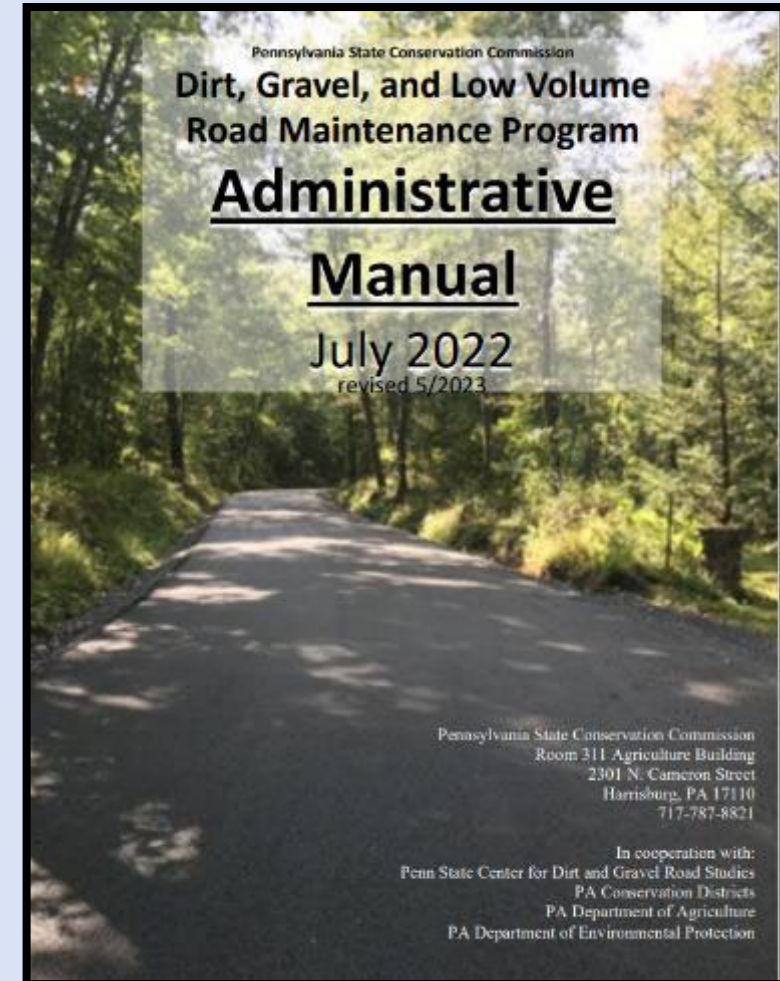




# Administrative Manual



- 1) Introduction
  - 2) SCC Role
  - 3) Conservation District Role
  - 4) Quality Assurance Board
  - 5) **Applicant Role**
  - 6) **Center for Dirt and Gravel Roads**
  - 7) **Additional Policies**
  - 8) **Permits and Other Requirements**
- Appendices**



# 4.0 Quality Assurance Board



## Quality Assurance Board -§ 9106, (E)

*Within the conservation district a Quality Assurance Board shall be impaneled to establish and administer the grant program. The four-member QAB is to be comprised of a nonvoting chairman appointed by the conservation district directors and one local representative appointed by each of the following entities:*

- (1) The Federal Natural Resource Conservation Service*
- (2) The Pennsylvania Fish and Boat Commission*
- (3) The county conservation district*

*If circumstances require, the chairman may vote to decide a tie vote.*

# 4.0 Quality Assurance Board



Quality Assurance Board Why?



# 4.0 Quality Assurance Board



## Quality Assurance Board Why?

### Local Involvement and Control

NRCS – Federal: conservation and erosion

PAFBC – State: aquatics and hydrology

District – County: conservation multi-discipline

Who knows best for the County?

People in the County!

## 4.0 Quality Assurance Board



- **Local control** within guidelines established by the commission.
- QAB's purpose is to advise and assist the conservation district board.
  - QAB is advisory only
  - District Board has the final say

# 4.1 QAB Composition



Composition of the QAB is established by law:

- Only 4 members
  - Non-voting chair appointed by district board
  - One voting member appointed by the district board
  - One voting member appointed by Fish and Boat commission
  - One voting member appointed by NRCS
- Chairman may only vote to decide a tie
- Voting members appointed by the agencies do not have to be employees
- All QAB members are strongly encouraged to take ESM training
  - At least one district member must take ESM training
- QAB can have as many advisors as they deem necessary, but advisors are non-voting

## 4.1 QAB Composition



### NRCS and PAFBC (not CD) designate their QAB appointees

- Does not have to be NRCS/PAFBC employee.
- Can also designate an alternate.
  - Alternates only vote if the voting member for that agency cannot attend a meeting
- Should have appointment in writing
- *Sample appointment letter:*

# 4.1 QAB Composition

## Sample appointment letter

**Word  
Version  
Available  
online**

[Your Name]  
[Street Address]  
PA Fish and Boat Commission / Natural Resource Conservation Service  
Date

[Recipient Name]  
[Title]  
\_\_\_\_\_ Conservation District  
[Street Address]  
[City, ST ZIP Code]

Dear [Recipient Name]:

The PA Fish and Boat Commission / Natural Resource Conservation Service recognizes the importance of serving on the Quality Assurance Board (QAB) for the \_\_\_\_\_ Conservation District's Dirt, Gravel, and Low Volume Road Maintenance Program (Program). The QAB is instrumental in recommending Program projects and policies to the Conservation District Board for approval.

In order to better serve the Conservation District and their program, the agency designates name of affiliation as the official representative of the PA Fish and Boat Commission / Natural Resource Conservation Service for the local QAB. This designation is effective immediately upon District approval and continues until date. *Optional text could be added here to establish a designated alternate member to vote on the QAB in the event the member above cannot attend.*

I would like to commend your organization for the important contribution it makes to our community and environment, and I wish you continued success with the Dirt, Gravel, and Low Volume Road Maintenance Program.

Sincerely,

[Your Name]

## 4.2 QAB Meetings



- On a regular schedule or as needed
- Common action items at a QAB:
  - Review grant applications
  - Recommend projects for funding to the district board
  - Review completed projects
  - Recommend local policies to district board
- At least 2 of the 3 voting members (quorum) on any recommendations to the district board

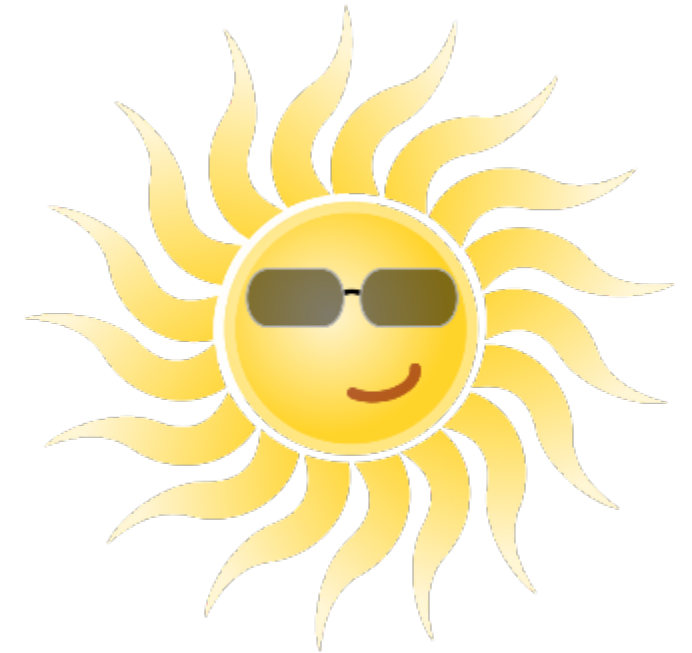
## 4.2 QAB Meetings



### QAB Meetings must be Sunshined

*The Pennsylvania Sunshine Act requires all public agencies to take all official actions and conduct all deliberations leading up to official actions at public meetings. The Act covers all such actions by municipal governing bodies, committees of these governing bodies and municipal boards and commissions.*

*-Open Meetings, the Sunshine Act (Pennsylvania)*



- Agenda posting requirements added in 2021

## 4.3.1 Project Ranking / Sunshine Act



- Cannot vote via email
- Can vote in a virtual meeting or conference call if the public has access to join
- Field visits by the QAB are not subject to Sunshine Act requirements as long as no deliberations of QAB business occurs and no official actions or recommendations are made during the visit.
- <https://www.agriculture.pa.gov/Pages/Sunshine-Act.aspx>
- <https://www.openrecords.pa.gov/SunshineAct.cfm>



## 4.3 QAB Role in Projects



- QAB members should become familiar with applicant's worksites:
  - Site visits as a group
  - Site visits individually
  - Photo tour from District staff
  - Paper application review only
  - Throw darts at "application dartboard"

**Best option**



**Not recommended**

## 4.3 QAB Role in Projects



- Each County must have written Project Ranking Criteria
  - Based on local priorities.
  - Can have separate DGR and LVR or combined.
  - Must provide for equal access.
  - Example template available on Center's website.

This document is provided only as an example. County QABs can use as little or as much of the information here as they desire to establish local priorities in project ranking.

**Example Dirt, Gravel, and Low-Volume Road Grant**

Application Ranking 8/13/14

Select type of application	
<input type="checkbox"/>	Unpaved (Dirt and Gravel)
<input type="checkbox"/>	Paved (Low Volume Road)

**SECTION 1: APPLICATION VALIDATION**

Note the validation criteria in Section 1 serve to insure a project is eligible. Feel free to insert additional county specific criteria.

- Does this road site negatively impact a stream, lake, wetland, or other water body? YES NO
- Will the proposed project reduce environmental impacts to a water body? YES NO
- Is someone from the applying entity "ESM Certified" within the past 5 year? YES NO

circle choice

**Application Validation**

(NOTE: traffic count is required before contract is signed)

If any of the questions above are answered "NO", the application is currently not eligible for funding.

**SECTION 2: APPLICATION RANKING**

Feel free to delete criteria, add criteria, or change weighting of criteria to better fit local County needs.

**SEVERITY OF PROBLEM**

1. "Modified" Worksite Assessment:

- a. Road Drainage to Stream: none-0 Slight-5 Moderate-10 Severe-15 \_\_\_\_\_ (15)
- b. Wet Site Conditions: Dry-0 Saturated Ditches-3 Roadside Springs-5 \_\_\_\_\_ (10)  
Flow in Ditches-7 Saturated Base-10
- c. Road Surface Condition \_\_\_\_\_ (15)
  - i. LVR EVALUATION: Pavement Condition: good-0 fair, some cracking-5  
Poor, cracking, unevenness-7 Damaged-10 Severely Damaged-15
  - ii. D&G EVALUATION: Hard Gravel-0 Mixed Stone-5 Soft Stone-7  
Mixed stone/dirt/dust-10 Severe Dust-15

**Problem**

- h. Outlets to Stream: None-0 Near Stream-3 Directly to Stream-5 \_\_\_\_\_ (5)
- i. Outlet/Bleeder Stability: Stable-0 Moderate-3 Unstable-5 \_\_\_\_\_ (5)
- j. Road Ditch Stability: Stable-0 Fair-3 Poor-7 Unstable-10 \_\_\_\_\_ (10)
- k. Road Bank Stability: Stable-0 Fair-3 Poor-7 Unstable-10 \_\_\_\_\_ (10)
- l. Average Canopy Cover: Moderate-0 Minimal-3 Heavy-5 \_\_\_\_\_ (5)
- m. Off-ROW Impacts re

Note the assessment above has been n version. Feel free to use the original v reflect county priorities. Regardless of be re-evaluated when they are applie

2. Classification of stream or waterbody impacted:

Warmwater Fishery-10 Coldwater Fishery-20 HQ/EV/drinking water-30 \_\_\_\_\_ (30)

**EFFECTIVENESS OF SOLUTION**

3. Degree to which project remediates impact to waterbody:

Slightly-0 Moderately-10 Highly-30 Almost completely- 50 \_\_\_\_\_ (50)

4. Degree to which project improves road:

**Solution** \_\_\_\_\_ (15)  
\_\_\_\_\_ (50)

**OTHER FACTORS**

6. In-Kind Contributions from Applicant: \_\_\_\_\_ (15)

7. **Misc** \_\_\_\_\_ (15)

This sample ranking criteria is weighted toward applications that have moderate to severe environmental problems, and high to very high benefit solutions. Your QAB is encouraged to customize this to best fit your county's needs.

**Point Summary:**

Severity of Problem: \_\_\_\_\_ (140 possible points)  
Effectiveness of Solution: \_\_\_\_\_ (115 possible points)  
Other Factors: \_\_\_\_\_ (45 possible points)  
**TOTAL SCORE:** \_\_\_\_\_ (300 possible points)

**OTHER CONSIDERATIONS:** Some other factors that your local QAB may want to consider:

- Types of road use (residential, school bus route, timber, agriculture, etc.)
- Are all necessary permits already in-hand or applied for?
- Addressing road hazards.
- Past working relationship with applicant within Program.
- A required minimum score in order to be eligible for funding.
- Location of project within MS4 or TMDL or Combined Sewer Overflow regions.

Your QAB is encouraged to customize this evaluation to circumstances in your county. You may develop a joint D&G and LVR ranking sheet such as this, or you may develop separate rankings for D&G and LVR applications. Any ranking criteria used should insure equal access to all \_\_\_\_\_ policies. \_\_\_\_\_ your

**Other thoughts**



**Ranking Criteria Webinar Recorded 12/11/14**  
Recording and PowerPoint available online  
[www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)

## 4.3 QAB Role in Projects



- QAB makes funding recommendations based on the ranking criteria it establishes
- District board then considers QAB recommendations
- When the district board approves an application, district staff may then develop and secure a contract.

## 4.3 QAB Role in Projects



- After contract is secured, district staff is responsible for project administration, oversight, and inspection.
- Future funding decisions for the project may be made by the board with minimal QAB involvement.
  - i.e. District board could approve a contract amendment without QAB involvement

## 4.3 QAB Role in Projects



Developing local policy is a major function of the QAB:

- QABs develop policy
- District board adopts policy

### **Required Local Policies**

- Equal Access
- Conflict of Interest
- Project Ranking
- Incentives for training
- Non-pollution standards

## 4.3 QAB Role in Projects



### Optional Local Policies

- QAB can recommend policies for use within County Program.
- Can be “more stringent” than Statewide policy.
- Cannot conflict with Statewide policy.
- Examples:
  - Deadlines for applications
  - Limiting use of DSA or number of stream crossings
  - Ongoing maintenance requirements

# 4.3 QAB Role in Projects



## Individual County pages have contact info and policies

<http://www.dirtandgravel.psu.edu/pa-program-resources/conservation-districts>

The screenshot shows the website's navigation menu with links for GENERAL RESOURCES, EDUCATION/TRAINING, NEWS & EVENTS, BOF, and ABOUT THE CENTER. The main content area is titled "Conservation Districts" and includes a dropdown menu for selecting a district, a map of Pennsylvania with county boundaries, and a table of program statistics.

**Conservation Districts**

Pennsylvania's conservation districts administer and implement the Program at the county level. Conservation districts accept applications for funding from potential applicants, and award grants to local road owning entities. District staff is responsible for working with grant applicants to develop projects, project oversight, financial tracking and reporting, and general administration of the Program at the county level.

Select any District from the list on the right to visit their individual Program page. Note that Philadelphia County does not currently participate in the Program.

**District Documents Disclaimer**

The documents made available within each District's web pages are intended to serve as a guide for the policies set by each Conservation District. While these policies may in fact be current at the time of your viewing, it is strongly recommended to contact the relevant Conservation District for the most current version.

**Dirt & Gravel Program Stats**

Funded Site Miles	2,696
Contracted Sites	312
Completed Sites	5,229
Total Expenditures	\$204,644,865.88

**Low Volume Program Stats**

Funded Site Miles	368
Contracted Sites	149
Completed Sites	1,032
Total Expenditures	\$56,124,406.20



## 4.3 QAB Role in Projects



### Recorded QAB training:

- Geared towards QAB members
- Largely a repeat of this section of Admin Training

<https://dirtandgravel.psu.edu/education-training/program-administration/>

- **Quality Assurance Board (QAB) overview.**

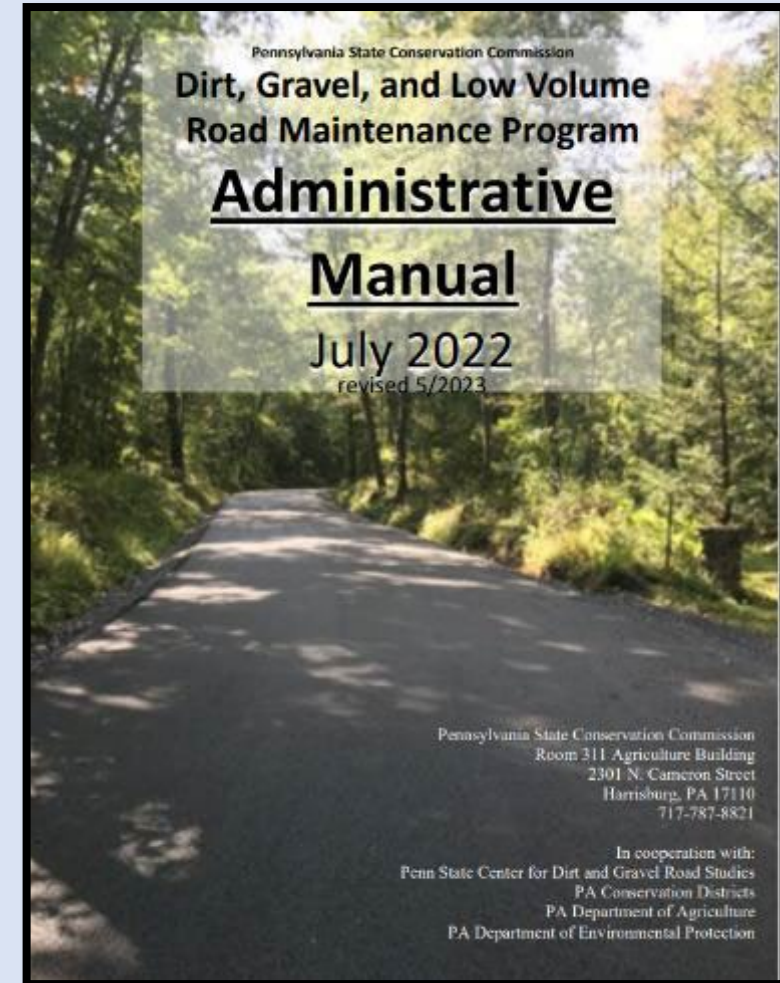
- This presentation reviews the role of the county Quality Assurance Board (QAB) in local DGLVR Programs, including QAB composition, meeting guidelines, role in project ranking, and role in local policy. This is a great introduction for new QAB members as well as a useful refresher for experienced QAB members. Conservation district staff administering the DGLVR Program will also benefit from this QAB overview.
- [Webinar Download](#) (98.5 MB): MP4 format (~36 minutes)



# Administrative Manual



- 1) Introduction
  - 2) SCC Role
  - 3) Conservation District Role
  - 4) Quality Assurance Board
  - 5) Applicant Role
  - 6) **Center for Dirt and Gravel Roads**
  - 7) **Additional Policies**
  - 8) **Permits and Other Requirements**
- Appendices**



# 5.0 Applicant Role

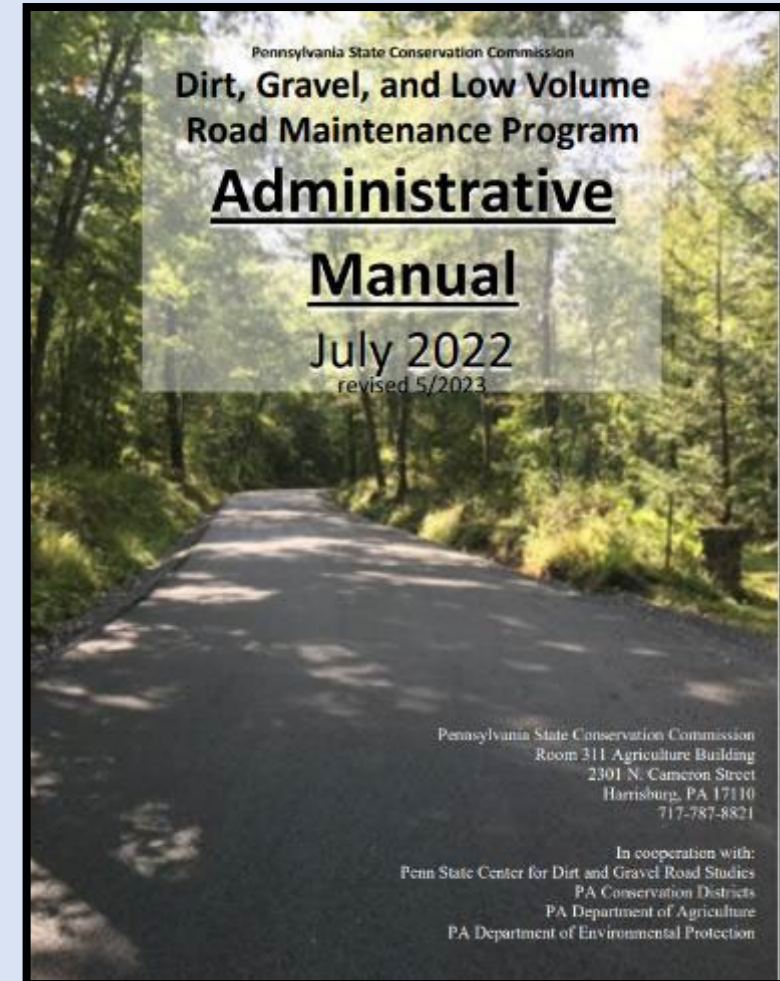


- Designed as standalone section you can copy and give to new potential applicants.
- Most information is repetitive from SCC and District section, just written with applicants in mind.

# Administrative Manual



- 1) Introduction
  - 2) SCC Role
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  - 4) Quality Assurance Board
  - 5) Applicant Role
  - 6) Center for Dirt and Gravel Roads
  - 7) **Additional Policies**
  - 8) **Permits and Other Requirements**
- Appendices**



# 6.0 Center Role



Dirt and Gravel Road PROGRAM



*Funding Support*

*Guidance*

- Make Policy
- “Administer” Program
- QAQC
- Coordinate with legislatures and other agencies

## Education

- 2 day ESM training
- Annual Workshops
- Demonstration Days

## Outreach

- Technical Documentation
- Website
- Newsletter
- Interagency cooperation

## Program Support

- Advisory Groups
- Technical Assistance to Districts
- Quality Assurance effort
- Geographic Information Systems



# 6.0 Center Role



Dirt and Gravel Road PROGRAM



## Got a Question? Who to ask:

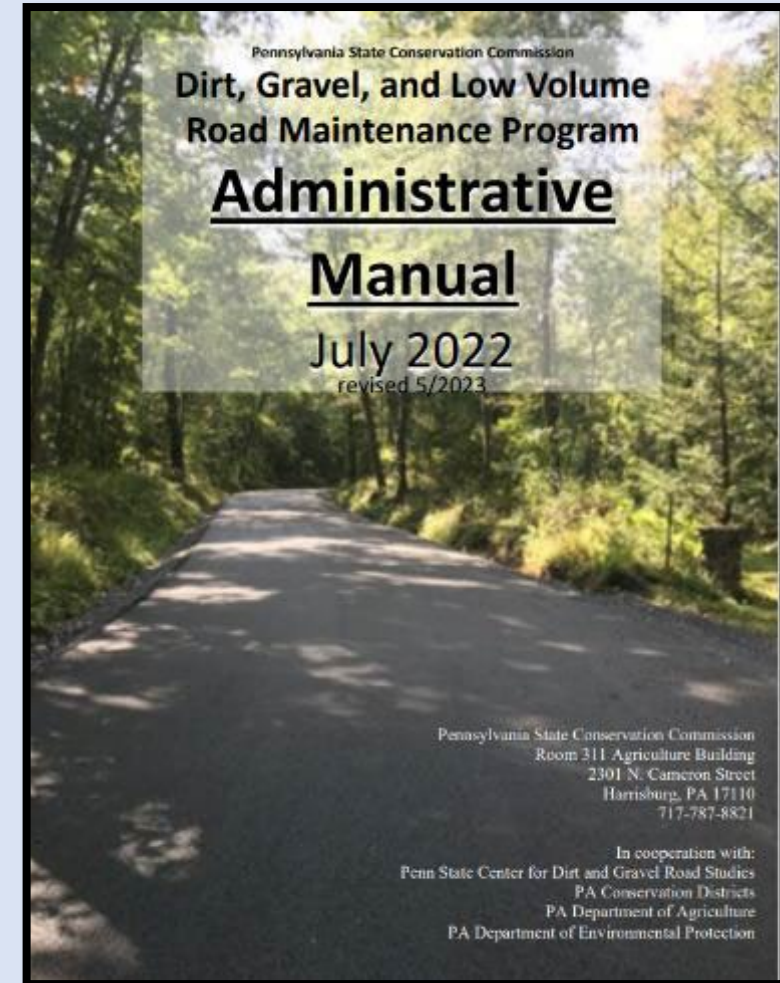
- Policy
  - Legal
  - Allocation/replenishment
  - QAQC
  - General Questions
- Trainings
  - Technical Assistance
  - Outreach
  - GIS/Reporting
  - General Questions



# Administrative Manual



- 1) Introduction
  - 2) SCC Role
  - 3) Conservation District Role
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  - 5) Applicant Role
  - 6) Center for Dirt and Gravel Roads
  - 7) Additional Policies
  - 8) **Permits and Other Requirements**
- Appendices**





# 7.0 Additional Program Policies



**Some policies that don't necessarily apply to every project:**

- **7.1 Stream Crossing Replacement Policy**
- 7.2 Driving Surface Aggregate
- 7.3 Full Depth Reclamation
- 7.4 LVR Policies
- 7.5 Traffic Counts

# 7.1 Stream Crossing Replacement



- Policy for replacing culverts and bridges.
- Applies to both DGR and LVR projects.
- Limits replacements to areas where structure is causing problem with stream.
  - Existing structures must be undersized and causing stream instabilities.
  - New structures must be sized to properly accommodate stream flow, bed load, and achieve stream continuity through the roadway.

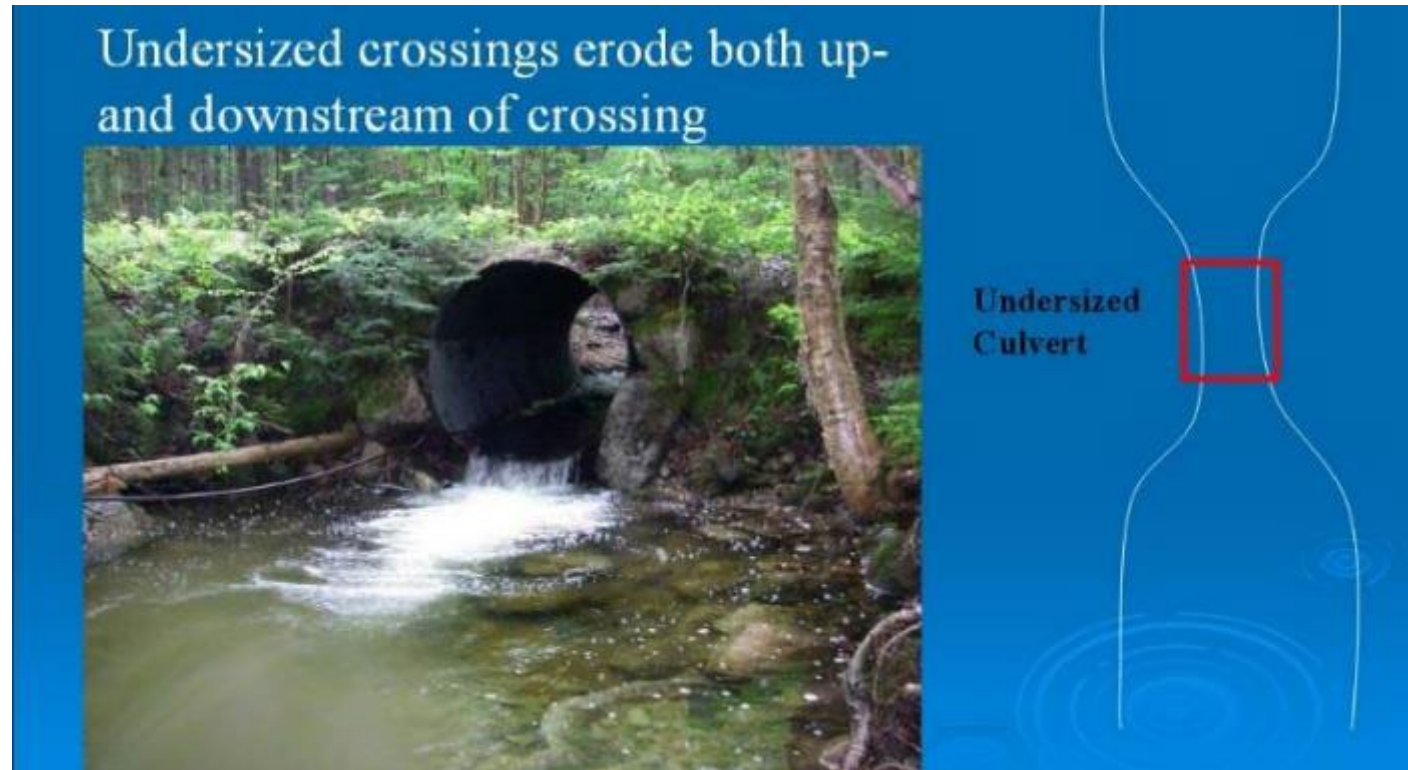


# 7.1 Stream Crossing Replacement



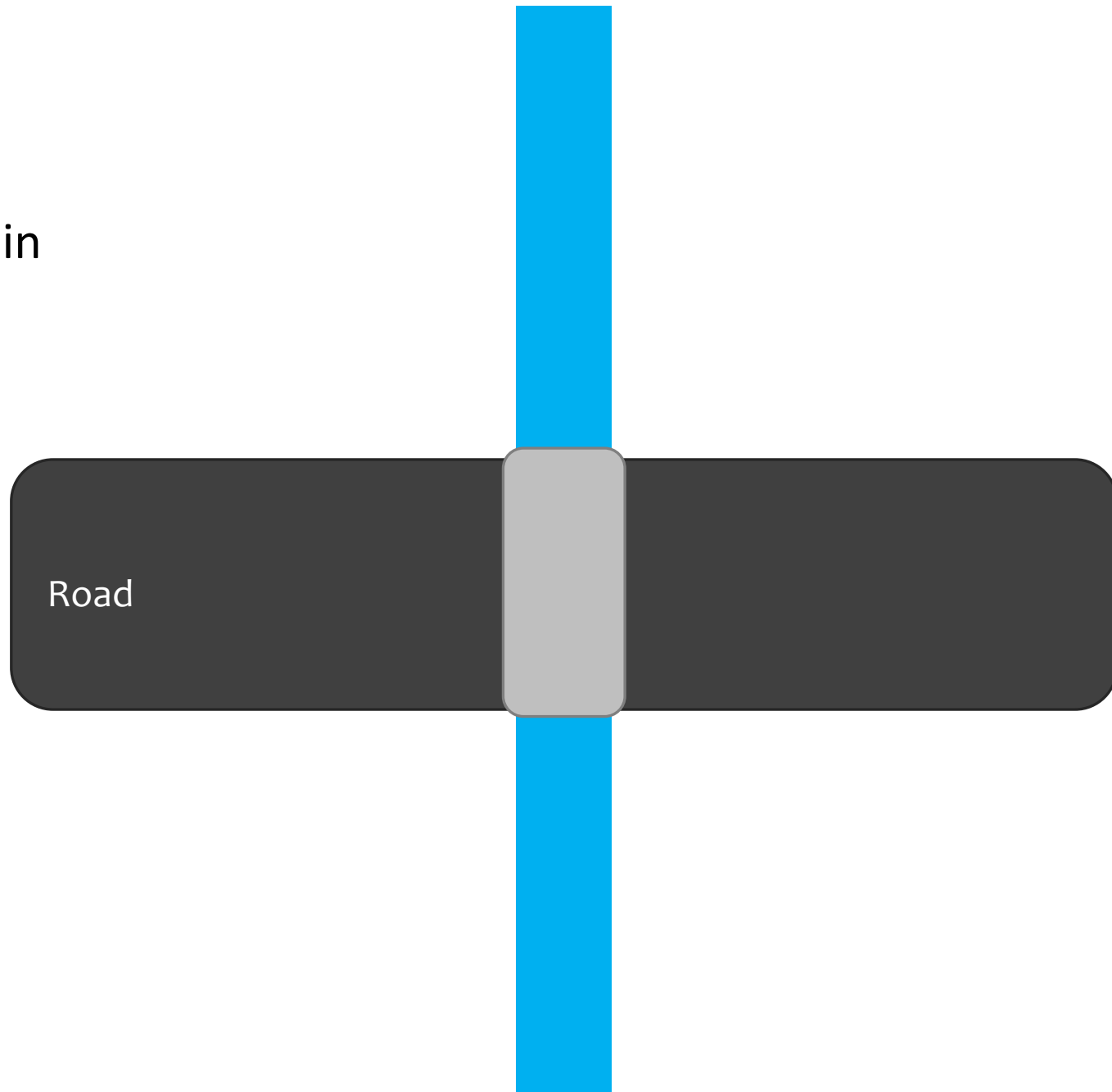
## Undersized Structures cause stream instability

- Gravel deposition upstream (constant “cleaning”)
- “Firehose effect” erosion downstream
- Often barriers to aquatic life

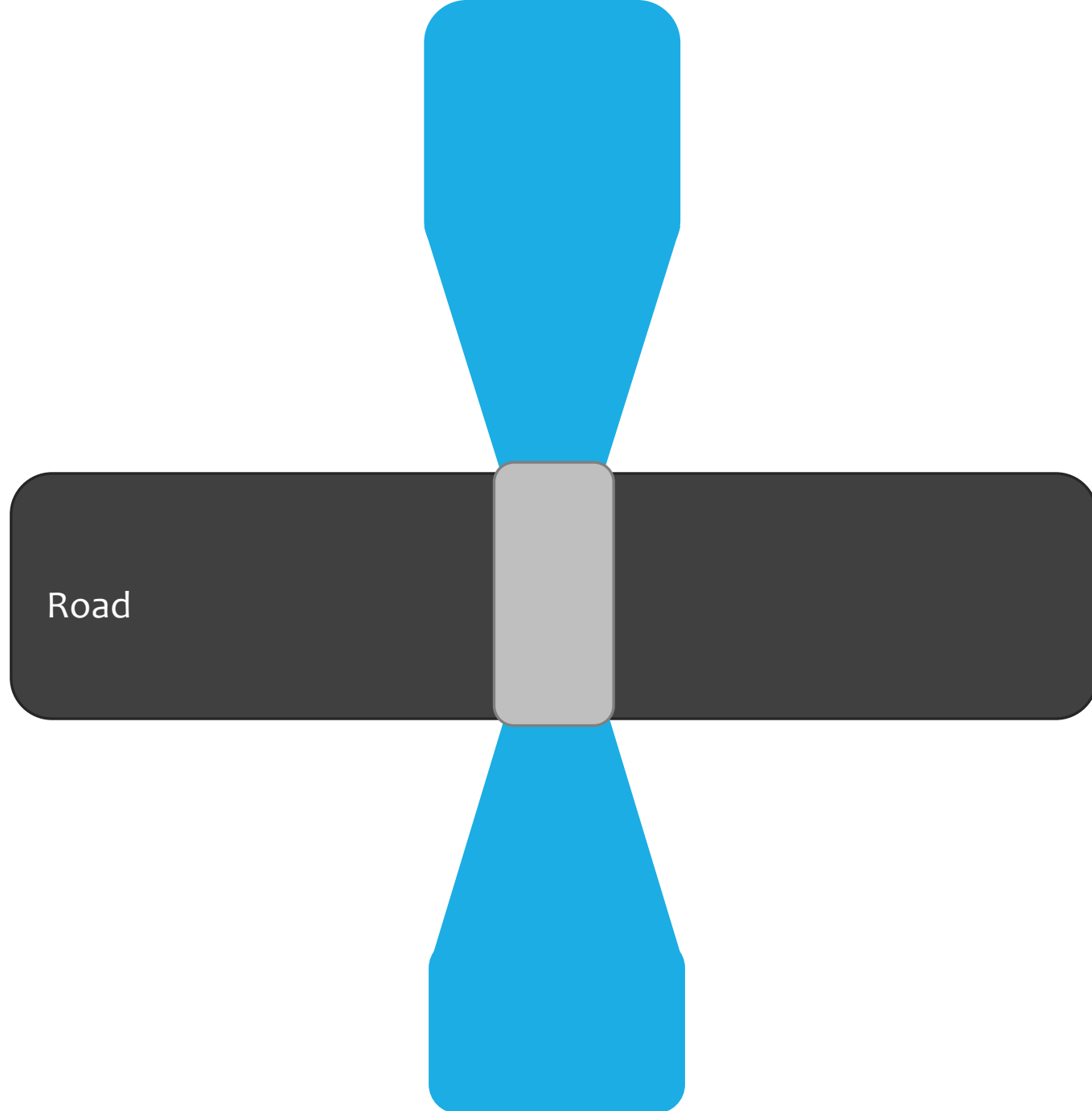


# Low Flow conditions

(has not rained in a while)



Stream Flow

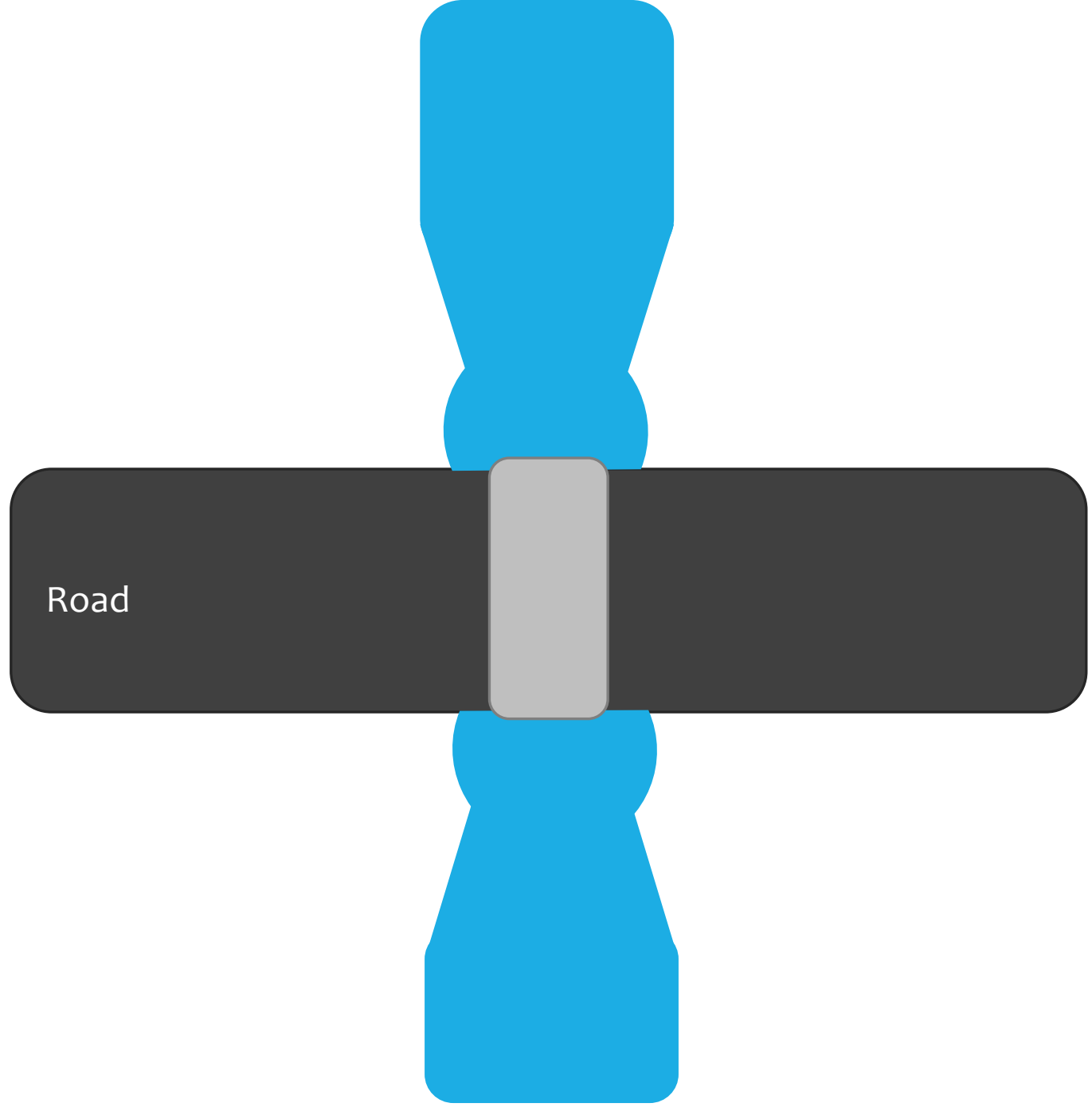


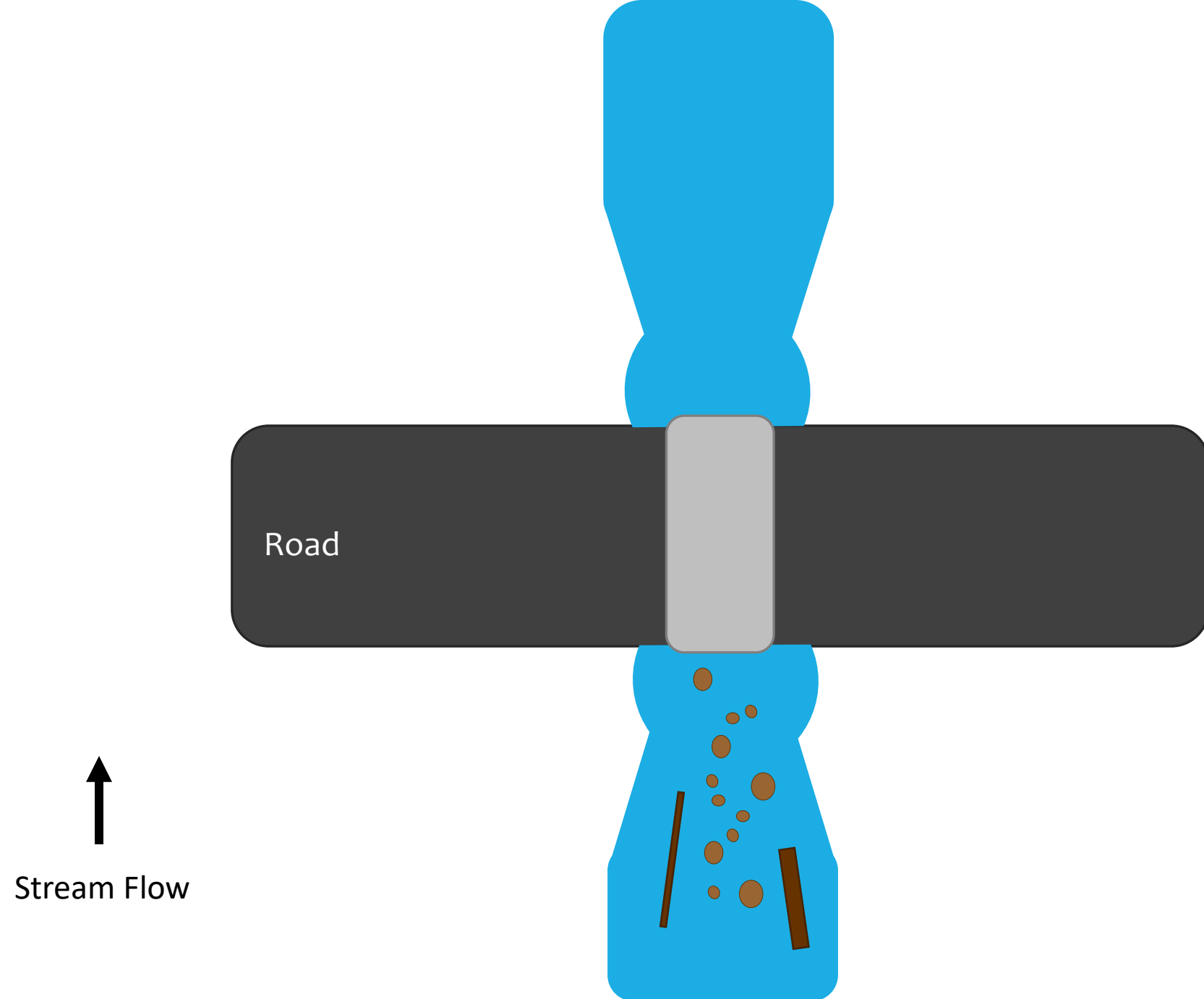
Road

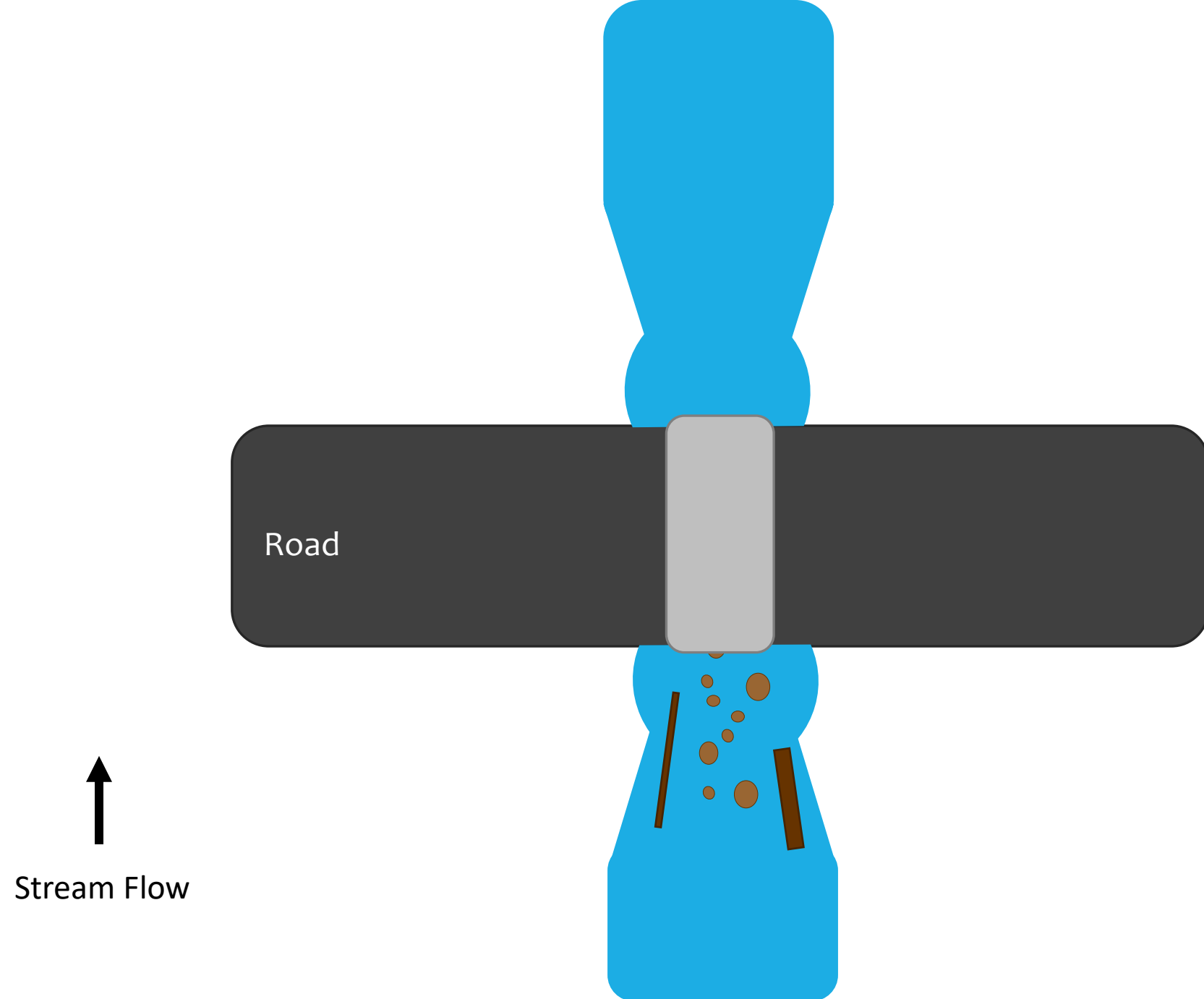


Stream Flow

↑  
Stream Flow

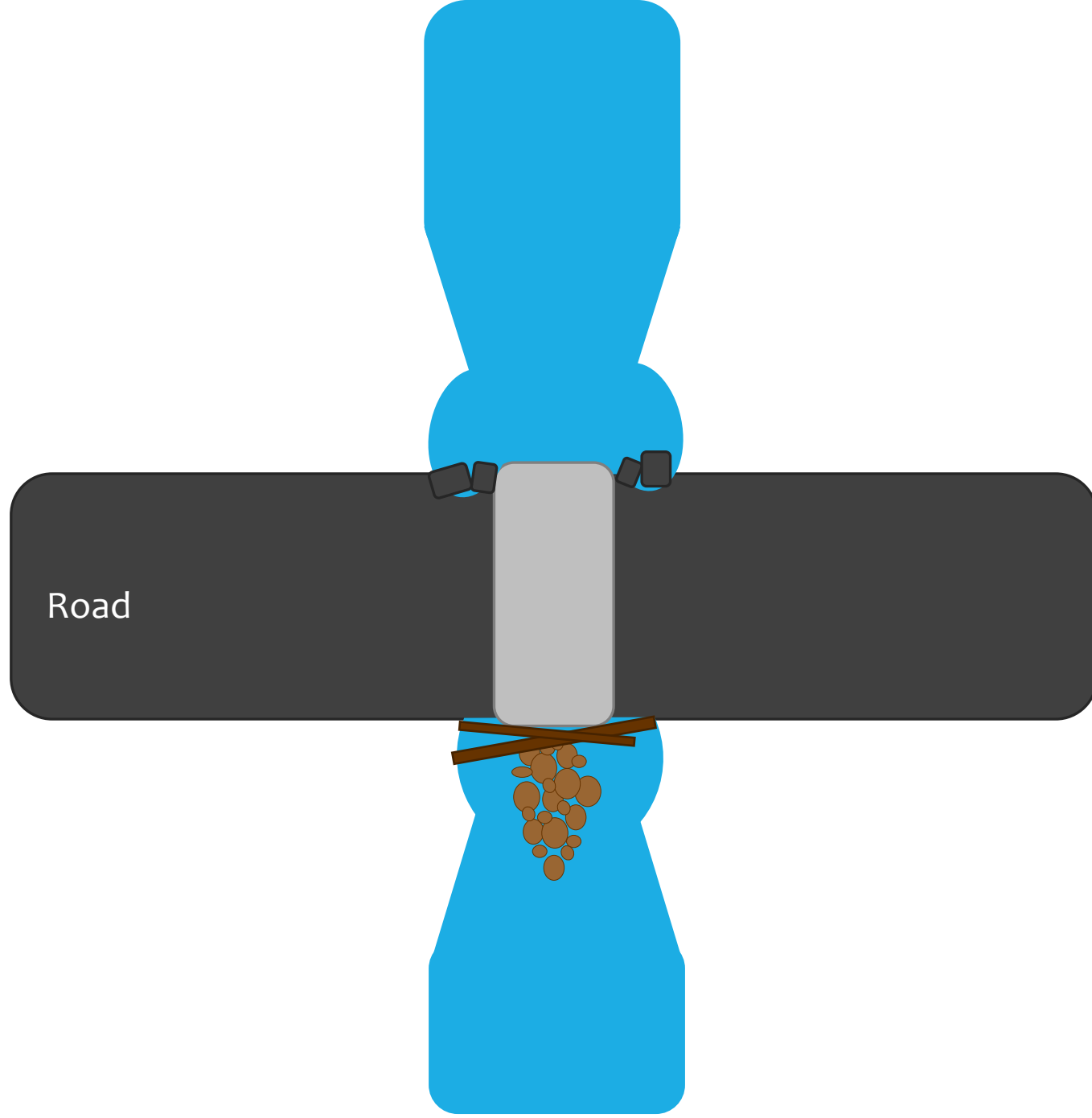




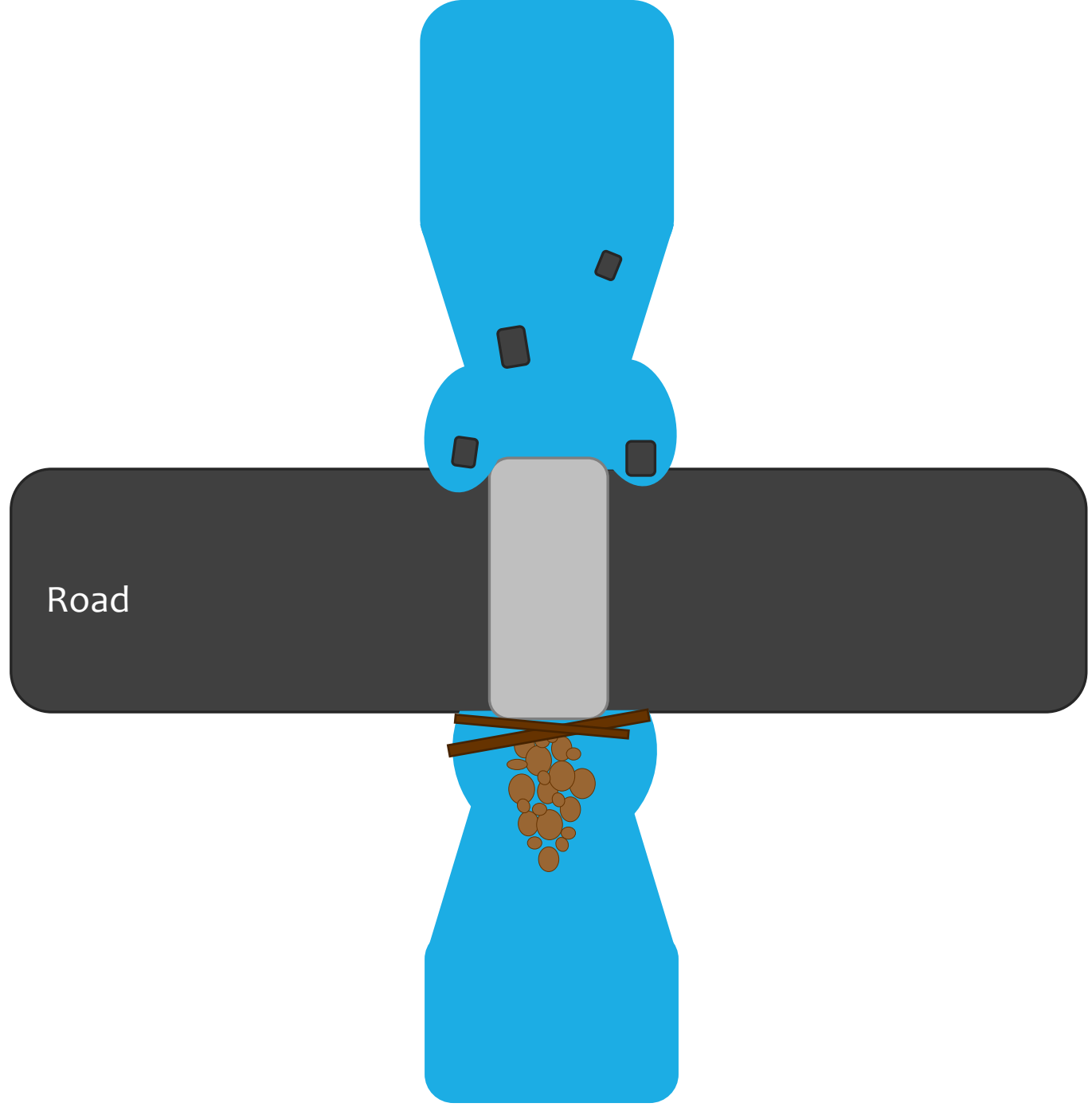


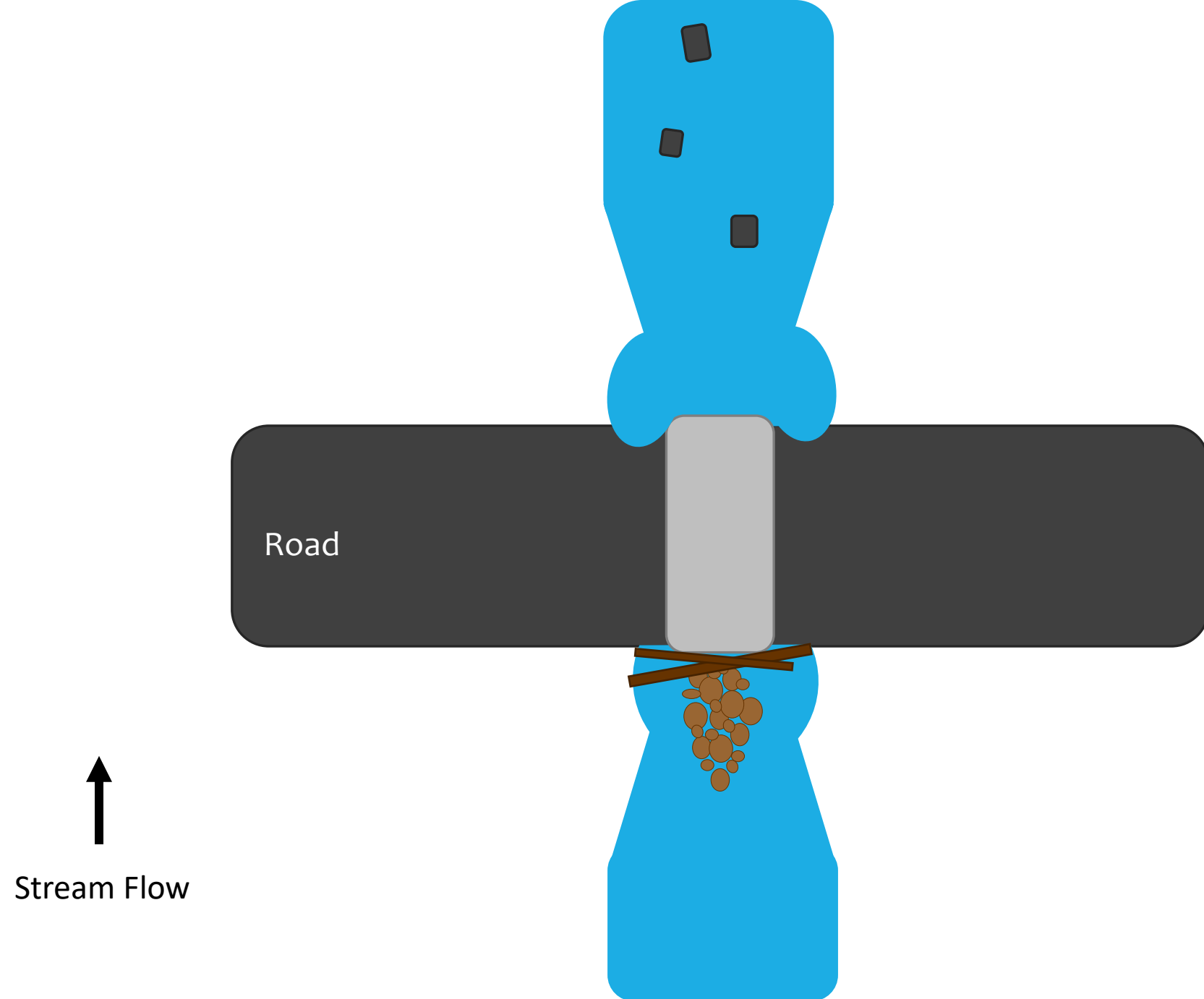


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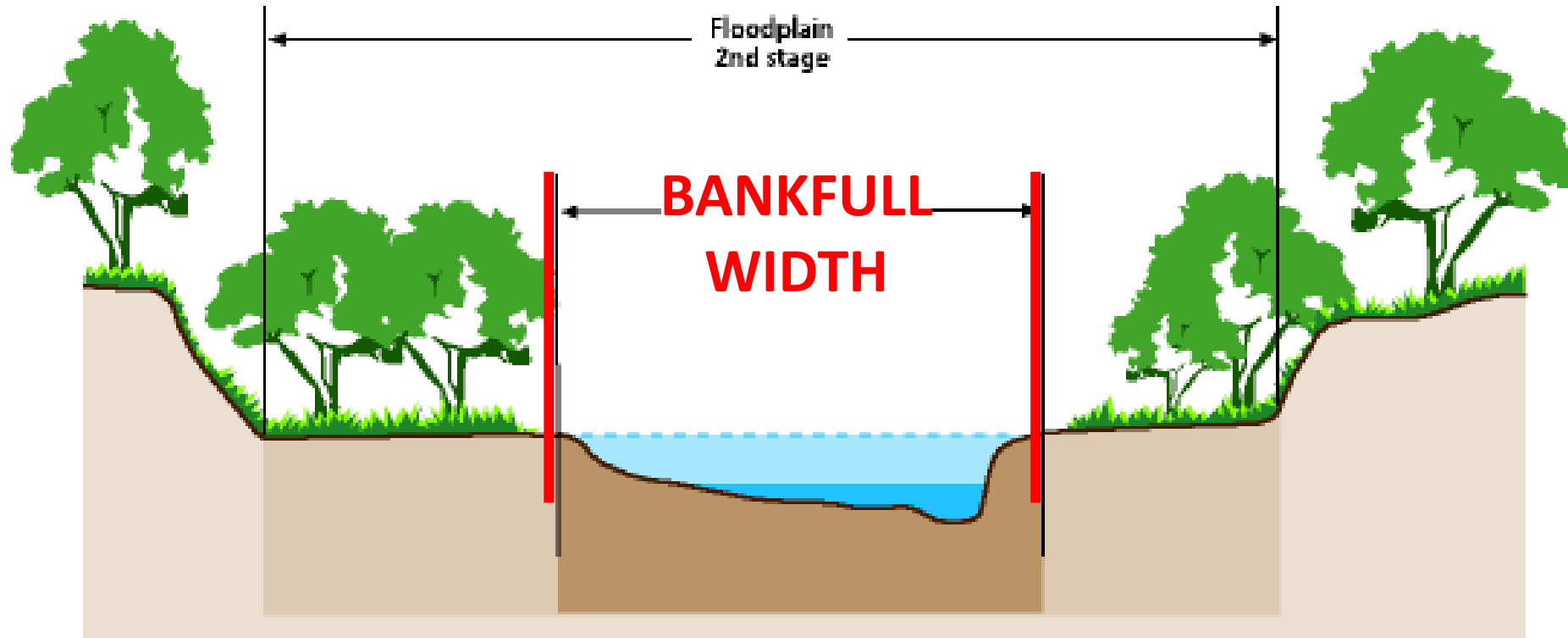
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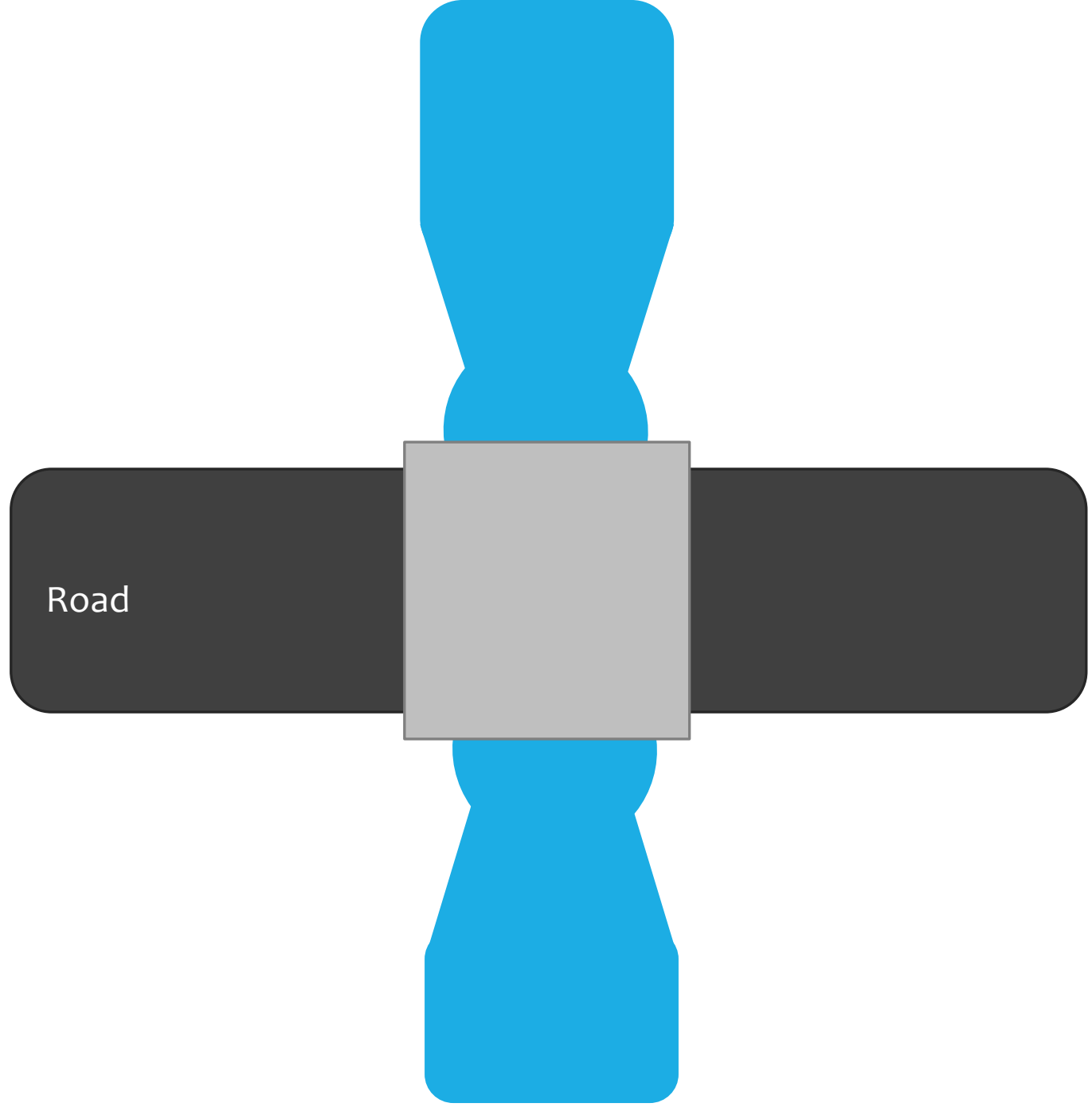
# 7.1 Stream Crossing Replacement



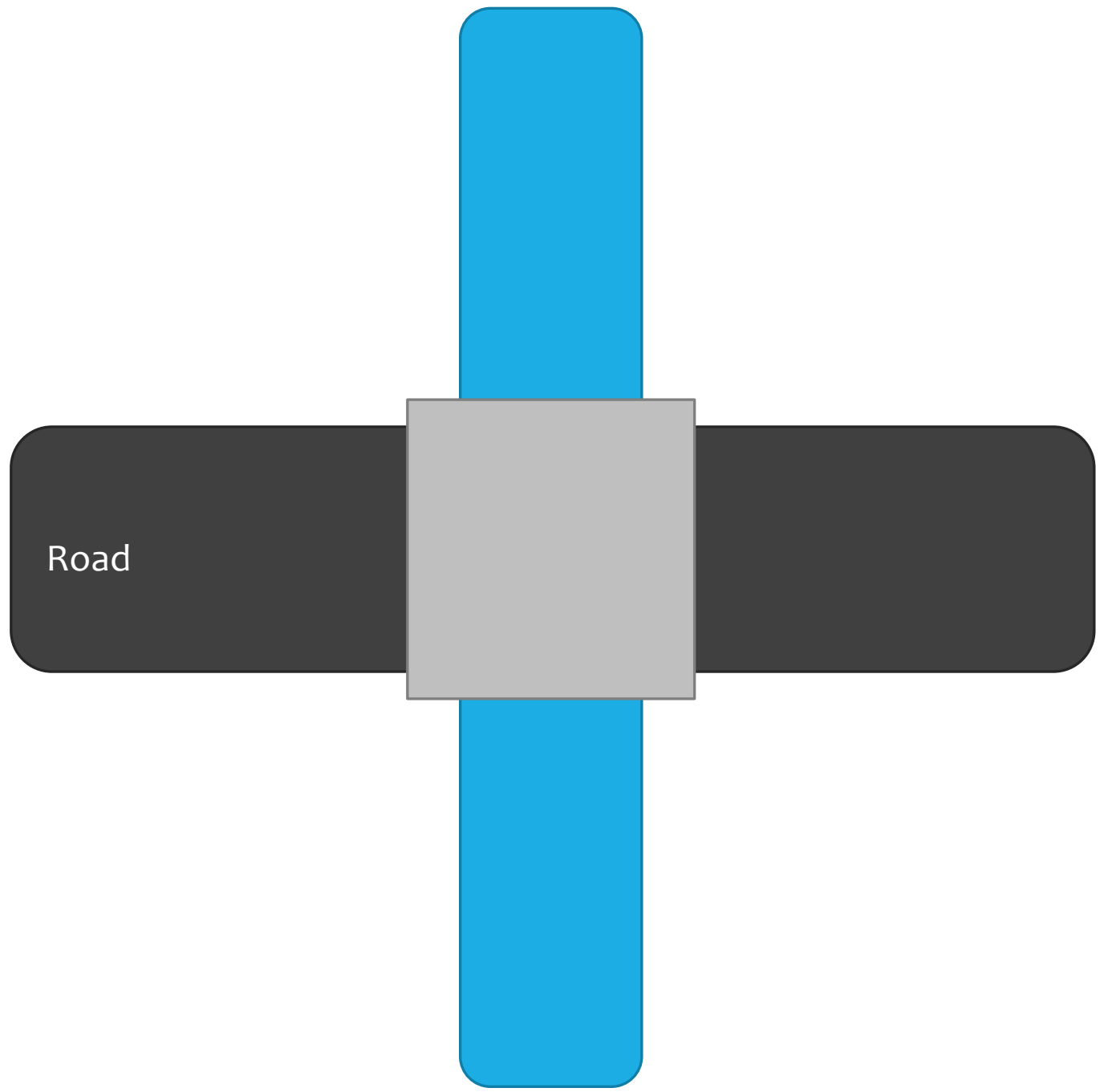
**Bankfull Width**: Width of channel at bankfull elevation

**Bankfull Elevation**: the point at which the stream typically accesses the floodplain. Channel dimensions at this elevation convey the channel-forming or dominant discharge.

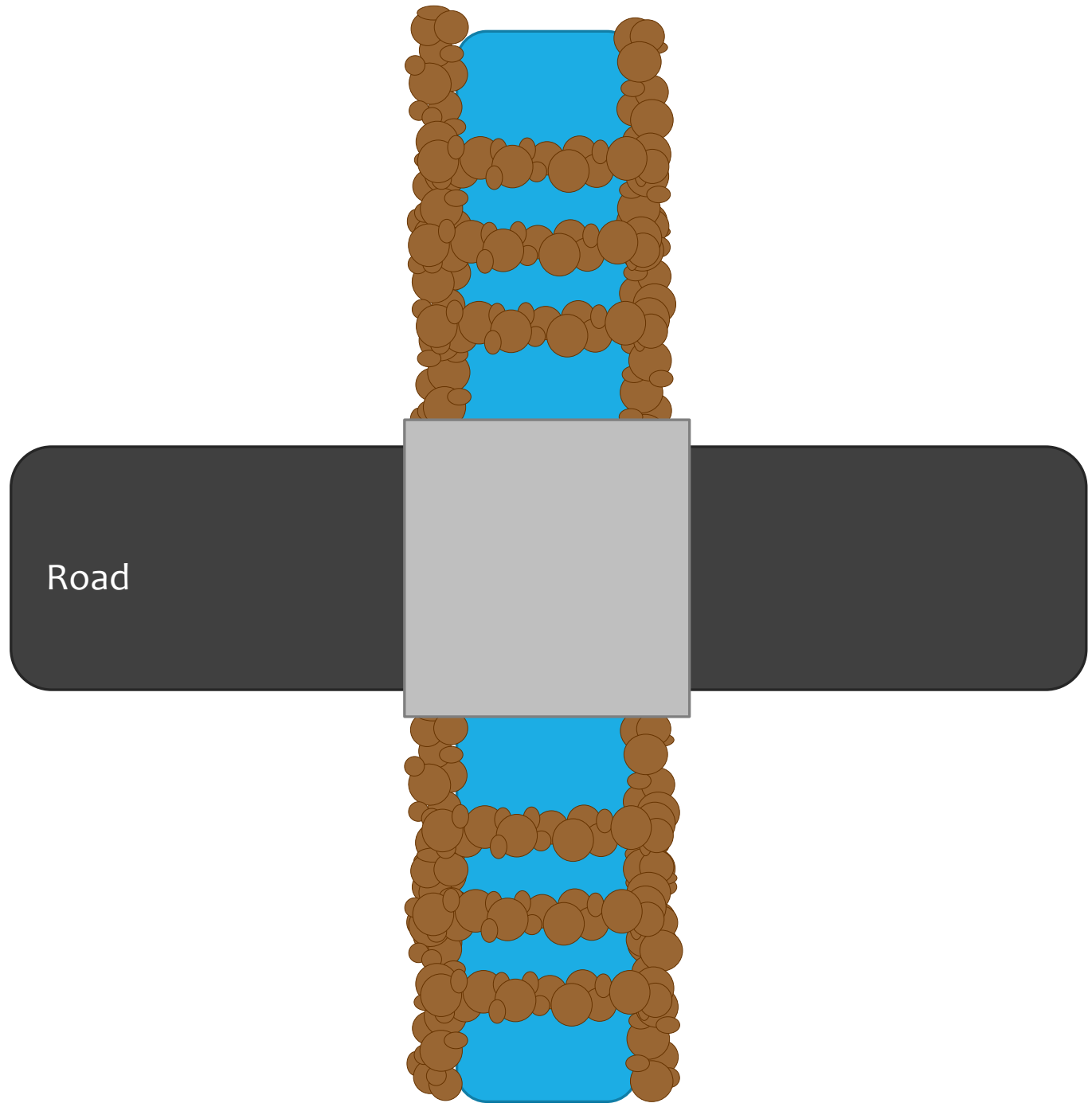
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Stream Flow



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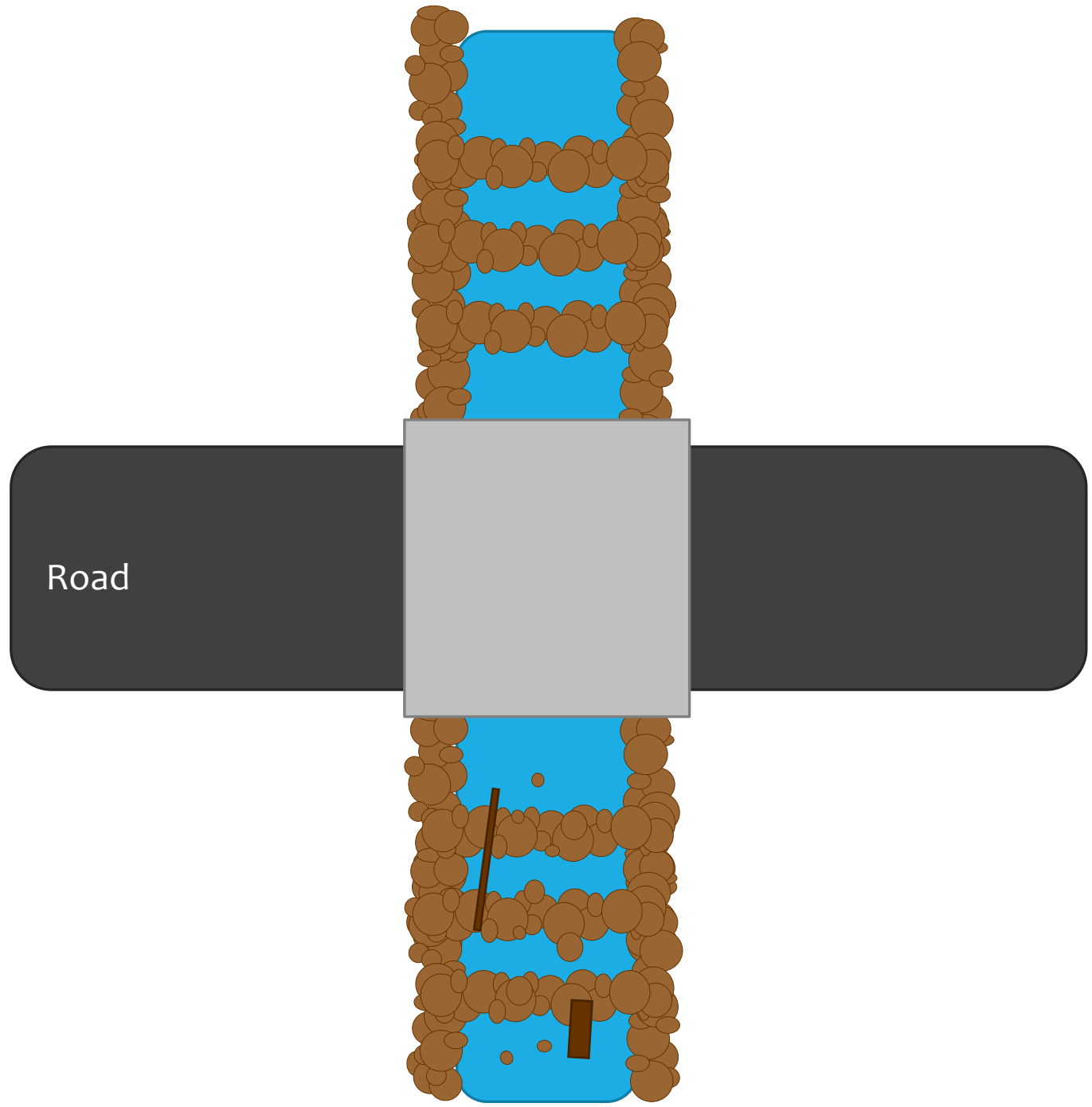


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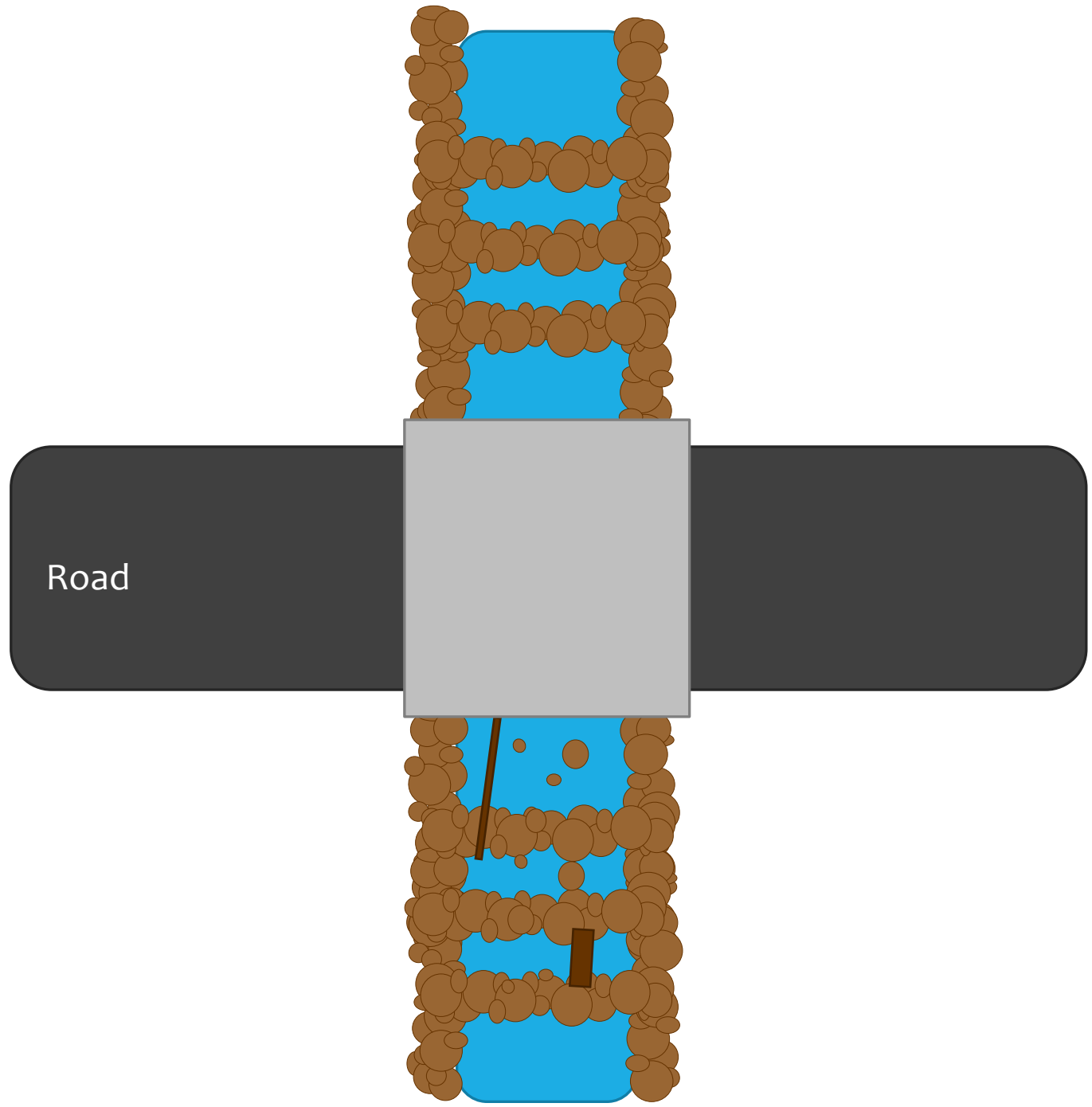




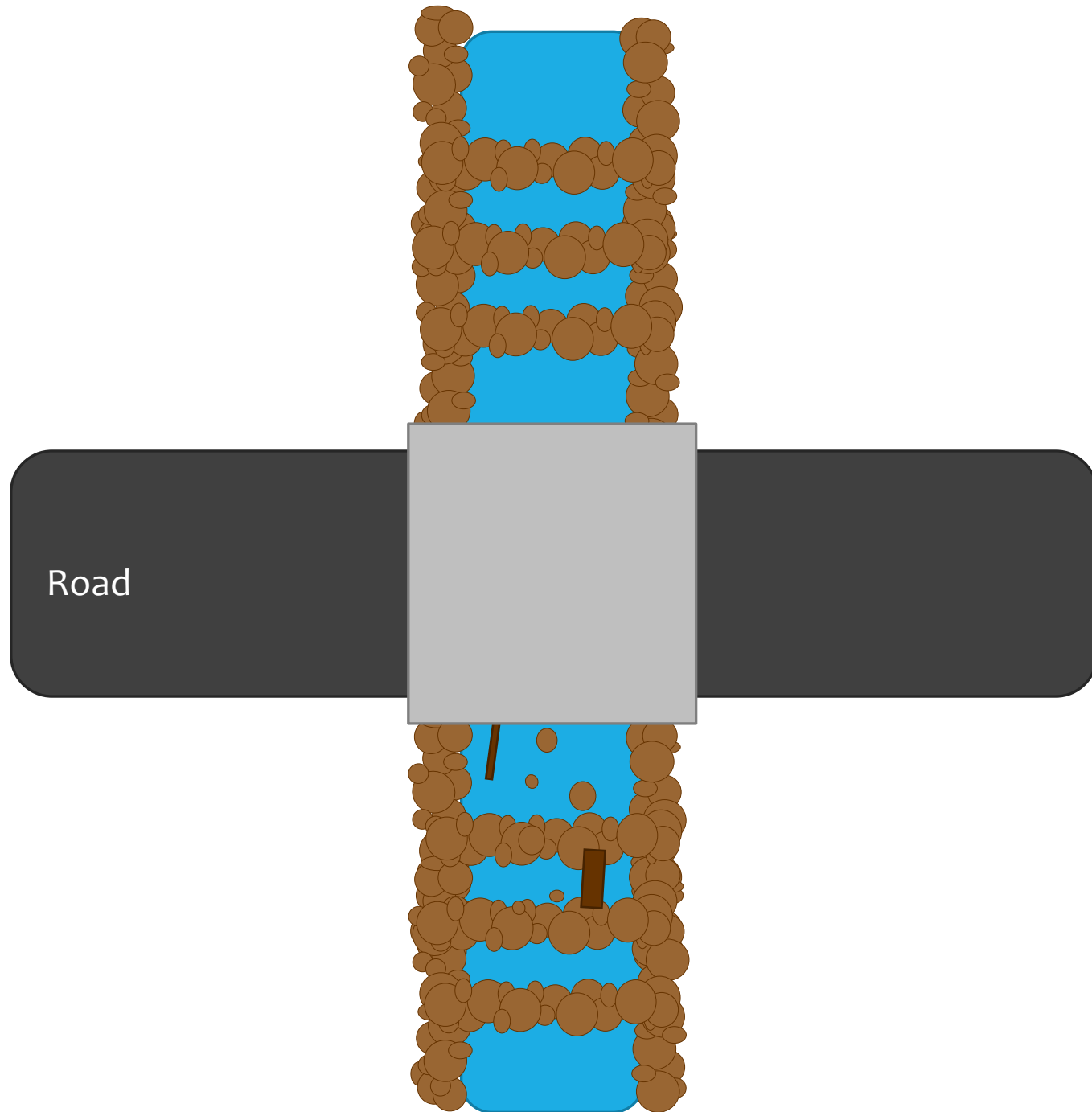
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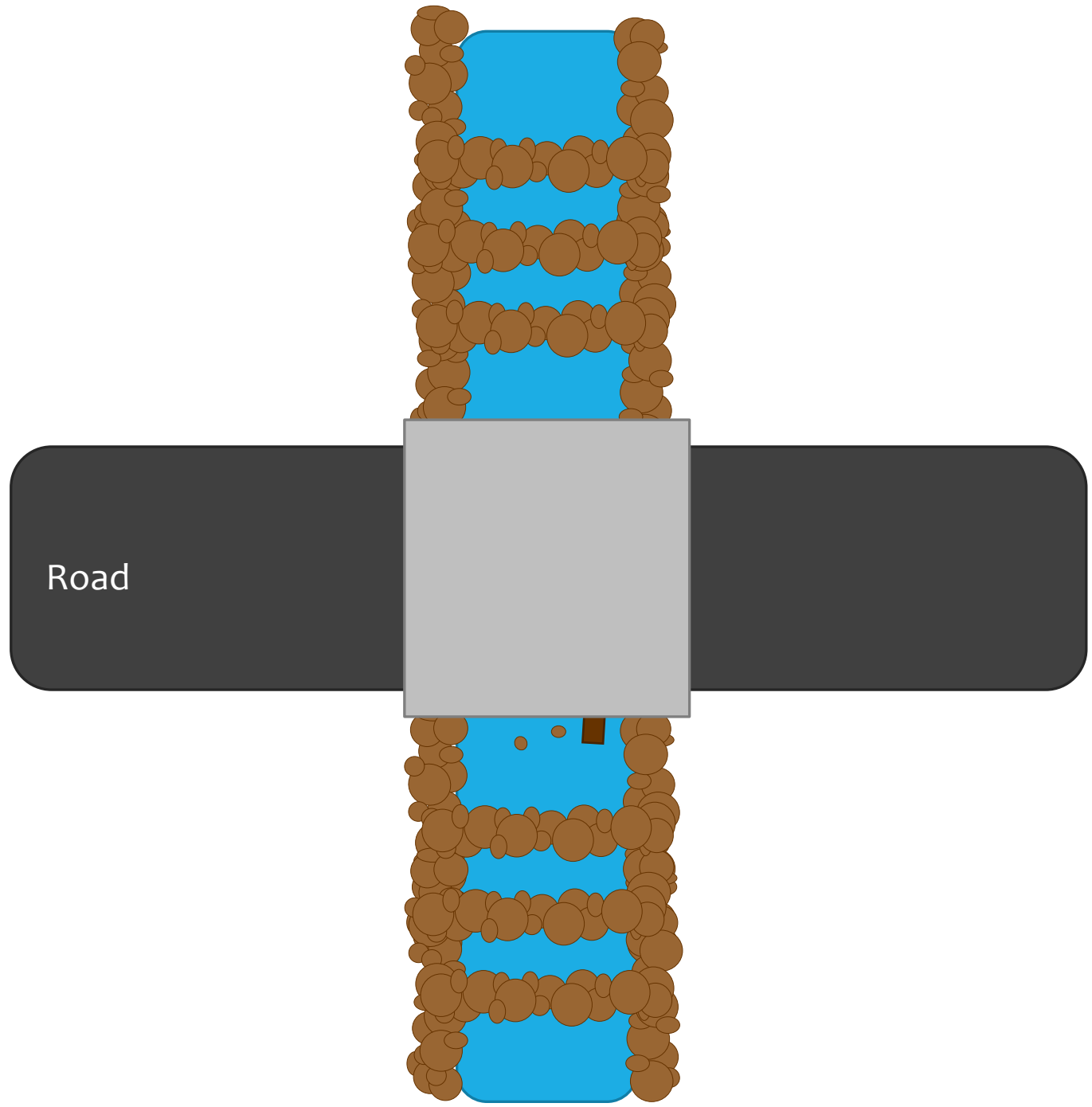
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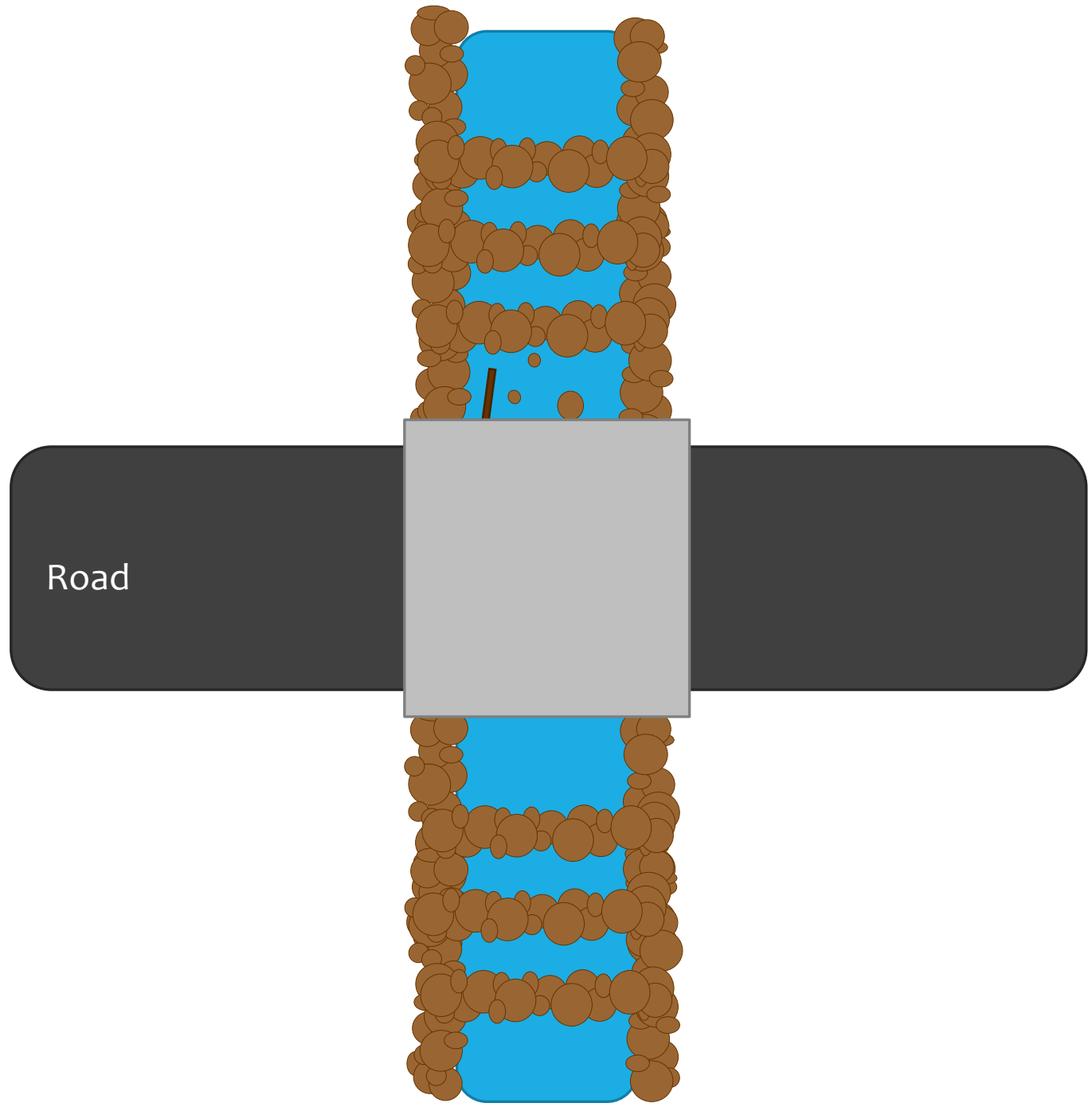
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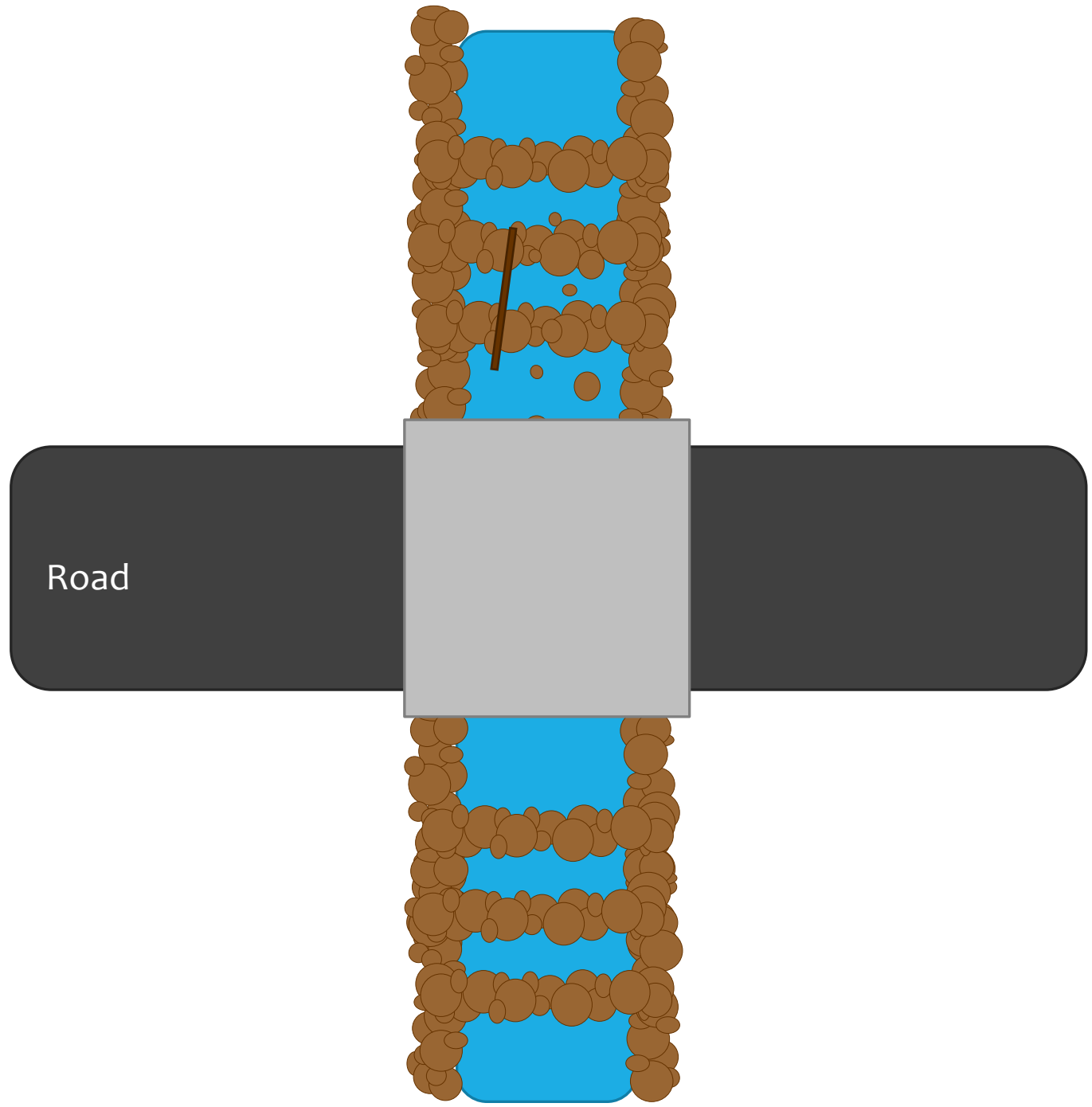
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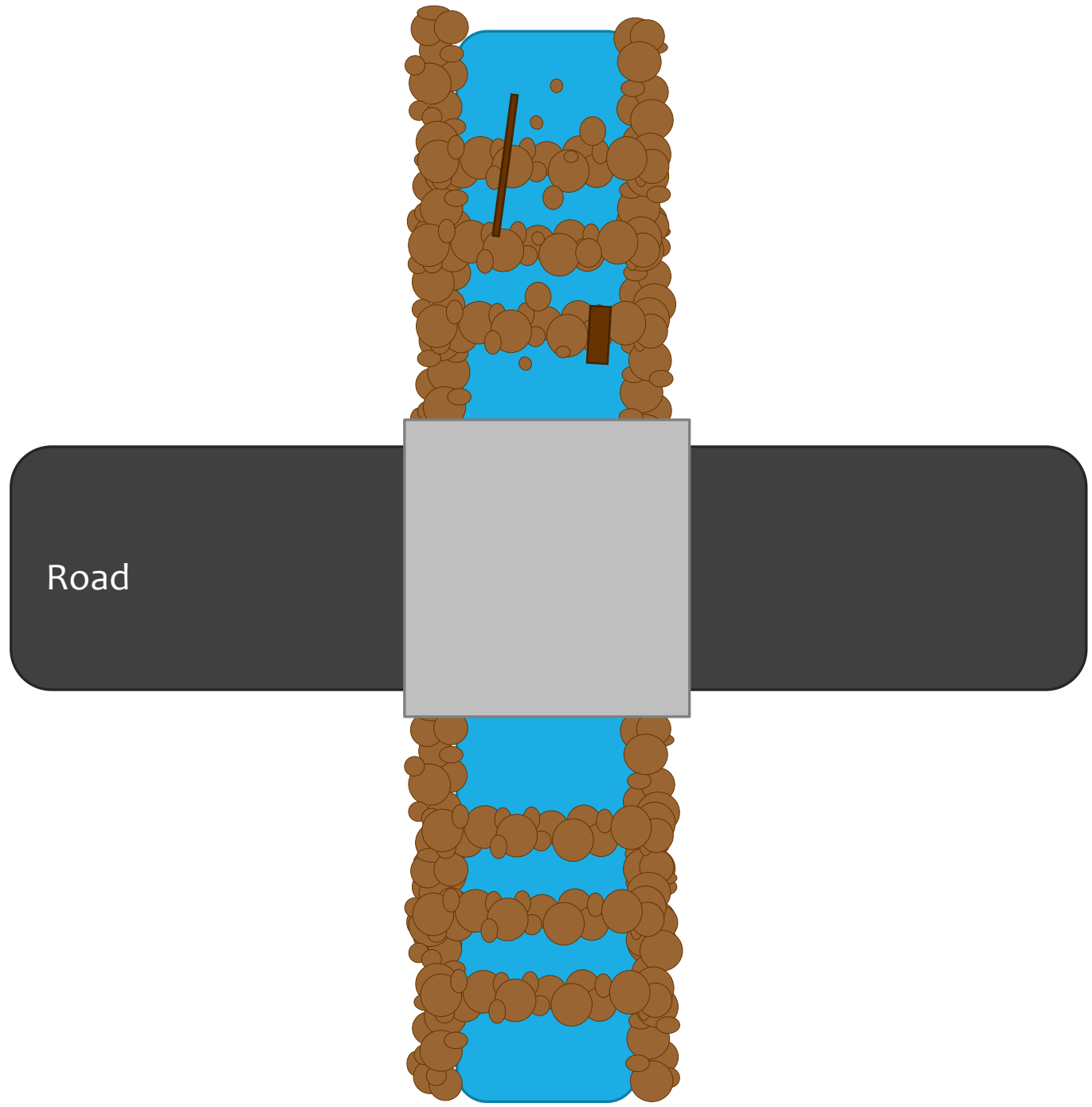
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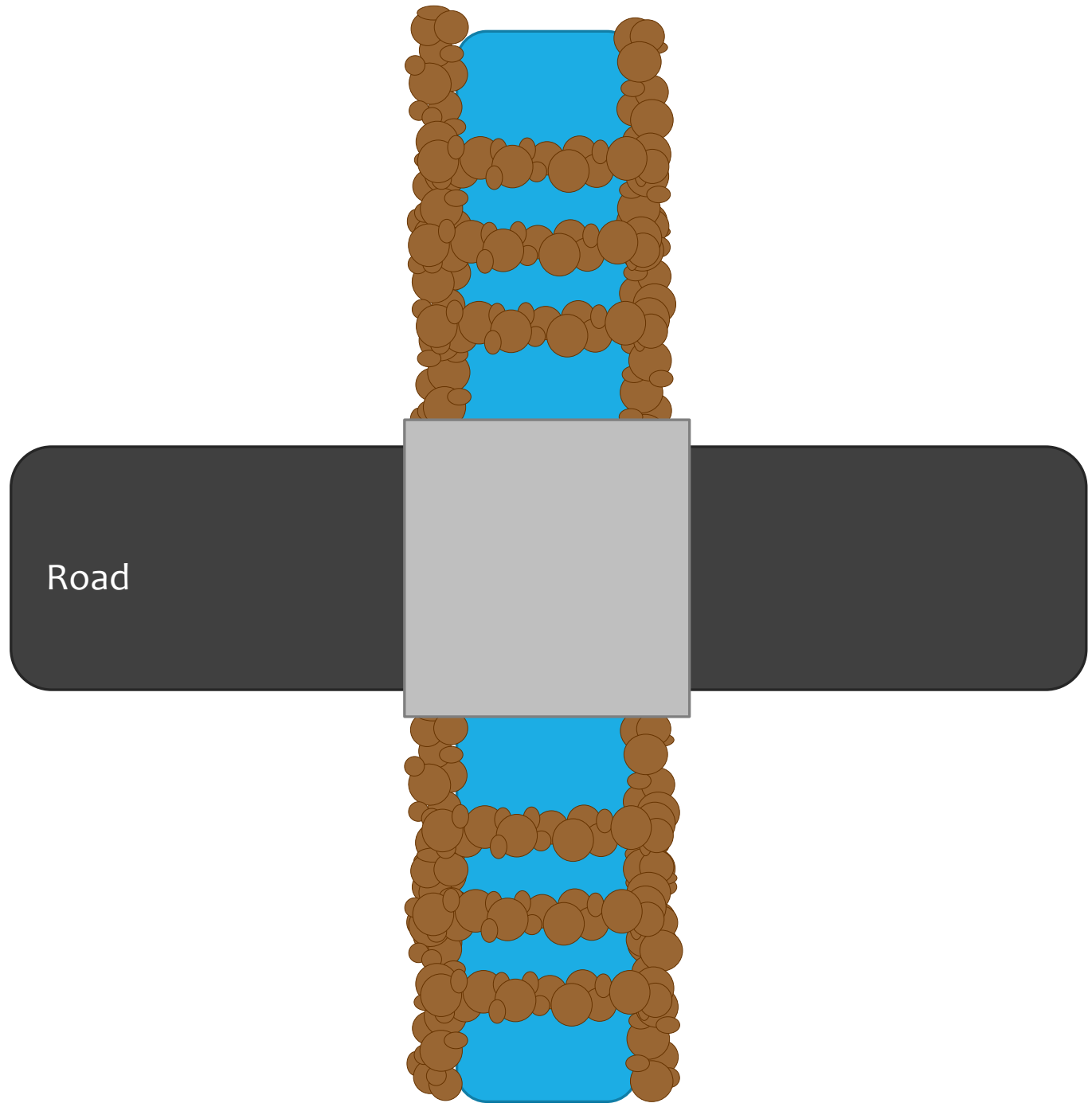
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Stream Flow



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Stream Flow



↑  
Stream Flow







# 7.1 Stream Crossing Replacement



- How to best fix undersized stream crossing?
  - Restore a functional stream channel and ensure it has enough space to pass under the road
  - Neither the road nor stream should “know” the other is there
  - Build a better road AND build a natural stream
- How to build a natural stream?

# 7.1 Stream Crossing Replacement



- Old stream crossing policy was insufficient to build stable, functional streams



# 7.1 Stream Crossing Replacement



- How to build a natural stream?
- **USDA Forest Service “Stream Simulation”**

A screenshot of a web browser displaying the USDA Forest Service website. The browser's address bar shows the URL: https://www.fs.usda.gov/biology/nsaec/products-training.html. The website header includes navigation links: About Us, Contact US, FAQ's, Newsroom, FOIA, Accessibility Statement, Non-Discrimination Statement, Information Quality, USDA Press Releases, and USA.gov. The main content area features a large banner image of a stream flowing through a valley, with the text "National Stream &amp; Aquatic Ecology Center" overlaid. Below the banner, there is a section titled "Stream Simulation Design Approach for Providing Aquatic Organism Passage at Road-Stream Crossings". This section includes three small images showing stream simulation designs with technical specifications. The first image, dated June 2007, shows a culvert with characteristics: built in late 1980's, diameter 5.83 m, length 27 m, and gradient 2.1 percent. The second image, dated June 2007, shows a stream with characteristics: 1.5 m high, 1.5 m wide, 1.5 m deep, length 10 m, and gradient 10 percent. The third image, dated June 2008, shows a stream with characteristics: 1.5 m high, 1.5 m wide, 1.5 m deep, length 10 m, and gradient 10 percent. The text below these images explains that this 4.5-day workshop presents the USDA Forest Service's stream simulation method, an ecosystem-based approach for designing and constructing a channel through the road-stream crossing structure that reestablishes physical and ecological continuity along the stream corridor. The premise of stream simulation is that if the design channel simulates the dimensions and characteristics of the adjacent natural channel, fish and other aquatic organisms should experience no greater difficulty moving through the structure than if there were no crossing. Water depths, flow velocities, and flow paths in the channel through the road-stream crossing are designed to be as complex and diverse as those encountered in the adjacent natural channel. The text concludes that this workshop teaches participants the necessary skills to design road-stream crossing structures that provide unimpeded fish and other aquatic organism passage through the structure, restore natural channel characteristics and fluvial processes through the structure, and maximize the long-term stability of the structure. The left sidebar of the website contains a navigation menu with links for Home, Projects, Products, and The Center, along with a link to the Biological and Physical Resources Website. The footer of the website indicates it was updated on 11/02/2023 and provides contact information for the website and web manager.

# 7.1 Stream Crossing Replacement



- **Many others have followed in the Forest Service Stream Simulation footsteps:**
- Vermont
- Connecticut
- Massachusetts
- New Hampshire
- North Atlantic Aquatic Connectivity Collaborative
- Stream Smart Initiative
- New York State Dept. Of Environmental Conservation
- US Army Corps of Engineers, New England District
- PA Fish and Boat Aquatic Connectivity Team

# 7.1 Stream Crossing Replacement

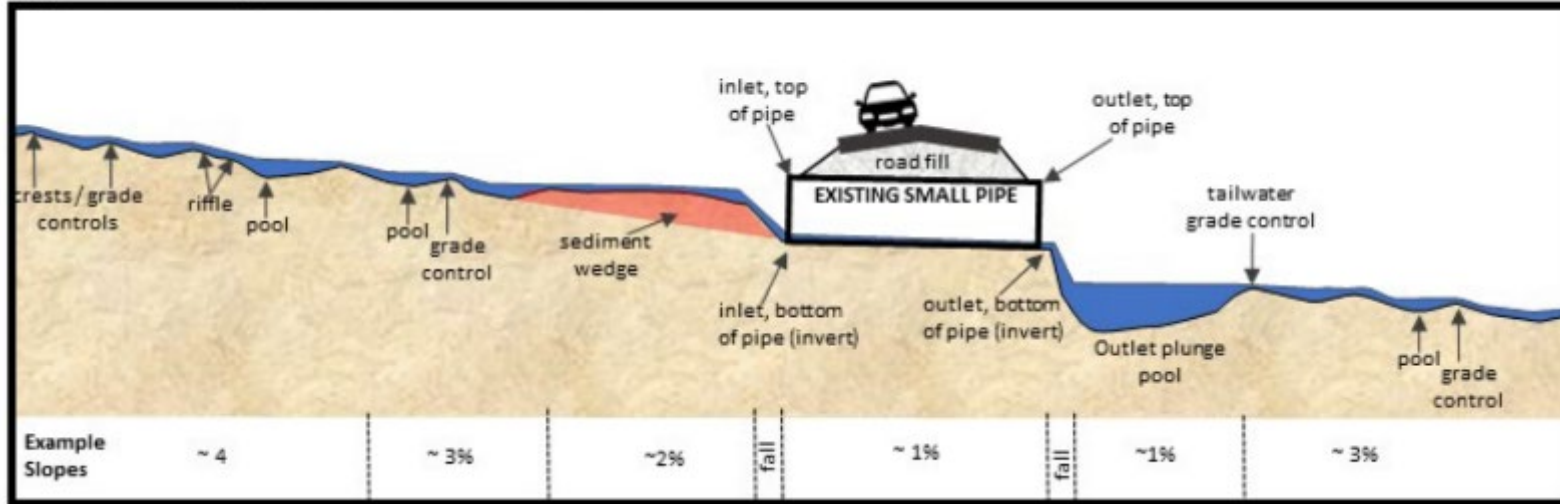


- One of the Program's major goals for stream crossings is to ensure the structures funded by the DGLVR Program are designed and implemented to achieve stream continuity
- What is [stream continuity](#)?
  - Connectivity and continuation of typical streambed features upstream, downstream and through the crossing
    - Slope
    - Width
    - Bed composition
    - Grade controls, pools
    - profile

# 7.1 Stream Crossing Replacement

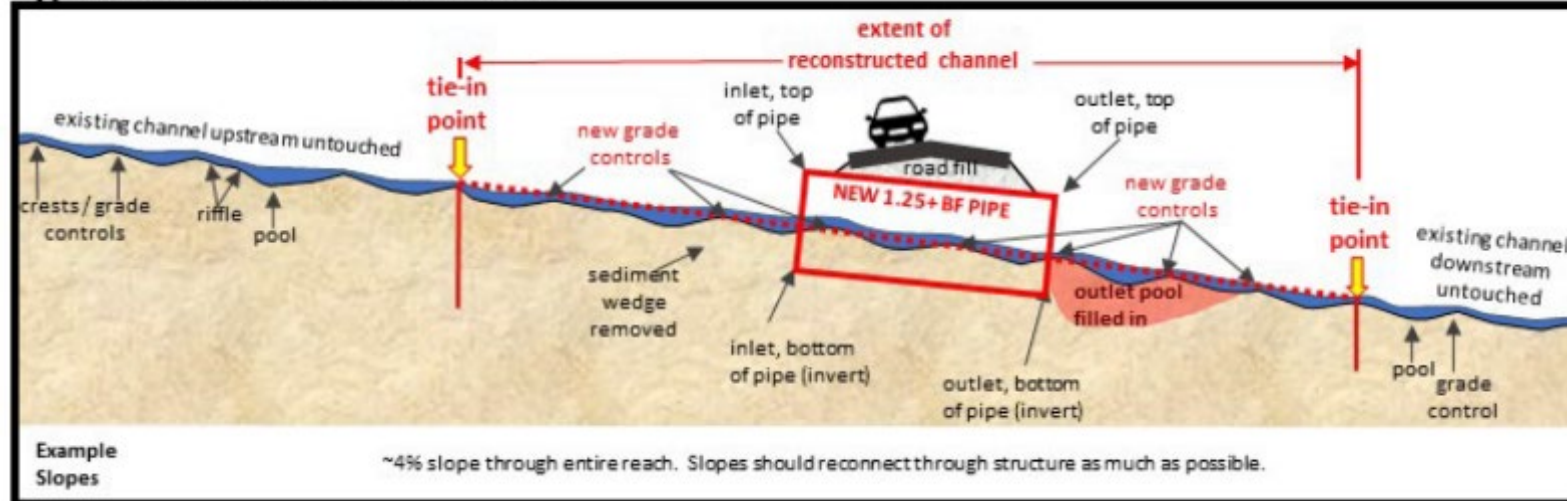


## Typical Existing Undersized Structure



Before

## Typical New Structure Installation



After

# 7.1 Stream Crossing Replacement



- Replacement Structures
  - Wide enough to allow for construction of a functional stream channel
  - Including bank margins, low flow channel
  - Grade controls
  - Proper cross section





# 7.1 Stream Crossing Replacement



- Bankfull width stream channel built through a wider than bankfull crossing
  - Accommodates the hydraulic capacity of the stream
  - Better stream function
    - Flood resiliency
    - Sediment and debris transport
    - Full Aquatic Organism Passage

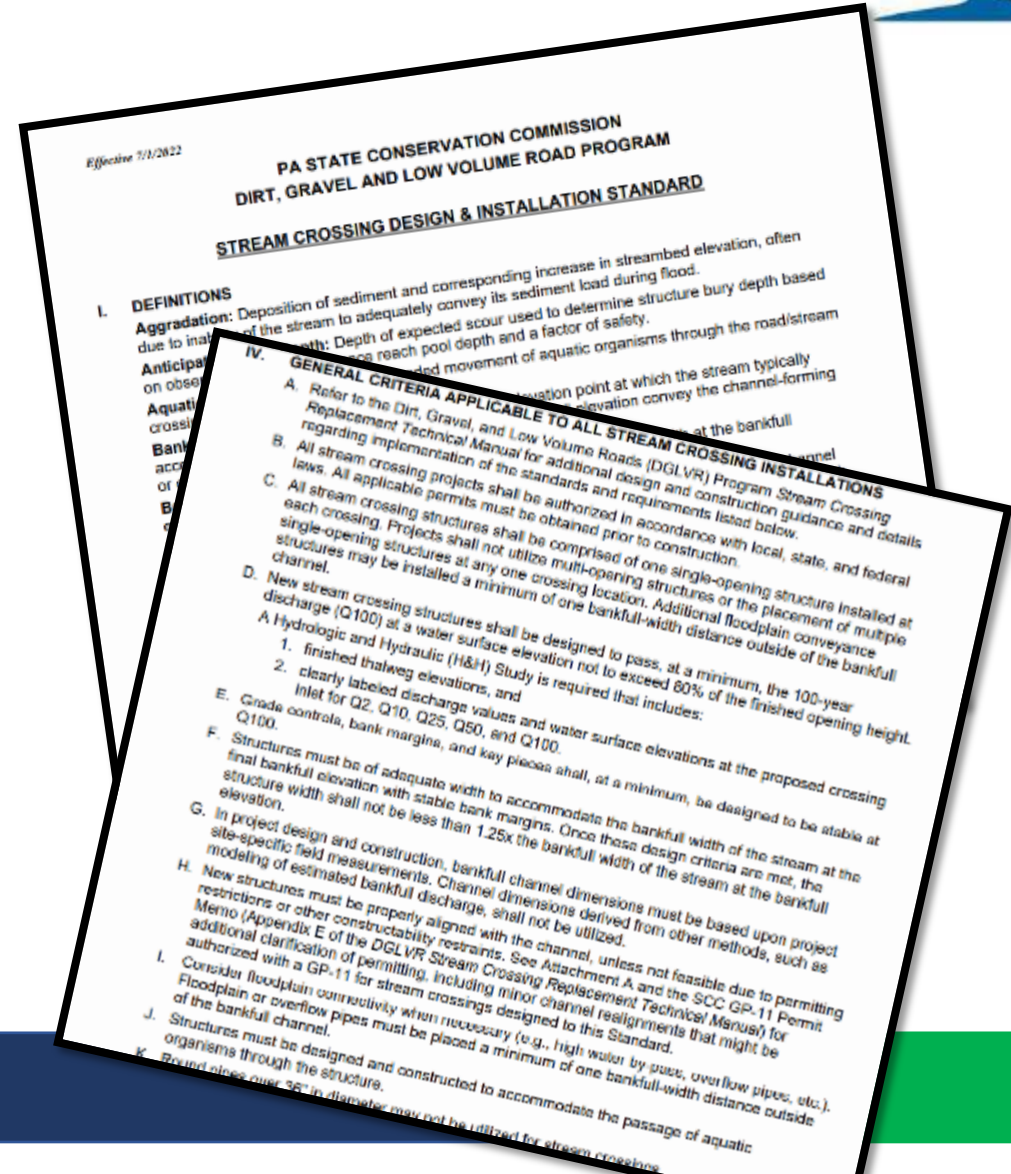


# 7.1 Stream Crossing Replacement



## 7.1.2.1 Policy for Structure Installation

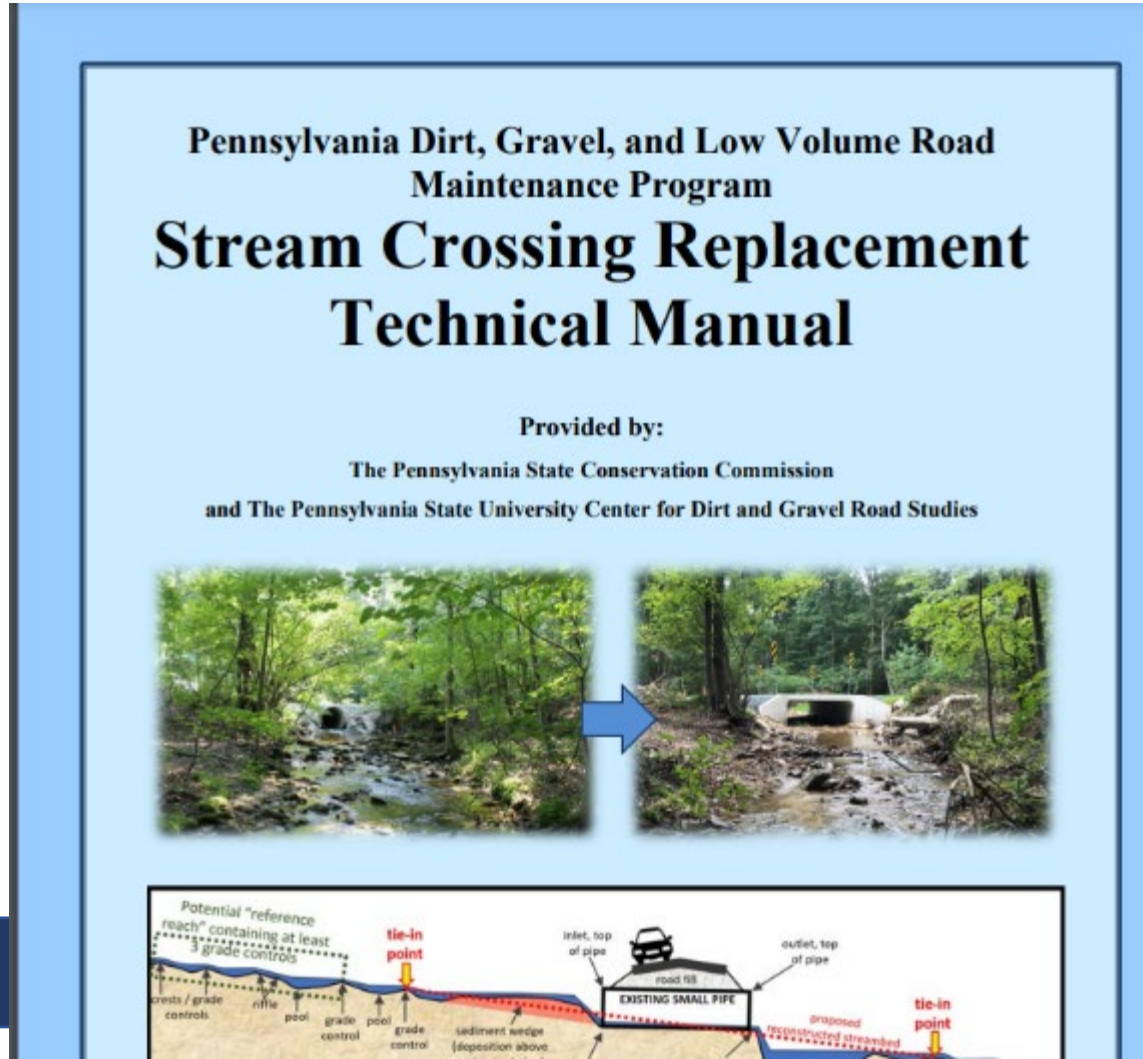
All stream crossing replacements funded in whole or in part with DGLVR funds, or listed as in-kind on a DGLVR Project, must **follow the DGLVR Stream Crossing Design & Installation Standard** unless an exemption is applicable (7.1.3)



# 7.1 Stream Crossing Replacement



## Stream Crossing Replacement Technical Manual





# 7.1 Stream Crossing Replacement



- <https://www.dirtandgravel.psu.edu/education-and-training/webinars/past-webinars>
- **May 27, 2022: Stream Technical Manual: Overview and Q&A on DGLVR Stream Crossing Replacement Technical Manual**
  - [Webinar Download](#) (57.6 MB): MP4 format (~34 minutes)
- **May 26, 2022: Stream Standard: Overview and Q&A on DGLVR Stream Crossing Design and Replacement Standard**
  - [Webinar Download](#) (182 MB): MP4 format (~41 minutes)
- **May 25, 2022: Stream Policy: Overview and Q&A on DGLVR Stream Crossing Replacement Policy**
  - [Webinar Download](#) (148 MB): MP4 format (~41 minutes)

# 7.1 Stream Crossing Replacement



## 7.1.2.2 Existing Structure Eligibility for Replacement

- Small Pipes
  - Existing crossing with an opening width less than or equal to 48" are automatically eligible for replacement
- Multiple Pipes
  - Existing crossing consisting of multiple (side by side) pipes are automatically eligible for replacement
    - Only applies to pipes, not multiple cell bridges



# 7.1 Stream Crossing Replacement



## 7.1.2.2 Existing Structure Eligibility for Replacement

- All other structures
  - Existing crossing with an opening width over 48" must have a "structure opening width to bankfull channel width" ratio of 75% or less
- SCC notification
  - Districts must notify the SCC of proposed stream crossing replacements as soon as practical before a contract is signed
  - Available on the GIS system



# 7.1 Stream Crossing Replacement



- CDs are required to notify SCC of planned stream crossing replacement before signing a contract
  - Access notification by logging into CDGS website:

## Stream Crossing Notification Form

- [Clone content](#)

The notification form below is to be completed for each individual stream crossing that is to be replaced with DGLVR funds (use multiple forms for projects with multiple crossings). Submit notifications as early as possible **once you know a project is likely to be funded**, and before a contract is signed. Note that this is a notification, not an approval. Once you have submitted the notification, you may proceed with the project. If there are questions or concerns about your notification, you may be contacted by CDGRS/SCC/TU. You do NOT need to complete a notification for projects that were already under contract as of 7/22/20 when the notification policy was implemented.

### Basic Information

Road Owner \*

Road Name \*

Road Type \*

- Low Volume Road (LVR)  
 Dirt and Gravel Road (DnG)

Latitude \*

Please use up to 4 decimal places if possible.



# 7.1 Stream Crossing Replacement



Where does stream crossing policy apply?

- Applies to situations where streams, including intermittent channels, with identified bed and banks are flowing into the road or the uphill ditch.



# 7.1 Stream Crossing Replacement



**Example  
1**  
**Looking  
upslope  
from road**



# 7.1 Stream Crossing Replacement



## Example 2

Looking upslope  
from road



# 7.1 Stream Crossing Replacement



## Example 3 Looking upslope from road



# 7.1 Stream Crossing Replacement



## Example 4 Looking upslope from road



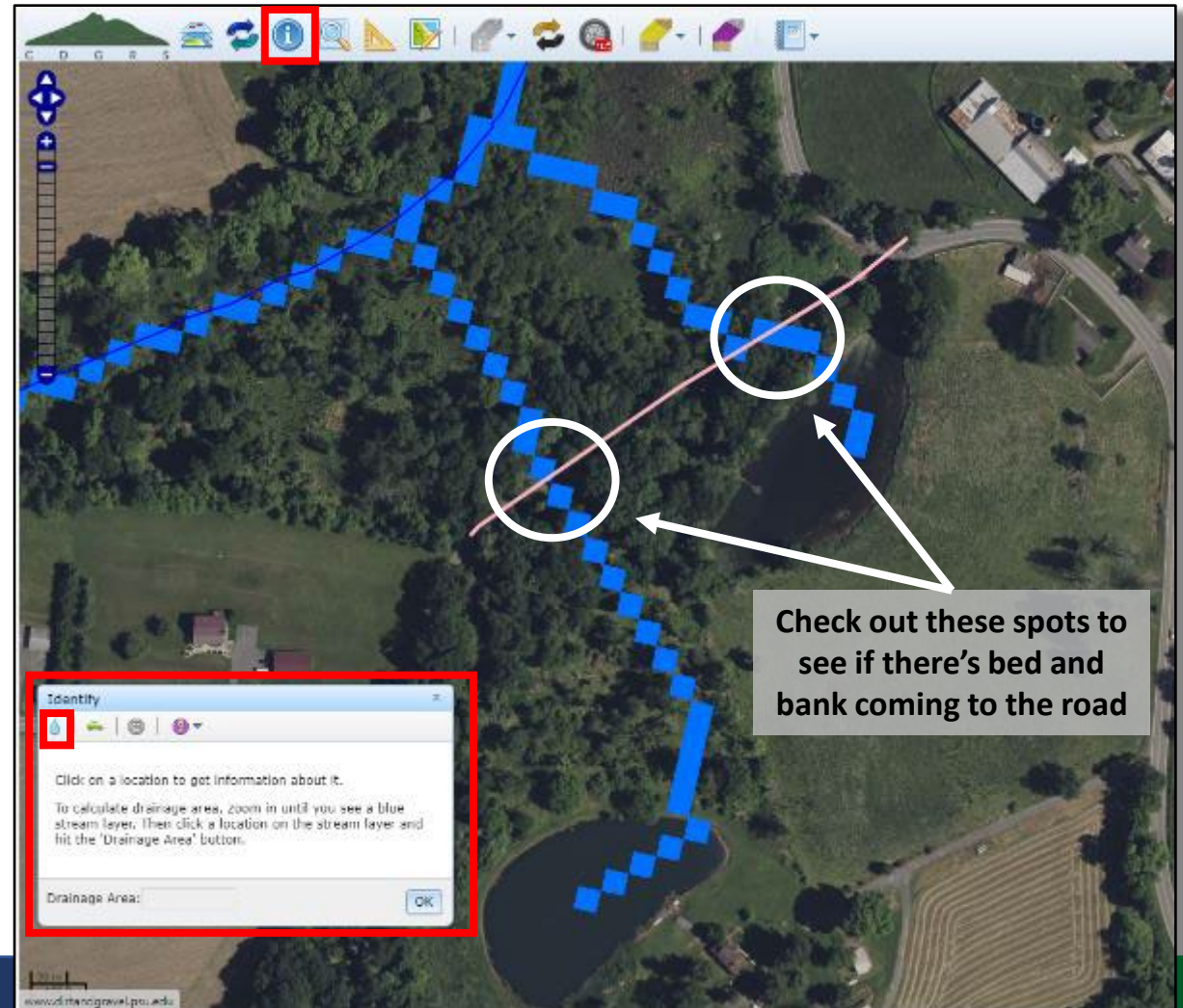
# 7.1 Stream Crossing Replacement



## Identifying small channels

### Maps: StreamStats

- USGS web tool  
<https://www.usgs.gov/streamstats>
- DGLVR GIS references StreamStats when identifying drainage area
- Shows more detail than typical stream maps



# 7.1 Stream Crossing Replacement



## Identifying small channels

Maps: Wetness Index

- Specific to DGLVR GIS
- Shows low spots in the landscape where water is expected to flow



# 7.1 Stream Crossing Replacement



## Recorded webinars

### 2/8/2024: 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. **Includes discussion of small channels.**
- [Webinar Download](#) (133 MB): MP4 format (~1 hour, 19 minutes)

### 12/17/2020: GIS Updates: **Topographic Wetness Index**, Project Error Checker, Financial Updates

- Some of you may have noticed a new “topographic wetness index” layer has been added to the GIS. CD staff will likely find this layer useful in many of the programs they administer. This webinar introduced that layer and go over some basics of how it was made and how it can be of use. It also demonstrated a new “Project Error Checker” tool designed to catch data entry errors for completed projects, along with a brief discussion on Administrative and Education spending.
- [Webinar Download](#) (200 MB): MP4 format (~ 55 minutes)

### 1/5/2023: Stream Crossing Exemptions and Notifications

- This webinar reviewed the notification and exemption process for stream crossings with some examples. **Includes info about StreamStats in DGLVR GIS.** [Webinar Download](#) (112 MB): MP4 format (~41 minutes)



# 7.1 Stream Crossing Replacement



## 7.1.2.4 Policy Limiting Engineering and Consulting Costs

- Overviewed in 3.7.4.2
  - Limited to 20% of the total contract amount
  - Not to exceed \$25,000

# 7.1 Stream Crossing Replacement



## 7.1.2.5 Conservation District Education Requirements

- Effective July 1, 2023
  - At least one district staff member must have completed the stream crossing replacement certification training
  - Must be completed prior to QAB recommending or District Board approving a project with a stream crossing
  - Required every 3 years
  - Does not apply to automatic exemptions

# 7.1 Stream Crossing Replacement



## 7.1.2.6 Conservation District Requirements

### Key to successful DGLVR Projects:

## Communication

**More district involvement throughout the project lifecycle**

**=**

**better projects**

# 7.1 Stream Crossing Replacement



## Key to successful DGLVR Projects:

- Check in with grant applicants at each stage of the project
  - Make sure they are making progress on the project
  - Make sure the project meets DGLVR policy
  - It saves time and effort to prevent issues from happening instead of trying to fix them later
  - Reach out to SCC and Center ASAP if you have questions

**“You learn a lot more by asking than assuming”**

# 7.1 Stream Crossing Replacement



## 7.1.2.6 Conservation District Requirements

- Districts are required to **hold meetings** including:
  - Pre-application meeting
    - District and Grant Applicant
  - Pre-design meeting
    - Required if engineer is required
    - District, grant recipient, and Design Engineer
  - Pre-construction meeting
    - District, grant recipient, engineer, and contractor



# 7.1 Stream Crossing Replacement



## 7.1.2.6 Conservation District Requirements

- Districts are required to **attend a bid site showing** if applicable
- A stream crossing **eligibility determination** must be completed and kept in the project file

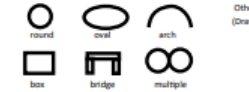
PA Dirt Gravel and Low Volume Road Program—Stream Crossing Eligibility Determination Form 7/2022

**Reviewer Information:**

Date: \_\_\_\_\_

Reviewer(s): \_\_\_\_\_

**Existing Structure (circle):**



**Site Information:**

County \_\_\_\_\_ Township \_\_\_\_\_

Road Owning Entity \_\_\_\_\_

Structure Owning Entity \_\_\_\_\_

Road Name \_\_\_\_\_

Stream Name \_\_\_\_\_

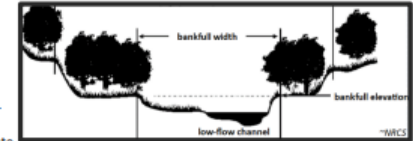
Latitude \_\_\_\_\_ N Longitude \_\_\_\_\_ W

Site Notes \_\_\_\_\_

**Measuring Bankfull Channel Width:** Since stream conditions vary, these guidelines are flexible, and the goal is to determine bankfull width of an unaltered "reference reach" of the stream.

**Where to take Measurements:** Look upstream if possible, trying to find an undisturbed stretch of stream free from influences that may impact cross section (such as debris jams, floodplain obstructions, bedrock outcrops, etc.). Look downstream for measurements if prevented from going upstream.

In order to get out of the "area of influence" from the structure, roughly estimate the bankfull channel width, then go at least 5 times that distance away from the structure before considering taking bankfull measurements. Additional bankfull widths should be measured so that three to five (more preferred) measurements are collected. Subsequent bankfull width measurement should be collected at least 1/2 bankfull width away from the first measurement. Note that it is important to measure bankfull where the best indicators and these locations may be much greater than 1/2 bankfull width apart. Avoid taking bankfull measurements at unique, unnatural, or temporary features such as log or debris jams, manmade obstructions, bedrock outcrops, hard meander bends, and braided channels. Bankfull measurements can be taken further from the structure if needed if there are no major splits in the channel. **Be flexible** when choosing where to take measurements in order to capture the most representative reaches of the stream.



**Taking Bankfull Measurements:** When taking a bankfull measurement, locate bankfull indicators (such as changes in bank slope, depositional features, vegetation changes, and scour features) and stretch a tape across the channel to determine the bankfull width at that elevation. Look for bankfull indicators that line up on both sides of the channel as the bankfull elevation should be level across the channel. Remember that bankfull flows typically occur every 1-2 years, so don't mistake higher benches far outside the channel for bankfull. Additional bankfull determination guidance is available in the *Stream Crossing Technical Manual* and the *Bankfull Width Determination Technical Bulletin*.

Bankfull Measurements Taken			
3 minimum, more is better			
1	ft	6	ft
2	ft	7	ft
3	ft	8	ft
4	ft	9	ft
5	ft	10	ft

A) Average Bankfull Channel Width= \_\_\_\_\_ (ft)  
*average of measurements taken to left*

B) Existing Opening Width= \_\_\_\_\_ (ft)  
*Measure the most limiting width. For example: the narrowest pipe in a series of "necked-down" pipes, or the narrowest point between abutments of a skewed bridge perpendicular to the flow.*

C) Opening to Bankfull Width Ratio= \_\_\_\_\_ %  
*"B" divided by "A"*

**Structure Eligibility**

Is the opening width of the existing structure 48" or less, or does the structure consist of multiple pipes? YES NO

For structures with a single opening over 48", is the opening to bankfull width ratio ("C" above) 75% or less? YES NO

If the answer to either question above is "YES," the structure is eligible for replacement with DGLVR funds. In all cases, new structures must follow the DGLVR Stream Crossing Design & Installation Standard unless it qualifies for an exemption from the DGLVR Stream Crossing Design & Installation Standard. Keep a copy of this form in project files.

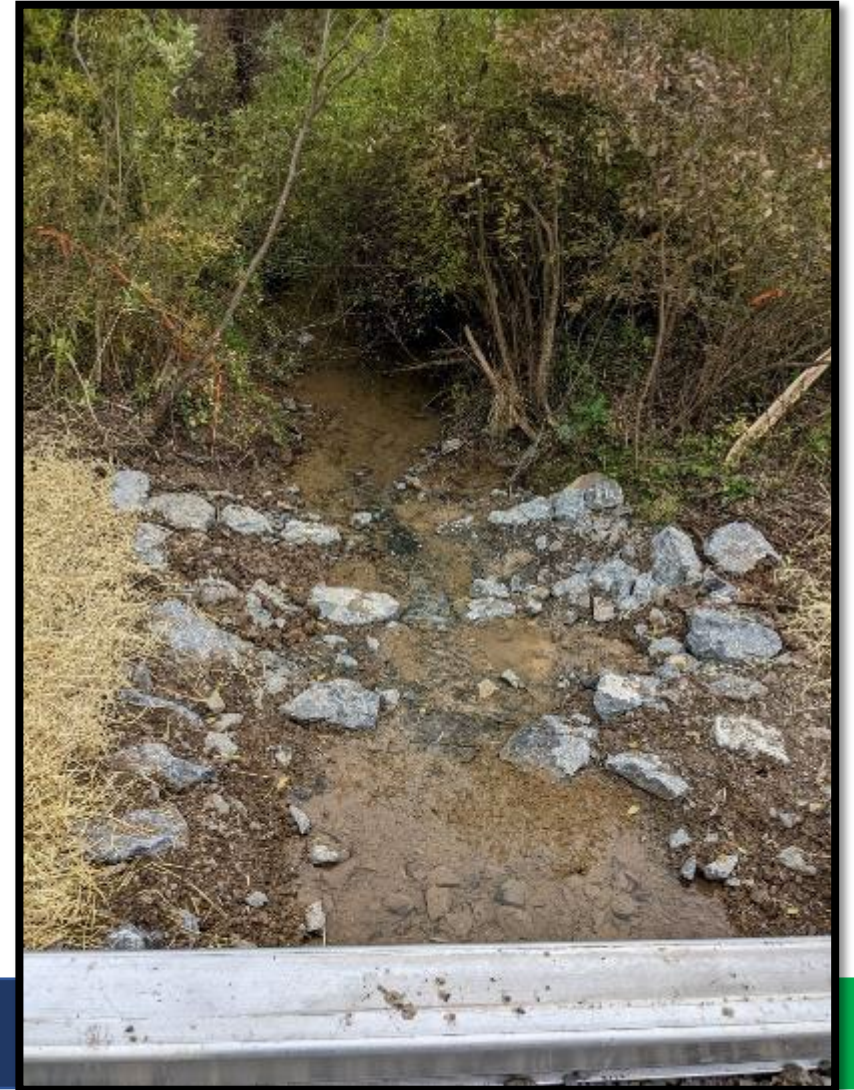
Additional Notes: \_\_\_\_\_

# 7.1 Stream Crossing Replacement



## 7.1.2.6 Conservation District Requirements

- **Off Right-of-way**
  - Stream crossings nearly always extend outside the right-of-way
  - Applicants are strongly encouraged to get permission from landowners prior to contracting the project
  - If landowner permission is necessary to achieve continuity and meet the standard but cannot be obtained, the project cannot be completed.



# 7.1 Stream Crossing Replacement



## 7.1.2.6 Conservation District Requirements

- **Site Assessment**
  - Must be completed for each stream crossing prior to the QAB recommending a project for funding.
  - Used to support development of cost estimates and the grant application





# 7.1 Stream Crossing Replacement



## 7.1.2.6 Conservation District Requirements

- **Site Assessment**

- Includes obtaining a longitudinal profile and a minimum of 2 cross-sections of the existing stream
  - Will be utilized for review of future surveys and project plans to ensure they meet the standard
- Must meet section IV.K of the Design and Installation Standard



# 7.1 Stream Crossing Replacement



## 7.1.2.6 Conservation District Requirements

- District must be **onsite while the engineer/surveyor is completing their site assessment** for the project
  - Observe and assist with longitudinal profile and cross sections and ensure all important data points are obtained



# 7.1 Stream Crossing Replacement



## 7.1.2.6 Conservation District Requirements

- **Plan Reviews**

- All permit applications, site assessment, and design plans and specifications must be submitted to the conservation district
- The District must review the documents and provide written confirmation to the grant recipient or engineer that these documents comply with DGLVR policy and Standards before they are submitted for permit review.
- Purpose is to verify consistency with Program policy and standards
  - Not to review engineering calculations or permit completeness.
  - Form letters available on the Center's Website

# 7.1 Stream Crossing Replacement



## 7.1.2.6 Conservation District Requirements

- **Bid Review**

- If a project is required to be bid out for construction:
  - The grant recipient or engineer must provide all draft bid packages to the district
  - The district must review the draft documents and provide written confirmation that the bid documents comply with DGLVR policy and standards prior to being put out to bid
  - It is up to the grant recipient to ensure applicable bidding requirements are followed.

# 7.1 Stream Crossing Replacement



## 7.1.2.6 Conservation District Requirements

- **Site inspections**
  - District must be onsite regularly during construction to ensure Program policies and standards are being met



# 7.1 Stream Crossing Replacement



## 7.1.2.6 Conservation District Requirements

- **Site inspections**
  - **At minimum, must be onsite for the critical stages outlined in the Standard**



- D. Critical Stages of Construction to be inspected by the engineer (and/or engineer's designee) at the time of installation is required. Critical Stages include, but are not limited to, the following:
1. Installation of structure subgrade and bedding materials and establishing inverts/elevations.
  2. Installation of footings, abutments and structure appurtenances.
  3. Installation of grade control features, bank margins, and streambed substrate.
  4. Installation or placement of stream crossing structure.
  5. Compaction and backfill of stream crossing structure.

# 7.1 Stream Crossing Replacement



## 7.1.2.6 Conservation District Requirements

- Districts must complete the “Project Lifecycle Checklist” (Appendix J), which must be kept in the project file

**Stream Crossing Replacement Project: Lifecycle Checklist** 7/2022  DGR  LVR

Applicant: \_\_\_\_\_ Road Name: \_\_\_\_\_ Crossing Identifier: \_\_\_\_\_

*This checklist is meant to summarize the major events in development and implementation of a stream crossing replacement. This form (but not individual checklists) is required to be completed and kept in project file.*

Contact List	Contact Name	Phone Number	E-mail Address
Grant Applicant			
Grant Applicant			
Engineer			
Engineer			
Contractor			
Contractor			

**Pre-Application Meeting:** The District is required to hold a preapplication meeting prior to a grant recipient applying for program funds for a stream crossing project. Initial site visit and subsequent follow up visits for project planning. See *Pre-Application Meeting Checklist* for meeting talking points. As a reminder, a longitudinal profile / cross-section survey must be completed prior to QAB recommendation for funding (see below). Submit online notification to SCC if project is likely to be funded.

- Initial Site Visit Date: \_\_\_\_\_
- Attendees: \_\_\_\_\_
- Notes: \_\_\_\_\_

**Longitudinal Profile Survey:** A longitudinal profile survey must be conducted for each stream crossing prior to the QAB recommending the project for funding. Engineer may utilize the District survey for design or conduct another survey, in concert with the District. Refer to DGLVR Program’s Stream Crossing Standard for survey requirements. See *Chapter 4 of Stream Technical Manual and Longitudinal Profile Technical Bulletin* for

# 7.1 Stream Crossing Replacement



## Engineer Certification

Standard section VII.F

- The engineer shall provide the project owner a signed and sealed certification form (Attachment B) **indicating that the critical stages of construction** outlined in Section VII.D **were inspected and installed in accordance with the construction documents and DGLVR Stream Crossing Standard.**
- The engineer must also provide the project owner with red-lined construction documents that indicate any changes in the **as-built conditions** of the project compared to the design plans.

*Effective 7/1/2022*

**Attachment B:**

DGLVR Stream Crossing Replacement

Inspection and Documentation of Critical Stages of Construction Certification Form

Project Title: \_\_\_\_\_

Road Name: \_\_\_\_\_

Municipality, County: \_\_\_\_\_

**Professional Engineer Certification**

I hereby certify that the Critical Stages of Construction were inspected and installed in accordance with the Construction Documents and DGLVR Stream Crossing Standard:

\_\_\_\_\_  
*Signature of Professional Engineer*      *Date*



Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# 7.1 Stream Crossing Replacement



## 7.1.3 Exemptions from the Standard

- It is not always practical, cost effective, or biologically beneficial to complete a comprehensive stream continuity project
- Stream crossings vary greatly across the state
- Exemptions are designed to provide maximum leeway for the district and SCC to adapt to unique circumstances

# 7.1 Stream Crossing Replacement



## 7.1.3.1 Automatic Exemptions

- Automatic Exemptions can be granted at the discretion of the conservation district
- Must have a bankfull width of 4' or less **and:**
  - Defined bed and bank no more than 500' upslope of the road, **or**
  - Drainage area of 20 acres or less
- Complete the Automatic Exemption form (Appendix I) and keep it in the project file

**PA Dirt Gravel and Low Volume Road Program**  
**Automatic Exemption from the DGLVR Stream Crossing Standard Form** 7/2022

**Purpose:** This form is to be used by a Conservation District to identify and record a stream crossing as meeting SCC criteria for an automatic exemption from using the PA State Conservation Commission Dirt, Gravel and Low Volume Road Program Stream Crossing Design & Installation Standard.

**Reviewer Information:**  
Date: \_\_\_\_\_  
Reviewer(s): \_\_\_\_\_

**Site Information:**

County	_____	Township	_____
Road Owning Entity	_____		
Structure Owning Entity	_____		
Road Name	_____		
Stream Name	_____		
Latitude	_____ N	Longitude	_____ W
Site Notes	_____		
Drainage Area	_____ acres		

**Excerpt from "Automatic Exemptions":** for full current policy see admin manual chapter 7.1.3.1

The following existing conditions can be, at the discretion of the Conservation District, considered "DGLVR Standard Exempt" without SCC approval 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

**Standard Exemption Justification:**

Bankfull width of the channel coming to the road: \_\_\_\_\_ feet, and

The bankfull width is 4' or less and the channel does not extend more than 500' upslope of the road ditch, or  
Length the "bed and banks" channel extends upstream from the road: \_\_\_\_\_ feet

The bankfull width is 4' or less and the drainage area of the bed and bank coming to the road is 20 acres or less  
Drainage area to road crossing: \_\_\_\_\_ acres – include a map showing drainage area  
Method used to determine drainage area: \_\_\_\_\_

Crossings meeting the above criteria can, at the discretion of the Conservation District, be considered automatically exempt from using the PA State Conservation Commission DGLVR Program Stream Crossing Design & Installation Standard. **However, sites qualifying for an automatic exemption must still follow the requirements in section 7.1.3.3 of the DGLVR Stream Crossing Policy in the Administrative Manual.**

Has someone from the Center/SCC/TU visited the site? YES NO Details: \_\_\_\_\_

# 7.1 Stream Crossing Replacement



## 7.1.3.22 SCC Approval for Exemptions

- Used for projects that do not qualify for an automatic exemption
  - Small channels that fall outside the automatic exemption
  - Extensive outlet drops that make connectivity impossible or prohibitively expensive
  - Other crossings with special circumstances
- SCC Exemption from the DGLVR Stream Crossing Standard form must be obtained from the SCC and kept in the project file

**PA Dirt Gravel and Low Volume Road Program**  
**SCC Approval for Exemption from the DGLVR Stream Crossing Standard Request Form**  
7/2022

**Purpose:** This form is to be used by a Conservation District when requesting an SCC exemption from using the PA State Conservation Commission Dirt, Gravel and Low Volume Road Program Stream Crossing Design & Installation Standard. This is for sites that do not qualify for an "automatic exemption" as outlined in section 7.1.3.1 of the Stream Crossing Manual.

<b>Reviewer Information:</b>	<b>Site Information:</b>
Date: _____	County _____ Township _____
Reviewer(s): _____	Road Owning Entity _____
_____	Structure Owning Entity _____
_____	Road Name _____
_____	Stream Name _____
	Latitude _____ N Longitude _____ W
	Site Notes _____
	Drainage Area _____ acres

**Reason for exemption request:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Status:**  Pre-application/planning  Application submitted  Under Contract

**Drainage Area:** \_\_\_\_\_ acres **Bankfull Channel Width:** \_\_\_\_\_ feet

**Please Also Provide:**

- Location map
- Photographs (minimum one of existing inlet and outlet)
- Stream Crossing Evaluation Form (Bankfull measurement form)  
A longitudinal profile survey may be required.

**Has someone from the Center/SCC/TU visited the site?** YES NO Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Not Approved** (must follow DGLVR Standard) **SCC USE ONLY** Date received: \_\_\_\_\_

# 7.1 Stream Crossing Replacement



## 7.1.3.3 What is waived with an Exemption

- The need to follow the DGLVR Stream Crossing Design and Installation Standard
- The need to achieve stream continuity as it relates to slope, streambed material depth, and establishing grade controls within the structure

# 7.1 Stream Crossing Replacement



## 7.1.3.3 Requirements for projects covered by an Exemption

- Any local, state, and federal laws and all applicable permits are **not** waived
- New structures must span a minimum of 1.25x (125%) of the bankfull width of the stream
- Upstream: Grade controls required immediately upstream of the inlet
- Outlet stabilization required in the form of grade controls, bank armoring, or filling scour holes.

# 7.1 Stream Crossing Replacement



## 7.1.3.3 Requirements for projects covered by an Exemption

- New structures must be properly aligned with the channel
- Consider floodplain connectivity
- Districts are required to review permits and engineered plans if they are required for the project
- Divert surface runoff and roadway drainage away from the stream and structure
- Other site-specific requirements may apply as identified by the SCC on a project-specific basis

# 7.1 Stream Crossing Replacement



## 7.1.3.3 Requirements for projects covered by an Exemption

### January 5, 2023: Stream Crossing Exemptions and Notifications

- This webinar reviewed the notification and exemption process for stream crossings with some examples.
- [Webinar Download](#) (112 MB): MP4 format (~41 minutes)



# 7.1 Stream Crossing Replacement



The screenshot shows the website for the PennState Center for Dirt and Gravel Road Studies. The URL is <https://dirtandgravel.psu.edu/general-resources/stream-crossing-replacements/>. The page features a dark header with the PennState logo and the text "PennState Center for Dirt and Gravel Road Studies". A navigation menu includes "HOME", "PA PROGRAM RESOURCES", "GENERAL RESOURCES", "EDUCATION/TRAINING", "NEWS & EVENTS", "BOF", and "ABOUT THE CENTER". The main content area has a green banner with the title "Stream Crossing" and a breadcrumb trail "Home » General Resources » Stream Crossing". A left sidebar menu lists various resources, with "Stream Crossing" highlighted in green. A yellow arrow points to this menu item. The main content area includes a photograph of workers in orange safety vests and hard hats working on a stream crossing structure. Below the photo is the heading "Stream Crossing Replacements" and a paragraph of text.

General Resources

GIS >

Technical Bulletins

Standard Detail Sheets

DSA

**Stream Crossing**

DGLVR Materials Calculator

Road Work >

ESM Field Guide

## Stream Crossing Replacements

The replacement of stream crossing has been a growing component of many DGLVR projects since program funding increased in 2014. The Program focuses funding on structures that are creating environmental impacts because they are undersized for the stream channel. Undersized structures create a variety of environmental and maintenance problems such as gravel deposition, excessive erosion, flooding, and creating a barrier to the movement of fish and other aquatic organisms. In May of 2022, the SCC approved a new policy, standard, and technical manual, related to stream crossing replacements. These documents are not effective until July 1, 2022. Contracts signed before July 1, 2022 must follow previous policies, which are provided in the Current DGLVR Policy Documents section. That section will be removed once the new policy is in effect.



Not eligible...



# 7.0 Additional Program Policies



## Some policies that don't necessarily apply to every project:

- 7.1 Stream Crossing Replacement Policy
- **7.2 Driving Surface Aggregate**
- 7.3 Full Depth Reclamation
- 7.4 LVR Policies
- 7.5 Traffic Counts



# 7.2 Driving Surface Aggregate (DSA)



## Driving Surface Aggregate

- Specific mixture of stone designed as a wearing course for unpaved roads.



Figure 1: Placement of DSA through a paver.

Inside the DSA: Larger particles locked tightly in place by smaller particles and fines.



## 7.2 Driving Surface Aggregate (DSA)



Photos of DSA being made:

- Powdery “fines” mixed into 2A pile
- These small particles hold the aggregate together, making it erosion resistant



## 7.2 Driving Surface Aggregate (DSA)



- Only approved aggregate for surfacing unpaved roads with DGLVR funds
- All drainage and road base issues must be addressed before DSA is paid for/placed with DGLVR funds
- DSA placement required to be April 1 – Sep 30.
- Paver Placement is required for contracts including over **500** tons of DSA



# 7.2 Driving Surface Aggregate (DSA)



## 7.2 Driving Surface Aggregate (DSA)



Paver must be in good working order and be of sufficient horsepower to be capable of pushing loaded trucks uphill while placing material in a full width pass at the required minimum depth stipulated in the contract.





## 7.2 Driving Surface Aggregate (DSA)



If the total tonnage is less than 500 tons, the DSA must be paver placed or placed by tailgating and groomed with a road grader equipped with a carbide-tipped grader blade. A track mounted paver is preferred.



## 7.2 Driving Surface Aggregate (DSA)



### 7.2.3 Exception to using DSA on Fill Projects

Driving surface aggregate meeting the Commission's 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.



## 7.2 Driving Surface Aggregate (DSA)



### 7.2.3 Exception to using DSA on Fill Projects (continued)

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.

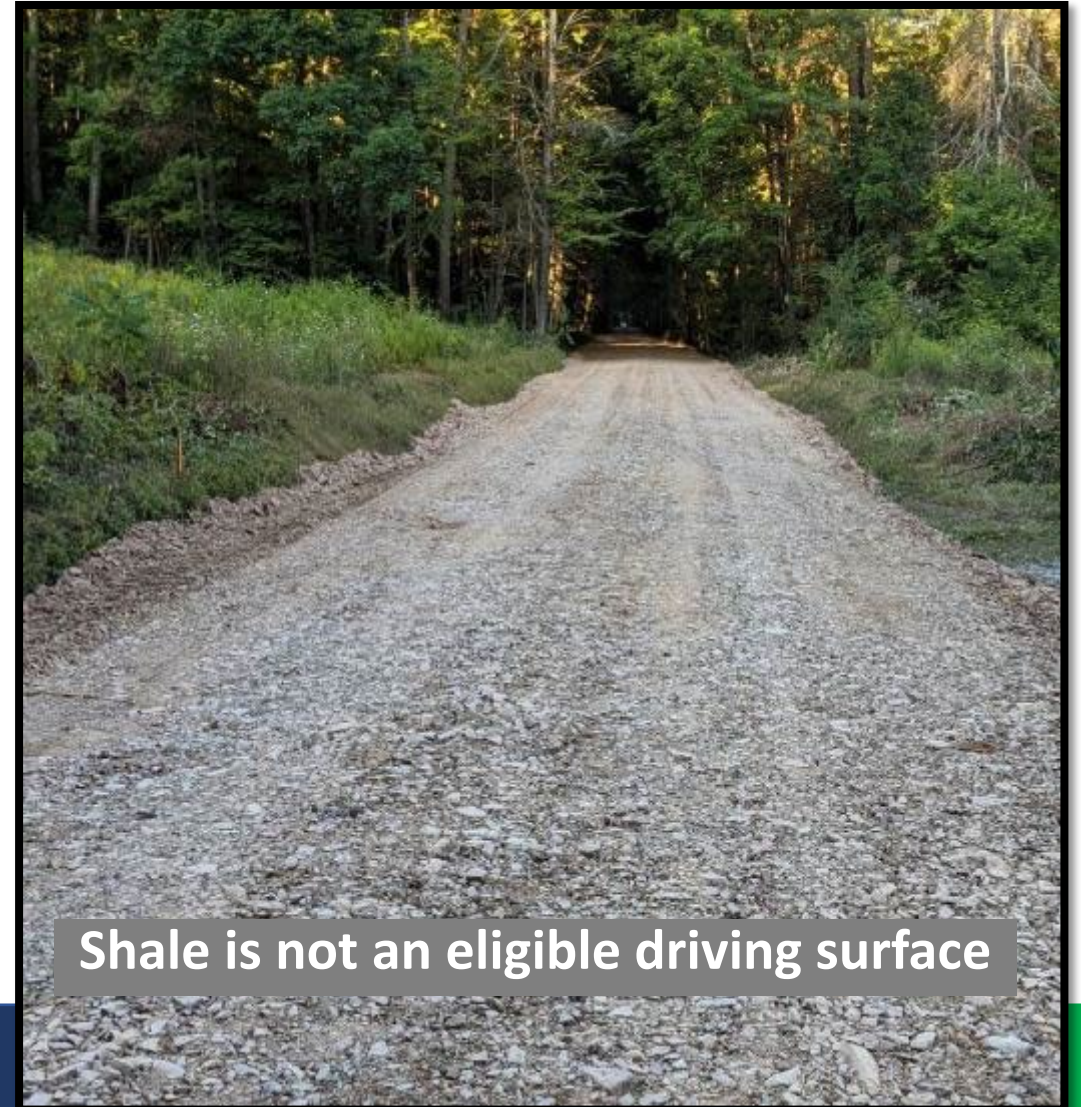


## 7.2 Driving Surface Aggregate (DSA)



### 7.2.3 Exception to using DSA on Fill Projects (continued)

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.



# 7.2 Driving Surface Aggregate (DSA)



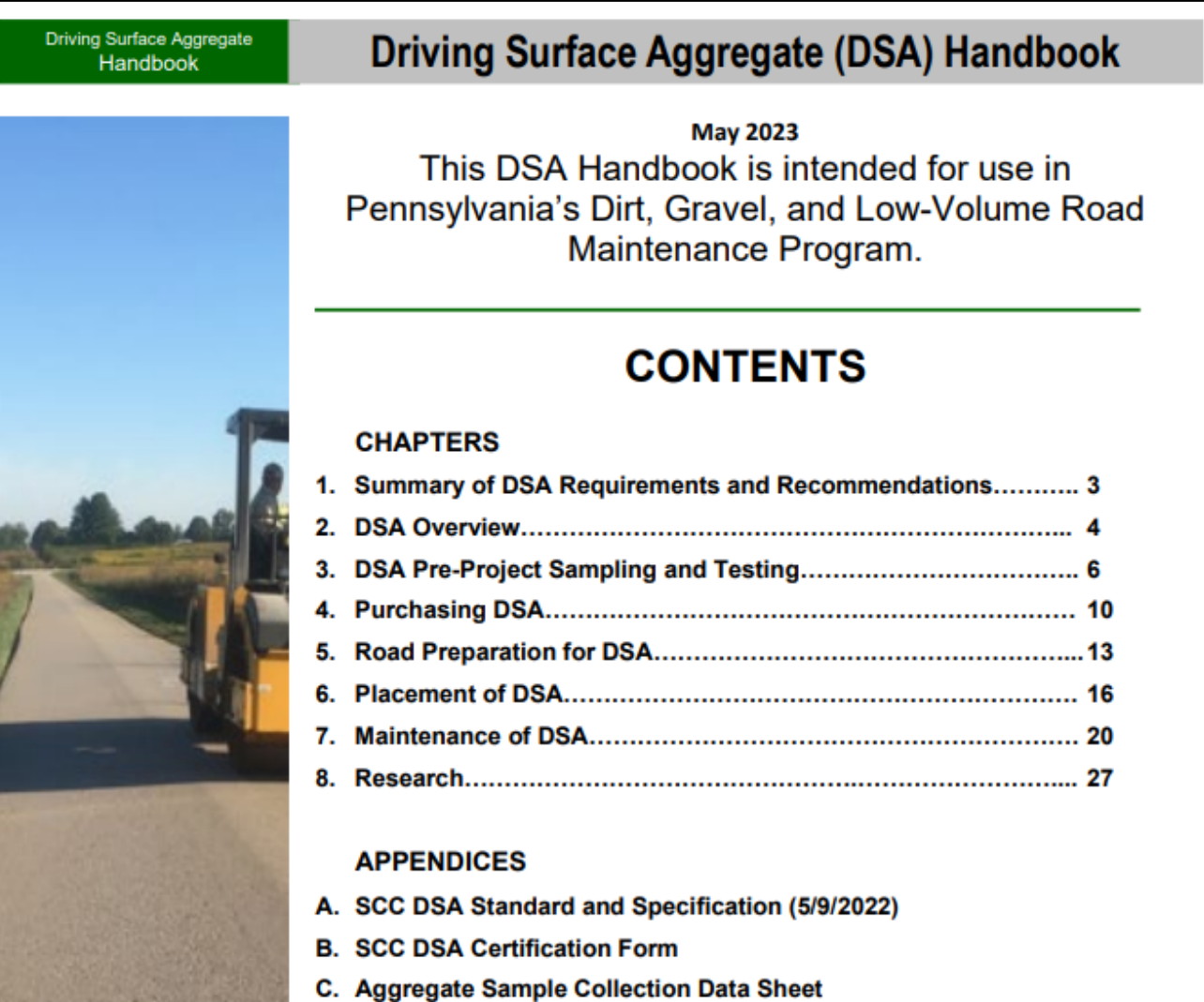
**DSA Details and Resources at [www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)**

The screenshot shows the website for the PennState Center for Dirt and Gravel Road Studies. The header includes the PennState logo and the text 'PennState Center for Dirt and Gravel Road Studies'. A navigation bar contains links for HOME, PA PROGRAM RESOURCES, GENERAL RESOURCES, EDUCATION / TRAINING, NEWS & EVENTS, BOF, and CENTER. A dropdown menu is open under 'GENERAL RESOURCES', listing GIS, TECHNICAL BULLETINS, STANDARD DETAIL SHEETS, DSA (highlighted with a yellow arrow), STREAM CROSSINGS, MATERIALS CALCULATOR, ROAD WORK, and ESM FIELD GUIDE. On the left, a map interface shows various layers like Counties, Municipalities, Dirt & Gravel Sites, and Roads. On the right, a 'CDGRS Mapper GIS System' section describes a live public data viewer and interactive mapper, with a 'More Info' button below it.

# 7.2 Driving Surface Aggregate (DSA)



## DSA Resources: DSA Handbook



The image shows the cover of the "Driving Surface Aggregate (DSA) Handbook". On the left side, there is a vertical photograph of a yellow road roller paving a road. The top left corner of the cover has a green box with the text "Driving Surface Aggregate Handbook". The top right corner has a grey box with the title "Driving Surface Aggregate (DSA) Handbook". Below the title, it says "May 2023" and "This DSA Handbook is intended for use in Pennsylvania's Dirt, Gravel, and Low-Volume Road Maintenance Program." A horizontal green line separates the title area from the "CONTENTS" section. The "CONTENTS" section is divided into "CHAPTERS" and "APPENDICES".

**Driving Surface Aggregate Handbook**

**Driving Surface Aggregate (DSA) Handbook**

May 2023

This DSA Handbook is intended for use in Pennsylvania's Dirt, Gravel, and Low-Volume Road Maintenance Program.

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- 6. Placement of DSA..... 16
- 7. Maintenance of DSA..... 20
- 8. Research..... 27

**APPENDICES**

- A. SCC DSA Standard and Specification (5/9/2022)
- B. SCC DSA Certification Form
- C. Aggregate Sample Collection Data Sheet

## 7.2 Driving Surface Aggregate (DSA)



- DSA is major Program expense
- Center's "DSA Clearinghouse" designed to improve aggregate and job quality.



# 7.2 Driving Surface Aggregate (DSA)



## Bidding DSA:

- DSA Specification and Standard should be included
- Template “Request for Quotes” (RFQ) form available and highly recommended
- Recommended to set completion date at 8/31
- Editable word document
- [DSA - Center for Dirt and Gravel Road Studies](#)

5/2023

Use of this RFQ is not required. RFQ is customizable and an editable version can be found at: <https://www.dirtandgravel.psu.edu/general-resources/driving-surface-aggregate-dsa>

### REQUEST FOR QUOTE (RFQ)

#### DELIVER, PLACE, AND COMPACT DRIVING SURFACE AGGREGATE (DSA)

\_\_\_\_\_  
(ROAD NAME(S) & ID #)

\_\_\_\_\_  
(NAME OF MUNICIPALITY & COUNTY)

#### 1. SCOPE OF WORK:

\_\_\_\_\_ (hereinafter referred to as "Owner"), requires services to deliver, place and compact approximately \_\_\_\_\_ tons of DSA, to

\_\_\_\_\_  
(Project Location – describe exact location of placement)

#### 2. CONTRACT TASKS:

A. Work shall include, but is not necessarily limited to, the furnishing of all labor, superintendence, materials, tools and equipment, miscellaneous items and performing all work necessary to complete all construction to the satisfaction of, and subject to the approval of, the Owner.

#### 3. STATE CONSERVATION COMMISSION (SCC) DSA SPECIFICATIONS:

A. All components of the aggregate mix are to be derived by crushing parent rock material. Contractors must provide a **properly executed SCC DSA Certification Form (attached)** at the time their bid is submitted committing that they can provide DSA material that meets the following criteria.

B. **Materials:** Material to be used on the project shall be tested **prior to delivery** by an independent lab that has no affiliation with the source quarry. Samples shall be obtained by Conservation District (CD) Staff, Center for Dirt and Gravel Road Studies (CDGRS) staff or otherwise approved by the SCC. Material must meet the following requirements:

C. **Gradation:** The required amounts and allowed ranges, determined by weight, for various size particles are:

Passing Sieve	Lower %	High %
1 1/2 inch	100%	---



# 7.2 Driving Surface Aggregate (DSA)



## Bidding Road Fill:

- Template “Request for Quotes” (RFQ) form available and highly recommended
- Editable word document
- [Blank Forms - Center for Dirt and Gravel Road Studies](#)

6/11/2020

**REQUEST FOR QUOTE (RFQ)  
DELIVER, PLACE, AND COMPACT ROAD FILL**

\_\_\_\_\_  
(ROAD NAME(S) & ID #)

\_\_\_\_\_  
(NAME OF MUNICIPALITY & COUNTY)

**1. SCOPE OF WORK:**

\_\_\_\_\_ (hereinafter referred to as "Owner"), requires services to deliver, place and compact approximately \_\_\_\_\_ tons of competent road fill, to

\_\_\_\_\_  
(Project Location – describe exact location of placement)

**2. CONTRACT TASKS:**

A. Work shall include, but is not necessarily limited to, the furnishing of all labor, materials, tools and equipment, miscellaneous items and performing all work necessary to complete all construction to the satisfaction of, and subject to the approval of, the Owner.

**3. DEFINITIONS:**

A. Driving Surface: durable wearing course material intended to sustain vehicle traffic (e.g. asphalt paving, Driving Surface Aggregate, etc.).

B. Driving Surface Base / Subbase: material that is placed to support the finished driving surface and provide drainage function. Typically placed at a minimum thickness of 6-inches.

C. Shallow Fill: material that is buried less than 30 inches below the finished road surface.

D. Deep Fill: material that is buried greater than 30-inches or more below finished road surface.

# 7.2 Driving Surface Aggregate (DSA)



## What conservation districts must do:

1. Ensure DSA pile is tested by independent lab and meets specification
  - Keep test results in project file

### PA State Conservation Commission Driving Surface Aggregate Standard and Specification

- I. **Definition** - This document is for the purchase and placement of Driving Surface Aggregate (DSA) for the Pennsylvania State Conservation Commission's Dirt, Gravel, and Low Volume Road Maintenance Program (DGLVRMP). DSA is an aggregate mixture of crushed stone designed specifically as a surface-wearing course for unpaved roads. DSA provides a durable road surface with longer maintenance cycles than conventional road surface aggregates.
- II. **Use** - For the purposes of funding under the DGLVRMP, DSA must be used in areas where it will have an environmental benefit (reduced erosion, reduced runoff). DSA shall only be placed after drainage and subgrade issues have been addressed by utilizing practices that promote Environmentally Sensitive Maintenance. DSA was originally designed to reduce erosion and runoff on road segments close to streams where drainage improvements were limited. Surface aggregate is not required on every project.
- III. **Material** - DSA to be used on DGLVRMP projects shall be tested prior to delivery by an independent lab that has no affiliation with the source quarry. Samples tested using DGLVR funds must be performed by a lab that is certified by AASHTO, USACE, or PennDOT. Samples shall be obtained by Conservation District (CD) staff, Center for Dirt and Gravel Road Studies (CDGRS) staff, or otherwise approved by the SCC. Material must meet the following requirements:

**Gradation:** The required sieve sizes and allowed ranges, determined by weight, for DSA components are shown in Table 1. Submit actual sieve passing values to one decimal. Values will not be rounded to whole numbers.

Sieve Size	Percent Passing
1.5"	100
0.75"	65 – 97
#4	30 – 65
#16	15 – 30
#200*	11 – 15

\*If the Plasticity Index for the material is 2 or below, then the #200 sieve is permitted to be 11-17% passing.

Table 1 – DSA Gradations

## 7.2 Driving Surface Aggregate (DSA)



If a CD would like the CDGRS to do this:

- Contact CDGRS ASAP once the DSA supplier is chosen and at least 30 days before proposed placement date
- Fill out the *DSA Notification Form* on the CDGRS website and email to [DSAtesting@psu.edu](mailto:DSAtesting@psu.edu)



# 7.2 Driving Surface Aggregate (DSA)



Version 8/2021

Date Submitted: \_\_\_\_\_

## PA Dirt, Gravel, and Low-Volume Road Maintenance Program Driving Surface Aggregate (DSA) Purchase Notification Form

*This form is for Conservation Districts to provide notice to the PSU Center for Dirt and Gravel Road Studies (CDGRS) of upcoming DSA placement projects. The top portion of this form is to be completed and returned to DSATesting@psu.edu.*

CONTACTS	Entity	Person	Phone	E-mail
Cons. District:	_____	_____	_____	_____
Grant Recipient:	_____	_____	_____	_____
Quarry	_____	_____	_____	_____
Placement Cont.:	_____	_____	_____	_____

### PLACEMENT DETAILS

Tons DSA to be placed: \_\_\_\_\_ tons      Estimated Placement Date: \_\_\_\_\_

Est. Total DSA Costs: \$ \_\_\_\_\_

Placement Method:      Motor-paver      Other: \_\_\_\_\_

Road Name(s) / #(s): \_\_\_\_\_

If the Center for Dirt and Gravel Road Studies is to perform DSA testing, the Conservation District must provide at least 30 days notification before expected placement. This will allow the Center to coordinate with the quarry and perform any quality control steps necessary prior to and during placement. This could include lab testing for plasticity index, gradation, proctor (for maximum dry density and optimum moisture content), LA Abrasion, pH, soundness, and field testing for moisture and compaction, as well as site visits during placement. If a Conservation District chooses to sample and test a DSA stockpile they should share the testing results with the Center to improve records statewide. This completed form is to be included with the certification from the quarry in the project file. Any entity producing DSA must obtain the components from a source or quarry that complies with the SCC DSA Standard and Specifications. **Quarries cannot be certified for DSA, only specific stockpiles of DSA can be certified.**



CENTER USE ONLY:

# 7.2 Driving Surface Aggregate (DSA)




## What conservation districts must do:

2. Collect DSA Certification Form from first load delivered to the work site

- Needs to match pre-construction testing

3/2018

  
PA State Conservation Commission  
**Driving Surface Aggregate Certification Form**

Company: \_\_\_\_\_

Plant Location: \_\_\_\_\_

Parent Stone Type: \_\_\_\_\_

Tonnage Represented: \_\_\_\_\_

Project: \_\_\_\_\_

This record is to certify that the aggregate shipped to the above-referenced job site meets all PA State Conservation Commission specifications and quality requirements.

Sieve Size	Specification Range % passing	Gradation for This Lot % passing
1.5"	100	
0.75"	65 – 97	
#4	30 – 65	
#16	15 – 30	
#200*	10 – 15	

\*If the Plasticity Index for the material is 2 or below, then the #200 sieve is permitted to be 10-17% passing.

pH: \_\_\_\_\_ L.A. Abrasion: \_\_\_\_\_ Plasticity Index: \_\_\_\_\_ Opt. Moisture %: \_\_\_\_\_

Authorizing Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Authorizing Agent: \_\_\_\_\_

Print Title of Authorizing Agent: \_\_\_\_\_

Note: The authorizing agent or responsible party should sign their name and print their name below their signature. If the signatory is a Penn-DOT certified Aggregate Technician, add the certification number on title line and no notary is required.

Sworn and subscribed before me:

This day: \_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

This form is for use on Dirt, Gravel, and Low Volume Road Projects funded through the PA State Conservation Commission. This is not a PennDOT form or certification.

# 7.2 Driving Surface Aggregate (DSA)



## What conservation districts must do:

3. Ensure the DSA placement meets DGLVR Program requirements

- See CDGRS Website and DSA Handbook for additional guidance
- DSA Technical Bulletin →

### Preparation for DSA Placement

The Driving Surface will reflect the shape of the road base.

1. The performance of any aggregate or pavement will be limited by the stability of the base it is placed on. Road base instability issues MUST be addressed where needed before application of DSA.
2. Address surface drainage improvements prior to the use of DSA.
3. The "Environmentally Sensitive Maintenance Practices" used to improve drainage vary widely but may include the addition of road fill to elevate an entrenched road, crosspipes or culverts to disperse drainage, underdrains and/or French mattresses to address subsurface water.
4. Establish proper drainage in existing base (figure 2). Recommended crown or cross-slope is  $\frac{1}{8}$  to  $\frac{1}{4}$  inch per horizontal foot (4% - 6% cross slope). Proper shape may be a flat "A" crown profile, an in-slope or out-slope. If exposed bedrock or insufficient material prevents proper shaping of the road base, additional base material should be added before aggregate placement.
5. For tightly packed existing road surfaces, it is important to scarify the road surface so the DSA will bind better with the base layer.
6. A 3" - 4" "key" should be cut along the existing road edge when grading. DSA should be placed against this key to support the aggregate edge, prevent a large drop-off, and facilitate compaction.

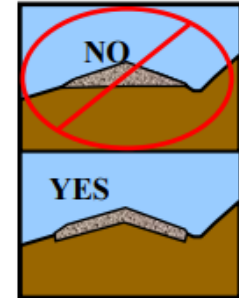


Figure 2 - Road base preparation

### DSA Placement

Tarps are to be used to cover 100% of the load's exposed surface from the time of loading until immediately before dumping. An un-compacted uniform depth of 6 to 8 inches of DSA is to be used to establish the driving surface (figure 3). Placement is to be in a single lift and single pass. The preferred method of application is through a track mounted paver and use of a motor paver is required on jobs over 500 tons. Set the paver adjustments on application thickness and width so it is unnecessary to use a grader. The required crown or side slope is  $\frac{1}{8}$ " to  $\frac{1}{4}$ " rise per horizontal foot. This slope is to be achieved by properly preparing base and placing aggregate in a uniform lift (figure 2). When the paver is applying aggregate, care should be taken to keep the paver at or near capacity at all times. If the total tonnage is less than 500 tons, the DSA must be paver placed or placed by tailgating and groomed with a road grader equipped with a carbide tipped grader blade.



Figure 3 - A roller moving from left to right compacts the 8" lift of loose DSA down to 6"

Individual projects can be placed at either 8" or 6" depth. Factors such as traffic volume, traffic weight, and available budgets play a role in determining aggregate depth. 8" aggregate placements will provide more material to re-work into the road over time, while 6" placements will allow a longer length of road to be surfaced. DSA should be allowed to dry or "cure" before being exposed to traffic, otherwise deformations or rutting may occur. If the weather is not conducive to drying for a few days after placement due to low temperatures or precipitation, placement shall be postponed by the road owner, Conservation District, or aggregate supplier, especially if traffic cannot be kept off the road during the drying period.



Figure 4 - Compaction Testing with Nuclear Density Gauge

## 7.2 Driving Surface Aggregate (DSA)



### •March 21, 2024: DSA Season Primer

- With DSA season officially opening in just a few weeks, this webinar provided a refresher on DSA testing, purchasing, and placement.
- [Webinar Download](#) (95.9 MB): MP4 format (~1 hour, 5 minutes)
- Presentation Downloads:
  - [Adobe PDF](#) (6.53 MB)
  - [MS Powerpoint](#) (3.45 MB)

# 7.0 Additional Program Policies



## Some policies that don't necessarily apply to every project:

- 7.1 Stream Crossing Replacement Policy
- 7.2 Driving Surface Aggregate
- **7.3 Full Depth Reclamation**
- 7.4 LVR Policies
- 7.5 Traffic Counts



# 7.3 Full Depth Reclamation (FDR)



## Full Depth Reclamation

- FDR is a major rehabilitation technique in which the full depth (minimum 6") of the surface and predetermined portion of the underlying base is uniformly pulverized and blended to provide a stronger, homogeneous road base



# 7.3 Full Depth Reclamation (FDR)



## Full Depth Reclamation

- Shallow surface grinds for the purpose of road resurfacing are not considered FDR projects.
- FDR is a base stabilization technique and does not provide a final driving surface.
- FDR is an eligible expense in the DGLVR Program, at the discretion of individual Conservation Districts, for use on paved Low Volume Road (LVR) projects.
- FDR is not an eligible expense on unpaved roads

# 7.3 Full Depth Reclamation (FDR)



## Full Depth Reclamation

- The Center must be made aware of any proposed FDR project before a contract is signed.
- FDR must follow specifications in PennDOT Publication 447 (Approved Projects for Lower Volume Local Roads)
- The mix design for FDR projects must be determined by an independent third-party.
- Any additives or binding agents used in chemical stabilization must be on the Program's "Approved Products" list (detailed on the Center's website)

# 7.0 Additional Program Policies



## Some policies that don't necessarily apply to every project:

- 7.1 Stream Crossing Replacement Policy
- 7.2 Driving Surface Aggregate
- 7.3 Full Depth Reclamation
- **7.4 LVR Policies**
- 7.5 Traffic Counts

# 7.4 Low Volume Roads (LVR)



## Low Volume Roads (LVR)

- Paved or sealed with  $\leq 500$  vehicles per day.
  - Note “tar and chip” or “chip-sealed” = paved
  - More on traffic counts in a minute



# 7.4 Low Volume Roads (LVR)



## Low Volume Roads (LVR)

- ESM Principals
- Benefit to both road and environment
- Focus on long term improvements
  - Not for routine maintenance such as cleaning inlets, street sweeping, etc.
  - Not for neglected maintenance with no road improvements
  - Must provide a long-term benefit to the road and to the environment



# 7.4 Low Volume Roads (LVR)



## Low Volume Roads (LVR)

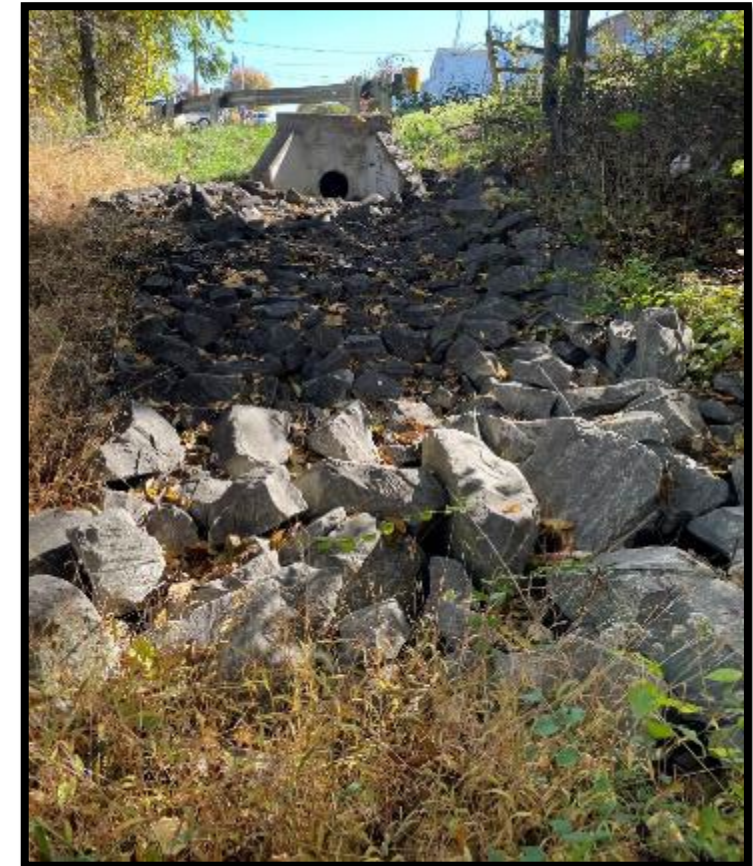
- What to do when you cannot spread out stormwater?
  - Get creative!
  - collect water and stabilize conveyance and outlet
  - Infiltration and detention cleans water before it is discharged to the stream



# 7.4 Low Volume Roads (LVR)



- Permeable pavement
- Infiltration basin
- Storm sewer systems
- Outlet protection
- Rain garden
- Water quality inlets
- ...and more!



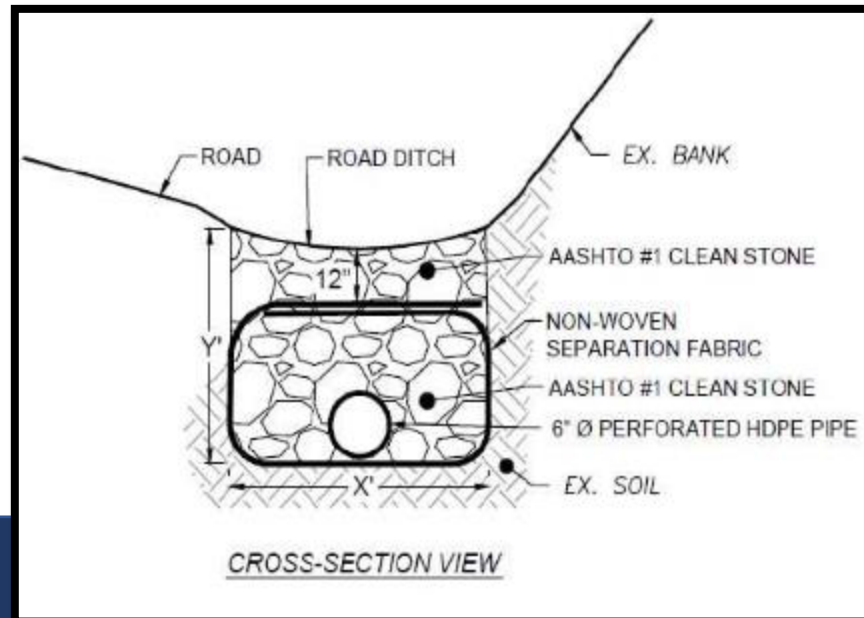


# 7.4 Low Volume Roads (LVR)



## 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.
- [Webinar Download](#): MP4 format (~1 hour, 6 minutes)



# 7.4 Low Volume Roads (LVR)



## Paying for re-paving

- Drainage issues must be addressed first
- Base instability issues must be addressed first
- Other necessary ESM principals must be addressed first (Bank stability, road entrenchment, etc.)
- At discretion of individual CDs if and to what extent you will pay for paving.



Chip Seal placement

## 7.4 Low Volume Roads (LVR)



- Asphalt and chip seal (“tar and chip”) must conform to PennDOT Pub 408 or Pub 447.
- Note that the use of petroleum solvent based “cutback asphalts” such as MC-30 and MC-70 and NOT allowed for use in the Program.



For example, paying for patchwork only...



## 7.4 Low Volume Roads (LVR)



### Paving Gravel Roads:

- Program funds may not be used to convert unpaved roads to paved
- If you have steep or high traffic roads that would benefit from being sealed, contact SCC for potential pilot project.

## 7.4 Low Volume Roads (LVR)



### Reclaiming paved roads

- Districts, at their discretion, may fund a project to convert a paved road back to DGR.
- Either funding source may be used



# 7.0 Additional Program Policies



## Some policies that don't necessarily apply to every project:

- 7.1 Stream Crossing Replacement Policy
- 7.2 Driving Surface Aggregate
- 7.3 Full Depth Reclamation
- 7.4 LVR Policies
- **7.5 Traffic Counts**

# 7.5 Traffic Counts



## DGLVR Law:

*“ To fund safe, efficient, and environmentally sound maintenance of sections of low volume roads that are sealed or paved **with an average daily traffic count of 500 vehicles or less.**”*

**(Unpaved road do not need traffic counts!)**



# 7.5 Traffic Counts



## **Responsibility**

- Applicant is responsible for providing traffic counts before a contract can be signed.
- Conservation District is responsible for verifying that a count exists, and that the count meets the criteria established in state and local policy.

# 7.5 Traffic Counts



## Traffic Count Methods

Use existing data.

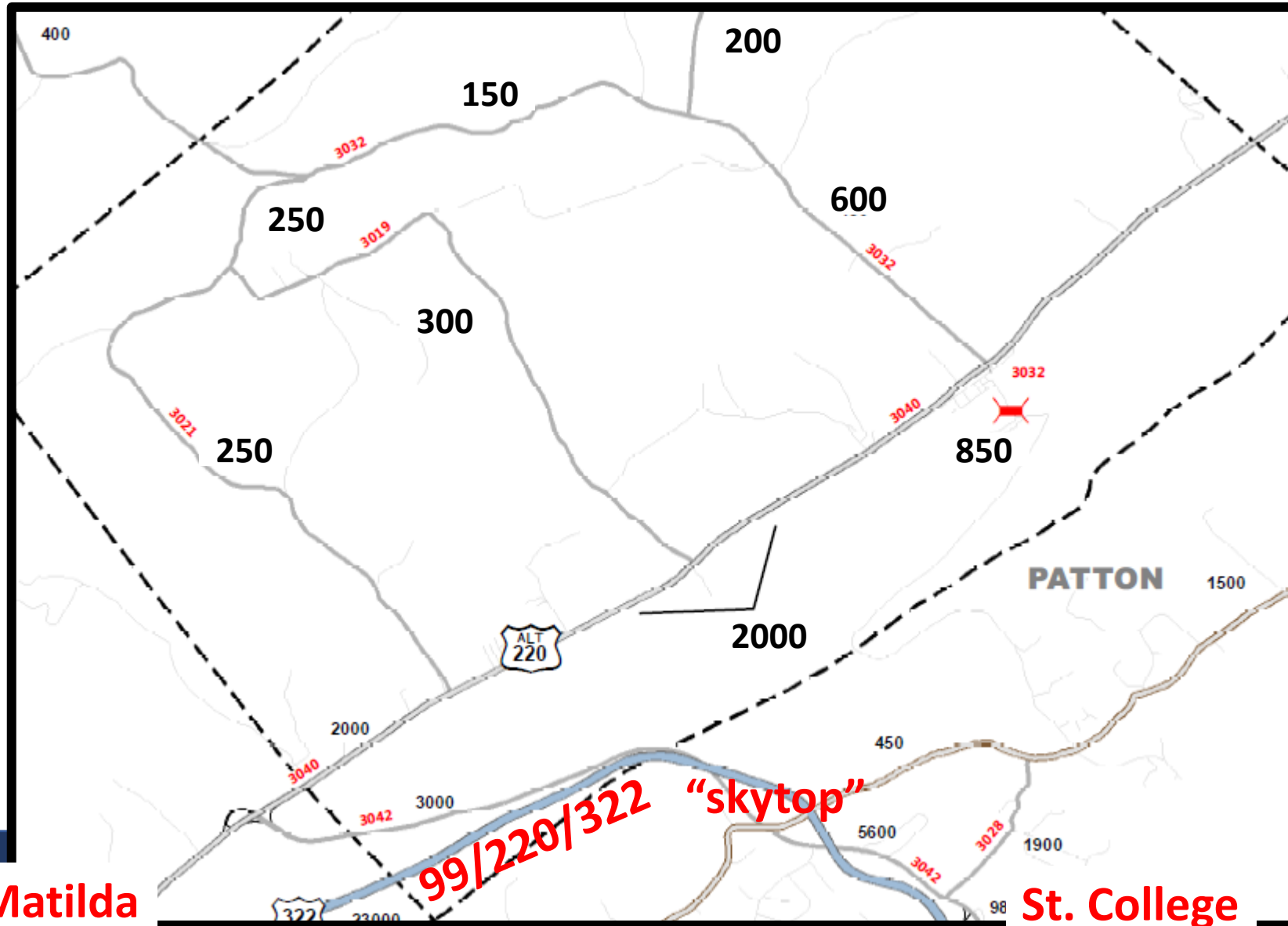
Level 1 count (2 hour).

Level 2 count (24 hour).

*This policy sets the minimum statewide Program standard.*

*Your County can enact stricter count standards.*

# 7.5 Traffic Counts – Existing Data



P. Matilda

St. College





# 7.5 Traffic Counts



## Level 1 Counts

- 2-hour Manual, video, or counter.
- Seasonal, day of week, and time constraints.
  - March 1 – week before Thanksgiving
  - Tues, Wed, or Thurs
  - 2 consecutive hours between 3 pm and 6 pm
  - Not on a holiday or the day before or after a holiday
- Provides an overestimate, so may not necessarily eliminate a site.

# 7.5 Traffic Counts



## Level 2 Counts

- 24-hour automatic counter.
- Seasonal, day of week, and time constraints.
  - March 1 – week before Thanksgiving
  - Between 12 AM Tuesday and 12 AM Friday
  - Minimum 24 consecutive hours
  - Not on a holiday or the day before or after a holiday
- Can be conducted by grant applicants, contracted out, assisted by conservation district

## 7.5 Traffic Counts



Conservation Districts may, at their discretion, use administrative and education funding to facilitate or support traffic counts for applicants.

- Buying and loaning counters.
- Paying for third party counts.

Districts should ensure that all potential applicants have equal access to any traffic count facilitation measures they may employ.



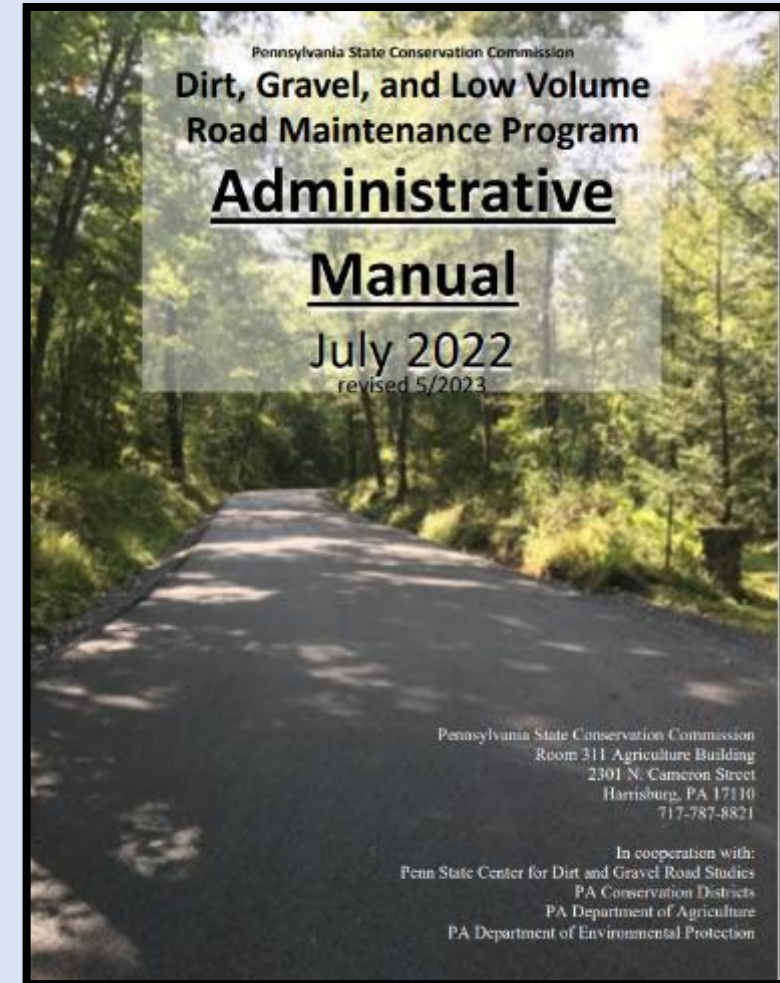


# Administrative Manual



- 1) Introduction
- 2) SCC Role
- 3) Conservation District Role
- 4) Quality Assurance Board
- 5) Applicant Role
- 6) Center for Dirt and Gravel Roads
- 7) Additional Policies
- 8) Permits and Other Requirements

## Appendices



As clear as the  
permit process...



## 8.0 Permits



All necessary permits must be obtained before work can begin on the portion of the project requiring a permit.

Can for example, do drainage work while waiting on a permit to replace stream crossing.

# 8.0 Permits



## SCC GP-11 Clarification Memo

- Streamlined reviews
- Crossing realignments
- Raising road elevation
- Permit cover letter template references memo



# 8.0 Permits



## •December 5, 2023: DEP GP11 Stream Crossings for Engineers

- DEP central office staff presented this webinar directly to engineers who attended one of the 1.5-day DGLVR “Stream Crossing for Engineers” trainings in 2023. The webinar included presentation and discussion on often questioned topics related to the GP11 such as raising the road elevation, stream realignments, and channel work further away from the structure.
- [Webinar Download](#) (218 MB): MP4 format (*~2 hours, 24 minutes*)
- Presentation Downloads:
  - [Adobe PDF](#) (12.7 MB)

## •July 11, 2023: DEP Chapter 105 Permitting Examples

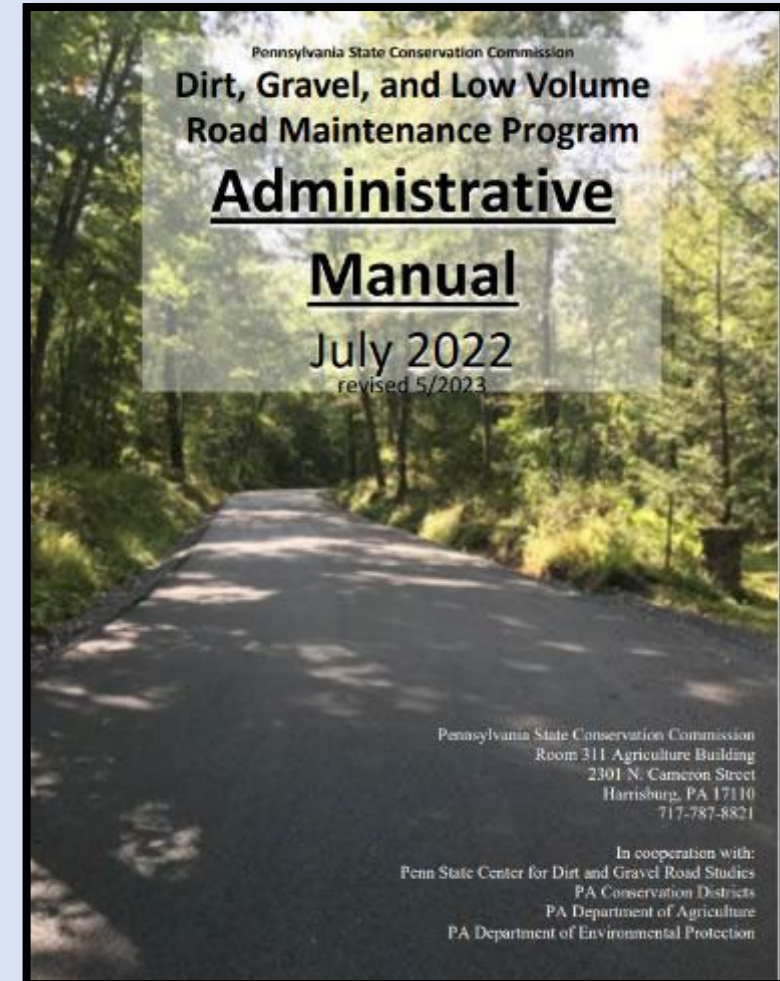
- Building off the 3/30/23 webinar, DEP staff expanded on some of the common issues and questions related to GP-11 and stream crossing replacements. This session focused mostly on DEP permit expectations and example situations.
- [Webinar Download](#) (112 MB): MP4 format (*~58 minutes*)
- No Presentation Downloads

# Administrative Manual



- 1) Introduction
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- 6) Center for Dirt and Gravel Roads
- 7) Additional Policies
- 8) Permits and Other Requirements

## Appendices



# Appendices



- **Appendices:** Program reference documentation and blank forms with instructions.
  - **Appendix A:** Dirt Gravel, And Low-Volume Road Program Law 9106
  - **Appendix B:** Commission Statement Of Policy
  - **Appendix C:** Grant Application
  - **Appendix D:** Traffic Count Validation and Instructions
  - **Appendix E:** Cost Allocation Method Examples
  - **Appendix F:** Driving Surface Aggregate Standard and Specification
  - **Appendix G:** Stream Crossing Design and Installation Standard
  - **Appendix H:** Stream Crossing Eligibility Determination
  - **Appendix I:** Exemptions from the Stream Crossing Standard
  - **Appendix J:** Stream Crossing Project Lifecycle Checklist
  - **Appendix K:** Definitions And Acronyms







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## Got a Question? Who to ask:

- Policy
- Legal
- Allocation/replenishment
- QAQC
- General Questions

- Trainings
- Technical Assistance
- Outreach
- GIS/Reporting
- General Questions

