

Dirt, Gravel, and Low Volume Road Program

Proposed Project Reporting Changes

Purpose and overview of changes:

Improve financial reporting for projects (Page 1 of project completion report) Minimal changes were made here, mostly to the “categories” of spending. The materials/equipment/labor subdivision has always been problematic, especially as projects got larger and more complicated, and became more likely to be bid to a contractor “lump sum”. These categories have been changed to instead break-out how much was ultimately paid to the applicant -vs- contractor -vs- engineer (All payments still go directly to grant recipient. This distinction separates what the recipient keeps themselves, versus pays to engineer or contractors).

Improve deliverable reporting for projects (Page 2 of project completion report) The current deliverable list for the completion report was created in 2014 during the Program funding increase and before any LVR projects were completed. It contains several practices that are rarely used, is missing other practices that are commonly used, and contains some deliverables that are ambiguous or difficult to quantify. The draft here attempts to rectify those issues, making the completion report both easier for users and more valuable at the state level. With the added cost and complexity of stream crossing replacements under the new standard, a separate page has been developed to report on each stream crossing completed under the DGLVR Standard separately, and to keep that information off the completion report for standard drainage projects.

Create a “Project Scope of Work” as a contract attachment The current DGLVR project tracking and contracting system has a few shortcomings and issues such as:

- The Grant Application is currently “attachment A” to the DGLVR Contract, but the scope or plan of work is often changed after application submittal. Technically, the Grant Application must be amended to show any changes since it is a contract attachment, but that seldom happens.
- **Deliverables are only ever reported after project completion.** Things like quantifying upcoming workload or looking at planned deliverables for upcoming contracts is not possible at either a statewide or individual project level.

To rectify these issues, a new “Scope of Work” is proposed that would replace the Grant Application as “Attachment A”. The Grant applicant would still be used but would no longer be a contract attachment.

Included on following pages for review:

- 1) Old (existing) Project Completion report P1 (for reference).
- 2) Old (existing) Project Completion report P2 (for reference).
- 3) **Draft New Project Completion Report P1 (financial).**
- 4) **Draft New Project Completion Report P2 (deliverables).**
- 5) **Draft New Project Completion Report (stream Xing Specific)**
- 6) **Scope of Work: Temporary Explanation**
- 7) **Draft Scope of Work P1 (est. financial)**
- 8) **Draft Scope of Work P2 (est. deliverables)**

1) Old (current) version for Reference

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.

_____	_____	_____
County	Municipality	Date
_____	_____	_____
Project Participant	Work Site ID	Road Name / ID Number

<u>Dirt, Gravel and Low Volume Program Funds</u> <i>Use actual project costs after receipts are totaled.</i>	<u>In-Kind Contributions</u> <i>Includes goods and services from applicant and other sources.</i>
Project Commitments:	In-Kind Contributions from Grant Recipients:
A. Contract Amount..... \$ _____	I. Materials..... \$ _____
B. Amendments (if applicable)..... \$ _____	J. Equipment..... \$ _____
C. Total Committed (A+B)..... \$ _____	K. Labor..... \$ _____
Project Expenditures: (receipts must be submitted)	L. Engineering..... \$ _____
D. Materials..... \$ _____	In-Kind Contributions from Other Sources:
E. Equipment..... \$ _____	M. Other Sources (describe below)..... \$ _____
F. Labor..... \$ _____	_____
G. Engineering (limit 10% of line C).... \$ _____	_____
H. Total Expenditures (D+E+F+G)..... \$ _____ <i>Represents the total DGLVR funds paid to the grant recipient.</i>	N. Total In-Kind Value (I+J+K+L+M). \$ _____

Project Cost Summary	
O. Total Project Value (grant + in-kind): (H+N).....	\$ _____

Additional Project Notes: _____

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

_____	_____	_____	_____
Conservation District Rep.	Date	Project Participant Rep.	Date

2) Old (current) version for Reference

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.

Ditch Improvements/Outlets

Turn Outs Installed..... #

New Cross Pipes Installed..... #

Cross Pipes Replaced..... #

Through the Bank Pipes..... #

Off Right-of-Way Improvements

Diversion Swales Constructed..... ft

Bank Benches..... ft

Through Drains..... #

Access Drainage Improvements..... #

Road Base

Road Fill Added..... tons

Full Depth, Chemical, Mechanical Stabilization..... sq yd

Geo Separation Fabric, Grid, or Cell..... sq yd

Under Drain Added..... ft

French Mattresses Constructed..... sq yd

Road Surface Stabilized

DSA Placed..... tons

Sealed Surface..... sq yd

Broad Based Dips..... #

Grade Brakes..... #

Dust Suppressant Used..... sq yd

Road Banks

Soil Pinning..... sq yd

Geo Stabilized Bank..... sq yd

Structural Storm Water Improvements

Infiltration..... sq yd

Detention..... sq yd

Dispersal..... sq yd

Road-Stream Interface

High Water Bypass..... #

In-stream Stabilization Structures.... #

Bioengineering..... sq yd

Vegetative Management

Select Thinning/Pruning..... ft

Seeding/Mulching..... sq yd

Stream Crossing Replacements

(Type: R=round pipe; M=multiple pipes; S=squash pipe; A=arch pipe (w/bottom); X=box culvert (w/bottom); BL(A/B)= bottomless Arch/Box; B=bridge; O=other)

Crossing 1 Bankfull Width: ____ ft

Existing Structure	New Structure
Type: _____	Type: _____
Opening Width: _____ ft	Opening Width: _____ ft

Crossing 2 Bankfull Width: ____ ft

Existing Structure	New Structure
Type: _____	Type: _____
Opening Width: _____ ft	Opening Width: _____ ft

Crossing 3 Bankfull Width: ____ ft

Existing Structure	New Structure
Type: _____	Type: _____
Opening Width: _____ ft	Opening Width: _____ ft

Other

All Other Practices Implemented..... # List Practices.....

PROJECT COMPLETION REPORT

PA State Conservation Commission: Dirt, Gravel and Low Volume Road Program

ACTUAL Deliverables for a single project, including both grant-funded and in-kind.

(ft) indicates length of feature along road, not height or depth for dimensional practices

Ditches and Outlets	
Turnouts (#)	_____
NEW Crosspipes (#)	_____
Replaced Crosspipes (#)	_____
Through-the-bank Pipes (#)	_____
Drop Inlets (#)	_____
Storm Sewer (ft)	_____
Ditch Stabilized (ft)	_____
Inlets/Outlets Stabilized (sqft)	_____
Ditches Eliminated (ft)	_____

Road Base	
Road Fill (tons)	_____
Full Depth Reclamation (ft)	_____
Shallow Surface Grinds (ft)	_____
Geosynthetics in road base (ft)	_____
Underdrain (ft)	_____
French Mattress (linear ft)	_____
Slide Repair (ft)	_____

Road Surfacing	
DSA (tons)	_____
Chip Seal (ft)	_____
Paving (ft)	_____
Dust Suppressant (ft)	_____
Grade Breaks / BB Dips (#)	_____

Off Right of Way Improvements	
Driveway / lane pipes (#)	_____
Surface Drainage features (#)	_____
Swales / bank benches (ft)	_____

Structural Stormwater Improvements	
Practice(s) installed: rain garden – infiltration bed – infiltration swale - detention pond – level spreader	
Area of Practice (sqft)	_____
Storage Vol. of Practice (cuft)	_____

Other Practices	
Road Bank Stabilization (ft)	_____
In-Stream Structures (#)	_____
High Water Bypass (#)	_____
Other practices not listed here:	_____

Stream Crossing Replacements	
Number of Stream Crossing Replacements Funded in this project (including exemptions)	_____
For each stream crossing, complete a "Stream Crossing Completion Report" and attach to this report	

STREAM CROSSING COMPLETION REPORT

This form must be completed for each stream crossing replaced with DGLVR funds or claimed as in kind.

Complete for ALL Stream Crossings

Site Information	
Latitude	_____
Longitude	_____
Watershed Size (acres)	_____
Bankfull Channel Width (ft)	_____

Crossing Information	
Existing Opening Width (ft)	_____
Existing Structure type	Round – Multiple pipes Squash - Arch w/bot – Box w/bot – Arch BL – Box BL Bridge
New Structure type	Round – Squash Arch w/bot – Box w/bot – Arch BL – Box BL - Bridge
New Opening Width (ft)	_____
New Opening Height (ft) <i>(thalweg to top of structure)</i>	_____
New Structure Length (ft)	_____

- Automatic Exemption to Std. Given by CD
- SCC Granted Exemption to Std. Given by SCC
- No Exemption: complete data below

Complete for Stream Crossings Following DGLVR Standard (no exemption)

Financial Information (this crossing only)	
Structure Cost (structure only)	\$ _____
Installation Cost (including stream work)	\$ _____
Total Cost (total above, or leave above blank for lump sum payments)	\$ _____
Engineering Cost	\$ _____

These figures should include In-Kind + DGLVR grant to represent the entire cost of the crossing.

- Reconstructed Reach of Stream Channel
 - Upstream length _____ ft
 - Downstream length _____ ft
 - Slope _____ %
- Number of grade controls _____ #
- Water quality designation?

Stream Crossing Replacement Notes: _____

PROJECT SCOPE OF WORK

Overview of Proposed Changes:

- The Grant Application (with project sketch) is currently “Attachment A” to the DGLVR Contract
- **The Grant Application will still be used to apply for funding**, but it would no longer be included as an attachment to the contract:
 - aside from cost estimate, it provides little useful information on deliverables, etc.
 - The scope or plan of work is often changed after application submittal. Technically, the Grant Application must be amended to show any changes since it is a contract attachment, but that seldom happens.
 - “Attachment A” should show what is going go be funded, not what was applied for, since changes might have occurred after initial applicant submittal.
- The “Project Scope of Work”, drafted on the following pages, would replace the Grant Application as the new “Attachment A” to DGLVR Contracts.
- The purpose of this is to have “Attachment A” better define the planned project, and to identify the **planned/proposed/estimated** deliverables for a contract (currently, deliverables are only entered in the GIS after project completion).

PROJECT SCOPE OF WORK

Scope of work for one project including estimated costs and deliverables.

Site Information	
Grant Recipient	___ auto ___
Road Name/#	___ auto ___
Site ID	___ auto ___
LV/DGR	___ auto ___

Estimated In-Kind Contributions	
Goods/services from applicant and other sources (not reimbursed)	
In-Kind From Grant Recipient:	
H) In-Kind <u>Project Costs</u>	\$ _____
K) In-Kind <u>Engineer Costs</u>	\$ _____
In-Kind From Other Sources:	
O) Total Other Sources	\$ _____
Describe sources: _____	

N) Total In-Kind (J+K+L+M+N+O)	\$ _____

Estimated Grant Costs	
Actual expenses totaled based on receipts and reimbursements.	
Project Expenditures: (receipts required)	
<i>Note: CD still only pays grant recipient. This tracks where funds go after that.</i>	
D) DGLVR Paid <u>Applicant Costs</u>	\$ _____
E) DGLVR Paid <u>Contractor Costs</u>	\$ _____
F) DGLVR Paid <u>Engineer Costs</u>	\$ _____
G) Total DGLVR Costs: (D+E+F)	\$ _____

Question: Should we make cost breakdown (mat/equip/labor) on Grant app match the categories above, or leave as is for twp use?

Project Narrative: _____

Required as part of this Scope of Work, Attachment A to DGLVR Contract

- Completed page 2: Planned Deliverables
- **Project Sketch:** Map/drawing that locates project and proposed deliverables. Can be hand drawn or use digital maps such as CAD or DGLVR Project Sketcher

Optional additions as part of this Scope of Work, Attachment A to DGLVR Contract

- DGLVR (or other) Technical Bulletins on specific practices
- Construction details or plans
- Detailed Estimated Project Expenditures and/or In-Kind (from optional Grant Application attachments)

PROJECT SCOPE OF WORK - PLANNED DELIVERABLES

Proposed Deliverables for a single project, including both grant-funded and in-kind.

PA State Conservation Commission: Dirt, Gravel and Low Volume Road Program

(ft) indicates length of feature along road, not height or depth for dimensional practices

Ditches and Outlets

Turnouts (#) _____

NEW C... (ft)

Repla

Thro

Drop

Storr

Ditch

Inlets

Ditch

DSA

Chip

Pavir

Dust

Grad

Road Base

Road Fill (tons) _____

Fill Depth (ft)

Don't comment on deliverables/practices here:

The practices on this Planned Deliverables worksheet will be **IDENTICAL** to the practices on page 2 of the new completion report above. (so review the completion report deliverable, when finalized, they will also be updated here)

• **The idea is (using example):**

- When contracting, you enter into the Planned Deliverables that you plan to install 5 pipes and 900' of DSA.
- After completion, the completion report auto populates the planned deliverables, and you accept or correct, so maybe 5 pipes is correct and left alone, but you ended up with 1,020' of DSA so that is updated on the completion report.

Structural Stormwater Improvements

Practice(s) installed: rain garden – infiltration bed – infiltration swale - detention pond – level spreader - ???

Area of Practice (sqft) _____

Storage Vol. of Practice (cuft) _____

Other practices not listed here: _____

Stream Crossing Replacements

Number of Stream Crossing Replacements Funded in this project (including exemptions) _____

For each stream crossing, complete a "Stream Crossing Completion Report" and attach to this report