

# Dirt, Gravel, and Low-Volume Roads

## Director Training

June 2, 2022







- **Program Background**
- **Topics for CD Managers**
  - QAB, CD Board, and Policy
  - Admin and education funds
  - Staff time
  - Additional Resources
  - Your Questions

## Dirt, Gravel and Low Volume Road Maintenance Program (DGLVR)

### Enabling legislation & purpose ↓

- Section 9106 of the Pa Vehicle Code (enacted 1997)
- Provides funding for implementation of 'Environmentally Sensitive Maintenance' practices to reduce the impact of local 'unpaved' public roads, and the long-term maintenance costs of ESM practices.

### Funding:

- Annual appropriation to the Dirt & Gravel Road fund (\$28.0M)
- Allocated annually by the SCC
  - \$20.0M for Dirt and Gravel Roads
  - \$8.0M For Low Volume Road

# DGLVR Program

- Active partners:
  - SCC
  - Conservation Districts
  - Local municipalities
  - Center for Dirt & Gravel Road Studies (Center)

# DGLVR Program

- **Partnership vehicle:**

- Multi-year (5) contract between SCC & a conservation district.
  - Provides conduit for the distribution of program funds to municipalities
  - Provides funding for administrative activities performed by the conservation district.
  - Establishes reporting requirements.
    - Online Geographic Information System (GIS) developed by the Center.
      - » Digitally maps and tracks all project locations, fund expenditures and other project deliverables (education, training, quality control activities).





- **Environmentally Sensitive Maintenance**
  - Reduced environmental impact
  - Better roads
  - Lower long-term maintenance costs



 **STATE: State Conservation Commission (SCC)**

**COUNTY: Conservation District (CD)**

**COUNTY: Quality Assurance Board (QAB)**

**LOCAL: Grant Recipients**

## **State Conservation Commission (SCC)**

- **Administers statewide program.**
- **Allocates money to Conservation Districts.**
- **Quality Assurance Quality Control process.**
- **Program Coordinator:**
  - **Roy Richardson**
    - **717-787-2103**
    - **[rrichardso@pa.gov](mailto:rrichardso@pa.gov)**

**STATE:** State Conservation Commission (SCC)

 **COUNTY: Conservation District (CD)**

**COUNTY:** Quality Assurance Board (QAB)

**LOCAL:** Grant Recipients

## County Conservation District (CD)

- **Administer Program at county level.**
- Receive money based on roads & worksites.
- Work with applicants to develop work plans.
- Provide grants to successful applicants
- Inspect projects and ensure Program requirements are met
- Keep records and report to State quarterly & annually.



**STATE: State Conservation Commission (SCC)**

**COUNTY: Conservation District (CD)**

 **COUNTY: Quality Assurance Board (QAB)**

**LOCAL: Grant Recipients**

## **Quality Assurance Board (QAB)**

- **4 Member advisory board**
  - CD (Non-voting Chair)
  - CD
  - NRCS
  - PAFBC
- **Recommends:**
  - County policy
  - Projects for funding

**STATE:** State Conservation Commission (SCC)

**COUNTY:** Conservation District (CD)

**COUNTY:** Quality Assurance Board (QAB)

 **LOCAL: Grant Recipients**

### **Grant Recipients: PUBLIC road owning entities**

- **Typically townships, but others are eligible:**  
*other municipalities, PennDOT, Fish and Boat, Game Commission, etc.*
- Must be “ESM Certified” within last 5 years.
- **Apply to Conservation District for funding.**
- Enter into contract with Conservation District.
- Complete project work or hire sub-contractors.

**STATE: State Conservation Commission (SCC)**

**COUNTY: Conservation District (CD)**

**COUNTY: Quality Assurance Board (QAB)**

**LOCAL: Grant Recipients**

### How does the PSU Center fit in?



- Provide education, outreach, and technical assistance to all entities involved in the Program.
- Advisory capacity to SCC.
- GIS computer tracking system for projects.





- Program Background
- Topics for CD Managers
  - QAB, CD Board, and Policy
  - Admin and education funds
  - Staff time
  - Additional Resources
  - Your Questions

*Within the conservation district a Quality Assurance Board shall be impaneled to establish and administer the grant program. The four-member QAB is to be comprised of **a nonvoting chairman appointed by the conservation district directors and one local representative appointed by each of the following entities:***

- (1) The Federal Natural Resource Conservation Service*
- (2) The Pennsylvania Fish and Boat Commission*
- (3) The county conservation district*

*If circumstances require, the chairman may vote to decide a tie vote.*

- **Advisory only**
- **Recommends local policy**
- **Recommends project for funding**
- **Participation issues?**
- **Can have (designated) alternates.**

### **Accounting of Funds and Record Keeping**

- All DGLVR funds must be in an interest-bearing Federal Deposit Insurance Corporation or equivalent insured account (amounts over \$250,000 must be insured)
- Dirt and Gravel Roads funds (projects, education, and administration) are to be used solely for Dirt and Gravel Road Program expenses
- Low-Volume Roads funds (projects, education, and administration) are to be used solely for Low-Volume Road Program expenses
- Dirt and Gravel Roads funds and Low-Volume Roads funds must be accounted for separately
- Program records must be kept for a minimum of 7 years and provided to the SCC upon request



### Administrative Funds

- Up to 10% of allocations
- Both DGR and LVR
- Up to 100% of funds can be used on projects!
- **Example expenses:**
  - Staff salary and benefits to administer the Program
  - Travel expenses related to Program administration
  - Office and technology expenses
  - Field equipment
  - Aggregate testing
  - Overhead costs such as insurance, utilities, rent, etc.
  - Vehicle expenses
  - Traffic counters, grader blades, or other equipment to loan to applicants
  - Other administrative expenses pertinent to the Program
  - Demonstration projects (refer to section 3.4.6)

### Education Funds

- Up to 10% of allocations
- Both D&G and LVR
- Up to 100% of funds can be used on projects!
- **Example expenses:**
  - Staff salary and benefits related to DGLVR educational activities
  - Travel expenses related to above activities and for QAB or district board
  - Participation incentives
  - Expenses for potential grant applicants to attend educational and training events
  - Expenses of hosting workshops, trainings, or educational events
  - Educational materials or advertisements.
  - Promotional materials (reports, project signage, websites, etc.)
  - Promotional items (pens, hats, door prizes, etc.)-limited to \$1,000/yr
  - Traffic Counters, grader blades, or other equipment to loan to applicants
  - Demonstration projects

## **Examples of DGLVR activities:**

- **Administrative Activities**
  - Site inspections, meetings, completing paperwork, communications, etc. related to DGLVR Projects
  - QAB meetings and Conservation District Board of Director meetings
  - Reviewing DGLVR applications
  
- **Education Activities**
  - attending or hosting trainings, conferences, field days, and workshops, technical assistance, or other outreach activities
  - Teaching individuals or small groups about the DGLVR Program in regard to potential DGLVR Project sites without a current contract for DGLVR funds. This includes working with potential grant applicants to develop an application for DGLVR funds, such as pre-application meetings.



**Spending Limitations:**

- Purchase of equipment for townships or other applicants, including cost-sharing, is not allowed. It is acceptable to purchase equipment for loan/rent to applicants.
- Administrative & Education/Training funds must be spent within two years of receipt. The “banking” of admin or edu funds for multiple years is only allowed with written permission from the Commission.
- Some conservation district expenses are shared between the DGLVR Program and other programs or funding sources. A portion of shared expenses may be eligible DGLVR administrative and/or education expenses, as detailed in the Cost Allocation Method section of the Administrative Manual.
  - Shared expenses may include, but are not limited to: district equipment, vehicles, rent, office expenses, etc.

**Cost Allocation Methods (CAMs)**

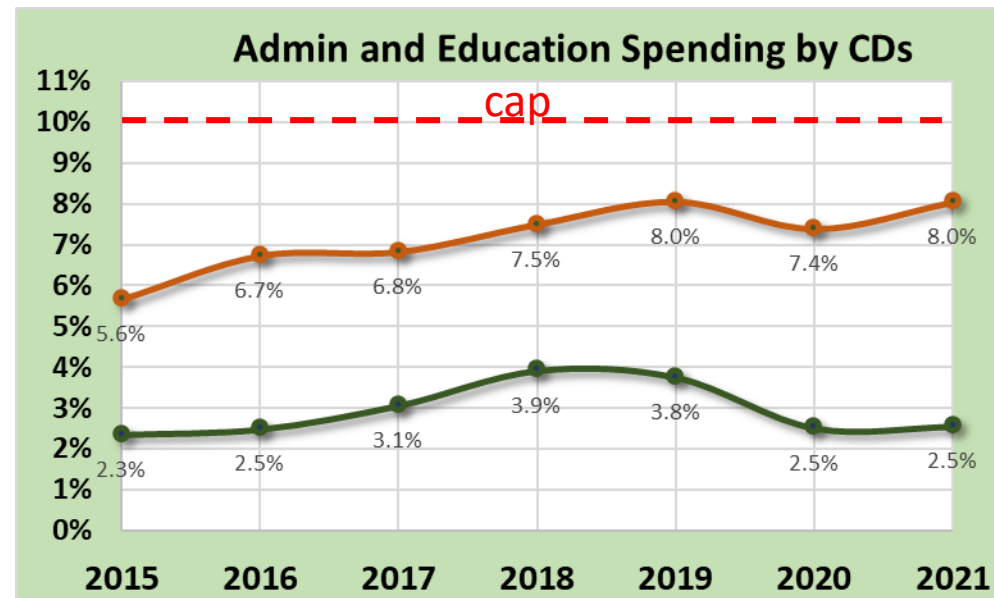
- The percent of shared expenses that are eligible DGR expenses are equal to the percent of staff time spent on DGR activities.
- The percent of staff time spent on DGR activities must be calculated compared to the total staff time spent on all programs/activities sharing the expense.
- Same for LVR
- Examples included in Admin Manual

### Staff Time:

- Salaries and associated benefits can only be paid for with DGLVR funds for time spent working directly on the DGLVR Program.
  - Salary/benefits for time spent on DGR activities are to be paid for with DGR funds.
  - Salary/benefits for time spent on LVR activities are to be paid for with LVR funds.
- Tracking can be done on an hourly basis, a percent effort basis, or some other method that allocates salary in accordance with time spent on the DGLVR Program.
- If a conservation district chooses to divide salaries on a percent basis, then the percent of a staff member's salaries and benefits paid for with DGR funds must be proportionate to the amount of time that staff member spends on DGR activities out of the staff member's total hours in a given time period.
  - Same for LVR
- The conservation district must keep and be able to provide documentation to the SCC of time spent on DGR and LVR activities as part of the administration and education funding record-keeping.

## Staff time

- **Available CD staff time is the single biggest predictor of Program success.**
- Only 7.5% of admin funds and 3.2% of education funds have been used (*avg 2017-21*)
- **Critical Times for CD Involvement:**
  - **Pre-app meeting**
  - Pre-con meeting
  - Project start
  - Project moves to new phase
  - Regular checking in
  - Project inspection and completion report








- Program Background
- Program Current Stats
- **Topics for CD Managers**
  - QAB, CD Board, and Policy
  - Admin and education funds
  - Staff time
  - **Additional Resources**
  - Your Questions

[www.dirtandgravelroad.org](http://www.dirtandgravelroad.org)

Welcome to Center for D X

Secure | <https://www.dirtandgravel.psu.edu>

Apps CDGRS Adobe Connect Login Constant Contact

 **PennState**  
Center for Dirt and Gravel Road Studies

Login

C D G R S

HOME PA PROGRAM RESOURCES GENERAL RESOURCES EDUCATION / TRAINING NEWS & EVENTS CENTER

SCC PROGRAM OVERVIEW

CONSERVATION DISTRICTS

PROGRAM RESOURCES


QA/QC

LOW VOLUME ROADS

ADVISORY WORKGROUPS

PRODUCTS

DCNR BOF PROGRAM



**Better Roads, Cleaner Streams**

PA's Dirt Gravel and Low Volume Roads (DGLVR) Program provides local road-owning entities with grant funding for road and environmental improvements on unpaved and low-volume paved roads.

[More Info](#)

● ● ● ● ● ● ●

**WHAT'S NEW**

**2016 Annual Summary Report**  
The 2016 annual report highlights projects, practices, and expenditures for...


**Updated: Approved Products List**  
Visit the [Products](#) page to download the updated...


**UPCOMING EVENTS**

**JUN 20** **ESM Training: Huntingdon County**  
Visit the ESM Course page for detailed information and to register...

**JUN 27** **NAACC Culvert Training: State College Area**  
2-day culvert assessment training and

**QUICK LINKS**

**DGLVR Materials Calculator** 

**CDGRS Mapper** 

## Administrative Trainings

- For Conservation Districts
- Two held annually or as needed
- One scheduled for 9/27/2022 in State College



# Have a Question? Who to ask:



## Roy Richardson

- **PROGRAM** Coordinator
- State Conservation Commission
- Pa Department of Agriculture
- [rrichardso@pa.gov](mailto:rrichardso@pa.gov)
- 717-787-2013

- **Policy**
- **Legal**
- **Allocation/replenishment**
- **QAQC**
- **General Questions**



## Steve Bloser

- **CENTER** Director
- PSU Center for Dirt and Gravel Roads
- [smb201@psu.edu](mailto:smb201@psu.edu)
- 814-865-5355

- **Trainings**
- **Technical Assistance**
- **Outreach**
- **GIS/Reporting**
- **General Questions**





- Program Background
- **Topics for CD Managers**
  - QAB, CD Board, and Policy
  - Admin and education funds
  - Staff time
  - Additional Resources
  - **Your Questions**