

# RECREATIONAL TRAILS PROGRAM (RTP)

## Completion Documentation Checklist

**Project Number:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_  
**Project Sponsor:** \_\_\_\_\_

### All RTP Projects (Development, Maintenance, Equipment and Education)

- \_\_\_\_\_ Project Completion Certification (OGT-14)
- \_\_\_\_\_ As-Built Site Plan [Signed & Sealed \_\_\_\_\_ ]
- \_\_\_\_\_ List of Constructed Facilities & Improvements (DRP-138)
- \_\_\_\_\_ Final Budget Cost Analysis (BCA) (DEP 55-229)
- \_\_\_\_\_ Limitation of Use Certification (DRP-113)
- \_\_\_\_\_ Color Photos of Project Elements
- \_\_\_\_\_ Color Photos of Project Identification and Acknowledgment Signage
- \_\_\_\_\_ Florida Recreation and Parks Inventory Form (FPS-A056)
- \_\_\_\_\_ All Status Reports for Grant Agreement Period Term
- \_\_\_\_\_ Payment Request Summary Form (DEP 55-223)

### Equipment Projects

- \_\_\_\_\_ Grantee Equipment Cost Schedule (DRP-119)
- \_\_\_\_\_ Copy of Bill of Sale indicating price, make, model, year
- \_\_\_\_\_ Serial Number, Model Number
- \_\_\_\_\_ Storage Location Information (address, written driving instructions, map)
- \_\_\_\_\_ Proof of Insurance (copy of certificate)
- \_\_\_\_\_ List of Completed Projects (during term of agreement)
- \_\_\_\_\_ Project Schedule for Upcoming Year
- \_\_\_\_\_ Maintenance Schedule (during term of agreement)
- \_\_\_\_\_ Maintenance Schedule (upcoming year)
- \_\_\_\_\_ Photos of Equipment (sufficient to identify, including DEP property sticker)
- \_\_\_\_\_ Photos of Equipment Being Used

### Education Projects

- \_\_\_\_\_ Product Samples
- \_\_\_\_\_ Evaluation Instrument
- \_\_\_\_\_ Discussion of Evaluation Results & Recommendations

### Final Inspection and Project Completion Letter

- \_\_\_\_\_ Final Inspection Completed on \_\_\_\_\_
- \_\_\_\_\_ Project Completion Letter issued on \_\_\_\_\_