

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

“Hard File” Project Checklist

Worksite ID

Project Participant

Road Name / ID Number

REQUIRED DOCUMENTS

- Contract Documents**
 - Contract:** complete and signed by both parties
 - All attachments as outlined in the admin manual are included with contract:**
 - Application:** Completed and signed. Applicant ESM certified. Detailed cost estimates included.
 - Work plan:** Identifies all deliverables on project. Identifies location of site (can be separate map).
 - General Contract Provisions**
 - QAB Standards** (any local policy)
 - Schedule of Payments**
 - Prevailing Wage Notification and Acknowledgement Form:** Required for every project. Must be signed by the grant recipient and returned to the District.
- Project Completion Report:** Properly completed and signed by both parties. Spending and deliverables consistent with contract and invoices.
- Photocopies of checks paid to the applicant or other proof of payment amount**
- Copy of all receipts/invoices to account for grant funds:** Receipts /invoices must total at a minimum the project expenditure amount and be consistent with Project Completion Report totals.

REQUIRED (IF APPLICABLE) DOCUMENTS

- Prevailing Wage Certified Statement of Compliance**
- Traffic Count Validation Form**
- Stream Crossing Form:** on projects that fund stream crossing replacements
- Off Right of Way Consent Form:** on projects that involve any work outside the public right of way
- 3rd Party Mix Design for Full Depth Reclamation Projects**
- Signed Contract Amendment with minutes from District Board Approval:** if contract is amended (up to 20% of original)
- DSA Certification Forms (pre-project and as delivered):** on projects that place DSA
- Evidence that all applicable Permits have been obtained by the applicant**
- Erosion and Sediment Pollution Control Plan**
- PA 1-call serial # included**

RECOMENDED DOCUMENTS

- Before, during, and after project pictures.**
- Project Narrative, Timeline, and Hard File Checklist**
- Project Expense Tracker**
- Evidence that QAB meetings are following the provisions of the PA Sunshine Act
- Copy of QAB Approval Meeting Minutes with complete Ranking Form
- Copy of District Board Meeting Minutes showing approval of contract
- Receipts for in-kind costs.