

RECREATIONAL TRAILS PROGRAM (RTP)

Commencement Documentation Checklist

Project Number: _____
Project Name: _____
Project Sponsor: _____

NEPA Documentation (FHWA/FDOT)

_____ Site Plan and Project Description
_____ U.S. Geological Survey ([USGS](#)) Project Location Map
_____ ROW Statement and Documentation
_____ [Wetlands Impacts](#) Statement and Documentation
_____ [U.S. Army Corps of Engineers \(USACE\) Permit](#)
_____ [DEP Section 404 Environmental Resource Permit \(ERP\)](#)
_____ Waterway Crossing Statement
_____ [United States Coast Guard \(USCG\) Bridge Permit](#)
_____ [Floodplain Encroachment Documentation](#)
_____ Wild and Scenic River or Study River Statement
_____ Nationwide Rivers Inventory (NRI) Statement
_____ Endangered Species Act (ESA) and/or Essential Fish Habitat (EFH) Documentation
_____ US Fish and Wildlife or National Marine Fisheries Service (ESA/EFH) Consultation
_____ Historic and/or Archaeological Resources Documentation
_____ [State Historic Preservation Officer \(SHPO\) Letter](#)
_____ Cultural Resource Assessment Survey (CRAS)
_____ Noise Consideration Statement
_____ Contamination Considerations Documentation
_____ [Brownfields Map](#)
_____ Planning Consistency Documentation
_____ [STIP Project Detail and Summaries Online Report](#)
_____ [Approved FY Priority List](#)

OGT-10 Documentation (DEP)

_____ Boundary Map with Legal Description
_____ Site Plan [Signed & Sealed _____]
_____ List of Facilities to be Constructed

Commencement Documentation (DEP)

_____ Status Reports
_____ Federal Highway Administration (FHWA) Possession Guidance Certification
_____ Land and Water Conservation Fund (LWCF) Manual Possession Certification (DRP-134)
_____ Pre-Construction Certification (OGT-12)
_____ Budget Cost Analysis (BCA) (DEP 55-229)
_____ Contractual Services: Procurement Documentation
_____ Contractual Services: Subcontracts with State and Federal Attachments
_____ In-Kind Services: Staff Name, Title, and Position Description
_____ In-Kind Services: Volunteer Organization Information
_____ Updated Proof of Insurance
_____ State Clearing House Review [sent _____] ; finished [_____]

NEPA Approval and Notice to Proceed Issuance

_____ NEPA approval awarded on _____
_____ Notice to Proceed (NTP) issued on _____