DIRT AND GRAVEL ROAD MAINTENANCE PROGRAM
A GUIDE TO SUBMITTING DIRT AND GRAVEL ANNUAL SUMMARY REPORT (ASR)

The PA State Conservation Commission requires all Conservation Districts involved in the Dirt and Gravel Road Program to submit a summary report each year. The Annual Summary Report (ASR) includes all data on projects, contracts, and administrative/education(admin/edu) spending.   The ASRs are to be submitted to the Center for Dirt and Gravel Road Studies at Penn State. The Center will consolidate district reports and present them to the State Conservation Commission each spring.

> **Conservation Districts should submit their Annual Summary Report using the Program's DGRoads GIS reporting system. Files should be updated to reflect the <u>current</u> status of all completed and contracted projects.**
> <u>**ASRs should be submitted by January 15 each year.**</u>

The Annual Summary Report consists of four steps:
1. **Data Entry:** Enter updated information on any completed on contracted sites.
2. **Enter Admin/Edu Data:** Enter Administrative and Education Program expenditures for the year.
3. **Generate the Annual Summary Report and verify your numbers.**
4. **Complete the check list within the Annual Summary Report dialog.**

1. DATA ENTRY Enter data for all contracted and completed sites

COMPLETED SITES
1. Open the *"Funded Sites Viewer"*, select the "Site Type" and create a worksite if necessary. Insure that worksite is in the correct year, and the location and length are correct.
2. Within the Viewer, click the *"Edit Contract"* button then click on the worksite to view/edit its data. Enter the contract information if necessary and save the changes.
3. In the top part of the form: Select "Completed" for Project Status and then open the Completion Report tab and enter the project's "Completion Date".
4. Complete the "Project Expenditures" and "In-Kind Contributions" to accurately reflect what was spent on the project. Line G (Total $) must reflect the total D&G funds paid by the District on the project.
5. Complete the "Project Totals" to reflect the practices that were implemented on the site.
6. Save your changes and repeat on other worksites as needed.

CONTRACTED SITES
1. Open the *"Funded Sites Viewer"*, select the "Site Type" and create a worksite if necessary. Insure that worksite is in the correct year, and the location and length are correct.
2. Within the Viewer, click the *"Edit Contract"* button then click on the worksite to view/edit its data.
3. In the top part of the form: Select the "Contract Date" and a "Road Owner" and insure that the Project Status is set to "Contract".
4. Open the Contract tab, enter a contract amount, and then save your changes to enable all the entry tabs.
5. Complete the remaining tabs as necessary.

> *Tip: Detailed help, including a description of all blanks on each form, can be accessed by hovering over a text box's label and by clicking the purple help icon located at the top right of all custom dialogs.*

2. COST AND EXPENSES ENTRY Enter expense data for both D&G and LVR programs

1. Select "*Cost & Expenses*" from the "Reports" menu.
2. Select the "Funding Source" (i.e., Program), open the Cost and Expenses tab, and select the year to enter data.
3. Enter the Program's Administration and Education expenses.
4. If applicable, enter the Program's Limestone Cost. Note that this cost MUST be greater than 0. If you do not know the cost, then leave the cost provided to you.
5. Save the changes and then repeat these steps for the other "Funding Source".

3. ANNUAL SUMMARY REVIEW Summarize and verify the worksite and cost and expenses data

1. Select "*Annual Summary*".
2. Select the "Funding Source" (i.e., Program) and a comprehensive County Summary will appear.
3. Click through the various tabs and verify that the numbers provided are correct. **You must review this table for accuracy before submitting your report (look for errors, double check $ spent, insure all completed projects and current contracts are there)**. If anything is incorrect, exit the Annual Summary Report and edit the data using the appropriate tools.
4. Verify your "Total Committed" (Contract Total + Completed Total + Administrative Expenses + Education Expenses) and insure that the "Difference" is greater than 0. Note that if you have not finished entering all of your site and expense data, the "Difference" may be less than 0.
5. Under the "Report Checklist", check the boxes as completed as necessary.
6. Save the changes and then repeat these steps for the other "Funding Source".
7. Once finished, send an email indicating that the ASR is ready for review to Ken Corradini (kjc139@psu.edu).