

DGLVR Administrative Training Update

Basic DGLVR Administrative Training

- **Current:**
 - DGLVR administrative training is required for conservation district staff person(s) most directly responsible for administering the Program.
 - Staff must attend administrative training at least once every three years.
 - Training is 1-day and in person.
 - Covers policies in the DGLVR Administrative Manual.
 - Scheduling has varied over the years.
- **Moving forward:**
 - Conservation district staff new to the DGLVR Program who have never attended the Basic DGLVR Admin Training *will still be required to attend this training*.
 - These trainings will be *scheduled as needed* when new staff become involved in the DGLVR Program.
 - Experienced conservation district staff are welcome to attend this training as often as they like.
 - Program Administration Certification will be renewed for 3 years after attending.



Basic DGLVR Admin Training is all classroom style presentation.

[Reach out](#) to notify the DGLVR Program of new conservation district staff getting involved in the DGLVR Program and to request the Basic DGLVR Administrative Training:

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and
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Conservation Program Specialist I, State Conservation Commission



Skilled DGLVR Program administration helps us build better roads and improve local water quality.

NEW Advanced DGLVR Administrative Training

- **Why?**
 - Experienced conservation district staff are already familiar with DGLVR policy covered in the Basic Admin Training.
 - Advanced training can offer more in-depth guidance and exercises on important administrative topics.
- **Who should attend?**
 - The Advanced Admin Training is 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.
 - CD staff who are most involved with the DGLVR Program are required to maintain policy administrative certification, which expires after 3 years. You can maintain your certification by attending an Advanced Administrative Training (recommended) or retaking the Basic Administrative Training.

Advanced DGLVR Administrative Training

Logistics:

- 9 am – 3 pm
- Free to attend
- Lunch, drinks, and snacks will be provided
- Online registration is required ([Click here](#))
- 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.
- **Laptop:** 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)

- Meet presenters and other attendees.

Trivia Game: DGLVR Policy Review (30 minutes)

- 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)

- Brief pre-application meeting overview.
- 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.
- 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)

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

Lunch (1 hour)

Agenda continued on next page

Discussion: Local Project Management Tips and Tricks (1 hour)

- Attendees will be asked to discuss and share local administrative tips and tricks. This is also a good time to ask questions, share issues you've encountered, and ask for feedback from peers and presenters.
- Attendees are encouraged to **bring example documents** they have developed locally to share and discuss with the group.

Example documents to bring could include, but are not limited to:

- cover letters
- checklists
- local policy
- ranking criteria
- education & outreach materials
- anything else you use for the DGLVR program and would like to share!

Bring to share your ideas with others and/or request feedback!

Electronic versions of these documents can be emailed to shlaw@pa.gov to be able to be projected for the group to see.

Potential project management topics to discuss:

- Do you provide a cover letter when awarding contracts? What does it say?
- Do you meet with the grant recipient to sign the contracts? What do you discuss?
- How often do you talk with your grant recipients?
- Do you keep a log of phone calls/emails/meetings? What format is this in?
- How do you handle off ROW permission? (i.e., do you expect the grant recipient to handle it 100%, do you offer to help in discussions, do you push to be included in discussions?)
- How do you get construction crews to adjust installation of ESM practices in the field?
- When are you on site during construction?
- When do you ask for paperwork for your file?
- How do you handle payments to grant recipients?
 - Do you provide advances? How much?
 - Do you provide partial payments?
 - Does your QAB and/or CD board approve individual project payments?

Activity: Review Invoices and Fill Out Completion Report (1 hour)

- Attendees will split into small groups and be provided with invoices for an example project to review in preparation for final payment.
- Attendees will be asked to:
 - assess if expenses are eligible
 - assess if documentation is acceptable
 - summarize expenses in a project expense tracker spreadsheet
 - compile a list of questions for the grant recipient
- Group discussion
 - Discuss any shortcomings the groups found in the receipts, what changes/additional information they would request, and how they would communicate with the grant recipient about these.
- Attendees will split into small groups and practice filling out the DGLVR Project Completion Report
- Group Discussion
 - Review how this Completion Report should be filled out
 - Briefly discuss documenting as-built conditions