

Important Information Regarding the Contents of this Document

Please note that the policies and information presented in this document are current through the date given below. The documents made available within the [Center's Conservation Districts web pages](#) are intended to serve as a guide for the policies set by each Conservation District. While these policies may in fact be current at the time of your viewing, it is strongly recommended to contact the relevant Conservation District for the most current version.

Document Current Date: January 16, 2019

Grant Recipient Checklist

Work must be performed in accordance with the accepted application and work plan unless the District and the Grant Recipient have agreed to project changes in writing. The Grant Recipient is responsible for oversight of any contractors or subcontractors working on the project. As well as implementation of the items listed below.

REQUIRED DOCUMENTS ONCE CONTRACT IS SIGNED:

- PA 1-call serial # included
- Evidence that all applicable permits have been obtained
- Erosion and Sediment Pollution Control Plan
- Follow bidding procedures for contractors & materials.
- Provide Prevailing rates determination request form serial # to the District, if total project is over \$25,000. Complete the request at www.dll.gov.
- DSA Certification Form (pre-project and as delivered): on project that place DSA.

REQUIRED PRIOR TO START OF PROJECT:

- Schedule Pre-project Meeting
 - o Contractors/subcontractors
 - o Engineer
 - o Conservation District
- DSA Certification Form (pre-project and as delivered): on project that place DSA.

REQUIRED IN PERFORMING PROJECT WORK:

- Notify District before starting
- Notify District before new phase of project
- Follow standard operating procedures
 - o Bidding procedures
 - o Safety requirements
 - o Traffic control
 - o Road closure
- Track project expenses
- Follow contracted workplan, budget & timeframe.

REQUIRED FOR PAYMENT:

- Schedule final inspection with District
- Complete & submit cost verification form to the District
 - o Include documentation of project expenditures.
- Complete cost verification form for in-kind services and submit to the District

RECOMMENDED:

- RFP for engineering services
- Penn State Center for Dirt & Gravel Road Technical Bulletins associated with project.
- Base fill guidance
- Surface fill guidance