

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

Project File Checklist

Worksite ID

Grant Recipient

Road Name / ID Number

Refer to the DGLVR Administrative Manual for policy requirements (online at <https://dirtandgravel.psu.edu>)

REQUIRED 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 grant recipient 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

- ☐ **Traffic Count Validation Form**
- ☐ **Off Right of Way Consent Form:** on projects that involve any work outside the public right of way
- ☐ **Documentation that all applicable permits have been obtained by the applicant**
- ☐ **Erosion and Sediment Pollution Control Plan**
- ☐ **Signed Contract Amendment:** if contract is amended
- ☐ **DSA pre-placement test results:** on projects that place DSA
- ☐ **SCC DSA Certification Form (as delivered):** on projects that place DSA
- ☐ **3rd Party Mix Design for Full Depth Reclamation Projects**
- ☐ **Stream Crossing Project Documentation:** See Page 2 for details

RECOMENDED DOCUMENTS

- ☐ **Before, during, and after project pictures.**
- ☐ **Project Narrative, Timeline, and File Checklist**
- ☐ **Project Expense Tracker**
- ☐ **Documentation of any changes to the project workplan and/or scope of work**
- ☐ 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.

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REQUIRED (IF APPLICABLE) DOCUMENTS FOR STREAM CROSSINGS

- ☐ **Stream Crossing Eligibility Determination Form:** required for all stream crossings
- ☐ **Stream Crossing Replacement Project: Lifecycle Checklist:** required for all stream crossing projects
- ☐ **Level 2 Stream Crossing Replacement Justification Form:** if applicable, must be completed by the district, approved by the SCC, and retained in project files.
- ☐ **Level 3 Stream Crossing Replacement Justification Form:** if applicable, must be completed by the district and retained in project files.
- ☐ **Abrasion Resistance and Soundness test results for rock used for grade control, bank margins, or bank stabilization** if the rock is not obtained from a PennDOT approved source.
- ☐ **Inspection and Documentation of Critical Stages of Construction Form and as-built documents:** signed and sealed certification form from design engineer.

RECOMENDED DOCUMENTS

- ☐ **Site Assessment documentation:** Survey data and recommendations developed from site assessment. (Print out from online Geomorphic Assessment Tool).
- ☐ **Request for Proposals**
- ☐ **Permit application/plan sheets**
- ☐ **Bid documents**
- ☐ **Construction Plan sheets**
- ☐ **Written confirmation to grant recipient or engineer that design plans, permit application, and bid documents meet DGLVR requirements or need improvements.**
- ☐ **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.