

PA State Conservation Commission - Dirt, Gravel & Low Volume Roads Maintenance

**“Hard File” Project Checklist**

Worksite ID

Project Participant

Road Name / ID Number

**REQUIRED DOCUMENTS**

- Contract 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**
    - DGLVR Statement of Policy**
    - QAB Standards** (any local policy)
    - Schedule of Payments**
    - Project Performance Report:** complete and signed by both parties. Spending and deliverables consistent with contract and receipts.
- Copies of checks paid to the applicant**
- Copy of all receipts for project:** Receipts total less than or equal to grant amount and are consistent with Project Performance Report totals.
- Traffic Count Validation Form: LVR PROJECTS ONLY**

**REQUIRED (IF APPLICABLE) DOCUMENTS**

- Stream Crossing Form:** on projects that fund stream crossing replacements
- Off Right of Way Consent Form:** on projects that do work outside the public right of way
- Signed Contract Amendment with minutes from District Board Approval:** if contract is amended (up to 20% of original)
- DSA Certification Forms (pre-project and as delivered):** on projects that place DSA
- Evidence that all applicable Permits have been obtained by the applicant**
- Erosion and Sediment Pollution Control Plan**
- PA 1-call serial # included**

**RECOMENDED DOCUMENTS**

- Before, during, and after project pictures.**
- Project Narrative**
- Project Timeline**
- 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 contract
- Receipts for in-kind costs.