



**Florida Department of Environmental Protection**  
**FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM**  
**COMPLETION DOCUMENTATION CHECKLIST**

Required Signatures: **No Signature**

---

**Notify DEP immediately after completion of project construction that the project is complete and send the following: All close-out documents must be submitted 30 days after project completion.**

**Development Completion Documentation**

1. Project Completion Certificate (**Form – DRP-112**): All elements of Grant Work Plan must be listed including action taken (i.e. renovation or new), and associated costs on page 1. Fill out all sections of page 2 and **the form must be signed by the liaison agent and project Engineer or Architect**. If the project did not require an Engineer or Architect, provide written justification on official letterhead.
2. A final “as built” site plan, **color code current project elements and/or phases** (detailed specifications not required). The plan must be **signed, sealed, and dated by a certified engineer, surveyor, or architect**. Signature and seal must be legible.
3. Florida Recreation and Parks Inventory Form describing the entire park available at <https://prodenv.dep.state.fl.us/DrpOrpcr/outdoorRecreationInventory.do>. **(Complete the form online, submit, and e-mail a copy to the appropriate Community Assistance Consultant)**
4. Photographs of all completed project elements including the acknowledgement sign or plaque crediting both the Florida Department of Environmental Protection and FRDAP. **(Acknowledgement Sign Requirements can be found on our [website](#) in the Project Completion section.)**
5. Certification that the “Notice of Limitation of Use” (**Form DRP – 113**) statement has been filed as a permanent part of public property records in accordance with local requirements and available for public inspection. **(A copy of the recorded legal description, project boundary map with the legal description, grant agreement and amendments, and the “Notice of Limitation of Use” as filed with the official public records).**
6. Payment Request Summary- Exhibit C (**Form DRP-115**): Fill out this form in its entirety. Billing Period is the date of the project’s Notice to Commence through the Project Completion Date. Billing Number is “1-Final” as this is the final summary of costs. DEP Division is “State Lands Grants Section”. DEP Program is the name of the grant, Florida Recreation Development Assistance Program. All costs listed must correspond to the appropriate cost schedule. Their sum must equal the total project cost listed on Project Completion Certification (DRP- 112). Two signatures are required.
7. Submit all applicable Purchase Schedules. Fill out the form entirely. Give a brief description of the purchase that references the project element. Include all proofs of payment as listed on the project’s Purchase Schedules. **(This includes all invoices, cancelled checks and/or bank statements referencing the payments.)**
8. An updated Budget Costs Analysis is required (**Form DEP 55-229**). Fill out this form in its entirety. List all elements of the scope of work as they are listed in the agreement. List the actual quantities and actual cost of materials.
9. A Final Status Report is required (**DRP-109**). List all elements as they are found in the scope of work. Check the “Final Status Report” box and list the Date of Project Completion (from the Project Completion Certificate) in the provided space.

## **Acquisition Completion Documentation – Step I**

1. Project Completion Certificate, dated and signed by the liaison agent. (Form – DRP-112)
2. Florida Recreation and Parks Inventory Form describing the entire park available at <https://prodenv.dep.state.fl.us/DrpOrpcer/outdoorRecreationInventory.do>. **(Complete the form online, submit, and e-mail a copy to the appropriate Community Assistance Consultant)**
3. Photographs of the acquisition site including the Department acknowledgement sign or plaque crediting both the Florida Department of Environmental Protection and FRDAP. **(Example sign on website)**
4. Certification that the “Notice of Limitation of Use” **(Form DRP – 113)** statement has been filed as a permanent part of public property records in accordance with local requirements and available for public inspection. **(A copy of the recorded legal description, project boundary map with the legal description, grant agreement and amendments, and the “Notice of Limitation of Use” as filed with the official public records).**
5. Three-year project construction timeline for development of recreational elements.
6. Final payment request. Submit all applicable forms with all information completed on each form. Include all invoice numbers and dates, check numbers and dates, amounts and descriptions.
7. Evidence of Title: Submit a copy of the deed.
8. Copy of Buyer-Seller Financial Closing Statement.

## **Development of Acquisition Project Documentation – Step II**

1. Project Completion Certificate, dated and signed by the liaison agent. (Form – DRP-112)
2. Photographs of the development including the acknowledgement sign or plaque crediting both the Florida Department of Environmental Protection and FRDAP. (Example sign on website)
1. A final “as built” site plan, **color code current project elements and/or phases** (detailed specifications not required). The plan must be **signed, sealed, and dated by a certified engineer, surveyor, or architect**. Signature and seal must be legible.

Forms may be found at our website: <https://floridadep.gov/lands/land-and-recreation-grants/content/florida-recreation-development-assistance-program>.