

RECREATIONAL TRAILS PROGRAM

Commencement Documentation for Development Projects

Documentation Required Prior to Receiving Notice to Proceed

- **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 or 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

- **Site Plan**

Submit a site plan for the project 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.

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

Submit a list identifying the quantity and type of primary and support facilities to be constructed, and a cost estimate for each item, signed and dated by the liaison agent.

- **Budget Cost Analysis Form**

Submit a budget cost analysis identifying how the project will be constructed by providing quantity and type of primary and support facilities, and a cost estimate for each item. The form must be 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.

- **Land and Water Conservation Fund (LWCF) Manual Possession Certification**

Submit a LWCF manual possession 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.

- **Permits**

Submit copies of all required local, state, federal or other environmental construction permits.

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- **Schedule of Values**

Submit a final approved Bid Tabulation/Schedule of Values or Construction Contract; must be Project specific. Must give percentage of General Conditions (e.g. mobilization) per grant, if applicable.

- **Copies of all Contracts and Bids**

Submit all procurement documentation for contractual services vendor/subcontractor. Must include project advertisement (Invitation to Bid, Request for Proposal, etc.) and a copy of the awarded subcontract to include all required federal attachments.

- **PD&E Data Sheet with back-up documentation**

Submit a new PD&E Data Sheet with back-up documentation if any changes have occurred since pre-agreement. Back-up documentation includes:

- Township/Section/Range
- U.S. Geological Survey 7.5-minute quadrangle map (no larger than 11x17)
- Natural Resources Documentation specific to the project area - <https://www.fnai.org/index.cfm>
- Cultural Resource Documentation specific to the project area - <https://dos.myflorida.com/historical/preservation/master-site-file/>
- Letter from Department of State (DOS)