

PA State Conservation Commission - Dirt, Gravel, and Low Volume Road Program

Project File Checklist

Worksite ID

Project Participant

Road Name / ID Number

References are to the DGLVR Administrative Manual (online at <https://dirtandgravel.psu.edu>) unless otherwise noted

REQUIRED DOCUMENTS

- ☐ **Contract:** complete and signed by both parties ([3.8.5](#))
- ☐ **All attachments as outlined in the admin manual are included with contract:** ([3.8.5.1](#))
 - ☐ **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. ([3.8.9](#))
- ☐ **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. ([3.8.9](#))

REQUIRED (IF APPLICABLE) DOCUMENTS

- ☐ **Prevailing Wage Certified Payroll and Certified Statement of Compliance** ([3.7.4.5](#))
- ☐ **Traffic Count Validation Form** ([7.5](#))
- ☐ **Stream Crossing Eligibility Determination Form:** required for all stream crossings ([7.1.2.6](#))
- ☐ **Stream Crossing Replacement Project: Lifecycle Checklist:** required for all stream crossing projects ([7.1.2.6](#))
- ☐ **Additional Stream Crossing Project Documentation:** See Page 2 for details
- ☐ **Off Right of Way Consent Form:** on projects that involve any work outside the public right of way ([3.7.4.8](#))
- ☐ **3rd Party Mix Design for Full Depth Reclamation Projects** ([7.3.3](#))
- ☐ **Signed Contract Amendment:** if contract is amended ([3.5.3](#))
- ☐ **DSA Certification Forms (pre-project and as delivered):** on projects that place DSA ([7.2.4](#))
- ☐ **Documentation that all applicable Permits have been obtained by the applicant** ([8](#))
- ☐ **Erosion and Sediment Pollution Control Plan** ([8](#))
- ☐ **PA 1-call serial # included** ([8](#))

RECOMENDED DOCUMENTS

- ☐ **Before, during, and after project pictures.**
- ☐ **Project Narrative, Timeline, and 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 contracts and contract amendments
- ☐ Receipts for in-kind costs.
- ☐ Checklists/notes for meetings and inspections, including pre-app, pre-design, pre-bid, pre-construction, etc.
- ☐ Technical Assistance documents, such as from CDGRS or from conservation district to grant applicants

Stream Crossing Project Documentation

The following documents are required to be kept in DGLVR Project files for projects including a stream crossing installation.

 Worksite ID

 Project Participant

 Road Name / ID Number

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REQUIRED (IF APPLICABLE) DOCUMENTS FOR STREAM DOCUMENTS

- ☐ **Written confirmation to the grant recipient or engineer that the draft permit application complies with DGLVR policy and the Stream Crossing Standard before they are submitted (or resubmitted) for permit review ([7.1.2.6](#))**
- ☐ **Written confirmation to the grant recipient or engineer that draft bid documents comply with DGLVR policy and the Stream Crossing Standard before they are provided to potential bidders ([7.1.2.6](#))**
- ☐ **Abrasion Resistance and Soundness test results for rock used for grade control, bank margins, or bank stabilization if not obtained from a PennDOT approved source. ([7.1.2](#), [Stream Crossing Design and Installation Standard Section IV.T](#))**
- ☐ **Automatic Exemption from the DGLVR Stream Crossing Standard Form: Attachment I to the Administrative Manual ([7.1.3.1](#))**
- ☐ **SCC Approval for Exemption from the DGLVR Stream Crossing Standard Request Form (with SCC decision, signature, and date): Attachment I to the Administrative Manual ([7.1.3.2](#))**
- ☐ **Inspection and Documentation of Critical Stages of Construction Form and as-built documents: signed and sealed certification form from design engineer ([7.1.2](#), [Stream Crossing Design and Installation Standard Section VII.F](#))**

RECOMENDED DOCUMENTS

- ☐ **Site Assessment documentation:** Survey data and recommendations developed from site assessment. This could include a copy of the “Site Assessment Analysis Tool” spreadsheet used to plot survey data and proposed conditions.
- ☐ **Request for Proposals**
- ☐ **Permit application/plan sheets**
- ☐ **Bid documents**
- ☐ **Construction Plan sheets**
- ☐ **Documents recommended for all projects (See Page 1 for details)**

See <https://dirtandgravel.psu.edu/> for required paperwork and templates.

Contact the PA State Conservation Commission (SCC) with questions.