

# Project Hard Files



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**7/7/16**

**Starts at 9am**

**Audio also available via phone: 866-823-7699**

**For assistance, call: 814-865-5355**



- **Purpose**
- **Required Documents**
- **Required (if applicable)  
Documents**
- **Recommended Documents**

- **Purpose**

- Administrative lessons learned during the QAQC process
- Common misconceptions found during QAQC's
- What information is required to be kept in a contract file?



- Purpose
- **Required Documents**
- Required (if applicable)  
Documents
- Recommended Documents

Where can I find these documents??

<http://www.dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/blank-forms>

-Webinar will follow “contract file checklist”.

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.**

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01-11-2016

**DIRT, GRAVEL AND LOW VOLUME ROAD  
MAINTENANCE PROJECT AGREEMENT BETWEEN  
\_\_\_\_\_ COUNTY CONSERVATION DISTRICT  
AND  
\_\_\_\_\_**

Now, this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the \_\_\_\_\_ County  
Conservation District ("district")  
and \_\_\_\_\_  
known herein as the "project participant", agree as follows:

(1) \_\_\_\_\_ will  
conduct, or cause to be conducted, a road maintenance project on specified portions of  
\_\_\_\_\_ in  
accordance with the Application and Work Plan attached hereto.

(2) This project will be conducted in accordance with standards that prohibit the  
use of materials or practices that are environmentally harmful and in accordance with the  
application and work plan attached hereto and incorporated herein. Any changes or  
modifications to the work plan will be performed to the satisfaction of the district.

(3) This project will be conducted in accordance with the "General Contract  
Conditions" required by the State Conservation Commission ("Commission"), the  
"Dirt, Gravel and Low Volume Road Maintenance Program Statement of Policy" as  
adopted by the Commission and as may be amended from time to time, and the  
environmental standards approved by the Quality Assurance Board, which are attached  
hereto and incorporated herein.

(4) The project participant agrees to provide documentation to the district that all  
required federal, state, or local permits have been obtained prior to project  
commencement, and further agrees to comply with all such permits as a condition of  
performing this agreement.

(5) The project participant shall ensure that this contract and all other  
arrangements entered into pursuant to the implementation of this contract are in  
conformance with all applicable local, state, and federal laws, rules, and regulations.

(6) The district agrees to fund the eligible costs for this project in an amount up  
to, but not exceeding, \$ \_\_\_\_\_. This contract can be amended  
using the Program's "Contract Amendment Form" up to an additional 20% of the  
original contract amount identified here, at the discretion of the district.

(7) The project funds will be disbursed by the district to  
\_\_\_\_\_ in accordance with the attached schedule of payments.

(8) A project participant shall maintain a separate accounting of funds received under the program.

(9) Records must be kept for three years from the date of project completion.

(10) The Commission will have access to all relevant program documents during that time.

(11) Neither the district nor the Quality Assurance Board shall be held responsible for any loss of life, personal injury, or property damages of any kind incurred in performing or completing the work or duties under this contract.

(12) The project participant agrees to work concurrently with the district to complete a copy of the Project Performance Report when the project is completed.

(13) The project participant shall provide the district notice of at least \_\_\_\_\_ days prior to project commencement.

(14) The project participant shall complete the project no later than \_\_\_\_\_, unless an extension of time is approved by the district.

(15) The project participant shall obtain and satisfy all requirements as determined by the district.

(16) This document and the attachments hereto constitute the entire agreement between parties.

WHEREFORE, the parties have set their hands on the date indicated, intending to be bound hereby.

FOR THE DISTRICT:

\_\_\_\_\_  
(Signed) (Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

FOR: \_\_\_\_\_

\_\_\_\_\_  
(Signed) (Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

List of Attachments:

- Attachment A - Grant Application (*project specific*)
- Attachment B - Work Plan (*project specific*)
- Attachment C - General Contract Provisions (*PA standard*)
- Attachment D - Dirt, Gravel and Low Volume Road Maintenance Program Statement of Policy (*PA standard*)
- Attachment E - Quality Assurance Board Standards (*county specific*)
- Attachment F - Schedule of Payments (*project specific*)
- Attachment G - Project Performance Report (*project specific*)

- **Additional Contract Considerations**
  - Contract must be signed with the road owning entity
  - Ensure contract amount matches the application
  - Must be signed and dated by both the District and the Project Participant
  - Any changes to the standard contract must be approved by the Districts solicitor and a copy sent to the SCC

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Attachment D - Dirt, Gravel and Low Volume Road Maintenance Program  
Statement of Policy (*PA standard*)

Attachment E - Quality Assurance Board Standards (*county specific*)

Attachment F - Schedule of Payments (*project specific*)

Attachment G - Project Performance Report (*project specific*)

**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
GRANT APPLICATION**

Project Location: County _____		Project Location: Municipality _____		<b>District Use Only</b>	
ESM Certified Person _____		Position _____		Application Type: <input type="checkbox"/> DGR <input type="checkbox"/> LVR	
		Certification Date _____		Work Site ID: _____	
Date Received: _____					
Official Name of Applying Agency _____					
Mailing Address _____					
Contact Person _____		Phone _____		Fax _____	
				E-Mail _____	

Road Name / ID Number _____		Affected Stream or Tributary _____	
Proposed Project Start Date _____		Proposed Project Completion Date _____	
		Existing Road Surface Type: <input type="checkbox"/> Unpaved <input type="checkbox"/> Paved	
Is project considered an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No			

1. The applicant is required to identify and obtain all necessary permits before starting the project.
2. Identify the proposed work elements:  Ditches Improved  Ditch Outlets Added  Off Right-of-Way Improvements  
 Road Banks Improved  Road Base Improved  Road Surface Stabilized  
 Stream Crossings Improved  Storm Water Improvements  Vegetative Management  Other \_\_\_\_\_
3. The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
4. Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
5. Project cost estimate: (summarize costs here and attach detailed documentation if needed)

Grant Requested Funds			In-Kind Contributions		
Materials	Equipment	Labor	Materials	Equipment	Labor
See Attachment A1			See Attachment A2		
Grant Requested..... \$ _____					
In-Kind Contributions..... \$ _____					
Total Project Value..... \$ _____					
				Applicant Signature _____	
				Date _____	

<u>Grant Requested Funds</u>			<u>In-Kind Contributions</u>		
Materials	Equipment	Labor	Materials	Equipment	Labor
See Attachment A1			See Attachment A2		

<b>Grant Requested..... \$</b> _____ <b>In-Kind Contributions..... \$</b> _____ <b>Total Project Value..... \$</b> _____
--

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE**  
**DETAILED ESTIMATED PROJECT EXPENDITURES**  
**GRANT REQUESTED FUNDS**

Use best estimates and complete as much info as possible.

Materials				Equipment				Labor			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
<b>Total Materials \$</b>				<b>Total Equipment \$</b>				<b>Total Labor \$</b>			

\* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

\*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

**Total Grant Requested: \$** \_\_\_\_\_ (materials + equipment + labor)

Applicant \_\_\_\_\_ County \_\_\_\_\_ Road Name / ID Number \_\_\_\_\_ Date \_\_\_\_\_



SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE**  
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Use best estimates and complete as much info as possible.

Materials				Equipment				Labor			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
<b>Total Materials \$</b>				<b>Total Equipment \$</b>				<b>Total Labor \$</b>			

\* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

\*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

**Total In-Kind Contributions: \$** \_\_\_\_\_ (materials + equipment + labor)

- **Attachment A – Grant Application**
  - Important that the amount of funding they request in a grant application matches that amount that is contracted.
  - Remember, the application is attached to the contract. The application is what they are required to do, and outlines the amount of money they are requesting.
  - Applicant may amend their application if needed after they submit.

**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
PROJECT WORK PLAN**

Applicant

Road Name / ID Numb

Date

# Attachment B – Workplan

**Instructions:**

- Draw a sketch of the proposed project that includes:
  - All Proposed Work (i.e., Cross Pipes, Stream Crossings, Other ESM Practices)
  - Project Road Length in Feet or Miles
  - Nearest Intersection and/or Reference Landmarks
  - Known Utilities
  - North Arrow
- Attach a copy of a locational map with the project highlighted
- Attach additional project details as necessary



Dial 8-1-1 or 1-800-242-1778 not less than 3 business days nor more than 10 business days prior to the start of excavation.

Project Length = \_\_\_\_\_ feet / miles (circle one)

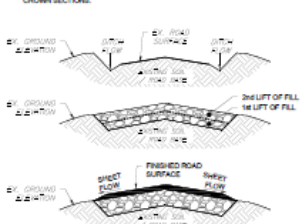
North Arrow

**ROAD STATIONING (FT.)**

- 00+00 START OF PROJECT AT TOP OF MOUNTAIN. EXISTING "NO WINTER MAINTENANCE" SIGN.
- 02+42 START FILL MATERIAL. PLACE MINIMUM 8-INCHES OF MATERIAL. INSTALL GRADE BREAK TO CONVEY OFF-SHOULDER RUNOFF FROM WEST TRAIL ACCESS ROAD TO EXISTING SWALE. BEGIN CENTERLINE CROWN.
- 09+00 INSTALL THROUGH-THE-BANK PIPE ON WEST SIDE OF ROAD. OUTLET TO EXISTING SWALE.
- 09+45 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK. OUTLET BEYOND EXISTING TURN-OUT.
- 09+90 RE-GRADE AND RE-ESTABLISH EXISTING TURN-OUT.
- 09+96 RE-GRADE AND RE-ESTABLISH EXISTING TURN-OUT.
- 05+36 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK. OUTLET BEYOND EXISTING TURN-OUT.
- 07+36 RE-ESTABLISH EXISTING ROAD BASE DIP.
- 07+36 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK.
- 15+00 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK.
- 13+00 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK.
- 16+00 END CENTERLINE CROWN. BEGIN OUT-SLOPE CROWN. 2H4 LIFT OF FILL.
- 23+75 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. END OUTSLOPE CROWN.
- 24+03 EXISTING ACCESS ROAD ON WEST SIDE OF ROAD. PLACE FILL MATERIAL INTO ACCESS ROAD TO ALLOW FOR SMOOTH TRANSITION.
- 25+00 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK.
- 27+40 EXISTING ACCESS ROAD ON EAST SIDE OF ROAD. PLACE FILL MATERIAL INTO ACCESS ROAD TO ALLOW FOR SMOOTH TRANSITION.
- 28+04 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. PIPE LENGTH MAY EXCEED 40 FT.
- 30+64 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK. INSTALL CROSS-FIRE THROUGH EXISTING TURN-OUT BY LOCATING AGAINST LOWER SIDE, AGAINST BANK MATERIAL. RE-GRADE AND RE-ESTABLISH TURN-OUT.
- 32+03 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK. OUTLET BEYOND EXISTING TURN-OUT. RE-GRADE AND RE-ESTABLISH EXISTING TURN-OUT.
- 34+82 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK.
- 35+47 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK.
- 37+08 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK.
- 39+47 EXISTING 4" RCP STREAM CROSSING. MAY BE REPLACED IF TOWNSHIP REQUESTS. IF NOT REPLACED, INSTALL HEADWALL AND ENDWALL.
- 43+65 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK.
- 45+39 RE-GRADE AND RE-ESTABLISH EXISTING TURN-OUT.
- 44+87 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK.
- 47+42 EXISTING DRIVEWAY ON EAST SIDE OF ROAD.
- 47+46 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK.
- 49+00 INSTALL 15" HOPE PIPE W/ HEADWALL & ENDWALL. SHALLOW PIPE INSTALLATION WITH GRADE BREAK. INSTALL PIPE FROM WEST TO EAST.
- 50+65 EXISTING 4" RCP STREAM CROSSING. END ROAD FILL MATERIAL. END OF PROJECT.

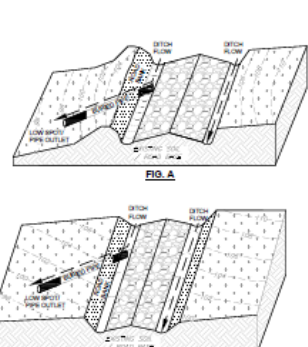
**GENERAL NOTES:**

1. DRAWING WAS PREPARED UTILIZING LOCAL AERIAL PHOTOGRAPHY, SITE VISIT AND USGS MAP INFORMATION. A SURVEY BY A PROFESSIONAL SURVEYOR WAS NOT OBTAINED. ALL INFORMATION SHOWN IS PROVIDED FOR CONCEPTUAL USE ONLY.
2. TREES ARE NOT TO BE DAMAGED, CUT, OR REMOVED WITHOUT PRIOR AUTHORIZATION BY THE OWNER.
3. ANY AND ALL ROAD FILL SHALL BE PLACED IN MAXIMUM 10' LOOSE LIFTS AND COMPACTED PRIOR TO SUBSEQUENT LIFT PLACEMENT.
4. FILL MATERIAL SHALL BE ROCK AGGREGATE (E.G. GRAVEL, SAND, S.P.C. ETC.). FILL SHALL BE FREE OF ORGANIC MATTER, TORF, AND FOREIGN MATERIAL.
5. ALL DISTURBED AREAS SHALL BE SEeded AND MULCHED AS SOON AS ACTIVITY THAT CAUSED DISTURBANCE CEASES. CONTACT BUREAU OF FORESTRY REPRESENTATIVE FOR SEEDING AND MULCHING SPECIFICATIONS.
6. ALL PIPES SHALL BE INSTALLED WITH A MINIMUM 1% OF COVER AT TIME OF INSTALLATION. INSTALL PIPES AS SHALLOW AS POSSIBLE AND MATCH EXISTING GRADES WHERE POSSIBLE. PROVIDE MIN. 2% SLOPE ON ALL PIPES.
7. INSTALL HEADWALLS AND ENDWALLS ON ALL PIPES.
8. WHERE THEY EXIST, REMOVE ARTIFICIAL GRADE BERMES TO PERMIT THE ROAD SURFACE TO BE FREE DRAINAGE.
9. ROAD CROSS-SLOPE SHALL BE 4% IN FOR BOTH CENTERLINE AND OUTSLOPED CROWN SECTION.



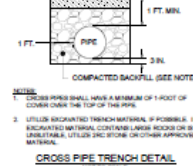
- NOTES:**
1. PREPARE THE EXISTING ROAD SURFACE TO RECEIVE FILL BY EXISTING PROPER CROWN AND SLOPES OR BY EXISTING ROAD CROWN.
  2. PLACE FILL MATERIAL IN 10' TO 12' LIFTS. PLACE FILL MATERIAL WITH 2% IN SLOPE. COMPACT EACH LIFT WITH A MINIMUM 1000 LB. WEIGHT ROLLER.
  3. USE 2% SLOPE TO BE USED BETWEEN LIFTS AND BEHIND PLACED ON THE EXISTING ROAD SURFACE TO PROVIDE STRENGTH TO THE ROAD SURFACE.
  4. FILL MATERIAL MAY CONSIST OF NATURAL GRAVEL, ROCK, MEDIUM GRADE SAND, OR OTHER CLEAN MATERIALS. SOME MATERIALS MAY REQUIRE AMENDMENTS OR SPECIAL HANDLING. CONSULT WITH THE BUREAU OF FORESTRY AT THE TIME OF PROJECT.
  5. MULCH SHALL BE APPLIED TO ALL EXPOSED SOIL TO PREVENT SOIL EROSION THROUGH TO ROOTING MATERIAL, DAMAGING PLANTS.

**THROUGH-THE-BANK PIPE PROFILE**

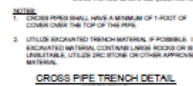


- NOTES:**
1. THROUGH-THE-BANK PIPE USED TO OUTLET THROUGH-A-BANK BRUSH OR BRAM.
  2. THROUGH-THE-BANK PIPE INSTALLATION ON ANY UNDESIRABLE ROAD LOCATIONS IS A DISCOURAGED.
  3. ALWAYS CHECK GRADES AND ELEVATIONS WITH A LEVEL OR SURVEY EQUIPMENT PRIOR TO ANY FILL LIFT.
  4. SHOULD MAY APPEAR TO RISE UP SLOPE, ESPECIALLY ON UNSHARP ROADS AND SLOPES. CHECK GRADES WITH A LEVEL OR SURVEY EQUIPMENT PRIOR TO ANY FILL LIFT.
  5. THROUGH-THE-BANK PIPES DO NOT NEED THE AMOUNT OF COVER AS DISCOURAGED BRUSH THROUGH PIPES. NOT COVER THEM. PLACE ENDWALL MATERIAL OVER PIPE TO REINFORCE THE PIPE AND TO ESTABLISH VEGETATION GROWTH. LOCATING THROUGH-THE-BANK PIPES TO BE COVERED BY OTHER MATERIAL.
  6. OUTLET PIPE ON SHARPENED SLOPES. DO NOT EXCAVATE A TAIL DITCH. INSTALL HEADWALL UNBROKENLY AT PIPE INSTALLATION.

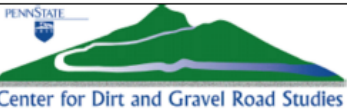
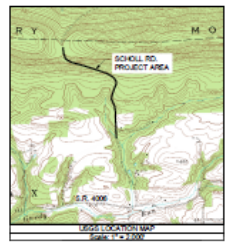
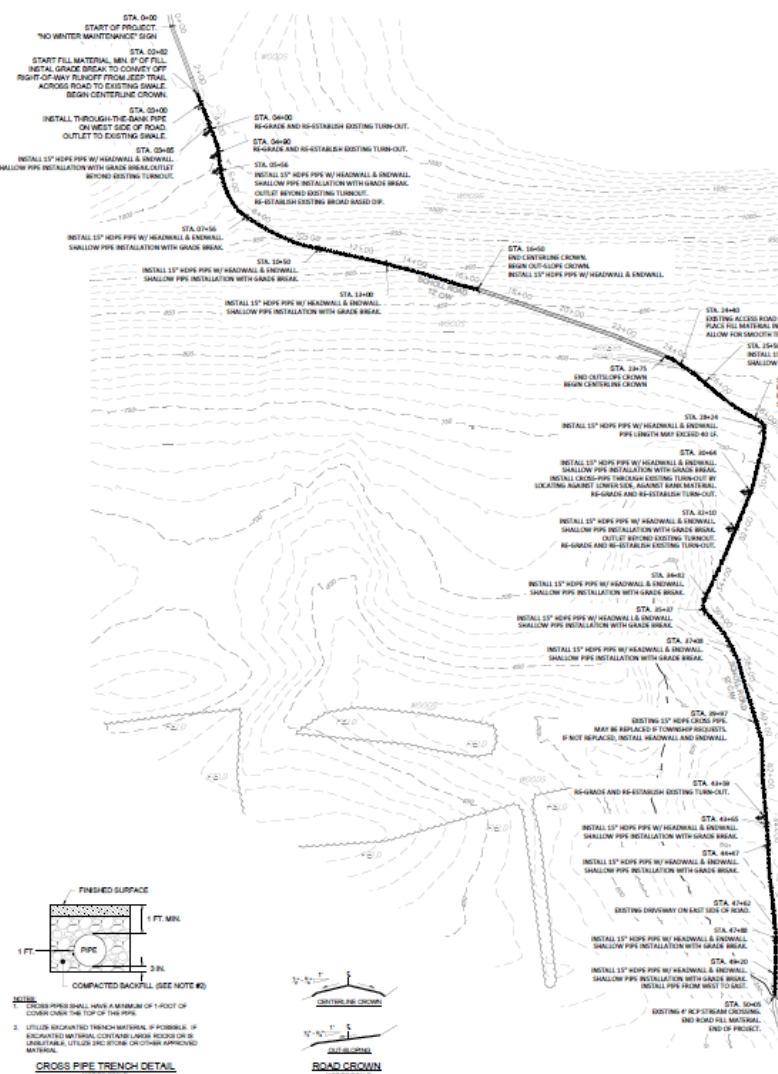
**"THROUGH-THE-BANK" PIPE DETAIL**  
NOT TO SCALE



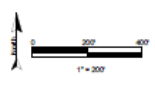
**CROSS PIPE TRENCH DETAIL**  
NOT TO SCALE



**ROAD CROWN**  
NOT TO SCALE



**SCHOLL ROAD  
HALIFAX TOWNSHIP  
DAUPHIN COUNTY, PA**



**SKETCH PLAN**  
**1.0**  
SHEET 1 of 1  
NOVEMBER 24, 2015

## Attachment C – General Contract Provisions

### \*\*\*Admin manual appendix G-8

Attachment C  
to Contract

#### GENERAL CONTRACT PROVISIONS

The following provisions shall be incorporated into all contracts under the Dirt and Gravel Road Maintenance Program:

(1) Legality – All work under this Agreement shall be performed in accordance with applicable statutes, rules, and regulations of the Federal, State, and local governments.

(2) Changes – The parties to the Agreement hereby agree to execute minor adjustments to this Agreement via a letter of mutual consent approved by the District.

(3) Suspension – When the District determines that the terms and conditions of this Agreement are not materially being met, the District may, upon written notice to the Contractor, suspend the Agreement until corrective action has been taken to the satisfaction of the District, or until the Agreement has been terminated.

(4) Termination – The District may terminate the Agreement in whole, or in part, at any time before the date of completion if any of the following occur:

(a) It is determined that the terms and conditions of the Agreement have not been met. Prompt notification in writing of the termination, with effective date, will be made by the District. Payments or recoveries by the District shall be in accordance with the legal rights and obligations of the parties.

(b) Anticipated State and/or Federal funds are not obtained or continued at a sufficient level.

(c) The District, without cause, provides written notification to the Contractor with an effective termination date. Payments and recoveries by the District shall be in accordance with the legal rights and obligations of the parties.

(5) Extension of Time – The Agreement may be extended for additional periods beyond its established expiration date by written amendment to the Agreement. The extension of time must be approved by both of the contract parties prior to the expiration date of the Agreement.

(6) Conflict of Interest

(a) Interest of Members of the Commonwealth and others – No officer, member, or employee of the Commonwealth who exercises any function or responsibilities under this Agreement, shall participate in any decision relating to this Agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested; nor shall any such officer, member, or employee of the Commonwealth, and no member of its

governing body, have any interest, direct or indirect, in this Agreement or the proceeds thereof.

(b) Interest of Contractor – The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants that in the performance of this Agreement, it shall not knowingly employ any persons having such interests. Contractor further certifies that no member of the Board of Directors of the Contractor or any of its officers have such adverse interest.

(7) Hold Harmless – Contractor shall be responsible for and agrees to indemnify and hold harmless the District, the County, the Commission, and the Commonwealth from and against damages to property or injuries (including death) to any person and other losses, damages, expenses, claims, demands, suits, and actions by any party against the District, the County, the Commission, and the Commonwealth in connection with the work performed by the Contractor.

(8) Fiscal Records – Contractor agrees to maintain books, records, documents, correspondence, and other evidence pertaining to the costs and expenses of this Agreement (hereinafter collectively referred to as "the records", to the extent and in such detail as will properly reflect all costs, direct and indirect, of labor, materials, equipment, supplies, services, and all other costs and expenses of whatever nature for which funding has been provided under the provisions of this Agreement, and in accordance with generally accepted accounting principles.

(9) Retention of Records – The records shall be retained by the District and be made available for audit for a period of three (3) years after final payment is made and the Agreement has expired and all other pending matters are resolved.

(10) Right to Audit – The District, the Commission, and the Office of Auditor General, or any of their duly authorized representatives, shall have access to the records of the Contractor for the purpose of making an audit of financial transactions, compliance with the Agreement terms, and an evaluation of Agreement performance. It is further understood that the District, the Commission, and the Office of Auditor General are authorized to make examination, excerpts, copies, and transcriptions of such records during the course of an audit.

(11) Indirect Costs – Where indirect costs are part of the amount charged to the District, the method of determining those costs must be identified with sufficient documentation to support its use. Regardless of the method used to calculate indirect costs, the amount charged must not exceed actual costs incurred.

7-24-98  
TITLE 25. ENVIRONMENTAL PROTECTION  
CHAPTER 83. STATE CONSERVATION COMMISSION  
Subchapter F. DIRT AND GRAVEL ROAD  
MAINTENANCE PROGRAM

## STATEMENT OF POLICY

### §83.601. Purpose.

It is the intention of the State Conservation Commission to provide local governments and other eligible entities with funds to:

(1) Fund safe, efficient and environmentally sound maintenance of sections of dirt and gravel roads, which have been identified as sources of dust and sediment pollution.

(2) Establish a dedicated and earmarked funding mechanism that provides streamlined apportionment to the county level and enables local officials to establish fiscal and environmental controls.

(3) Provide training to road crews on techniques of dirt and gravel road maintenance which minimize negative environmental impact.

(4) Conduct demonstrations of new and innovative techniques of dirt and gravel road maintenance to assist in training of road crews and educate the general public on this matter.

### §83.602. Definitions.

The following words and terms, when used in this subchapter, have the following meanings, unless the context clearly indicates otherwise:

Act - The Act of April 17, 1997 (P.L. 6, No. 3) amending the Vehicle Code by adding the Dirt and Gravel Road Maintenance Program at 75 P.S. §9106.

Cooperating Organization - An organization approved by the Commission to assist in implementing the Act.

District - A conservation district as defined in the Act of December 19, 1984 (P.L. 1125, No. 221, §2) known as the Conservation District Law, 3 P.S. §849-864.

Exceptional Value - A stream or watershed which is designated as an exceptional value water pursuant to 25 Pa. Code Chapter 93.

## Attachment D

# SCC Statement of Policy

\*Admin Manual Appendix B-3

- **Attachment E – Local QAB Policy**
  - Every QAB is required to have a written policy or standards
  - Must include 5 items
    - Equal Access
    - Conflict of Interest
    - Project Ranking
    - Incentives for training
    - Non-pollution standards
  - See page 35 of Administrative Manual for more information

# Attachment F – Schedule of Payments

## ATTACHMENT F to Contract

10-2014

### Dirt, Gravel, and Low Volume Road Maintenance Program Schedule of Payments to Program Participants

The conservation district agrees to disburse funds under this project agreement in the following manner:

(1) All required permits must be obtained by the Program Participant before funds can be advanced from the Conservation District. Upon the full execution of this project agreement, the district agrees to provide an advanced payment to the project participant of \$ \_\_\_\_\_ to be applied towards payment of eligible expenses incurred in the performance of the project (maximum of 50% of contract). The project participant agrees that these advanced funds will be utilized solely for eligible expenses as contained in the attached project application and work plan. The project participant shall supply the district with receipts, weigh slips, and/or other appropriate supporting information to document proper expenditure of advanced payments by the project participants prior to receiving additional payments under this agreement.

50 %  
Maximum

(2) The district shall process subsequent payments to the project participant on an actual cash expended basis.

(3) The district shall withhold \$ \_\_\_\_\_ of the approved project expenses until the satisfactory completion of the project (minimum of 30% of the contract). Final payment for the project expenses shall be made only after a final inspection by the district determines that the work has been performed consistent with the project application and the work plan, and to the satisfaction of the district.

30%  
Minimum

(4) All claims submitted by the program participant pursuant to this agreement shall be submitted to the district in accordance with this schedule and the terms and conditions contained in the approved project agreement. The claims shall be itemized and show that the utilization of funds are in accordance with the project cost summary contained in the approved project application and work plan. Claims shall include receipts, weigh slips, and/or other appropriate supporting information to document actual expenditures by the project



**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
PROJECT COMPLETION REPORT**

This form is intended to summarize financial expenditures and work completed for ONE PROJECT and must be filled in upon project completion.

County	Municipality	Date
Project Participant	Work Site ID	Road Name / ID Number

<p><b><u>Dirt, Gravel and Low Volume Program Funds</u></b> <i>Use actual project costs after receipts are totaled.</i></p> <p><b>Project Commitments:</b></p> <p>A. Contract Amount..... \$ _____</p> <p>B. Amendments (if applicable)..... \$ _____</p> <p>C. Total Committed (A+B)..... \$ _____</p> <p><b>Project Expenditures: (receipts must be submitted)</b></p> <p>D. Materials..... \$ _____</p> <p>E. Equipment..... \$ _____</p> <p>F. Labor..... \$ _____</p> <p>G. <b>Total Expenditures: (D+E+F)</b>..... \$ _____</p>	<p><b><u>In-Kind Contributions</u></b> <i>Includes goods and services from applicant and other sources.</i></p> <p><b>In-Kind Contributions from Grant Recipients:</b></p> <p>H. Materials..... \$ _____</p> <p>I. Equipment..... \$ _____</p> <p>J. Labor..... \$ _____</p> <p><b>In-Kind Contributions from Other Sources:</b></p> <p>K. Other Sources (describe below)..... \$ _____</p> <p>_____</p> <p>_____</p> <p>L. <b>Total In-Kind Value (H+I+J+K)</b>..... \$ _____</p>
--	--

<b><u>Project Cost Summary</u></b>	
M. Total Project Value: (G+L).....	\$ _____

Additional Project Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I attest that all work elements proposed in the project contract have been completed to the extent invoiced and in accordance with all contract agreements.

Conservation District Rep.	Date	Project Participant Rep.	Date
----------------------------	------	--------------------------	------

## Dirt, Gravel and Low Volume Program Funds

*Use actual project costs after receipts are totaled.*

### **Project Commitments:**

A. Contract Amount..... \$ \_\_\_\_\_

B. Amendments (if applicable)..... \$ \_\_\_\_\_

C. Total Committed (A+B)..... \$ \_\_\_\_\_

Must match contract

Must have amendment form,  
max 20% of original contract

### **Project Expenditures:** *(receipts must be submitted)*

D. Materials..... \$ \_\_\_\_\_

E. Equipment..... \$ \_\_\_\_\_

F. Labor..... \$ \_\_\_\_\_

G. Total Expenditures (D+E+F)..... \$ \_\_\_\_\_

Project Expenditures: What was  
actually spent on the project?  
These amounts must be  
accounted for with receipts.

## In-Kind Contributions

*Includes goods and services from applicant and other sources.*

### **In-Kind Contributions from Grant Recipients:**

H. Materials..... \$ \_\_\_\_\_

I. Equipment..... \$ \_\_\_\_\_

J. Labor..... \$ \_\_\_\_\_

### **In-Kind Contributions from Other Sources:**

K. Other Sources (describe below)..... \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

L. Total In-Kind Value (H+I+J+K).... \$ \_\_\_\_\_

Recommended to keep receipts for in-kind contributions

Additional funding sources like growing greener, 319, etc.

Project Cost Summary

M. Total Project Value: (G+L)..... \$ \_\_\_\_\_

Additional Project Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that all work elements proposed in the project contract have been completed to the extent invoiced and in accordance with all contract agreements.

\_\_\_\_\_  
Conservation District Rep.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Participant Rep.

\_\_\_\_\_  
Date

- Project Cost Summary: Total of Expenditures and In-Kind contributions
- Ensure that both the District and the Project Participant sign and date the Project Completion Report

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
 PROJECT COMPLETION REPORT**

Project Totals

Use best estimates and complete as much info as possible. Include work completed for both Project Expenditures and In-Kind Contributions.

**Ditch Improvements/Outlets**

Turn Outs Installed..... #  
 New Cross Pipes Installed..... #  
 Cross Pipes Replaced..... #  
 Through the Bank Pipes..... #

**Off Right-of-Way Improvements**

Diversion Swales Constructed..... ft  
 Bank Benches..... ft  
 Through Drains..... #  
 Access Drainage Improvements..... #

**Road Base**

Road Fill Added..... tons  
 Full Depth, Chemical, Mechanical  
 Stabilization..... sq yd  
 Geo Separation Fabric, Grid, or Cell..... sq yd  
 Under Drain Added..... ft  
 French Mattresses Constructed..... sq yd

**Road Surface Stabilized**

DSA Placed..... tons  
 Sealed Surface..... sq yd  
 Broad Based Dips..... #  
 Grade Breaks..... #  
 Dust Suppressant Used..... sq yd

**Road Banks**

Soil Pinning..... sq yd  
 Geo Stabilized Bank..... sq yd

**Structural Storm Water Improvements**

Infiltration..... sq yd  
 Detention..... sq yd  
 Dispersal..... sq yd

**Road-Stream Interface**

High Water Bypass..... #  
 In-stream Stabilization Structures..... #  
 Bioengineering..... sq yd

**Vegetative Management**

Select Thinning/Pruning..... ft  
 Seeding/Mulching..... sq yd

**Stream Crossings Replaced** (check all that apply and enter structure opening width also in feet)

Stream Crossings Replaced..... #  Bottomless Arch Structures \_\_\_\_\_'  Box Culverts \_\_\_\_\_'  
 Bridges \_\_\_\_\_'  Circular Culverts \_\_\_\_\_'  ORS-18S Spans \_\_\_\_\_'  Plate Arch Structures \_\_\_\_\_'  Squash Culverts \_\_\_\_\_'

**Other**

All Other Practices Implemented..... # List Practices.....

## “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.**

**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**

# Checks paid to the applicant

- Evidence of payments to project participant
- Maximum of 50% upfront
- Hold minimum of 30% until project completion
- Can be included on the project timeline form

PAYMENT LOG			
Date: _____	Check #: _____	Amount: \$ _____	Note: _____
Date: _____	Check #: _____	Amount: \$ _____	Note: _____
Date: _____	Check #: _____	Amount: \$ _____	Note: _____
Date: _____	Check #: _____	Amount: \$ _____	Note: _____



# Copy of all receipts for project

- Must total to a minimum of the project expenditures
- Receipts must show the amount paid, to who it was paid, and what it was paid for.
- Recommended to keep in-kind receipts

**Dirt, Gravel, and Low Volume Road Maintenance Program (DGLVRP)  
Traffic Count Validation Form**

**TRAFFIC COUNT LOCATION**

Road Name and #: \_\_\_\_\_ Road Owner: \_\_\_\_\_

County: \_\_\_\_\_ Township: \_\_\_\_\_

GPS Location (if available): \_\_\_\_\_ W, \_\_\_\_\_ N

If GPS location not available, describe count location here: \_\_\_\_\_

*(for example: Traffic count on Smith road, 1/2 mile north of intersection with SR100, Maple road.)*

Traffic Counts can be validated by use of existing data, a level 1 two-hour count, or a level 2 twenty-four-hour counts. Select the method used below and complete that section of the form.

Select method used

**Existing Data or Extrapolation:** For existing traffic data, or extrapolation of existing data, describe the data used and extrapolation method on the back of this page. If necessary, attach a description of the data and extrapolation methodology, source and date of traffic counts used, and maps.

**LEVEL 1 TRAFFIC COUNT DETAILS** (2 hour count)

Count Performed From   /  /     :   to   /  /     :    
Date Time Date Time

Describe Count Method: (hand/camera/counter/etc.) \_\_\_\_\_

Count Performed by: \_\_\_\_\_ of \_\_\_\_\_  
(name) (organization)

Total Count = \_\_\_\_\_ vehicles x 12 = \_\_\_\_\_ ADT

**LEVEL 2 TRAFFIC COUNT DETAILS** (24 hour (minimum) automatic count)

Count Length: 24hr 48hr 72 hour other: \_\_\_\_\_

Count Performed From   /  /     :   to   /  /     :    
Date Time Date Time

Counter Used: air tube other: \_\_\_\_\_ Counter Make/Model: \_\_\_\_\_

Count Performed by: \_\_\_\_\_ of \_\_\_\_\_  
(name) (organization)

Total Count = \_\_\_\_\_ 24 hour count = \_\_\_\_\_ ADT

**Applicant Validation:** I hereby swear that this count is accurate as reported here and done in accordance with State Conservation Commission specifications.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
print name position signature date

**Conservation District Validation:** The traffic count data supplied by the applicant is acceptable to the Conservation District in accordance with SCC and county policy.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
print name position signature date

*This form verifies eligibility of a sealed road for LVR funding as having a traffic count of 500 vehicles per day or less. It must be signed and retained in the project files.*



# Traffic Count Form

- Must be under 500 cars per day
- Must be signed and dated
- Must be completed March 1<sup>st</sup> through Thanksgiving, Tuesday through Thursday, not day before or after holiday
- Level 1: must be 3pm to 6 pm Tuesday through Thursday.



- Purpose
- Required Documents
- Required (if applicable) Documents
- Recommended Documents

**“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.**

## **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
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- 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**

**PA Dirt Gravel and Low Volume Road Program—Stream Crossing Evaluation Form**

**Reviewer Information: Site Information**

Date: \_\_\_\_\_ County \_\_\_\_\_ Township \_\_\_\_\_

Reviewer: \_\_\_\_\_ Road Owning Entity \_\_\_\_\_

Entity: \_\_\_\_\_ Structure Owning Entity \_\_\_\_\_

Existing Structure (circle): Road Name \_\_\_\_\_

Stream Name \_\_\_\_\_ "UNT" for unnamed tributary to \_\_\_\_\_

Latitude \_\_\_\_\_ N Longitude \_\_\_\_\_ W

Site notes: \_\_\_\_\_

Other: (describe/draw)

**Existing Conditions: quantitative assessment**

**Measuring Bankfull Channel Width:** Begin first measurement, outside the area of influence of the structure (preferably upstream and at least 5 bankfull widths away from structure) and in a relatively stable area free from influences that may impact cross section (such as debris jams, floodplain obstructions such as fill/roads/etc.). Additional bankfull widths should be measured so that a total of three (with 5 preferred) are collected upstream of the crossing. The second bankfull width measurement should be collected ½ bankfull width upstream of the first measurement. Continue spacing the width measurements ½ bankfull width upstream of the previous measurement until the total number (3 or 5) is collected. Take preceding measurements and average together.

**required**

Bankfull width measurements: 1) \_\_\_\_\_ ft 2) \_\_\_\_\_ ft 3) \_\_\_\_\_ ft 4) \_\_\_\_\_ ft 5) \_\_\_\_\_ ft

A. Avg. Reference bankfull width \_\_\_\_\_ ft If it is impossible to obtain reference bankfull widths upstream of the structure, downstream widths can be used if they are taken out of the structure influence area.

B. Existing structure width \_\_\_\_\_ ft Width of structure at narrowest point. Add structure widths for multiple baseflow openings (not including any elevated floodplain pipes).

**optional**

C. Structure / Bankfull ratio \_\_\_\_\_ % Structure width divided by average bankfull width. (Line B divided by line A)

D. Max downstream pool width \_\_\_\_\_ ft Width of widest spot on plunge pool (if applicable).

E. Max downstream pool depth \_\_\_\_\_ ft Depth of water in plunge pool at typical flow (if applicable).

F. Vertical Drop at outlet \_\_\_\_\_ in Drop or "waterfall" from structure outlet to water level in plunge pool at typical flow.

**Existing Conditions: qualitative assessment**

G. Stream Bank Erosion	upstream	none	slight	moderate	high	severe
	Erosion of banks immediately upstream and downstream of structure	downstream	none	slight	moderate	high
H. Stream Bed Erosion	upstream	none	slight	moderate	high	severe
	Evidence of head-cutting at inlet or plunge pool scour at outlet	downstream	none	slight	moderate	high
J. Stream Bed Deposition	upstream	none	slight	moderate	high	severe
	Evidence of gavel bar formation	downstream	none	slight	moderate	high
K. Bank Armoring		unknown	none	intact	ailing	

**Eligibility for Crossing Structural Replacement with Program Funds**

Is the existing structure opening is equal to or less than 7 square feet (equivalent to a 36" diameter round pipe): **NO-see below** YES-Eligible

For larger structures, the **all three** criteria below must be met in order to be eligible for replacement with Program funds:

Existing structure to bankfull width ratio of 50% or less. What is the existing structure to bankfull ration (line C above): \_\_\_\_\_%

Show signs of streambank erosion. Is stream bank erosion present (line G above): YES NO

Show signs of streambed erosion/aggradation. Is streambed erosion/aggradation present (line H&J above): YES NO

Is this stream crossing eligible for replacement with Program funds? YES NO



Details in manual,  
and future Webinar  
topic.

Photo  
documentation  
Recommended!

**Appendix M**  
in manual

PA Dirt Gravel and Low Volume Road Program—Stream Crossing Evaluation Form

**Reviewer Information:** \_\_\_\_\_

**Site Information**

Date: \_\_\_\_\_ County \_\_\_\_\_ Township \_\_\_\_\_

Reviewer: \_\_\_\_\_ Road Owning Entity \_\_\_\_\_

Entity: \_\_\_\_\_ Structure Ow \_\_\_\_\_

Existing Structure (circle): Road Name **Site Info**

Stream Name \_\_\_\_\_

Latitude \_\_\_\_\_ N Longitude \_\_\_\_\_ W

Site notes: \_\_\_\_\_

Other: (describe/draw)

**Existing Conditions: quantitative assessment**

**required**

**Measuring Bankfull Channel Width:** Begin first measurement, outside the area of influence of the structure (preferably upstream and at least 5 bankfull widths away from structure) and in a relatively stable area free from influences that may impact cross section (such as debris jams, floodplain obstructions such as fill/roads/etc.). Additional bankfull widths should be measured so that a total of three (with 5 preferred) are collected upstream of the crossing. The second bankfull width measurement should be collected ½ bankfull width upstream of the first measurement. Continue spacing the width measurements ½ bankfull width upstream of the first measurement.

Bankfull width \_\_\_\_\_ ft

A. Avg. Reference width \_\_\_\_\_ ft

B. Existing structure width \_\_\_\_\_ ft

C. Structure / Bankfull ratio \_\_\_\_\_ % Structure width divided by average bankfull width. (Line B divided by line A)

**optional**

D. Max downstream pool width \_\_\_\_\_ ft Width of widest spot on plunge pool (if applicable).

E. Max downstream pool depth \_\_\_\_\_ ft Depth of water in plunge pool at typical flow (if applicable).

F. Vertical Drop at outlet \_\_\_\_\_ in Drop or "waterfall" from structure outlet to water level in plunge pool at typical flow.

**Existing Conditions: qualitative assessment**

G. Stream Bank Erosion	upstream	none	slight	moderate	high	severe
Erosion of banks immediately upstream and downstream of structure						severe
H. Stream Bed						severe
Evidence of headcut formation in plunge pool						severe
J. Stream Bed						severe
Evidence of gravel bar formation	downstream	none	slight	moderate	high	severe
K. Bank Armoring		unknown	none	intact	failing	

**Eligibility for Crossing Structural Replacement with Program Funds**

Is the existing structure eligible for replacement with Program funds? **Eligibility Determination** YES-Eligible

For larger structures: Existing structure \_\_\_\_\_ %

Show signs of streambank erosion. Is streambank erosion present (line G above)? YES NO

Show signs of streambed erosion/aggradation. Is streambed erosion/aggradation present (line H&J above)? YES NO

Is this stream crossing eligible for replacement with Program funds? YES NO

# Stream Crossing Policy Reminder

- All replacement structures must be a minimum of 100% bankfull width, regardless of original size
- All replacements must be a single structure. No multiple pipes permitted.
- Field trip at annual conference: measuring bankfull, policy discussion.

# Off Right of Way Consent Form

## Consent, license and release agreement

between \_\_\_\_\_ (road-owning entity) and \_\_\_\_\_ (landowner)

### Whereas,

**BACKGROUND:** The \_\_\_\_\_ (Herein referred to as "Road Owning Entity") and the undersigned have agreed that employees, agents or contractors of Road Owning Entity may enter the undersigned's land to cut, open, maintain, clean and repair drains and ditches on the undersigned's lands as deemed necessary by the Road Owning Entity to properly maintain the roads for the benefit of the undersigned and all residents. The undersigned acknowledges that he/she has been informed of and understands the scope of the work which the Road Owning Entity intends to perform on his/her lands for this purpose.

**AGREEMENT:** For and in consideration of the benefits accruing from proper maintenance of Road Owning Entity roads and the undersigned's drainage facilities, I/we, the undersigned, intending to be legally bound hereby agree as follows:

1. *Certification of Ownership of Lands and Authority to Sign:* The undersigned certifies that the following persons are all the persons with ownership interest in the property described below (Herein referred to as "Subject Property") and that, if all owners have not signed this Consent, License and Release, he or she as one of these owners has been authorized by all owners to sign this Consent, License and Release on their behalf.

Owners and Property Addresses

Property Description

2. *Scope of Work (describe work to be done):*

---

---

---

---

---

3. *License & Consent:* The undersigned, for and on behalf of all persons with ownership interest in the property, grant(s) a license to Road Owning Entity for use of the Subject Property and consent(s) to the entry of Road Owning Entity officials, employees, agents and contractors onto

the above-described property for purposes of implementing the practices described in the "scope of work" above, and for the future maintenance of those practices. This consent shall be valid and effective for the life expectancy of the practices implemented.

4. *Release:* The undersigned do/does for himself/themselves, their spouse, personal representatives, heirs, successors and assigns, forever release and discharge Road Owning Entity, its officials, officers, agents, servants and employees and any other persons or entities acting with or on behalf of the Road Owning Entity (Released Parties) of and from any and all claims, liabilities, actions and demands of any and all natures whatsoever, including but not limited to any and all claims for property damage or bodily injury which may arise from or be in any way related to any acts or omissions of the Release Parties relating to the practices described in the "scope of work" above, and for the future maintenance of those practices
5. *Binding on Successors:* This Consent, License and Release shall be binding on Grantors successors, representatives and assigns.

In Witness Whereof, I/we have executed this agreement, certificate, consent and release this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Printed Landowner Name      Landowner Signature      Date

\_\_\_\_\_  
Printed Witness Name      Witness Signature      Date

Contract # \_\_\_\_\_

Contract Amendment 01/2016

**DIRT, GRAVEL, AND LOW VOLUME ROAD  
MAINTENANCE PROJECT AMENDMENT # \_\_\_\_\_  
TO AGREEMENT BETWEEN \_\_\_\_\_  
COUNTY CONSERVATION DISTRICT AND \_\_\_\_\_**

*(project participant)*

Whereas, the agreement required the project participant to perform a road maintenance project ("project") in accordance with an Application and Work Plan attached to the agreement.

Whereas, the agreement required the district to fund the eligible costs of the project in an amount up to, but not exceeding \$ \_\_\_\_\_.

Whereas, the project participant underestimated the amount of money that it would need to complete the project in accordance with an Application and Work Plan attached to the agreement.

Whereas, the district is able to provide eligible funds to the project participant as long as the funds are used to complete the project as specified in the Application and Work Plan attached to the agreement and the total additional funds are no more than 20% of the amount of money included in the original agreement.

Now therefore, intending to be legally bound, the parties agree as follows:

1. The district agrees to provide additional monies to fund the eligible costs for the project in an amount up to, but not exceeding \$ \_\_\_\_\_. The maximum amount payable to project participant for the entire project is increased to \$ \_\_\_\_\_.
2. The district agrees to extend the project completion date to \_\_\_\_\_. The project participant agrees to complete the project by this extended date.
3. Except as amended hereby, the original agreement remains in full force and effect.

Wherefore, the parties have set their hands on the date indicated, intending to be bound hereby.

For the District:

For the Project Participant:

\_\_\_\_\_  
(Signed) (Date)

\_\_\_\_\_  
(Signed) (Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

## Contract Amendment Form

- Required in order to amend a contract
- Multiple amendments allowed, but no more than 20% of original contract
- Cost overruns or time extensions
- Must be approved by District Board

# Project Hard File Webinar

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

### "Project Timeline"

#### PROJECT INFORMATION

Proj Participant: _____	CD Board Approval Date: _____
Road Name: _____	Contract Signed Date: _____
Site ID: _____	Orig Contract Amount: \$ _____
Prop Start Date: _____	Prop Completion Date: _____

#### AMENDMENTS (any additions to contract amount or extensions in contract length, or both)

Amendment 1	Amendment 2	Amendment 3
Approved By: _____	Approved By: _____	Approved By: _____
Date Approved: _____	Date Approved: _____	Date Approved: _____
Additional Amt: \$ _____	Additional Amt: \$ _____	Additional Amt: \$ _____
New Cont. Amt: \$ _____	New Cont. Amt: \$ _____	New Cont. Amt: \$ _____
New End Date: _____	New End Date: _____	New End Date: _____

- Can also be tracked on the Project Timeline , but still need to have a completed contract amendment form

#### PAYMENT LOG

Date:	Check #:	Amount: \$	Note:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### PROJECT CLOSEOUT

Proj. Completion Report Done: by: _____	Date: _____
Final Site Inspection Done: by: _____	Date: _____
Final Payment Sent: by: _____	Date: _____
Final Amount Paid: \$ _____	In-Kind: \$ _____

#### EVENT LOG (Log phone calls, site visits, inspections, etc.)

DATE	EVENT	NOTES

*continued on back*

# Project Hard File Webinar

3/2014

## Driving Surface Aggregate Certification Dirt and Gravel Road Maintenance Program



Company: \_\_\_\_\_  
Plant Location: \_\_\_\_\_  
Parent Stone Type: \_\_\_\_\_  
Tonnage Represented: \_\_\_\_\_  
Project: \_\_\_\_\_

This record is to certify that the aggregate shipped to the above-referenced job site meets all PA State Conservation Commission specifications and quality requirements.

Sieve Size	Specification Range	Gradation for This Lot
	% Passing	% Passing
1.5"	100	
0.75"	65-95	
#4	30-65	
#16	15-30	
#200	10-15	

pH: \_\_\_\_\_ L.A. Abrasion: \_\_\_\_\_ Plasticity Index: \_\_\_\_\_ Optimum Moisture %: \_\_\_\_\_

Authorizing Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Authorizing Agent: \_\_\_\_\_

Title of Authorizing Agent: \_\_\_\_\_

**Note:** The authorizing agent or responsible party should sign their name and print their name below their signature. If the signatory is a Penn-DOT certified Aggregate Technician add the certification number on title line and no notary is required.

Sworn and subscribed before me

This day \_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

# DSA Certification

- Certification form required with the first load of DSA delivered to the job site
- New DSA spec requires DSA to be tested by independent, third party lab
- Contact Eric Nevel (DSA Clearinghouse) at the Center for Dirt and Gravel Roads for assistance

## AGGREGATES & SOILS TESTING CO.



PHYSICAL TESTING OF  
CRUSHED STONE AND SOILS  
AASHTO ACCREDITED • AMRL INSPECTED

817 Magaro Road • Enola, PA 17025 • 717-412-0998 • www.aggregatesandsoiltesting.com

Mr. Eric Nevel  
PSU - CDGRS  
220 Transportation Research Building  
University Park, PA 16802

### AST# 19060-1

RECEIVED: June 23, 2016

TESTED: June 28, 2016

SUBMITTED BY CLIENT

### SIEVE ANALYSIS & WASH LOSS - AASHTO T 11, T 27 DSA Hanson Salona 6/22/16 4,000 tons

SIZE FRACTION	MASS RETAINED	INDIVIDUAL PERCENT RETAINED	PERCENT PASSING	DSA SPECS
2"	0.0	0.0	100.0	100
1.5"	0.0	0.0	100.0	100
1"	981.4	11.6	88.4	
3/4"	1187.7	14.0	74.4	65 - 95
1/2"	1489.3	17.6	56.8	
3/8"	718.9	8.5	48.3	
#4	1239.5	14.6	33.6	30 - 65
#16	1087.2	12.8	20.8	15 - 30
<#16	1757.6	20.8		
<#200		WASH LOSS	11.3	10 - 15

SUBMITTED BY: Ken McNulty  
Ken McNulty, Laboratory Manager

DATE: 6/29/16

**AGGREGATES &  
SOILS TESTING CO.**



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Mr. Eric Nevel  
PSU - CDGRS  
220 Transportation Research Building  
University Park, PA 16802

**AST# 19060-2**

RECEIVED: June 23, 2016  
TESTED: June 28, 2016  
SUBMITTED BY CLIENT

**LIQUID / PLASTIC LIMITS OF SOIL - ASTM D 4318**  
DSA Hanson Salona 6/22/16 4,000 tons

LIQUID LIMIT < 20  
PLASTIC LIMIT non-plastic  
PLASTICITY INDEX non-plastic

SUBMITTED BY: Ken McNulty  
Ken McNulty, Laboratory Manager

DATE: 6/29/16



# Project Hard File Webinar

**AGGREGATES &  
SOILS TESTING CO.**



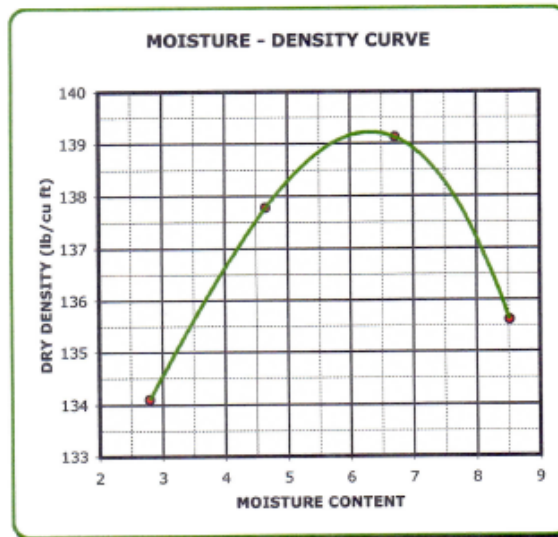
**PHYSICAL TESTING OF  
CRUSHED STONE AND SOILS**  
AASHTO ACCREDITED • AMRL INSPECTED

817 Magaro Road • Enola, PA 17025 • 717-412-0998 • [www.aggregatesandsoiltesting.com](http://www.aggregatesandsoiltesting.com)

Mr. Eric Nevel  
PSU - CDGRS  
220 Transportation Research Building  
University Park, PA 16802

**AST# 19060-3**  
RECEIVED: June 23, 2016  
TESTED: June 29, 2016  
SUBMITTED BY CLIENT

**STANDARD PROCTOR - ASTM D 698 (C)**  
DSA Hanson Salona 6/22/16 4,000 tons



OVERSIZED MATERIAL REMOVED (+3/4"): 25.8%  
OPTIMUM MOISTURE CONTENT (%): 6.3  
MAXIMUM DRY DENSITY (lb/cuft): 139.2  
MAXIMUM WET DENSITY (lb/cuft): 148.0

SUBMITTED BY: Ken McNulty  
Ken McNulty, Laboratory Manager

DATE: 6/29/16

# Permits and Plans

- Contracts may be signed prior to obtaining permits and plans. However:
- All permits and plans must be obtained prior to start of work or advancing of funds



- **Purpose**
- **Required Documents**
- **Required (if applicable) Documents**
- **Recommended Documents**

## “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.**

## **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.

# Before, During, and After Photos:

- Photo Points
  - Find a spot that is out of the way of the project
  - Drive a metal stake into the ground
  - Take photos from top of the stake whenever possible
  - Makes a huge difference in having photos from the same vantage point

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

**“Project Narrative”**

\_\_\_\_\_  
Worksite ID

\_\_\_\_\_  
Project Participant

\_\_\_\_\_  
Road Name / ID Number

**Problems Being Addressed:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Summary:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The purpose of the “Project Narrative” is to provide a concise summary of the project. When kept in the project file, this will provide a quick overview and summary of the project for others (new district technicians, District Managers and Directors, SCC staff, etc.). As a simple example: *Problem: Road was severely entrenched with no outlets for ditch water. Stream culvert pipe was undersized and causing scour issues. Project Summary: The addition of an average of 3’ of shale fill raised the road, eliminated one ditch, and allowed us to put 4 crosspipes with gradebreaks into the road to drain the upper ditch. The 2’ metal stream culvert was replaced with a 5’ plastic pipe with a stone headwall and endwall.*

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

**“Project Timeline”**

PROJECT INFORMATION	
Proj Participant: _____	CD Board Approval Date: _____
Road Name: _____	Contract Signed Date: _____
Site ID: _____	Orig Contract Amount: \$ _____
Prop Start Date: _____	Prop Completion Date: _____

AMENDMENTS (any additions to contract amount or extensions in contract length, or both)		
Amendment 1	Amendment 2	Amendment 3
Approved By: _____	Approved By: _____	Approved By: _____
Date Approved: _____	Date Approved: _____	Date Approved: _____
Additional Amt: \$ _____	Additional Amt: \$ _____	Additional Amt: \$ _____
New Cont. Amt: \$ _____	New Cont. Amt: \$ _____	New Cont. Amt: \$ _____
New End Date: _____	New End Date: _____	New End Date: _____

PAYMENT LOG			
Date: _____	Check #: _____	Amount: \$ _____	Note: _____
Date: _____	Check #: _____	Amount: \$ _____	Note: _____
Date: _____	Check #: _____	Amount: \$ _____	Note: _____
Date: _____	Check #: _____	Amount: \$ _____	Note: _____

PROJECT CLOSEOUT			
Proj. Completion Report Done:	by: _____	Date: _____	
Final Site Inspection Done:	by: _____	Date: _____	
Final Payment Sent:	by: _____	Date: _____	
Final Amount Paid:	\$ _____	In-Kind: \$ _____	

EVENT LOG (Log phone calls, site visits, inspections, etc.)		
DATE	EVENT	NOTES

*continued on back*



- 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.

# QUESTIONS?

Conservation Commission - Dirt, Gravel & Low Volume Roads Maintenance  
**"Project Timeline"**

**PROJECT INFORMATION**

CD Board Approval Date: \_\_\_\_\_  
Contract Signed Date: \_\_\_\_\_  
Orig Contract Amount: \$ \_\_\_\_\_  
Prop Completion Date: \_\_\_\_\_

**AMENDMENTS (any additions to contract amount or extensions in contract length, or both)**

Amendment 2	Amendment 3
Approved By: _____	Approved By: _____
Date Approved: _____	Date Approved: _____
Additional Amt: \$ _____	Additional Amt: \$ _____
New Cont. Amt: \$ _____	New Cont. Amt: \$ _____
New End Date: _____	New End Date: _____

**PAYMENT LOG**

Amount: \$	Note
_____	_____
_____	_____
_____	_____
_____	_____

PA State Conservation Commission - Dirt, Gravel & Low Volume Roads Maintenance  
**"Hard File" Project Checklist**

Worksite ID \_\_\_\_\_ Project Participant \_\_\_\_\_ Road Name / ID \_\_\_\_\_

**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 map).

**REQUIRED (IF APPLICABLE)**

- Stream Crossing Form: stream crossing replacement
- Off Right of Way Construction that do work outside the
- Signed Contract Amendment from District Board amended (up to 20%)
- DSA Certification delivered): on project
- Evidence that all obtained by the
- Erosion and Sedimentation
- PA 1-call serial

PA State Conservation Commission - Dirt, Gravel & Low Volume Roads Maintenance  
**"Project Narrative"**

Worksite ID \_\_\_\_\_ Project Participant \_\_\_\_\_ Road Name / ID Number \_\_\_\_\_

Problems Being Addressed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROJECT CLOSEOUT**

by: \_\_\_\_\_  
by: \_\_\_\_\_  
by: \_\_\_\_\_

\$ \_\_\_\_\_

(Log phone calls, site visits, inspection)

**RECOMMENDED**

- Before, during
- Project Narrative
- Project Timeline
- Evidence that provisions
- Copy of Q complete
- Copy of T

complete pending and contract and

ant receipts total and are Report totals. LVR