
Print Name

PROJECT COMPLETION REPORT

PA State Conservation Commission: Dirt, Gravel, and Low Volume Road Program

ACTUAL Deliverables for a single project, including both grant-funded and in-kind.

(ft) indicates length of feature along road, not height or depth for dimensional practices

General

Average Road Width (ft) _____

Ditches and Outlets

Turnouts (#) _____

New Cross Pipes (#) _____

Replaced Cross Pipes (#) _____

Through-the-bank Pipes (#) _____

Drop Inlets (#) _____

Storm Sewer (ft) _____

Ditch Stabilized (ft) _____

Inlets/Outlets Stabilized (sq ft) _____

Ditches Eliminated (ft) _____

Road Base

Road Fill (tons) _____

Full Depth Reclamation (ft) _____

Shallow Surface Grinds (ft) _____

Geosynthetics in road base (ft) _____

Underdrain (ft) _____

French Mattress (ft) _____

Slide Repair (ft) _____

Road Surfacing

DSA (tons) _____

Chip Seal (ft) _____

Paving (ft) _____

Dust Suppressant (ft) _____

Grade Breaks / BB Dips (#) _____

Structural Stormwater Improvements

Practice(s) Installed (i.e., rain garden, infiltration bed, infiltration swale, detention pond, level spreader, etc.) _____

Area of Practice (sq ft) _____

Storage Vol. of Practice (cu ft) _____

Off Right of Way Improvements

Driveway / Lane Pipes (#) _____

Surface Drainage Features (#) _____

Swales / Bank Benches (ft) _____

Other Practices

Road/Stream Bank _____

Stabilization (ft) _____

In-Stream Structures (#) _____

High Water Bypass (#) _____

Other practices not listed here: _____

Stream Crossing Replacements

Number of Stream Crossing Replacements Completed in this Project (Level 1, 2, and 3) _____

For each stream crossing, complete a "Stream Crossing Completion Report" and attach to this report

STREAM CROSSING COMPLETION REPORT

This form must be completed for each stream crossing replaced with DGLVR funds or claimed as in kind.

Complete for ALL Stream Crossings

Site Information	
Latitude	_____
Longitude	_____
Watershed Size (acres) 1 sq mi = 640 acres	_____
Bankfull Channel Width (ft)	_____
Chapter 93 Designation	_____
Natural Reproduction Trout Stream (Y/N)	_____

Crossing Information	
Existing Opening Width (ft)	_____
Existing Structure Type	_____
New Structure Type	_____
New Structure Width (ft)	_____
New Effective Opening Width (ft)	_____
New Structure Height (ft)	_____
New Effective Opening Height (ft)	_____
New Structure Length (ft)	_____

Stream Crossing Replacement Notes

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Crossing Level

Level 1 (Standard)

Level 2

Level 3

Complete for Level 1 and 2 Stream Crossings

Financial Information (this crossing only)	
Structure Cost (structure only)	\$ _____
Installation Cost (including stream work)	\$ _____
Total Cost (total above, or leave above blank for lump sum payments)	\$ _____
Engineering Cost	\$ _____

These figures should include In-Kind + DGLVR grant to represent the entire cost of the crossing.

Reconstructed Reach of Stream Channel	
Upstream Length (ft)	_____
Downstream Length (ft)	_____
Slope (%)	_____
Grade Controls (#)	_____

Stream Miles Reconnected	
<i>Work with CDGRS/SCC to obtain these numbers.</i>	
US Length Reconnected (mi)	_____
DS Length Reconnected (mi)	_____

DIRT, GRAVEL, AND LOW VOLUME ROAD PROGRAM
2026

Project Completion Report Instructions

The following instructions pertain to the Dirt, Gravel and Low Volume Road (DGLVR) Program **Project Completion Report**. This form is intended to summarize and “close out” a project. The signed form must be retained in project files.

The final completion report form must be generated in GIS.

- It is strongly recommended that the grant recipient and conservation district representatives discuss final deliverables during an on-site meeting and develop an as-built drawing to accompany the report.
- A spreadsheet template is available to assist in reviewing project finances.

General Information: *will be automatically populated in GIS.*

- **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.
- **Grant recipient** – The recipient of the Dirt, Gravel, and Low Volume Road Maintenance grant.
- **Worksite 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.

DGLVR Program Grant Funds: This section only includes actual grant costs paid for by the Program through the Conservation District. Grant recipients must provide receipts.

- **Grant Commitments (contracted amount):** *will be automatically populated in GIS.*
 - A **Contract Amount** – This is the amount agreed on within the signed contract between the conservation district and the grant recipient.
 - B **Amendments** – Total of any amendment(s) to the above contract amount. *(if applicable)*
 - C **Total Committed** = *(Contract Amount + Amendments)*. The total Program funds committed to the project.
- **Project Expenditures: Summarizes expensed paid by the DGLVR Grant**
 - D **Grant Recipient Expenses** – Enter the total amount of DGLVR funds paid to the grant recipient for their direct expenses. This could be for materials purchased by the grant recipient, equipment owned or rented by the grant recipient, and labor completed by the grant recipient.
 - E **Contractor Expenses** – Enter the total amount of DGLVR funds paid to the grant recipient to reimburse them for materials, equipment, and/or labor they paid to any contractor(s).
 - F **Engineer Expenses** – The actual engineering or related design costs funded by the Program grant.
 - G **Total DGLVR Funds Paid** = *(Grant recipient Expenses + Contractor Expenses + Engineer Expenses)*. These are the total expenditures of the project that are funded by the DGLVR grant. Note that “**Line G: Total DGLVR Funds Paid**” **must reflect the total funding paid by the Conservation District to the Grant recipient and will be automatically calculated in GIS.**

In-Kind Contributions: In-kind contributions are project costs incurred by the grant recipient that are NOT reimbursed through the DGLVR grant. Only costs that are directly part of a Program project, and that meet the intent of the Program, shall be considered as in-kind. Receipts are encouraged but not required.

- H **In-Kind Project Costs** – The total cost of materials, equipment, and labor supplied as in-kind contributions. This includes contributions purchased or supplied directly by the grant recipient as well as by contractors.
- I **In-Kind Engineer Costs** – The engineering or related design costs paid by the grant recipient as in-kind (not reimbursed by DGLVR grant). Report all engineering costs not reimbursed by the DGLVR Program here, regardless of the in-kind source.

- J **Total Other In-Kind Sources** – The total contributions from any other sources besides the grant recipient (other grants, DGLVR demonstration project funds from the district's admin/edu allowance, etc.) supplied as in-kind contributions. List these sources in the space provided.
- K **Total In-Kind Value** = *(In-Kind Project Costs + In-Kind Engineer Costs + Total Other Sources)*.
Note that this will be automatically calculated in GIS.

Project Notes:

- Any additional project information that should be included in this completion report, such as notes about any changes to the original workplan/scope of work.

Finalizing the Project Completion Report:

Note that signatures and finalization happen after filling out the entire report, including page 2.

- Conservation District Rep.** – The signature of the conservation district representative.
- Date** – The date the conservation district representative signed the Project Completion Report.
- Grant recipient Rep.** – The signature of the grant recipient representative.
- Date** – The date the grant recipient representative signed the Project Completion Report.

Project Totals (Page 2): Fill out all practices installed as part of this project whether they were paid for with DGLVR funds or provided in-kind. Below is a very brief summary of some common ESM practices. If any practices used for this project are not explicitly listed on the report form, please note them in the “other practices” section at the bottom right of the report. Contact the SCC and Center for Dirt and Gravel Road Studies for assistance if you are unsure of how to report project deliverables.

- General**
 - Average Road Width** – The width from one edge of the road surface, cartway, or driving surface to the other. This is typically 14 to 18 ft for most municipal roads in PA. This information is important as it is used to convert lengths to areas for many of the deliverables on the Completion Report.
- Ditches and Outlets:**
 - Turn Outs (#)** – An opening cut through the roadside berm/bank to outlet water from the ditch. Report the total number of new turnouts constructed.
 - New Cross Pipes (#)** – A new pipe installed through the road to convey water from the upslope ditch. Report the total number of NEW cross pipes installed.
 - Replaced Cross Pipes (#)** – An existing pipe through the road that is replaced. Report the total number of existing cross pipes REPLACED.
 - Through-the-bank Pipes (#)** – A pipe, used similarly to a turnout, that outlets water from the downslope ditch through the road bank. Report the total number of through-the-bank pipes installed.
 - Drop Inlets (#)** – A buried box, typically concrete with a metal grate on top, that stormwater flows into. The stormwater then exits the box through a cross pipe or storm sewer system. Report the total number of drop inlets installed.
 - Storm Sewer (length in ft)** – A system of buried pipes that collect storm water and conveys it to a stable outlet. Report the total length in feet of storm sewer pipe installed.
 - Ditches Stabilized (length in ft)** – Roadside ditch that collects stormwater and has been treated to prevent accelerated erosion with vegetation, rock lining, etc. Report the total length in feet of ditches stabilized. This practice is not meant to capture sections of ditch that were raised or where cross pipes were added if no rock or vegetative stabilization of the ditch surface took place.
 - Inlets / Outlets Stabilized (length in ft)** – length of rip-rap aprons, vegetated swales, or other practices installed at the inlet of cross pipes and the outlet of cross pipes or storm sewer to prevent accelerated erosion.
 - Ditches Eliminated (length in ft)** – Roadside ditch that has been either completely filled in and stabilized or otherwise eliminated, such as by removing the downslope berm to allow stormwater to sheet flow off the road edge instead of being collected in a ditch. Report the total length in feet of ditches eliminated.
- Road Base:**

- **Road Fill (tons)** – Any material that is used to elevate the road base (not counting DSA, chip seal, or pavement). If the road was surfaced with any aggregate other than DSA, report it as road fill here. Report the total tons of road fill used.
- **Full Depth Reclamation (road length in ft)** – Full depth reclamation (FDR) is a major rehabilitation technique in which the full depth (minimum 8”) of the surface and predetermined portion of the underlying base is uniformly pulverized and blended to provide a stronger, homogeneous road base. This includes addition of aggregates to provide mechanical stabilization and/or cement, asphalt, or other additives (chemical stabilization) to strengthen the road base. Report the total road length in feet of full depth reclamation.
- **Shallow Surface Grinds (road length in ft)** – Typically 6” deep or less. Removing an existing sealed surface with a milling machine, grader with “ripper teeth”, or other equipment for the purposes of recycling an existing road surface in-place. This grind is typically done to prepare for road resurfacing. Report the total road length in feet of shallow surface grind.
- **Geosynthetics in road base (road length in ft)** – Geosynthetic materials buried for support, drainage, and separation. Includes woven and non-woven geotextile fabric, geo-grid, and geo-cell materials. Report only geosynthetics used in the road base, not underdrains or French mattresses, which are reported separately. Report the total road length in feet of geosynthetics used in the road base.
- **Underdrain (length in ft)** – Constructed or prefabricated underdrain installed to capture groundwater or springs. Typically consists of a small perforated pipe in a bed of clean stone wrapped in non-woven fabric, which is buried in the road ditch to collect subsurface water and convey it to a stable outlet away from the road. Underdrain may also be installed under the road, bank, or impacted off-right-of-way area. Report the total length in feet of underdrain installed.
- **French Mattress (length in ft)** – Free draining stone wrapped in geotextile fabric constructed through the road to provide road support and allow water to move through the road. Report the total length in feet (parallel to the road) of French Mattress installed.
- **Slide Repair (length in ft)** – Stabilizing a road bank (upslope or downslope of the road) that was slipping down under the force of gravity due to unstable soils and slopes, excess water, stream encroachment at the base of the slope, etc. Repairs can include retaining walls, rock-lined slopes, geo-stabilization (layers of fabric and soil), revegetation, benches and steps, soil pinning, and more. This practice is for repairs that do not extend to a stream. See “Other Practices” for streambank stabilization and in-stream structures. Report the total length in feet (parallel to road) of slide repair completed.
- **Road Surfacing:**
 - **DSA (tons)** – Total Driving Surface Aggregate used on the project. Do not report alternative surface aggregates here. Report the total tons of DSA placed.
 - **Chip Seal (road length in ft)** – Also known as “tar & chip”, chip seal is a surface treatment where the road surface is sprayed with an emulsified asphalt and immediately covered with small, crushed aggregate and then rolled in place to create a sealed road surface. Report the total road length in feet of chip seal installed.
 - **Paving (road length in ft)** – Road pavement is a mixture of aggregate, asphalt binder, and filler placed with a paving machine and compacted to provide a smooth, durable driving surface. Report the total road length in feet of pavement installed.
 - **Dust Suppressant (road length in ft)** – Liquid dust suppressants must be listed on Program’s approved product list. Report the total road length in feet of dust suppressant applied.
 - **Grade Breaks / Broad Based Dips (#)** – Grade breaks and broad based dips are “elongated speed bumps” in the road designed to shed water from the road surface. Grade breaks are typically installed over cross pipes to ensure water is directed off the road. Broad based dips are often used instead of cross pipes on very low-use roads to convey water from the upslope road ditch, across the road surface, and out of the road profile. Report the total combined number of grade breaks and broad based dips installed.
- **Structural Stormwater Improvements:** “Structural” refers to more hard-engineered practices such as infiltration basins and swales, detention ponds, rain gardens, level spreaders, etc.

- **Area of Practice** (*sq ft*) – The total area (2-dimensional space) occupied by the structural stormwater improvements.
- **Storage Volume of practice** (*sq ft*) – The total volume (3-dimensional space) of water that the practice can hold for infiltration and/or detention.
- **Off Right-of-Way Improvements:** Any work completed outside of the publicly own road corridor (right-of-way).
 - **Driveway / Lane Pipes** (#) – Cross pipes or through the bank pipes installed on private driveways, farm lanes, etc., including pipes installed where the driveway meets the public road to pass stormwater in the road ditch through the driveway. Report the total number of pipes installed on any driveways or private lanes.
 - **Surface Drainage Features** (#) – Grade breaks, broad based dips, and conveyor belt diverters that direct stormwater off of the drive/lane surface before it reaches the public roadway. Report the total number of surface drainage features installed on any driveways or private lanes.
 - **Swales / Bank Benches** (*length in ft*) – A swale is a wide, flat, stabilized drainage channel used to convey stormwater. Interceptor swales are often built parallel above a roadway and above the cut slope to intercept overland flow before it reaches the roadway and direct it to a stable outlet. A bench is a flat step or terrace built into the cut slope to slow and divert runoff before reaching the road. Report the total length in feet of swales and/or benches constructed.
- **Other Practices:**
 - **Road/Stream Bank Stabilization** (*length in ft*) – Stabilization of a shared road/stream bank with in-stream structures and/or other slide stabilization techniques. Report the total length in feet of road/stream bank stabilized.
 - **In-Stream Structures** (#) – Any structure that manages or redirects stream flow to stabilize the bed and/or banks of a stream channel including modified mud sill, rock or log deflectors or cross vanes, boulders, large woody debris, etc. Report the total number of in-stream structures installed.
 - **High Water Bypass** (#) – Road area reinforced for controlled overflow of the road during flooding events. Report the total number of high water bypasses installed.
 - **Other practices not listed here:** 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.
- **Stream Crossing Replacements**
 - **Number of stream crossing replacements completed in this project** (#) – The total number of road-stream crossing structures replaced or installed as part of this project. This is the sum of all level 1, 2, and/or 3 stream crossings included in this project.
 - **For each stream crossing, add an individual “Stream Crossing Completion Report” page under the “stream crossings” tab in the GIS contract.**

End of Project Completion Report-----

Stream Crossing Completion Report Instructions

For each stream crossing, add an individual “Stream Crossing Completion Report” page under the “stream crossings” tab in the GIS contract.

- **Existing Stream Crossing Notification** – If not already done, select the stream crossing notification that was funded with this contract from the drop-down menu. Each notification may only be selected once. A notification must be selected before proceeding. Once the notification is selected, some of the basic site information included in the notification form will automatically fill populate the stream crossing tab. Review all information and update if needed. Note that if the stream crossing notification has not been submitted, that must be submitted on the CDGRS website first

- **Site Information** will populate automatically from the notification. Review and update if needed.
 - **Latitude:** north/south portion of coordinates at the stream crossing.
 - **Longitude:** east/west portion of coordinates at the stream crossing.
 - **Watershed size (acres):** The area that drains to the point where the road and stream cross.
 - **Bankfull Channel width (feet):** The average width of the channel at bankfull elevation. Measured in the field during project planning.
 - **Chapter 93 Designation:** The PA Department of Environmental Protection (DEP) develops water quality standards for PA waters. PA waters are protected for a designated aquatic life use: Warm Water Fishes (WWF), Trout Stocking (TSF), Cold Water Fishes (CWF) or Migratory Fishes (MF). In addition, streams with excellent water quality may be designated High Quality Waters (HQ) or Exceptional Value Waters (EV). This information is available on the PA Department of Environmental Protection website.
 - **Natural Reproduction Trout Stream:** Stream sections supporting naturally reproducing populations of trout, including Class A wild trout and natural reproduction designations. This information is available on the PA Fish and Boat Commission website.
- **Crossing Information** will populate automatically from the notification. Review and update if needed.
 - **Existing opening width (ft)** - The width of the undersized stream crossing structure in place before the DGLVR project. When measuring the width of an existing structure, measure the most limiting width (for example: the narrowest pipe in a series of “necked down” pipes, or the narrowest point perpendicular to the flow between abutments of a skewed bridge). For multiple pipes, enter the combined opening widths and denote it as a “multiple” under “existing structure type”.
 - **Existing Structure Type:** From the drop-down menu, select the type/shape of the undersized stream crossing structure in place before the DGLVR project.
 - **Round:** a pipe with a circle cross section (same height and width)
 - **Multiple Pipes:** More than one structure exists side-by-side to jointly convey stream flow.
 - **Squash:** a pipe with an oval cross section (wider than it is tall)
 - **Arch w/bot:** The cross section is a half-circle. The structure has a bottom.
 - **Box w/bot:** The cross section has squared edges and is roughly or exactly rectangular. The structure has a bottom.
 - **Arch BL:** The cross section is a half-circle. “BL” = “Bottomless”, the structure does not have a bottom.
 - **Box BL:** The cross section has squared edges and is roughly rectangular. “BL” = “Bottomless”, the structure does not have a bottom.
 - **Bridge:** A flat bridge deck is placed on top of two abutments. Includes spread-footing bridges as well as bridges with standard abutments closer to the stream banks.
 - **New Structure Type:** From the drop-down menu, select the type/shape of the new structure installed to convey the stream channel underneath the road.
 - Same structure types as for existing structure
 - **New Structure Width (ft):** The width provided by the structure manufacturer (measured from the inside edge of the structure to the inside edge of the opposite side of the structure at the widest part of the structure).
 - **New Effective Opening Width (ft):** The width, at bankfull elevation, of the new structure installed to convey the stream channel underneath the road. Note that this may be less than the purchased structure width.
 - Except for spread-footing bridges, this is measured from the inside edge of the structure to the inside edge of the opposite side of the structure at bankfull elevation (not between bank margins).
 - For spread-footing and traditional bridges, this is the width at bankfull elevation between the side slopes.
 - **New Structure Height (ft):** The height provided by the structure manufacturer (measured from the inside edge of the structure bottom to the inside edge of the structure top at the tallest part of the structure).
 - **New Effective Opening Height (ft):** Vertical distance measured from the thalweg elevation at the crest of a constructed grade control feature inside the replacement structure, upward to the top of the culvert opening or bottom of bridge beam.

- **New Structure length (ft):** Horizontal distance measured from one open end of the structure to the other (in line with stream flow).
- **Stream Crossing Replacement Notes:** Include any notes you would like about this stream crossing beyond the data provided in the form.
- **Stream Crossing Levels:** DGLVR policy includes 3 different “levels” of stream crossing projects with different goals for the completed replacement. The level is determined during the pre-application stage of the project.
 - **Level 1:** Build for stream continuity following the DGLVR Stream Crossing Design and Installation Standard.
 - **Level 2:** Hybrid: Build for stability, flood capacity, and a level of continuity. This level of stream crossing provides maximum flexibility and requires SCC approval as well as may include project-specific requirements from the SCC.
 - **Level 3:** Build for stability and flood capacity on small stream channels with a bankfull measurement of 5 feet or less and a drainage area of less than 65 acres.

Complete the remaining sections only for Level 1 and Level 2 stream crossings. -----

- **Financial Information (this crossing only):** The financial information provided earlier in the completion report summarizes overall project cost. This section is to report the cost of only one stream crossing replacement in order to allow better analysis of stream crossing replacement costs. *These figures should include In-Kind + DGLVR grant funds to represent the entire cost of the crossing structure regardless of who paid for it.*

If the entire contract is for one stream crossing replacement with no additional road work, then the total costs entered below must match the total DGLVR funds paid + total in-kind for the contract. If the contract funded work in addition to the one stream crossing represented on this page/GIS tab, then the total costs entered below must be less than the total DGLVR funds paid + total in-kind.

- **Structure cost (structure only):** Only the materials price of the pipe/culvert/bridge that conveys the stream under the road. *These figures should include In-Kind + DGLVR grant to represent the entire cost of the crossing structure regardless of who paid for it.*
- **Installation cost (including stream work):** Material and labor costs for installing the new stream crossing structure and appurtenances (excavation, footings, assembly, placement, backfill, etc.) plus material and labor costs for all in-stream work (placing grade control rock; building bank margins; mixing, placing, and compacting stream bed material; hydraulic compaction of streambed, etc.). *These figures should include In-Kind + DGLVR grant to represent the entire cost of the installation regardless of who paid for it.*
- **Total Cost** = (structure cost + installation cost). *These figures should include In-Kind + DGLVR grant to represent the entire cost of the crossing structure and installation regardless of who paid for it.*
- **Engineering cost:** The engineering or related design costs specifically for this stream crossing (includes design, permitting, bidding, onsite inspections, and final certification, if applicable). *These figures should include In-Kind + DGLVR grant to represent the entire cost of the engineering regardless of who paid for it.*

- **Reconstructed Reach of Stream Channel (ft):** Length of the stream (in line with stream flow) that was constructed upstream, through, and downstream of the new structure to re-establish channel continuity between the tie-in points.
 - **Upstream Length (ft):** Distance of the reconstructed stream channel along the stream thalweg from the upstream opening of the new stream crossing structure to the upstream tie-in point. Report the length in feet of the upstream reconstructed reach.
 - **Downstream Length (ft):** Distance of the reconstructed stream channel along the stream thalweg from the downstream opening of the new stream crossing structure to the downstream tie-in point. Report the length in feet of the downstream reconstructed reach.
 - **Slope (%):** Slope = rise/run. Percent slope of the reconstructed stream channel from the upstream tie-in point, through the structure, to the downstream tie-in point. Report the stream slope of the reconstructed reach as a percentage.
 - **Grade Controls (#):** Manmade structures that control channel elevation, dictate channel slope, and maintain bedforms. Common types include riffles, cascades, steps, rock clusters, and large wood features. Report the total number of grade controls installed.
 - **US Length Reconnected (ft):** Distance along the stream thalweg from the upstream opening of the new stream crossing structure to the next upstream barrier to aquatic organism passage. *Work with CDGRS/SCC to obtain these numbers as needed.*
 - **DS Length Reconnected (ft):** Distance along the stream thalweg from the downstream opening of the new stream crossing structure to the next downstream barrier to aquatic organism passage. *Work with CDGRS/SCC to obtain these numbers as needed.*