PA State Conservation Commission - Dirt, Gravel & Low Volume Roads Maintenance

**“Project Timeline”**

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| **PROJECT INFORMATION** | |
| Proj Participant: CD Board Approval Date:  Road Name: Contract Signed Date:  Site ID: Orig Contract Amount:  Prop Start Date: Prop Completion Date: |  |
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| **AMENDMENTS** (any additions to contract amount or extensions in contract length, or both) | |
| **Amendment 1 Amendment 2 Amendment 3**  Approved By: Approved By: Approved By: | |
| Date Approved: Date Approved: Date Approved:    Additional Amt: $ Additional Amt: $ Additional Amt:    New Cont. Amt: $ New Cont. Amt: $ New Cont. Amt:    New End Date: New End Date: New End Date: |  |
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| **PAYMENT LOG** | | | | |
| Date: | Check #: | Amount: | $ Note: |  |
| Date: | Check #: | Amount: | $ Note: |  |
| Date: | Check #: | Amount: | $ Note: |  |
| Date: | Check #: | Amount: | $ Note: |  |
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| **PROJECT CLOSEOUT** | |
| Proj. Completion Report Done: by: Date:  Final Site Inspection Done: by: Date:  Final Payment Sent: by: Date:  Final Amount Paid: **$** In-Kind: |  |
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| **EVENT LOG** (Log phone calls, site visits, inspections, etc.) | | |
| **DATE** | **EVENT** | **NOTES** |
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| **EVENT LOG** (Log phone calls, site visits, inspections, etc.) | | |
| **DATE** | **EVENT** | **NOTES** |
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**The purpose of the “Project Timeline” is to track events related to a particular project. This OPTIONAL sheet will facilitate project tracking and create a history for each site, especially important when there is turnover at the Conservation District. Potential events for the Project Timeline include, but are not limited to:** phone calls, site visits, inspections, dates various forms are received, approval dates from QAB / CD board, etc.