SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE

DIRT, GRAVEL, AND LOW VOLUME ROAD MAINTENANCE
Project Completion Report Instructions

The following instructions pertain to the Dirt, Gravel and Low Volume Maintenance Program **Project Completion** form. These instructions are to act as a guide only.

It is strongly recommended Grant Recipient and Conservation District representatives hold an on-site meeting to complete this report.

General Information:

- **Contract #** – The contract number as assigned by the DGLVR GIS Mapper.
- **County** – The County where the completed project is located.
- **Municipality** – The Municipality (township, borough, or city) where the completed project is located.
- **Date** – The date the Project Completion Report was completed.
- **Project Participant** – The recipient of the Dirt, Gravel, and Low Volume Road Maintenance grant.
- **Funded Site ID** – The site identifier for the road maintenance work funded. This identifier was determined by the Conservation District when the contract was awarded.
- **Road Name / ID Number** – The name and identification number of the road in question. List both if available.

Dirt, Gravel and Low Volume Funds: This section only includes actual grant costs paid for by the Program through the Conservation District. Grant Recipients must provide receipts.

- **Project Commitments:**
  - A **Contract Amount** –This is the amount agreed on within the signed contract between the Conservation District and the Grant Recipient.
  - B **Amendments** – Any amendments to the above contract amount. *(if applicable)*
  - C **Total Committed** – Contract Amount + Amendments. The total Program funds committed to the project.

- **Project Expenditures:**
  - D **Materials** – The actual cost of all the materials funded by the Program grant.
  - E **Equipment** – The actual cost of all the equipment funded by the Program grant.
  - F **Labor** – The actual cost of all the labor funded by the Program grant.
  - G **Engineering** - The actual engineering or related design costs funded by the Program Grant. Note this is limited to 10% of the total contract value, or line C above.
  - H **Total Expenditures** – Materials + Equipment + Labor + Engineering. This is the total expenditures of the project that are funded by the Dirt, Gravel, and Low Volume Road Maintenance Program grant. It is permissible to estimate the breakdown of materials, equipment, engineering, and labor if needed (such as when a contractor completes the work), but **"Line H: Total Expenditures" must reflect the total funding paid by the Conservation District to the Grant Recipient.**

In-Kind Contributions: In-kind contributions are project costs incurred by the Grant Recipient that are NOT reimbursed through the Program grant. Receipts are not required.

- I **Materials** – The total cost of grant recipient materials deemed to be in-kind contributions.
- J **Equipment** – The total cost of the grant recipient equipment deemed to be in-kind contributions.
- K **Labor** – The total cost of the grant recipient labor deemed to be in-kind contributions.
- L **Engineering** - The engineering or related design costs paid by the grant recipient as in-kind.
- M **Other Sources** – The total contributions from any other sources besides the grant recipient (other grants, etc.) deemed to be in-kind contributions. List these sources in the space provided.
- N **Total In-Kind Value** – Materials + Equipment + Labor + Engineering + Other Sources. This is the total cost deemed to be in-kind contributions.

Project Cost Summary:

- O **Total Project Value** – Total Expenditures + Total In-Kind. This is the overall total value of the funded road project.

Additional Project Notes:

- Any additional project information that should be included in this report.

Finalizing the Project Completion Report:

- **Conservation District Rep.** – The signature of the Conservation District representative.
- **Date** – The date the Conservation District representative signed the Project Completion Report.
- **Project Participant Rep.** – The signature of the Project Participant representative.
- **Date** – The date the Project Participant representative signed the Project Completion Report.

Project Totals (Page 2):

- **Ditch Improvements/Outlets:**
  - **Turn Outs Installed** – Any opening in the down slope side of the road to outlet water from the ditch.
  - **New Cross Pipes Installed** – Any new pipe installed through the road to manage water from upslope ditch.
  - **Cross Pipes Replaced** – Any existing pipe through the road that is replaced.
  - **Through the Bank Pipe** – A pipe, used similar to a turnout, that outlets water from the downslope ditch through the road bank.

- **Road Base:**
  - **Road Fill Added** – Any material that is used to elevate the road (besides surface aggregate).
  - **Full Depth, Chemical, Mechanical Stabilization** – A report of the road area impacted by the practice.
  - **Geo Separation Fabric, Grid, or Cell** – Total amount of geo-synthetics used.
  - **Under Drain Added** – Constructed or prefabricated underdrain installed as part of a project, may be under the road, ditch, bank, or impacted off-right-of-way area.
  - **French Mattresses Constructed** – Total constructed area of mattress under the road.

- **Road Banks:**
  - **Soil Pinning** – Any stabilization practice utilizing deep soil reinforcement with rebar, pins or tubes, etc.
  - **Geo Stabilized Bank** – Any stabilization practice incorporating layers of soil and geo-material.

- **Road-Stream Interface:**
  - **High Water Bypass** – Road area reinforced for controlled overflow of flooding events.
  - **In-stream Stabilization Structures** – Any structure that manages or redirects stream flow to stabilize the stream banks or bed.
  - **Bioengineering** – Any area stabilized using deep rooting tree and shrub cutting.

- **Stream Crossings Replaced:** Enter up to three structures that were replaced per project.
  - **Bankfull Width** – Width of the channel at bankfull flow.
  - **Type** – Enter letter corresponding to structure type for both existing and new structures. (Type: R=round pipe; M=multiple pipes; S=squash pipe; A=arch pipe (w/bottom); X=box culvert (w/bottom); BX(A/X)= bottomless Arch/Box; B=bridge; O=other)
  - **Width** – Enter width in feet for both existing and new structure.

- **Off Right-of-Way Improvements:**
  - **Total Length Addressed:** Total length of off right-of-way section completed.
  - **Diversion Swales Constructed** – Length of diversion swales installed.
  - **Bank Benches** – Total length of bank benches installed.
  - **Through Drains** – Number of pipes installed to conveying off right-of way flow through the road profile.
  - **Access Drainage Improvements** – Drainage improvements to the interface of the road and driveways, farm lanes, trails, and other off-site access points.

- **Road Surface Stabilized:**
  - **DSA Placed** – Total Driving Surface Aggregate used on the project.
  - **Sealed Surface** – Total road surface sealed with any asphalt-based product.
  - **Broad Based Dips** – Road surface drainage feature that conveys water from the up-slope road ditch, across the road surface, and out of the road profile.
  - **Grade Brakes** – Road surface drainage feature that sheds water off of the road surface into the ditch lines or out of the road profile.
  - **Dust Suppressant Used** – Total product used to manage dust. Product must be listed on Program's approved product list.

- **Structural Storm Water Improvements:** “Structural” refers to more hard-engineered practices such as infiltration basins, detention ponds, etc.
  - **Infiltration** – Area created for the infiltration of storm water.
  - **Detention** – Total area created for the detention of storm water.
  - **Dispersal** – Any structure created for the sole purpose of dispersing storm water.

- **Vegetative Management:**
  - **Select Thinning/Pruning** –Selective removal of road side trees and shrubs.
  - **Seeding/Mulching** – Total area seeded and mulched.

- **Other:**
  - **All Other Practices Implemented** – Any practice not covered under the listed Project totals. May include new innovative techniques. A description of the item or practice should be written on the comments section of this form.
  - **List Practices** – List all practices that fall in this category