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

“Hard File” Project Checklist

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<tr>
<th>Worksite ID</th>
<th>Project Participant</th>
<th>Road Name / ID Number</th>
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### 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**

### RECOMMENDED 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.**