

RECREATIONAL TRAILS PROGRAM (RTP)

Commencement Documentation for Development Projects

NEPA Documentation (FHWA/FDOT)

Please visit [FDOT's Project Development and Environment Manual \(PD&E Manual\)](#) for additional instructions and information on all required documentation.

- **Project Description and Site Plan**

Submit a description that will allow a person without prior knowledge of the project to clearly understand the proposal. It should include the assigned project number and name, a brief description of the existing facilities, the scope of work included in the grant work plan, the grant agreement and project timeline, the City and County where the project is located, and any other information that may be beneficial to assisting with the review.

The site plan should include all proposed improvements outlined in the project description, the project boundary, existing facilities, and site conditions (such as wetlands, waterways and/or archeological resources) that are supported by additional documentation submitted under the forthcoming categories.

- **U.S. Geological Survey ([USGS](#)) Project Location Map**

Submit a USGS Map that clearly demonstrates the project's location and nearby landmarks, such as rivers, streams, or other areas of significant importance.

- **Right-of-Way (ROW) Statement and Documentation**

Provide a description of the current ROW ownership, with supporting documentation that clearly demonstrates holding. Include a statement that outlines if ROW acquisition will or will not be required to successfully complete this project. If relocations are anticipated, information regarding community facilities will need to be summarized.

- **[Wetlands Impacts](#) Statement and Documentation**

Provide a wetlands impact statement that includes any permits or authorizations that will be required. This should be supported by wetlands mapping that clearly demonstrates the site's attributes, and any effects the proposed improvements will have. If permits are required, submit copies of all documentation to support this section.

- [U.S. Army Corps of Engineers \(USACE\) Permit](#)
- [DEP Section 404 Environmental Resource Permit \(ERP\)](#)

- **Waterway Crossing Statement**

If a USCG Bridge permit will be required to complete the project, contact the DEP grant manager, as the project may no longer qualify as a Type 1 Categorical Exclusion (CE). If there are no permits required, provide a negative declarative statement.

- [United States Coast Guard \(USCG\) Bridge Permit](#)

- **[Floodplain Encroachment Documentation](#)**

Provide a description of the development impacts created by this project that may reduce storage and increase water surface elevations within base floodplains. If no floodplain encroachments are anticipated, provide a negative declarative statement. This must be supported by mapping documentation that clearly demonstrates no impacts.

- **Wild and Scenic River or Study River Statement:** Determine if the project will have any involvement with the Wild and Scenic or Study Rivers. The only rivers with these qualifications in Florida are the Loxahatchee, Wekiva, St. Mary's and Myakka Rivers. Provide a negative declarative statement if there will be no involvement.

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- **Nationwide Rivers Inventory (NRI) Statement:** Determine if the project will have any involvement with any rivers on the [Nationwide Rivers Inventory](#). If adverse effects are anticipated, contact the DEP grant manager, as the project may no longer qualify as a Type 1 Categorical Exclusion (CE). Provide a negative declarative statement if there will be no involvement.
- **Endangered Species Act (ESA) and/or Essential Fish Habitat (EFH) Documentation**

A species evaluation is required for all environmental documents. Provide a list of potential species that may occur in the action area. The [FDOT Environmental Screening Tool](#) or the [Information for Planning and Consultation \(IPAC\)](#) may be used to gather this information. Federally designated critical habitats located within the site/action area should be included as well. Evaluate and describe specific aspects of the project (including proposed draining) that may have an effect on protected species or critical habitats (including direct, indirect, and cumulative impacts). Consider impacts based on the scope of work, ecological importance and distribution of affected species, and the intensity of potential impacts of the project.

 - **US Fish and Wildlife or National Marine Fisheries Service (ESA/EFH) Consultation:** Some projects may require additional consultations with the US Fish and Wildlife or National Marine Fisheries Service. This does not equate eligibility for a Type 1 Categorical Exclusion (CE), but may require additional discussion and review with DEP, FDOT and FHWA.

If adverse effects are anticipated, provide an explanation outlining the methodology used to determine this conclusion.

- **Historic and/or Archaeological Resources Documentation**

Provide a brief summary of the efforts made to determine if historic, archaeological, or cultural resources exist on site, and the conclusion of the analysis. The [FDOT Cultural Resource Management Handbook](#) can assist with appropriate procedures, qualifications, and determination requirements for this segment. Demonstrate compliance with the National Historic Preservation Act by submitting a letter from the State Historic Preservation Officer (SHPO) that confirms the project will have no effect on historic properties listed, or eligible for listing, on the NRHP, or otherwise of historical, architectural, or archaeological value. The SHPO letter must be supported by the referenced field assessments, such as a Cultural Resource Assessment Survey (CRAS).

 - [State Historic Preservation Officer \(SHPO\) Letter](#)
- **Noise Consideration Statement**

Submit a description of any noise considerations that were exiled as a component of this project. Provide a negative declarative statement if there will be no involvement.
- **Contamination Considerations Documentation**

Provide a brief summary of level 1 evaluation completed through a Level 1 Contamination Report Technical Memo or Contamination Clearance Letter for contaminated sites that are within or adjacent to the project site. This will not involve sampling or testing of soil or groundwater. Submit supporting documentation that clearly depicts the project's proximity to all contaminated sites in the vicinity.

 - [Brownfields Map](#)
- **Planning Consistency Documentation**

Use the FDOT Federal Aid Management TIP/STIP link to demonstrate that the project was reviewed for fiscal constraint and determined to have reasonably available funds for the implementation of all development.

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- [STIP Project Detail and Summaries Online Report](#)
- [Approved FY Priority List](#)

Documentation Required Prior to Receiving Notice to Proceed

Please visit the [Recreational Trails Program website](#) to obtain current copies of all required forms.

- **Boundary Map**

Submit a boundary survey of the project site, which clearly delineates the project area and a legal description of the property, prepared by a Florida registered land surveyor.

The project boundary map and/or attachments **must** identify the following:

- The title of the project of project element.
- The date of map preparation.
- The area(s) under lease and term remaining on the lease(s).
- All known outstanding rights and interests in the area held by others. Known easements, deed/lease restrictions, reversionary interests, etc. are to be included.
- The project area in sufficient detail to be legally sufficient to identify the lands to be afforded protection under the Recreational Trails Program.

The following methods of identification are acceptable:

- Deed references
- Adjoining ownerships
- Adjoining easements of record
- Adjoining water bodies or other natural landmarks
- Meters and bounds
- Government survey

- **Conceptual Site Plan**

Submit a site plan for the project that is prepared, dated and signed by an insured, registered architect, engineer or landscape architect responsible for preparing the final project plans, and signed by the liaison agent. The conceptual site plan must depict the entire project boundary, with the locations of all elements for development clearly noted. Additional submissions may include schematics for trails and structures.

- **List of Facilities to be Constructed (and costs by element)**

Submit a List of Facilities to be Constructed that identifying the quantity and type of facilities to be constructed, and a cost estimate for each item, signed and dated by the liaison agent.

- **Pre-Construction Certification (form OGT-12)**

Submit a pre-construction certification signed and dated by the liaison agent.

- **Certification of Grantee Owned Equipment**

If a grantee intends to use in-kind services as a local match, they shall submit a certification of grantee owned equipment hourly rental rates and/or written or verbal quotes for grantee owned equipment prior to commencement of construction.

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- **Permits**

Submit copies of all required local, state, federal or other environmental construction permits. NEPA approval may have included a commitment to obtain permitting. All permits that have been discussed as a component of NEPA must be submitted to DEP. For items previously submitted in S.W.E.P.T., grantees should submit a secondary copy to DEP for records retention.

- **Forms and Documentation**

- All Project **Status Reports (DRP-109)** must be submitted for the grant agreement period. Any submissions that have been omitted must be complete prior to the issuance of a Notice to Proceed.
- [Federal Highway Administration \(FHWA\) Possession Interim Policies Guidance Possession Certification](#)
- [Land and Water Conservation Fund \(LWCF\) Manual Possession Certification](#)
- Updated Proof of Insurance (if current copy has lapsed)

- **Financial**

- [A Budget Cost Analysis](#) must be submitted to demonstrate that the project expenses are allowable, reasonable and necessary.
 - [Budget Cost Analysis \(BCA\) \(DEP 55-229\)](#)
- **Procurement Documentation (Invitation to Bid, Request for Proposal, etc) with Executed Subcontract**

For grantees soliciting contractual services to complete an RTP project, all procurement documentation should be submitted and must include public notice that the project is federally funded. Subcontracts must physically attach: (1) Attachment 8, Contract Provisions for Department of Transportation (DOT) Funded Agreements; (2) Attachment 9, Form FHWA-1273, Required Contract Provisions Federal-Aid Construction Contracts; (3) Exhibit F, Appendices A and E; (4) Exhibit G, 49 CFR 26.13; and (5) Exhibit H, FHWA Contractors & Recipients General Terms and Conditions for Assistance Awards to all subcontracts executed under the project Agreement.