

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

Project File Checklist

Instructions

Make sure to reference the DGLV Administrative Manual for additional guidance and full policy requirements.

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](#))
 - QAB must recommend projects for funding and the CD Board of Directors must approve project funding.
 - No project work, including engineering/design work to be paid for with DGLVR funds, can start before there is a fully signed contract.
 - Contract paperwork must be generated using the DGLVR [GIS Mapper](#).
- ☐ **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.
 - Application Form and instructions on the Blank Forms page of the Center's website.
 - Application must be on the DGLVR Form and include a location map, detailed project sketch, and detailed cost estimate. Recorded webinars are available for additional guidance:
 - "Filling out the Grant Application" and "Reviewing the Grant Application" recorded virtual trainings on the [Remote Learning Center](#)
 - "Better Grant Applications" webinar recorded 2/2023. See [Past Webinars webpage](#)
 - ☐ **Work plan:** Identifies all deliverables on project. Identifies location of site (can be separate map).
 - Part of the grant application. Note this is what details how contracted DGLVR funds are specifically to be used for an individual project.
 - ☐ **General Contract Provisions**
 - Standard contract attachment – automatically included in contract generated in GIS.
 - ☐ **QAB Standards** (any local policy)
 - Required contract attachment – districts provide their local QAB/DGLVR policies to the Center for Dirt and Gravel Road Studies so they can automatically be included in contracts generated in GIS. When local policies are made, provide updated document to the Center.
 - ☐ **Schedule of Payments**
 - Standard contract attachment – automatically included in contract generated in GIS.
 - Districts may advance up to 50% of the contract, may pay an additional 20% of the contract on a cash expended basis, and must retain 30% until project completion (construction and paperwork must be complete).
 - Districts customize whether and how much of an advance is given and whether 30% or more of the grant will be retained until project completion.
 - ☐ **Prevailing Wage Notification and Acknowledgement Form:** Required for every project. Must be signed by the grant recipient and returned to the District.
 - Standard contract attachment – automatically included in contract generated in GIS.
- ☐ **Project Completion Report:** Properly completed and signed by both parties. Spending and deliverables consistent with contract and invoices. ([3.8.9](#))
 - Form on the [Blank Forms](#) page of the Center's website.
- ☐ **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](#))**
 - The PA Prevailing Wage Act requires DGLVR Projects with a total cost of \$25,000 or more to pay prevailing wage rates to contracted labor. For more details, see:
 - Prevailing Wage and DGLVR Program Frequently Asked Question – on [Reference Material](#) webpage
 - Recorded webinars on Prevailing Wage from January and April 2022. See [Past Webinars webpage](#).
 - Contractors provide these documents on standard forms from the PA Dept of Labor and Industry.
- **Traffic Count Validation Form ([7.5](#))**
 - Required before signing a contract for LVR funds or when converting a low volume road to a DGR road with DGR funds.
 - Form on the [Blank Forms](#) page of the Center’s website. Directions in Section 7.5 of the Admin Manual.
- **Stream Crossing Eligibility Determination Form:** required for all stream crossings ([7.1.2.6](#))
 - Districts typically complete this pre-application or when reviewing applications.
 - Form on the [Blank Forms](#) page of the Center’s website.
- **Stream Crossing Replacement Project: Lifecycle Checklist:** required for all stream crossings ([7.1.2.6](#))
 - Attachment J to the Administrative Manual
 - Form on the [Blank Forms](#) page of the Center’s website.
- **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](#))
 - Written, signed permission from the landowner must be obtained before starting work outside the public right-of-way.
 - It is recommended to discuss the need for off-ROW permission with the road owner and landowner early in project planning and obtain this during project application, if possible.
 - Template available on the [Blank Forms](#) page of the Center’s website.
- **3rd Party Mix Design for Full Depth Reclamation Projects ([7.3.3](#))**
 - FDR is a major rehabilitation technique in which the full depth (minimum 6”) of the surface and predetermined portion of the underlying base is uniformly pulverized and blended to provide a stronger, homogeneous road base. This is a base stabilization method only for LVR projects and needs a final driving surface.
 - The Center must be made aware of the proposed FDR project before a contract is signed.
 - The mix design must be determined by an independent 3rd party, meet specifications in PennDOT Publication 447, and additives must be on the Program’s “Approved Products” list.
- **Signed Contract Amendment with minutes from District Board Approval:** if contract is amended ([3.5.3](#))
 - Contract amendment paperwork must be generated in the [GIS](#).
 - The District Board can decide how amendments are approved, including whether QAB and/or CD Board approval is needed.
- **DSA Certification Forms (pre-project and as delivered):** on projects that place DSA ([7.2.4](#))
 - DSA Notification Form is Appendix D of the DSA Handbook and the completed form with DSA test results must be kept in project file
 - The SCC DSA Certification Form is Appendix B to the DSA handbook and must be delivered from the quarry on the first truck load of DSA on site.
 - Both forms are on the Center’s [DSA webpage](#).

REQUIRED (IF APPLICABLE) DOCUMENTS - CONTINUED

- **Documentation that all applicable Permits have been obtained by the applicant (8)**
 - This is typically a permit approval letter from the permitting agency, such as the PA Department of Environmental Protection (DEP).
- **Erosion and Sediment (E&S) Pollution Control Plan (8)**
 - See [PA Chapter 102](#) for E&S requirements.
 - The implementation and maintenance of E&S Best Management Practices (BMPs) are required to minimize the potential for accelerated erosion and sedimentation from earth disturbance activities.
 - A written E&S plan is required when:
 - The earth disturbance activity will result in a total earth disturbance of 5,000 sq ft or more.
 - The earth disturbance activity, because of its proximity to existing drainage features or patterns, has the potential to discharge to a water classified as High Quality (HA) or Exceptional Value (EV) water under Chapter 93 (relating to water quality standards).
 - The person proposing the earth disturbance activities is required to develop an E&S Plan under Chapter 102 or other department regulations.
 - DEP permits such as NPDES and Chapter 105 permits require written and approved E&S plans, as well as some municipal, county, and other agency ordinances, permits, zoning, watershed plan, or similar requirements.
 - A DGLVR Project E&S plan template is available on the [Blank Forms](#) page of the Center's website.
- **PA 1-call serial # included (8)**
 - Information is available on the [PA 1-call website](#).
 - From the PA 1-call website: Excavators are “any person who or which performs excavation or demolition work for himself or for another person. Notification for excavation work must be made not less than 3 business days nor more than 10 business days prior to commencing excavation work starting the day the notification is received according to the **Pennsylvania Underground Utility Line Protection (UULP) law. PA Act 287 of 1974, as amended by Act 50 of 2017.** ”
 - Documentation can include writing down the serial number in the project file, a copy of the email received after notifying PA 1-call, etc.

RECOMENDED DOCUMENTS

- ☐ **Before, during, and after project pictures.**
 - Printed out, electronic, and/or uploaded to GIS
- ☐ **Project Narrative, Timeline, and File Checklist**
 - Optional, example forms on the [Blank Forms](#) page of the Center's website.
- ☐ **Project Expense Tracker**
 - It is often helpful to summary project expenses in a spreadsheet. An optional, example Microsoft Excel Document that can be used to track project expenses is on the [Blank Forms](#) page of the Center's website.
- ☐ Evidence that QAB meetings are following the provisions of the PA Sunshine Act
 - This is documentation that districts are required to keep but it is optional whether they are kept in the DGLVR project file or separately
- ☐ Copy of QAB Approval Meeting Minutes with complete Ranking Form
 - This is documentation that districts are required to keep but it is optional whether they are kept in the DGLVR project file or separately
- ☐ Copy of District Board Meeting Minutes showing approval of contracts and contract amendments
 - This is documentation that districts are required to keep but it is optional whether they are kept in the DGLVR project file or separately
- ☐ Receipts for in-kind costs.
- ☐ Checklists/notes for meetings and inspections, including pre-app, pre-design, pre-bid, pre-construction, etc.
 - Optional checklists are available on the [Blank Forms](#) page of the Center's website.
- ☐ 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.

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

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](#))**
 - Required when a permit is required for a stream crossing.
 - List of potentially applicable permits is available on the [Stream Crossing](#) page of the Center's website.
 - Template letter is available on the [Stream Crossing](#) page of the Center's website.
- **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](#))**
 - Required when a DGLVR grant recipient bids out any part of their DGLVR project.
 - Template letter is available on the [Stream Crossing](#) page of the Center's website.
- **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](#))**
 - Required when rock to be used for stream crossing grade control, bank margins, or bank stabilization is not obtained from a PennDOT approved source.
 - There is no specific form for these test results. See Standard section IV.T for details of required testing and contact the Center for assistance with initiating testing.
- **Automatic Exemption from the DGLVR Stream Crossing Standard Form: Attachment I to the Administrative Manual ([7.1.3.1](#))**
 - Required when a conservation district chooses to use an automatic exemption from the DGLVR Stream Crossing Standard and the project meets the eligibility criteria:
 - channels with a bankfull width of 4' or less and the defined bed and bank coming to the road does not extend more than 500' upslope of the road ditch, or
 - channels with a bankfull width of 4' or less and the drainage area of the bed and bank coming to the road is 20 acres or less.
 - Form is on the [Stream Crossing](#) page of the Center's website.
- **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](#))**
 - Occasionally, circumstances may exist where a conservation district would like to request an exemption from the DGLVR Stream Crossing Standard from the SCC on a larger stream that does not qualify for an automatic exemption as outlined in 7.1.3.1. These situations must be handled individually, and a signed "SCC Exemption from the DGLVR Stream Crossing Standard" form must be obtained from the SCC and kept in the project file.
 - Form is on the [Stream Crossing](#) page of the Center's website.
- **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](#))**
 - Required for stream crossing replacements following the DGLVR Stream Crossing Design and Installation Standard and some projects with an SCC Exemption from the DGLVR Stream Crossing Standard (individual requirements for SCC Exemptions are on a case by case basis).
 - Form is on the [Stream Crossing](#) page of the Center's website.

RECOMENDED DOCUMENTS *For Stream Crossing Projects*

- ❑ **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.
 - A site assessment must be completed for each stream crossing prior to the QAB recommending the project for funding.
 - Site Assessment Analysis Tool is provided at the conservation district Stream Crossing Replacement Certification Training.
- ❑ **Request for Proposals**
 - Recommended for use by DGLVR grant recipients to hire an engineer for DGLVR stream crossing services.
 - Template is on the [Stream Crossing](#) page of the Center’s website.
- ❑ **Permit application/plan sheets**
 - Typically provided by design engineer or the grant recipient for review of consistency with DGLVR Policy and Standard.
- ❑ **Bid documents**
 - Typically provided by grant recipient or their engineer for review of consistency with DGLVR Policy and Standard.
- ❑ **Construction Plan sheets**
 - Typically provided as part of the bid documents.
- ❑ **Documents recommended for all projects (See Page 1 for details)**

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

- **Blank Forms:** <https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/blank-forms/>
- **Reference Materials:** <https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/reference-material/>
- **Driving Surface Aggregate (DSA):** <https://dirtandgravel.psu.edu/general-resources/driving-surface-aggregate-dsa/>
- **Stream Crossings:** <https://dirtandgravel.psu.edu/general-resources/stream-crossing-replacements/>
- **Remote Learning Center:** <https://dirtandgravel.psu.edu/education-training/remote-learning-center/>
- **Past Webinars:** <https://dirtandgravel.psu.edu/education-training/webinars/past-webinars/>

Additional Resources

- **PA Chapter 102:** <https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/025/chapter102/chap102toc.htm&l&d=reduce>
- **PA 1-call website:** <https://www.pa1call.org/pocs/3afee4e4-c49e-4db1-b517-7ebfd1be1cae/FAQs-Excavators>
- **PA Department of Labor and Industry – Prevailing Wage:** <https://www.dli.pa.gov/Individuals/Labor-Management-Relations/lmc/prevailing-wage/Pages/default.aspx>