

Dirt, Gravel, and Low Volume Road Project: Lifecycle Checklist

2/2025

DGR

LVR

Applicant: _____ Road Name: _____ Site ID: _____

This checklist is meant to help districts track the major events in development and implementation of a DGLVR Project. This form is not required but is recommended to be used and kept in the project file. Note that not all steps on this list are applicable to all projects. Also note that a separate stream crossing project lifecycle checklist is required for DGLVR stream crossing projects. CDGRS and SCC assistance are available during any stage of education, outreach, and projects as needed.

Contact List	Contact Name	Phone Number	E-mail Address
Grant Applicant			
Grant Applicant			
Engineer			
Engineer			
Contractor			
Contractor			

- Education and Outreach:** Most DGLVR projects are initiated by conservation district education and outreach to potential applicants about funding availability and Environmentally Sensitive Maintenance (ESM) training dates and registration. Often, additional education and outreach efforts are needed, such as flyers, emails, phone calls, local events, news articles, etc. to get applicants interested and set up a pre-application meeting.

- Pre-Application Meeting:** It is highly recommended that conservation districts visit proposed project sites with the applicant before an application is completed or submitted. This allows the district to guide the applicant towards a site and project design that meets DGLVR goals and requirements, as well as assist with project layout and paperwork completion. Multiple pre-application meetings may be necessary. See *Pre-Application Meeting Checklist* for meeting talking points.
 - **Initial Site Visit Date:** _____
 - **Attendees:** _____
 - **Notes:** _____

- Review Grant Application:** Regardless of how involved the district is in grant application development, it is good practice to review the submitted grant application before the QAB meeting. Check that the paperwork is complete, correct, and reflects a quality project. Work with the applicant to make any necessary updates.
 - **Application Submitted Date:** _____ Request: \$ _____
 - **Grant Application Review Date:** _____
 - **Participants:** _____
 - **Notes:** _____

- Quality Assurance Board (QAB) Meeting:** The QAB must recommend project funding to the district board.
 - **QAB Meeting Date:** _____
 - **Notes:** _____

- Conservation District Board (QAB) Meeting:** The district board must approve DGLVR funding for projects.
 - **QAB Meeting Date:** _____
 - **Notes:** _____

- Contract and Attachments:** The district generates the contract in GIS, and the grant recipient reviews the contract and attachments. A meeting to discuss project requirements may be beneficial. The grant recipient signs the contract and Prevailing Wage Notification Letter attachment. The conservation district signs the contract.
 - **Contract Date:** _____ **Contract Amount: \$** _____
 - **Notes:** _____

- Professional Design Services (if applicable):** Program funds can be used to cover engineering, permitting, or similar consultant costs, but such costs are limited to a maximum of 20% of the total contract amount between the district and the grant recipient, with a maximum of \$25,000 total. Preparation or design costs such as engineering or surveying that are incurred before the contract is signed are not eligible for grant reimbursement but can be counted as in-kind. Many DGLVR Projects do not require professional design services.
 - **Project Engineer:** _____

- Pre-Design Meeting (if applicable):** The District, Project Participant, and Engineer/Consultant of record for the project should meet on site prior to the start of the design. District staff may ask technicians from TU, CDGRS or others to attend and provide assistance.
 - **Pre-Design Meeting Date:** _____
 - **Attendees:** _____
 - **Notes:** _____

- Pre-Permit/Design Submittal Review (if applicable):** Before engineered plans are complete or permit applications are submitted, the conservation district should review the documents to ensure they accurately reflect the DGLVR project and all DGLVR requirements. Work with the designer and applicant to update plans, permit applications, etc. as needed before they are finalized/submitted.
 - **Date of plan submission:** _____ **Date of Review:** _____
 - **Plan Reviewers:** _____
 - **Notes:** _____

- Bid Package Review (if applicable):** If any subcontracted work is needed, grant recipients should follow their own bidding requirements. Bid packets or purchase orders and associated shop drawings for made to order products (ex. Stream crossing structures) should be provided to the conservation district for review and approval that they meet program policy prior to acknowledging an order or advertising the bid. See *Bid Package Review Checklist* for review guidance.
 - **Date of bid package submission:** _____ **Date of Review:** _____
 - **Bid package reviewer:** _____
 - **Notes:** _____

Bid Site Showing (if applicable): It is recommended that the grant recipient hold a bid site showing and invite the engineer, district, and potential bidders. The district should attend if a bid site showing is held. The purpose of the meeting is to walk through the project plan and allow potential bidders to ask questions in order to receive better bids for project work.

○ **Bid Site Showing date:** _____

○ **Attendees:** _____

○ **Notes:** _____

Construction Notification: The project participant is required to notify the Conservation District ____ days prior to the start of construction.

○ **Date of notification:** _____ **Proposed Start Date:** _____

Pre-Construction Meeting: It is recommended that the District hold an on-site meeting prior to project work beginning and should include the grant recipient, contractor (if applicable), and the project engineer (if applicable). The purpose of this meeting is to ensure all parties understand the construction plans and to answer any questions before project work begins. See *Pre-Construction Meeting Checklist* for meeting talking points.

○ **Pre-Con Meeting date:** _____ **Proposed Start Date:** _____

○ **Attendees:** _____

○ **Notes:** _____

Project Inspection: District must be on site regularly to ensure program policies and standards are being met. At a minimum, districts should be on site when the project starts, and whenever a new practice or phase of the project begins. Ensure any proposed “field changes” to what is on the plan are approved by the road owner and other parties, if applicable (contractor, design engineer, landowner, etc.) Note inspection visits on the log on this form or any timeline document in use.

Project Completion: District and the grant recipient must meet onsite for a final project walkthrough. It is advantageous to do this immediately following construction with the contractor and engineer (if applicable), so that minor issues can be addressed while equipment is still on site.

○ **Completion date:** _____ **Inspection Date:** _____

○ **Attendees:** _____

○ **Notes:** _____

