

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

General

Average Road Width (ft) _____

Ditches and Outlets

Turnouts (#) _____

New Cross Pipes (#) _____

Replaced Cross Pipes (#) _____

Through-the-bank Pipes (#) _____

Drop Inlets (#) _____

Storm Sewer (ft) _____

Ditch Stabilized (ft) _____

Inlets/Outlets Stabilized (sq ft) _____

Ditches Eliminated (ft) _____

Structural Stormwater Improvements

Practice(s) Installed (i.e., rain garden, infiltration bed, infiltration swale, detention pond, level spreader, etc.)

Area of Practice (sq ft) _____

Storage Vol. of Practice (cu ft) _____

Off Right of Way Improvements

Driveway / Lane Pipes (#) _____

Surface Drainage Features (#) _____

Swales / Bank Benches (ft) _____

Road Base

Road Fill (tons) _____

Full Depth Reclamation (ft) _____

Shallow Surface Grinds (ft) _____

Geosynthetics in road base (ft) _____

Underdrain (ft) _____

French Mattress (ft) _____

Slide Repair (ft) _____

Road Surfacing

DSA (tons) _____

Chip Seal (ft) _____

Paving (ft) _____

Dust Suppressant (ft) _____

Grade Breaks / BB Dips (#) _____

Other Practices

Road/Stream Bank Stabilization (ft) _____

In-Stream Structures (#) _____

High Water Bypass (#) _____

Other practices not listed here: _____

Stream Crossing Replacements

Number of Stream Crossing Replacements Completed in this Project (Level 1, 2, and 3) _____

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) <small>1 sq mi = 640 acres</small>	_____
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)	_____

- Level 1 (Standard): complete data below
- Level 2: complete data below (if applicable)
- Level 3: do not complete data below

Stream Crossing Replacement Notes: _____

Complete for Stream Crossings Following DGLVR Standard

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	\$ _____
<i>These figures should include In-Kind + DGLVR grant to represent the entire cost of the crossing.</i>	

Reconstructed Reach of Stream Channel	
Upstream Length (ft)	_____
Downstream Length (ft)	_____
Slope (%)	_____
Grade Controls (#)	_____
US Length Reconnected (mi)	_____
DS Length Reconnected (mi)	_____

Additional Site Information	
Chapter 93 Designation	_____
Wild Trout Designation (Y/N)	_____

Project Completion Report Instructions

The following instructions pertain to the Dirt, Gravel and Low Volume Maintenance Program **Project Completion** form.

This form is intended to summarize and “close out” a project. The signed form must be retained in project files. It is strongly recommended Grant Recipient and Conservation District representatives hold an on-site meeting to complete this report.

General Information:

- **County** – The County where the completed project is located.
- **Municipality** – The Municipality (township, borough, or city) where the completed project is located.
- **Date** – The date the Project Completion Report was completed.
- **Project Participant** – The recipient of the Dirt, Gravel, and Low Volume Road Maintenance grant.
- **Work Site ID** – The site identifier for the road maintenance work funded. This identifier was determined by the Conservation District when the contract was awarded.
- **Road Name / ID Number** – The name and identification number of the road in question. List both if available.

Dirt, Gravel and Low Volume Program Funds: This section only includes actual grant costs paid for by the Program through the Conservation District. Grant Recipients must provide receipts.

- **Project Commitments:**
 - A **Contract Amount** – This is the amount agreed on within the signed contract between the Conservation District and the Grant Recipient.
 - B **Amendments** – Any amendments to the above contract amount. *(if applicable)*
 - C **Total Committed** – Contract Amount + Amendments. The total Program funds committed to the project.
- **Project Expenditures:**
 - D **Materials** – The actual cost of all the materials funded by the Program grant.
 - E **Equipment** – The actual cost of all the equipment funded by the Program grant.
 - F **Labor** – The actual cost of all the labor funded by the Program grant.
 - G **Engineering** - The actual engineering or related design costs funded by the Program Grant. Note this is limited to 10% of the total contract value, or line C above.
 - H **Total Expenditures** – Materials + Equipment + Labor + Engineering. This is the total expenditures of the project that are funded by the Dirt, Gravel, and Low Volume Road Maintenance Program grant. It is permissible to estimate the breakdown of materials, equipment, and labor if needed (such as if a contractor bids one sum for surface placement that would encompass materials, equipment, and labor), but **“Line H: Total Expenditures” must reflect the total funding paid by the Conservation District to the Grant Recipient.**

In-Kind Contributions: In-kind contributions are project costs incurred by the Grant Recipient that are NOT reimbursed through the Program grant. Only costs that are directly part of a Program project, and that meet all Program requirements, shall be considered as in-kind. Receipts are encouraged but not required.

- I **Materials** – The total cost of grant recipient materials supplied as in-kind contributions.
- J **Equipment** – The total cost of the grant recipient equipment supplied as in-kind contributions.
- K **Labor** – The total cost of the grant recipient labor supplied as in-kind contributions.
- L **Engineering** - The engineering or related design costs paid by the grant recipient as in-kind.
- M **Other Sources** – The total contributions from any other sources besides the grant recipient (other grants, etc.) supplied as in-kind contributions. List these sources in the space provided.
- N **Total In-Kind Value** – Materials + Equipment + Labor + Engineering + Other Sources.

Project Cost Summary:

- O **Total Project Value** – Total Expenditures + Total In-Kind. This is the overall total value of the funded road project.

Additional Project Notes: