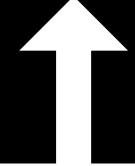
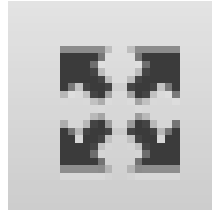


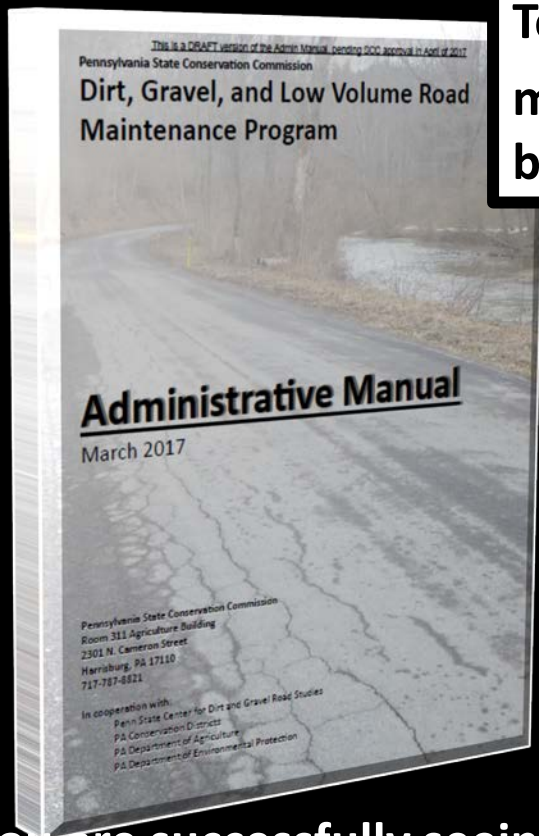
Admin Manual Changes



Toggle Fullscreen mode with this button above



4/13/2017
Starts at 9am



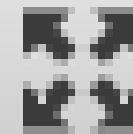
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Audio also available via phone: 866-823-7699
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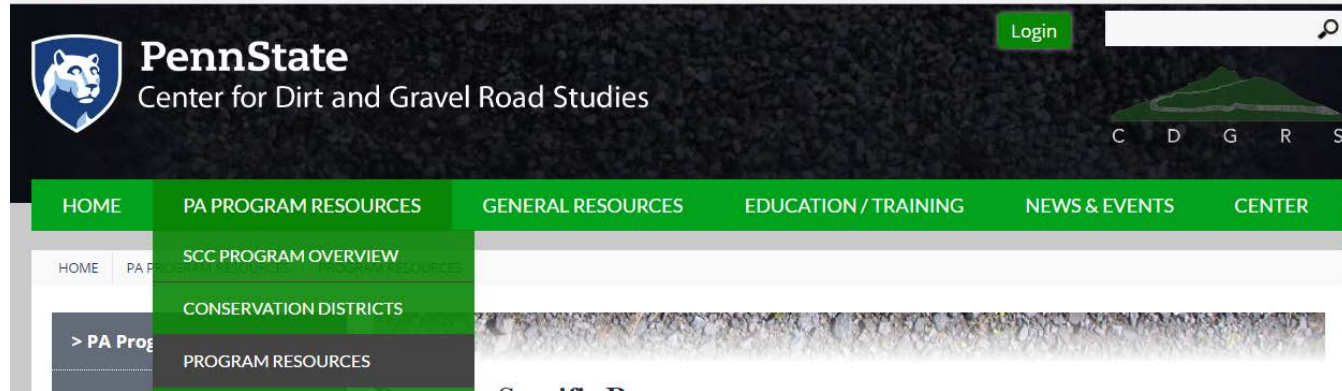
Use Chat box to ask Questions

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Admin Manual History

- **2001-2013** Manual relatively unchanged
- **2014** Additional Funding and LVR
- **2014** Manual completely re-written
- **2014 (Nov) SCC Approval**
- **2015-16** Compiled edits, additions, changes
- **2016** Several Advisory Workgroup meetings
- **2016** 6 week CD comment period in Nov/Dec
- **4/11/2017** New Manual approved by SCC

On the Web:



- 4/11/17 Admin Manual
- 2 page summary of changes

3 hard copies to be mailed to each CD

4/2017

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

Significant Updates Included in Manual

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

Chap 1: Introduction: No Significant Changes

Chap 2: SCC Role: No Significant Changes

Chap 3: CD Role

- 3.4.1-2: expanded clarifications on purchasing equipment with admin/edu funds
- 3.6.12: clarification about ESM recertification
- 3.6.2: **New section.** Detailing ideas for CDs to provide more education and outreach to their municipalities.
- 3.7.1.3 **New Section.** Guidance on determining road ownership, a frequent question
- 3.7.2.3 **New Section.** Guidance on not converting gravel roads to paved, or paying for prep for paving as part of project

Major Changes

Note the goal here is to make you aware of changes, not explain every details of each change.

1. Introduction
 2. SCC Role
 3. Conservation District Role
 4. Quality Assurance Board Role
 5. Applicant Role
 6. Center for Dirt and Gravel Road Studies Role
 7. Additional Program Policies
 8. Permits
- Appendices

Chap 1: Introduction

- *4-page overview of manual, Program, history, ESM practices*
- **No significant Changes**

1. Introduction
 2. SCC Role
 3. CD Role
 4. QAB Role
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Chap 2: SCC Role

- *Discusses SCC setup, allocation of funds to CDs, and Quality Assurance Quality Control Process*
- **No Significant Changes**

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Chap 3: CD Role

- *Details CD role, ~1/2 of manual*
- **Several Changes**

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Purchase of Equipment: Clarification that equipment cannot be purchased for applicants with either grant or admin/edu funds. CD can buy equipment for rent or loan to applicants with admin/edu funds.

Chap 3: CD Role

- *Details CD role, ~1/2 of manual*
- **Several Changes**

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New Education Section: Added section on education BY CDs: Ideas for outreach such as: demo day; legislative breakfasts; attending and hosting workshops; project signage; municipal visits; project tours; etc.

Chap 3: CD Role

- *Details CD role, ~1/2 of manual*
- **Several Changes**

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Off-ROW: Clarified section on working outside the public Right-of-Way. Need written SCC approval if working more than 500' off ROW, or if more than 35% of contract will be spent off ROW.

Chap 3: CD Role

- *Details CD role, ~1/2 of manual*
- **Several Changes**

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Financial Accounting:

- Requiring closeout of old contracts: several contracts on books that are 5+ years old
- Requiring quarterly GIS updates: moving towards more frequent updates of spending data: more to come in future

Chap 3: CD Role

- *Details CD role, ~1/2 of manual*
- **Several Changes**

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Several other changes:

- Clarifications about ESM certification
- Guidance on determining road ownership
- Clarification on Prevailing Wage
- New section on retention of receipts

Chap 4: QAB Role

- *Details QAB role in each count in making local policy and recommending projects for funding*
- **No Significant Changes**

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Chap 5: Applicant Role

- *Repetition of other sections, designed for applicants.*
- **Applicable changes made elsewhere in manual were incorporated here as well.**

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Chap 6: CDGRS Role

- *Explains Center's role of training and technical assistance*
- **No Significant Changes**

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Chap 7: Additional Policies

- *Specific policies that do not apply to every project*
 - *Stream Crossing Replacement*
 - *Driving Surface Aggregate*
 - *Full Depth Reclamation*
 - *LVR Specific Policies*
- **Several Changes**

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Chap 7: Additional Policies

- *Specific policies that do not apply to every project*

Stream Crossing Replacement Policy:

- **OLD:** Existing pipes under 3' can be replaced
- **NEW:** Existing pipes under 4' can be replaced
- **OLD:** larger pipes must be undersized at 50% bankfull or less to qualify for replacement
- **NEW:** larger pipes must be undersized at 75% bankfull or less to qualify for replacement

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Chap 7: Additional Policies

- *Specific policies that do not apply to every project*

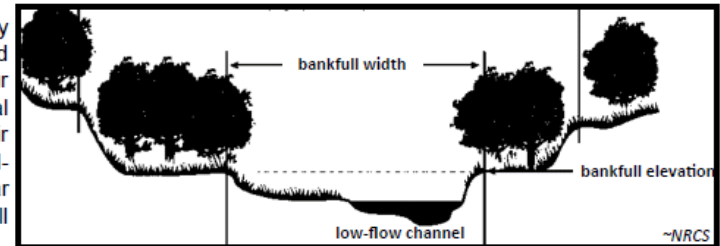
Stream Crossing Replacement Policy:

- New Bankfull Guidance Page

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Guidance in Determining Bankfull Stream Width in Pennsylvania

Bankfull Flow: This flow stage is determined by the elevation point of incipient flooding, indicated by deposits of sand or silt at the active scour mark, break in stream bank slope, perennial vegetation limit, rock discoloration, and root hair exposure. It is typically called the “channel-forming flow”, with roughly a 1.5-2 year recurrence interval, and is where a stream will typically begin to access its floodplain.



Bankfull Width – The width of the channel at the bankfull elevation.

Finding a “Reference Reach” of a Stream:

Because streams vary widely in composition, slope, and manmade impacts, it is impossible to create a set of “instructions” for determining bankfull that will work on every channel. The goal when determining bankfull flow is to find a “Reference Reach” of the stream that is the most representative of the natural channel. This sometimes means moving further upstream or down, or skipping sections of stream that are unnaturally widened or constricted. **Be flexible in choosing your bankfull measurement locations in order to find a section of stream that is the most representative of the natural channel.**

Procedure for Determining Bankfull Width Near a Road / Stream Crossing Structure:

Location: Start at a location away from the influence of any culvert or bridge, since they often impact width. To do this, **roughly** estimate bankfull channel width, then go at least 5 times that distance away from the structure. Looking upstream is preferred, but downstream reaches can be used if necessary (*see locations to avoid below*).

Determine Bankfull: Using the indicators below, find the elevation that matches the most bankfull criteria, using both sides of the channel. Start on the side with the best indicators. Begin at the stream and move up the bank to a point you are sure is above bankfull. Then start moving back down the bank looking for indicators to determine where the bankfull elevation is. Try to match that elevation with indicators on the opposite bank. Stretch a measuring tape

Chap 7: Additional Policies

- *Specific policies that do not apply to every project*

Driving Surface Aggregate:

- Manual changed to reflect new SCC spec approved by SCC in March 2016.
- Wording added to allow fill projects to be capped with material other than DSA, in order to encourage more fill projects.

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Chap 7: Additional Policies

- *Specific policies that do not apply to every project*

Full Depth Reclamation:

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Chap 7: Additional Policies

- *Specific policies that do not apply to every project*

Full Depth Reclamation:

- Historically not much FDR done by Program, but increased interest with LVR and more funding.
- New section, no existing Guidance.
- Allows FDR on LVR sites only (not unpaved)
- Requires to follow PennDOT guidance
- Several additional requirements

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Chap 8: Permits

- *Brief permitting overview*
- **No Significant Changes**

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New Policies Effective 4/11/17

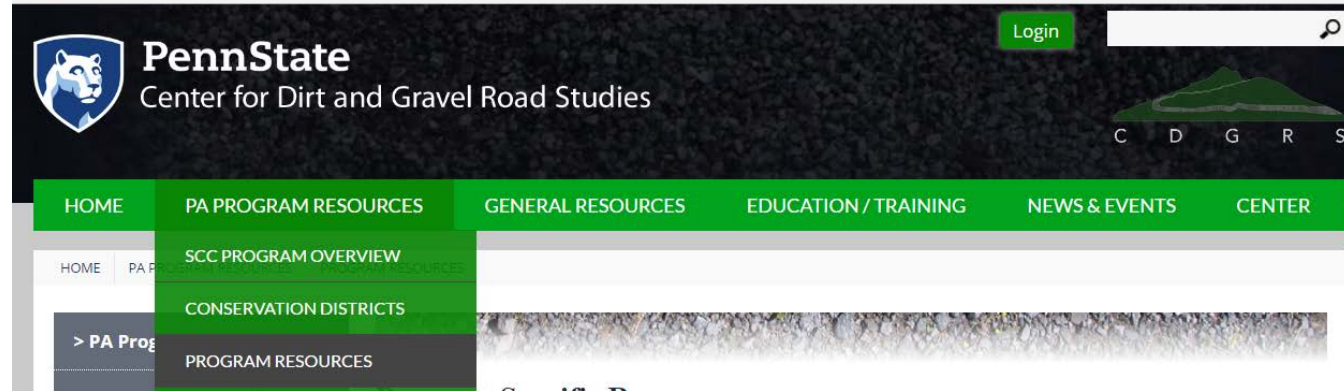
Old contracts that do not meet new policies are “grandfathered” in

Appendices:

- **Significant Changes**
- Reduced number of appendices
- Made more items available online instead of in manual
- Now only “standard forms” are in manual:
 - Dirt Gravel, And Low Volume Road Program Law
 - Commission Statement Of Policy
 - 5 Year Agreement Between Districts And SCC
 - Contract
 - General Contract Provisions
 - Contract Amendment & Instructions
 - Schedule Of Payments
 - Project Completion Report And Instructions

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