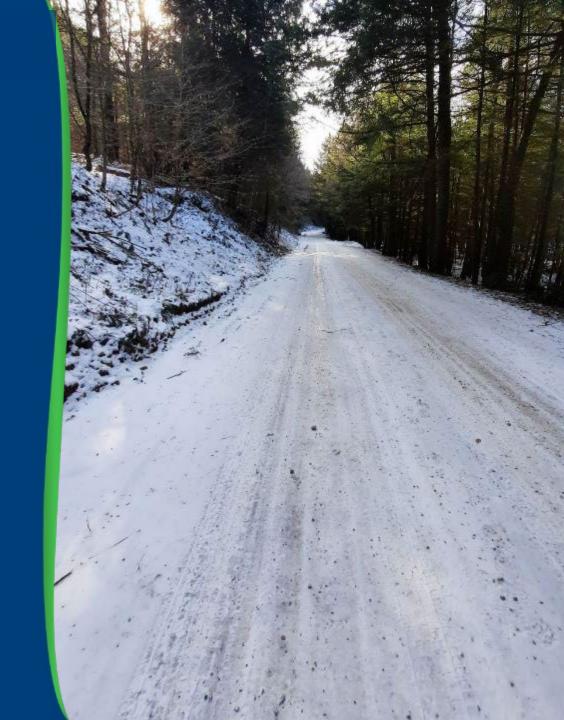


2025 Program Updates

- 2025 Training Opportunities
- 2025 QAQCs
- Program Policy Update
- Program Spending Update
- Program Funding Update







Course Attendance Tracker

Search certifications for all attendees of ESM, Stream Trainings, and Admin trainings



Course Attendance Tracker

ESM Course

Training

Search people

Municipality Day

Webinars >

Annual Ma

Assessment Training >

Technician Boot Camp

Stream Crossings >

Project Work

Use the drop-down menus be offerings.

Course Type

Stream Crossing Certified

Affiliation Type

Conservation District

Choose a County

View all Counties

re actively certified from in or more of our course/training
Program Administration

Municipality Day

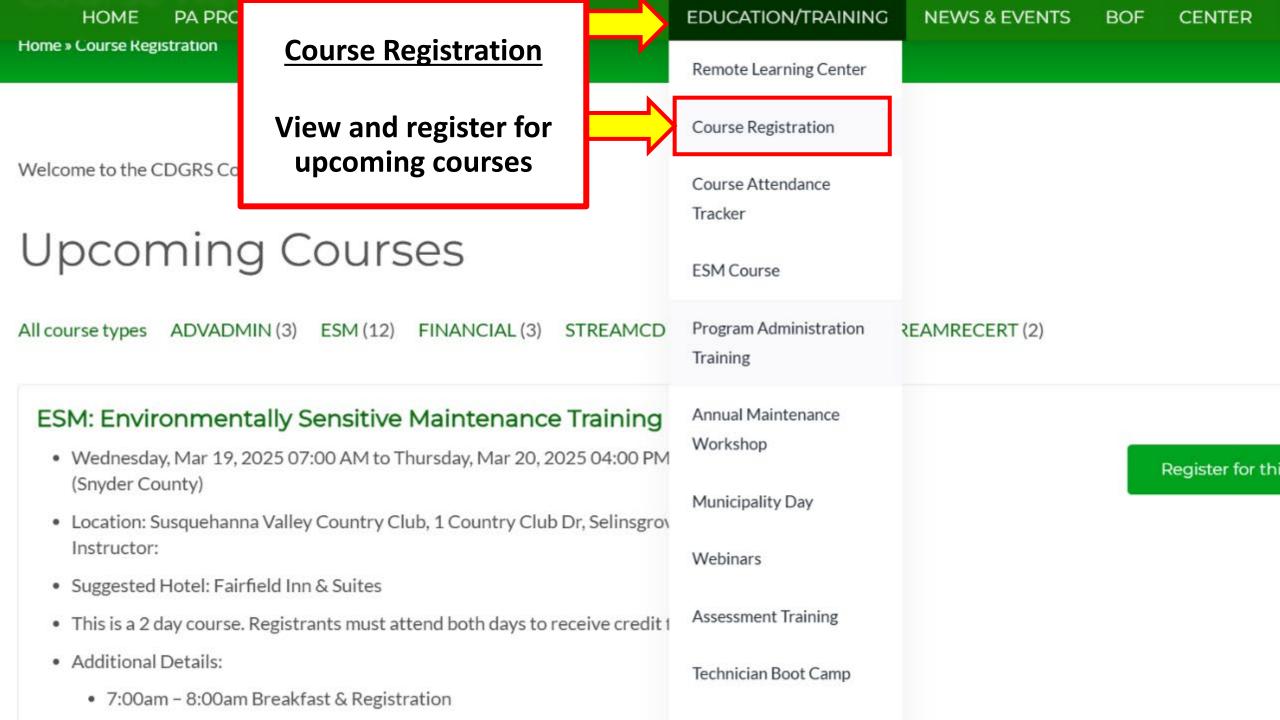
Annual Maintenance

Webinars

Workshop

Assessment Training

Technician Boot Camp



ESM Training



- 2-day classroom training for Program Eligibility
 CD staff encouraged to go first morning for introductions
- 12 scheduled for 2025, based on requests and recent locations
- CDGRS updated several modules this winter
 - Orientation
 - Infiltration
 - Streams
 - LVR
 - Project Examples

Registration open

- March 19 & 20 (Snyder)
- April 15 & 16 (Fayette)
- May 14 & 15 (Mercer)
- May 28 & 29 (Huntingdon)
- June 4 & 5 (Adams)
- July 9 & 10 (Luzerne)
- July 30 & 31 (Butler)
- August 13 & 14 (Tioga)
- August 27 & 28 (Erie)
- September 3 & 4 (Washington)
- October 7 & 8 (Berks)
- October 28 & 29 (Monroe)

Stream Trainings - CDs



Standard CD Training

Intended for new CD staff

• 3-day in-person

• Centre: 5/20-22

• Centre: 8/19-21

NEW Re-certification CD Training

 Intended for CD staff who have been to standard training

• 1.5-day in-person

• Centre: 7/15-16

• Centre: 10/21-22

Stream Trainings - Engineers



Engineer Stream Trainings

Registration open

- For designers / engineers for stream crossings
- 1.5 days (1/2 remote, 1 in person)
- Union: 8/5-6
- Elk: 9/9-10

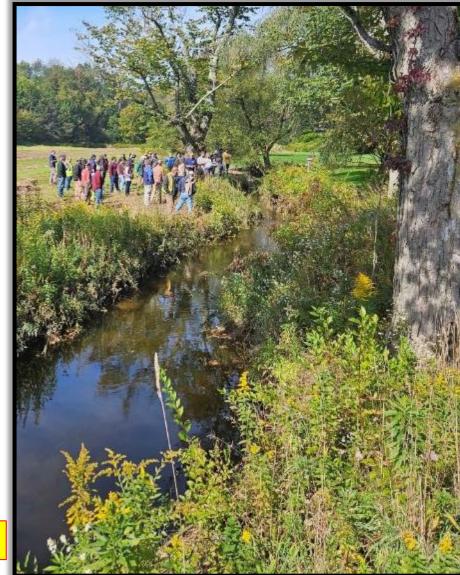


Stream Trainings - DEP



DEP Stream Trainings

- For DEP permit review staff
- 1.5 day in-person
- Two scheduled Spring 2025



Stream Trainings - Other



Interest from other groups:

- PA Game Commission
- Western PA Conservancy
- PA DCNR Forestry



Boot Camps



DGLVR Boot Camps

- 3 day in-person trainings for CD DGLVR technicians.
- Intended more for "NEW" technicians, but refreshers welcome.
- Mixture of class sessions and field trips to proposed, active, and completed sites.
- Working to schedule 1-2 for 2025



Boot Camps



DGLVR Boot Camps

• CD Survey



Workshop

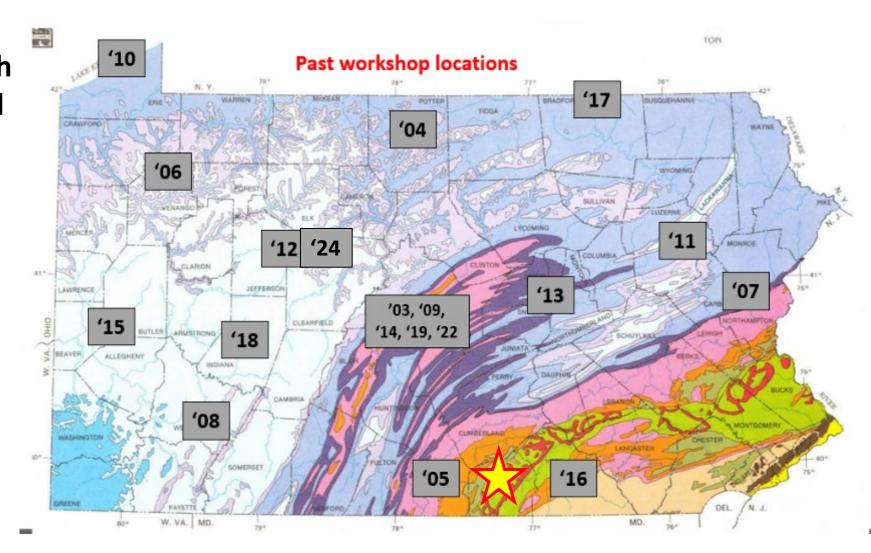


DGLVR Workshop

Annual 3-day conference with concurrent class sessions and multiple field trips

2025 Workshop

- Gettysburg
- September 23-25



Technical Assistance



Winter Technical Assistance

THIS IS A GREAT TIME FOR TECHNICAL ASSISTANCE!!

 Take advantage of the (relatively) slow time! Technical assistance wait times increase dramatically when spring hits.

smb201@psu.edu

Admin Training



Wide variety of needs for administrative training:

- New technicians
- Experienced technicians
- Financial and administrative staff

Solution: More training options

- Basic Admin Training
- Advanced Admin Training
- Financial Training
- New Hire Training

Registration open



<u>Advanced</u> Admin Training



- <u>New</u> in 2025
- Geared towards district staff responsible for running DGLVR Program day-to-day.
- Open to any conservation district staff who has completed the Basic DGLVR Admin Training.
- Attendees are re-certified in DGLVR Program
 Administration for 3 years.



Advanced Admin Training





Agenda:

full agenda and logistics document on website

- Focus on small group work and discussion
- Includes:
 - Policy trivia game
 - Grant application review activity
 - Project management presentation & discussion
 - Practice reviewing invoices and filling out completion report

Advanced DGLVR Administrative Training

Logistics:

- 9 am 3 pm
- Free to attend
- Lunch, drinks, and snacks will be provided
- Online registration is required
- Scheduled 3 times in 2025 (the day before DGLVR Financial Training)

 June 24, 2025: Eastern PA

Schuylkill County Conservation District office
August 12, 2025: Western PA

Armstrong Conservation District office November 5, 2025: Central PA Hilton Garden Inn State College

What to bring:

- Example documents district staff have developed locally and wish to share and discuss with the group (details in agenda).
- Smart phone: required to participate in the trivia game
- <u>Laptop:</u> required for some of the activities.

Attendees will be in small groups for activities, so anyone unable to bring a smart phone or laptop can work with others who bring them.

Agenda

Times listed are approximate

Introduction (10 minutes)

o Meet presenters and other attendees.

Trivia Game: DGLVR Policy Review (30 minutes)

o Bring your smart phone to participate in a trivia game that reviews key topics from the DGLVR Administrative Manual.

Activity: Project Planning and Grant Application (1 hour)

- o Brief pre-applicatin meeting overview.
- o Activity: Review a grant application & come up with suggested improvements
- Attendees will be provided with an overview of a proposed project site and a summary of what
 the district would have learned in a pre-application meeting.
- Attendees will split into small groups and be given a grant application for the example site.
- Attendees will review the application for completeness, compliance with DGLVR policy, and if
 the application represents a quality environmentally sensitive road improvement project.
- o Group discussion: share application shortcomings & needed improvements as one large group
- Discuss any shortcomings the groups found in the application, what changes/additional
 information they would want in the application, and how they would communicate with the
 grant recipient about these.

Presentation: Project Management (1 hour)

- o Reivew important milestones in the project lifecycle.
- Discuss common meetings held throughout projects.
- o Includes pros and cons of various local timelines/timing of funding cycle.

Lunch (1 hour)

Agenda continued on next page

Admin Training



Is Advanced Admin Training replacing the current Admin Training?

No – There are now 2 types of Admin Training!

Basic



Advanced



Admin Training Requirements



<u>Unchanged</u>: Conservation district staff person(s) most directly responsible for administering the Program must attend maintain DGLVR

Program Administration Training at least every 3 years

- To become certified in DGLVR Program Administration:
 - district staff must attend Basic Admin Training
- To <u>renew certification</u> in DGLVR Program Administration:
 - District staff may attend Basic Admin Training
 - District staff may attend Advanced Admin Training

Only new addition is option of Advanced Admin Training for recert



Financial Training



- Geared towards district staff involved in DGLVR finances
 - Highly recommended for at least one staff at each CD who is responsible for DGLVR finances
 - Any district staff involved in the DGLVR Program are welcome to attend!

Covers:

- DGLVR financial policy, tracking funds, GIS financial tools
- Reconciling the GIS and conservation district DGLVR account balances
- Budgeting and spending requirements
- The financial portion of Quality Assurance / Quality Control visits (QAQCs)





2025 Training Schedule



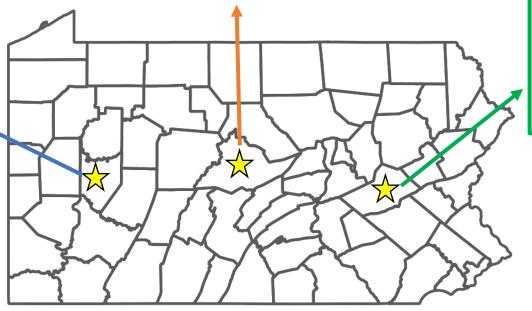
- Advanced Admin and Financial Training scheduled back-to-back in 2025
- Can attend one or both days

Armstrong CD office

- Tues 8/12/25:Advanced Admin Training
- Wed 8/13/25: Financial Training

Hilton Garden Inn State College

- Wed 11/5/25: Advanced Admin Training
- Thurs 11/6/25: Financial Training



Schuylkill CCD office

- Tues 6/24/25:
 Advanced Admin Training
- Wed 6/25/25: Financial Training



Reach out to notify the DGLVR Program of new conservation district staff getting involved in the DGLVR Program and to schedule Basic Admin Training

Amy Lee Pifer: alp90@psu.edu or 814-863-9983

Administrative Coordinator, Center for Dirt and Gravel Road Studies and

Sherri Law: shlaw@pa.gov or 223-666-2567

Conservation Program Specialist I, State Conservation Commission



Remember the New Hire Guide!

 Geared towards technical conservation district staff new to running the DGLVR Program locally

 Also a useful introduction for any other CD staff involved in the DGLVR Program

 Reference Material - Center for Dirt and Gravel **Road Studies**

PA Dirt, Gravel, and Low Volume Road Program New-Hire Guide for Conservation District Staff

This guide is intended for new "technicians" responsible for administering the DGLVR Program at a Conservation District.

C	ontents .	
1.	<u>Program introduction</u> General overview of program purpose, structure, and function. Overview of key participants and agencies.	page 2
2.	Conservation District Role Brief overview of the CD role in receiving funding and administering the Program in the county.	page 4
3.	<u>Determining YOUR role</u> Each County administers the Program differently, so it is important to understand your role and duties.	page 5
4.	IMMEDIATE To-Do List An initial task list of the most important things to get a handle on quickly.	page 6
5.	LONG-TERM To-Do List A task list for long term education and administration.	page 8
6.	Educational Opportunities Description of available DGLVR education and learning opportunities, both in person and recorded.	page 9
7.	Additional Internal (DGLVR) Resources Summary and links to a wide variety of printed and online material supporting the Program.	page 11
8.	Additional External Resources Summary and links to various external (non-DGLVR) resources that may be useful.	page 13

Are you reading a printed copy of this guide? That's great, but there are many links to other information and resources contained here. It is highly recommended to use the digital version to take advantage of the live links.

Online Version:

tps://dirtandgrayel.psu.edu/pa-program-resources/program-specific-resources/reference-material/

Since personnel change, names are not included in this guide. For current DGLVR names and contact information for



One-on-One New Hire Training is available!

- SCC and CDGRS visit to help new hires get a "jumpstart" to running the Program
- Office visit and/or field visit
- Tailored to whatever you need

If you don't know what you need, still schedule a day of new hire training!



One-on-One New Hire Training is available!

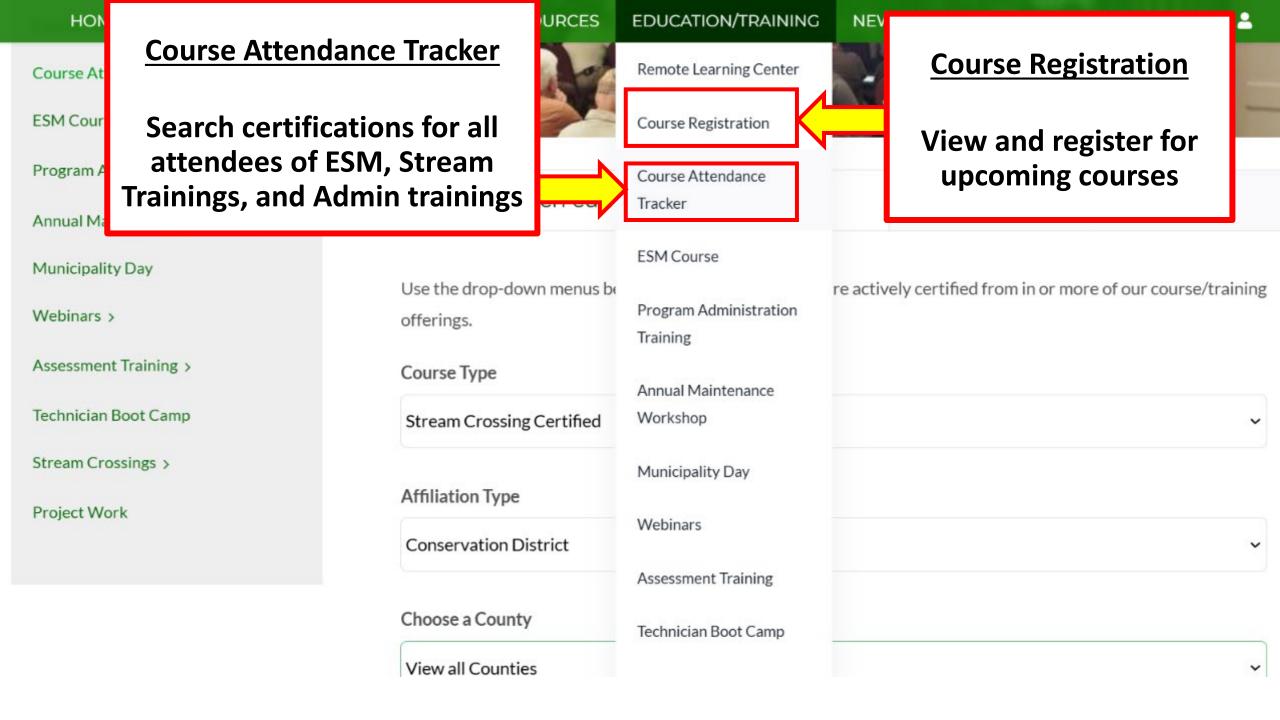
- Potential topics:
 - Open contracts for DGLVR Projects
 - Timeline: application due date, QAB meeting, CD board meeting
 - Education and outreach ideas and assistance
 - Review applications in progress
 - Visit DGLVR sites
 - Potential, pre-application, funded, under construction, recently completed
 - And more!

4. IMMEDIATE To-Do List

- Register for upcoming training opportunities: Various training courses are held throughout the year and
 across the state. Check the schedule on the website link below so you don't miss an opportunity that might
 be fast approaching. See later section describing educational opportunities in detail. (Trainings and
 Registration: https://dirtanderavel.osu.edu/education-training/)
- Identify any "institutional knowledge" at the CD: Districts are encouraged to have some overlap in job
 responsibilities, so when an employee takes leave another staff member will have some experience with the
 Program. Long-term CD staff and QAB members can provide valuable information.
- Introduce yourself to major Program partners:
 - SCC: Contact the staff at the SCC with any questions and let them know you are on board.
 - CDGRS: Contact the Center so they can help with your technical and reporting duties.
 - QAB: As described earlier in this guide, the QAB is the "steering committee" for local policy and
 project decisions. Take the time to seek out QAB members and have them fill you in on local
 priorities. QAB members who have been there for some time may have some institutional knowledge
 they can share with you as well.
 - o Current grant recipients with open contracts: Do this after you have completed the next task.
- o Identify projects with active open contracts:
 - DGLVR GIS Mapper: as described above, all Program finances and projects are tracked in an online mapping and reporting system.
 - Contact CDGRS for a GIS status report:
 - The GIS can produce a master list of all active contracts.
 - The GIS also tracks funding and can provide helpful financial information.
 - Set up training for DGLVR GIS Mapper:
 - Contact the CDGRS to set up a one-on-one (remote) training for the GIS system. Once
 complete, you will be given login credentials to access and update the system.
 - Project Hard Files:
 - Using the information from the GIS mapper, gather all active project hard files. Check with other CD staff to also see where files may be kept electronically.
 - Consult with your district manager and/or other CD staff to identify if the GIS is up to date
 with all contracts recommended by the QAB and approved by CD board.
- Review and address projects with active open contracts:
 - Identify which projects are completed, in-progress, or upcoming.
 - prioritize review of in-progress projects, or projects about to start.
 - Things to look for in hard files:
 - Important documents such as grant application, project sketch, scope of work, project narrative, and any checklists can give you a good sense of the overall project intent.
 - Proposed start and completion dates.
 - After reviewing each hard file, contact each grant recipient to determine the status of their project
 and any immediate issues. It is suggested to set up an on-site meeting to review the status and plan
 for each project. To aid discussion with grant recipients and contractors, consider using the DGLVR

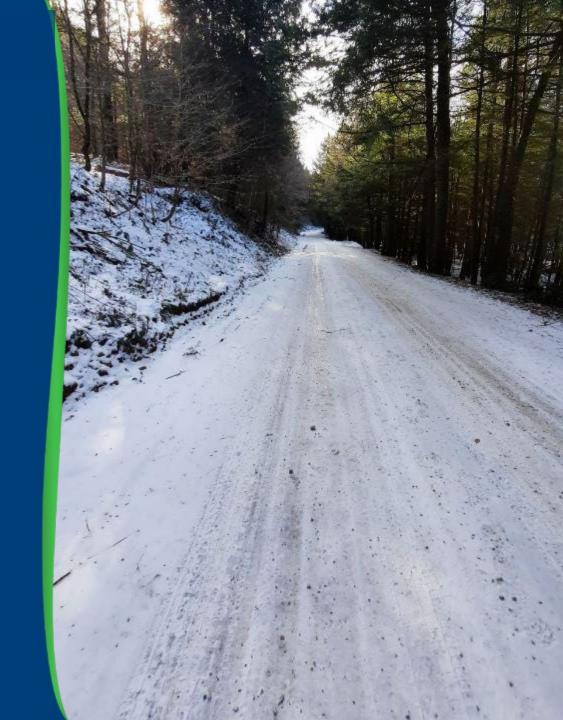
DGLVR Training Requirements Summary

	Administration Certification	Environmentally Sensitive Maintenance (ESM) Certification	Stream Crossing Certification
Required for	CD staff person(s) most directly responsible for administering the Program	 CD staff most involved in the Program Grant applicants One CD-appointed QAB member 	CD staff most involved in the Program if the CD wants to fund stream crossing replacements
Initial Certification	Basic Admin Training	2-day ESM Training	4-day Stream Crossing Certification Training for CDs
Re-Certification	Basic Admin Training OR Advanced Admin Training	2-day ESM Training OR Annual Maintenance Workshop	4-day Stream Crossing Certification Training for CDs OR 1.5-day Stream Crossing Re-certification for CDs
Certification Length	3 years	5 years	3 years
Certification expiration date	Dec 31 st of the 3 rd year	Dec 31 st of the 5 th year	Dec 31 st of the 3 rd year



2025 Program Updates

- 2025 Training Opportunities
- 2025 QAQCs
- Program Policy Update
- Program Spending Update
- Program Funding Update









- Round 5 QAQC 2024 Summary
 - 21 QAQCs completed
 - Overall Findings
 - 10 "Meets Expectations"
 - 11 "Exceeds Expectations"



QAQC Ratings	Financial	Admin/Functionality	Projects	Overall
Does Not Meet Expect.	0	1	0	0
Needs Improvement	0	1	0	0
Meets Expectations	8	9	12	10
Exceeds Expectations	9	8	9	11
Exceptional	4	2	0	0

The QAQC process is an opportunity for continued training and education.
It is not something to stress over.



Some changes will be implemented to the QAQC process in 2025

- Pre-Visit
 - Pre-Visit Letter & Attachments A-D updated.
 - Will be available on Center's website today
 - Letter, Attachments, Round 4 QAQC report, and email with additional details in process of being sent to 2025 counties
 - Virtual pre-visit discussion/interviews will continue.
 - Some time will be spent discussing the district's specific needs and how to address them.
 - Financial reviews will continue remotely.
 - Sherri can attend in-person for financial review or assistance where necessary.



Quality assurance should be an ongoing and active process.



- In-Person Visit
 - All QAQC visits are planned for either 1 day or 2 days.
 - Increased Focus on review of open contracts.
 - New: If necessary, some time will be spent providing

administrative assistance.

- Project Site Visits:
 - Completed sites
 - Active contracts
 - Potential sites

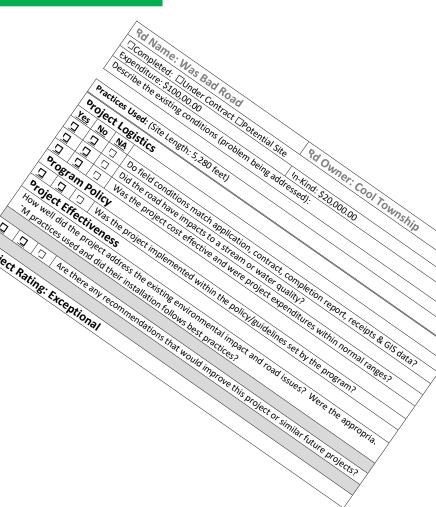
An SCC & Center staff member and your DEP Field Rep will typically attend the visit.





QAQC Reports

- Shorter reports and quicker report turn-around times
- 3–4-page summary for District Board & QAB
 - Cover Letter, Ratings, Summary of Findings, All
 Commendations, Major Recommendations, Major Required
 Actions
- For District Staff:
 - More in-depth recommendations, required actions, and narrative about the QAQC findings, summary of project themes, shorter & simplified project review write-ups, project assistance summaries



District staff are encouraged to provide any feedback on the QAQC preliminary report



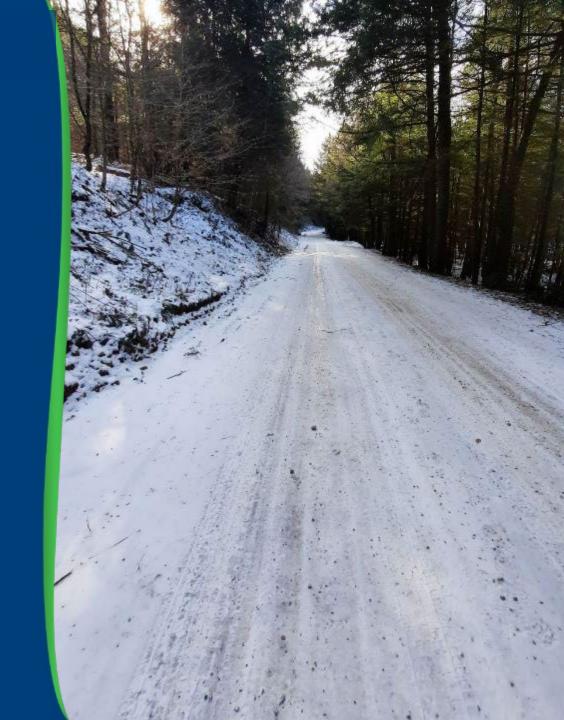
- Preparing for the QAQC
 - (Still officially every 3 years)
 - Review the Pre-Visit Attachments
 - What is working well and what isn't?
 - Don't wait to review or send financial documentation.
 - Review your District's Round 4 QAQC report.
 - Review your local QAB policy (send suggested changes)
 - Think about your project sites
 - Recommend a variety of completed sites. What help do you need with current contracts? Are there any difficult sites in the pipeline?



We're here to help your program and improve project outcomes. Let us know what you need.

2025 Program Updates

- 2025 Training Opportunities
- 2025 QAQCs
- Program Policy Update
- Program Spending Update
- Program Funding Update







DGLVR Policy Updates



- Advisory Workgroup met in November 2024.
- CDs on workgroup working on "suggested edits" to DGLVR Policy and admin manual.
- CDs on workgroup meeting regularly to discuss.
- Will bring suggestions back to full workgroup when finished.

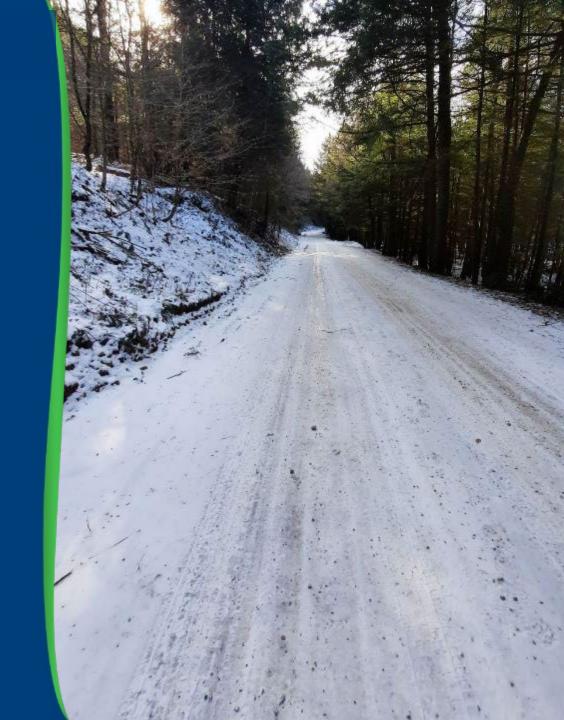
DGLVR Policy Updates



- Timeline: none set
 - CDs provide suggestions.
 - CDGRS and SCC provide suggestions.
 - Workgroup works through all suggestions.
 - Present proposed changes and send out to all CDs for review.
 - Any final changes go through workgroup.
 - SCC policy and legal review.
 - SCC action for approval.

2025 Program Updates

- 2025 Training Opportunities
- 2025 QAQCs
- Program Policy Update
- Program Spending Update
- Program Funding Update

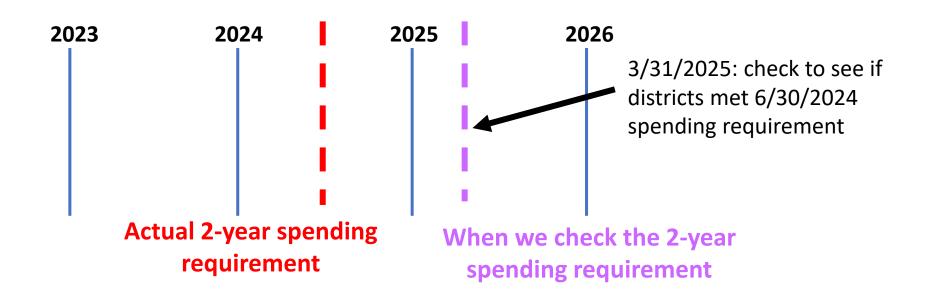








- We are over halfway through the current Fiscal Year (7/1/24-6/30/25)
- Districts must spend DGLVR funds within 2 years to be eligible for the next DGLVR allocations
 - Actually have 33 months to meet 2-year spending.







- 6/30/2024 was the spending deadline for the previous 5-year agreement
- Almost all conservation districts met the 6/30/2024 spending requirement and are eligible for 2025-26 DGLVR allocations







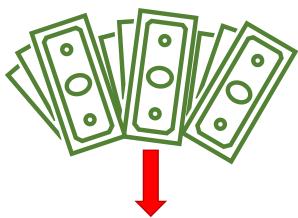








- Goal now is to keep up with spending requirements by running an effective annual grant program
- Have you allocated your 2024 funds to projects yet?
 - If not, accept applications and fund projects ASAP
 - Reach out to CDGRS and SCC for assistance in finding projects, understanding spending requirements, budgeting, etc.



	Contract #
	DERT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE PROJECT AGREEMENT BETWEEN
	COUNTY CONSERVATION DISTRICT AND
Now, Conservation	thisday of,, theCounty District ("district")
known where	in as the "project participant", agree as follows:
(1)_conduct, or co	will rase to be conducted, a road maintenance project on specified portions of
accordance	the Application and Work Plan attached hereto.
application as application as modifications (3) Th Provisions" as "Dirt, Gravel	is project will be considered in accordance with standards that prohibit the or practices that are environmentally harmful and in accordance with the diverk plan attached hereis and incorporated herein. Any shanges or to the work plan will be performed to the satisfaction of the district. Its project will be considered in accordance with the "General Contract qualited by the State Conservation Commission ("Commission"), the and Low Volume Read Maintenance Program Statement of Policy"
owo dirtand; from time to	by incorporated by reference and can be found at greefended, org. as adopted by the Corresission and as may be amended time, and the environmental standards approved by the Quality Assurance use attached hereto and incorporated herein.
required fede commencers	e project participant agrees to provide documentation to the district that all ral, state, or local permits have been obtained prior to project rat on the portion of the project requiring a permit, and further agrees to till each permits as a condition of participanting this agreement.
arrangements conformance This includes	e project participant shall ensure that this contract and all other current into pursuant to the implementation of this contract are in with all applicable local, store, and federal laws, rules, and regulations, prevailing wage act requirements that must be followed for any rule betting project value is in excess of \$25,000.



Reminder: 2-year spending requirements are tracked in the **Annual Summary Report** in GIS

- Green = eligible for an allocation
- Red = spending requirement not yet met

```
ASR Overview ( ) ASR Overview ( )

Total Spent: $ 1,808,811.02 Total Spent: $ 798,263.73

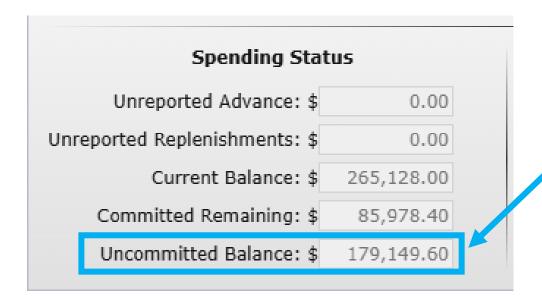
Spending Req.: $ 1,607,968.00 Spending Req.: $ 278,996.00

Difference: $ 200,843.02 Difference: $ (72,642.27)
```



Quick Check for your spending status:

Look at your <u>uncommitted balance</u> in GIS Quarterly Report



If you have <u>a year's allocation</u> <u>or more uncommitted</u>, it's time to fund new projects



- Recorded Webinars Center for Dirt and Gravel Road Studies
- April 25, 2024: Tips For Keeping Up With Spending Requirements
 - Conservation districts are required to spend each annual allocation of DGR and LVR funds within 2 years to be eligible for future allocations. This webinar shared tips and tricks to help districts establish a local annual grant cycle to get ahead of these spending deadlines.
 - Webinar Download (~1 hour, 2 minutes)



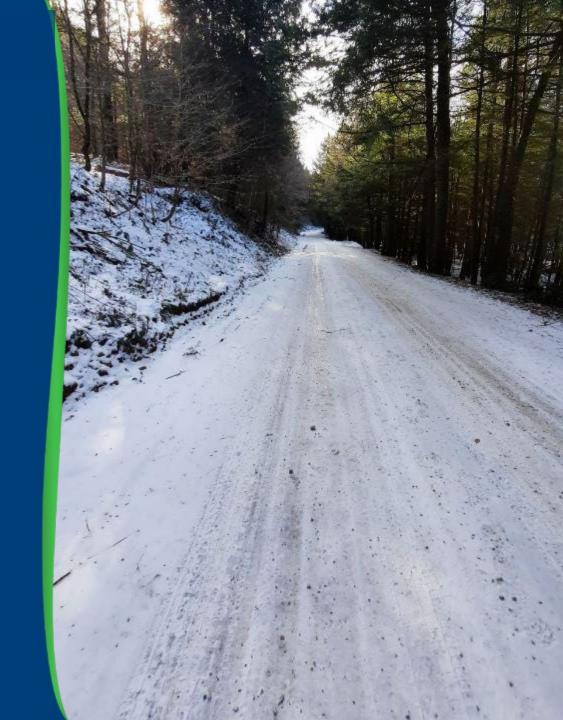
- Topics include: planning how to spend your annual allocation, determining how much funding you have available for projects, factors to consider when budgeting, how to use the DGLVR GIS mapper to identify available funds, and using the budget tool in the GIS mapper.
- Webinar Download (~40 minutes)





2025 Program Updates

- 2025 Training Opportunities
- 2025 QAQCs
- Program Policy Update
- Program Spending Update
- Program Funding Update









The last 2 times transportation funding was addressed in PA:

- 1997: \$5Million annually to establish DGR Program
- 2013: LVR Added and DGLVR increased to \$35M

Potential for transportation funding package for FY 2025-26...



From Shapiro's Budget Address, Feb 2025

In Governor Shapiro's first two years, we've delivered over \$380 million in new funding for our roads and bridges — and with that investment, Pennsylvania repaired more poor condition bridges than any other state in the entire country. On top of that, we repaired 12,000 miles of roads in Pennsylvania — that's more than any other time in the last decade.

But many Pennsylvanians also rely on mass transit — and whether you ride a bus, or hop on a trolley, a train, or the subway, every Pennsylvanian deserves a transportation network that gets them to work and home again in time for dinner safely. That's why the Governor's budget makes a significant investment in mass transit all across Pennsylvania and continues to deliver more funding for our roads and bridges.

- •Currently, 7.68 percent of all Sales and Use Tax receipts are deposited into the Public Transportation Trust Fund. This budget builds on that investment by proposing to increase that transfer by an additional **1.75** percent. This increase in available funding will inject an additional **\$292.5** million into mass transit across the Commonwealth in 2025-26, growing to more than **\$330** million in 2029-30.
- •The last two enacted budget reduced reliance on the Motor License Fund (MLF) to supplement the Pennsylvania State Police. This budget continues to step down the State Police's reliance on the Motor License Fund by \$50 million a year, until reliance is completely removed in 2029-30. As a result, over the next five years, PennDOT will have an additional \$750 million for road and bridge projects.
- •This shift provides the Pennsylvania Department of Transportation (PennDOT) additional resources to match federal Infrastructure Investment and Job Act funds, allowing for more road and bridge construction and maintenance projects.



Why "Mass Transit"?

- Mass transit is the "lead" headline.
- The more "multimodal" (comprehensive) the funding is, the more attractive it will likely be to all lawmakers.
- Keystone Transportation Funding Coalition is advocating for a comprehensive transporting package.



Status:

- February budget address from Shapiro was the "starting gun"
- Several transportation hearings in February/March.
- Keystone Transportation Funding Coalition meeting in March.
- Goal would be to have a comprehensive transportation funding update package in place for FY 25-26 budget.



Next Steps:

- Talk to your legislators about value of DGLVR funds, need for increase funding, etc.
- SCC/CDGRS/PACD working to advocate for DGLVR Program.
- SCC/CDGRS working on some updated handouts and talking points.
- More to come in the next few months...