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

**“Hard File” Project Checklist**

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 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.