



FY2023-2024 RECREATIONAL TRAILS PROGRAM GRANT MANAGEMENT ONBOARDING WEBINAR

Lauren Cruz

Division of State Lands / Land and Recreation Grants Section
Florida Department of Environmental Protection

Tallahassee | April 23, 2024



AGENDA

- Program Overview and Purpose
- Grant Agreement
- NEPA Documentation
- Commencement Documentation
- Project Liaison Form
- Status Reports
- Proof of Insurance
- Amendments
- Completion Documentation
- Reimbursement Documentation
- Post Completion Requirements
- Questions or Comments





PROGRAM OVERVIEW AND PURPOSE

FY23-24 RTP Grant Management
Onboarding Webinar

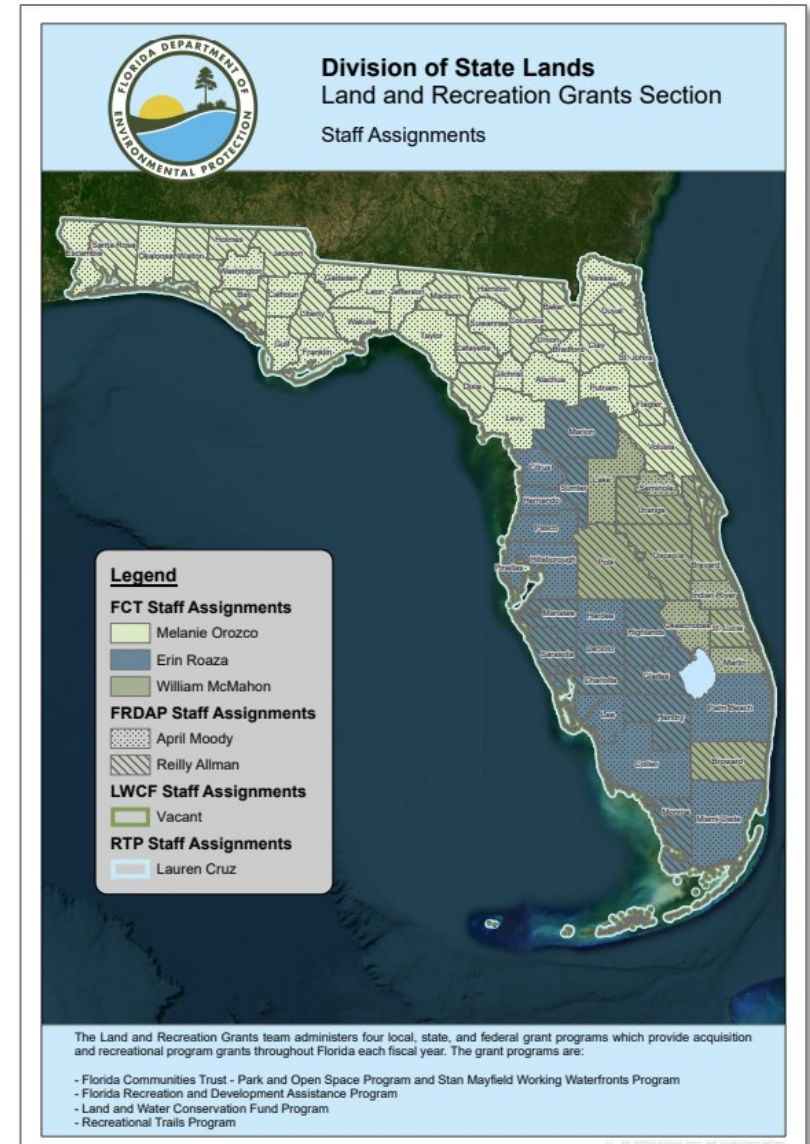


LAND AND RECREATION GRANTS

STAFF ASSIGNMENTS

Land and Recreation Grants Section

- Florida Communities Trust (FCT)
 - Parks and Open Space
 - Stan Mayfield Working Waterfronts
- Florida Recreation Development Assistance Program (FRDAP)
- Land and Water Conservation Fund (LWCF)
 - Outdoor Recreation Legacy Partnership (ORLP) Program
 - Readiness and Environmental Protection Integration (REPI) Program
- Recreational Trails Program





PROGRAM OVERVIEW AND PURPOSE

The Florida Department of Environmental Protection (DEP), pursuant to Memorandum of Agreement dated August 1, 1993, is authorized to establish the Recreational Trails Program to provide financial assistance to qualified local governmental entities for the development of recreational trails, trailheads and trailside facilities.

The Recreational Trails Program is a federally funded competitive grant program administered by the Florida Department of Environmental Protection (DEP) in coordination with the Florida Department of Transportation (FDOT) and Federal Highway Administration (FHWA) Florida Division.



RTP ADMINISTRATIVE RULE

[Rule Chapter 62S-2, F.A.C.](#)

Outlines all the rules that govern the RTP program

The Rule is a great source of programmatic information in addition to the terms outlined in your grant agreement.

The screenshot shows the Florida Department of State website. At the top, there are links for "About Us", "Contact Us", "Help", and "Agency Login". The main header features the Florida Department of State logo and the text "FLORIDA ADMINISTRATIVE CODE & FLORIDA ADMINISTRATIVE REGISTER". Below the header, there are navigation links: "Home", "Advanced Search", "MyFLRules", and "Rules Open for Comments". The main content area displays "Rule Chapter: 62S-2" and "Chapter Title: RECREATIONAL TRAILS PROGRAM". There is a "View Chapter:" link with a document icon and the text "62S-2". To the right, there is an "Add to MyFLRules Favorites" link with a folder icon. Below this, there is a "View Individual Rules" section with a sub-header "View Individual Rules" and a note: "Click on the word icon to view the latest rule version. Or click on the rule number to see the detail of the rule." A table lists individual rules with columns for "Latest Version", "Rule No.", "Rule Title", and "Effective Date".

Latest Version	Rule No.	Rule Title	Effective Date
	62S-2.070	Definitions	5/1/2001
	62S-2.071	General Requirements	5/1/2001
	62S-2.072	Application Requirements and Processing	5/1/2001
	62S-2.073	Evaluation Criteria	5/1/2001
	62S-2.074	Federal Approval	5/1/2001
	62S-2.075	Grant Administration	5/1/2001
	62S-2.076	Compliance Responsibilities	5/1/2001



GRANT AGREEMENT

FY23-24 RTP Grant Management
Onboarding Webinar



GRANT AGREEMENT

The project grant agreement, or contract, is the device which allows a Grantee and the Department to establish and agree upon the specific responsibilities for the administration of the grant award. The contract incorporates and references the administrative rule and the financial reporting procedures.

The project grant agreement is a basic, standardized contract created for each individual grant project.





RECEIPT OF GRANT AGREEMENT

Grantees will receive electronic notification when a Grant Agreement is ready for review, approval and signature.

read and familiarize yourself with the agreement as this document contains important information concerning your responsibilities as a Grantee. We understand that some recipients depend on consultants to assist with their projects. However, understand that **the Grantee serves as the legally responsible partner for approved projects and all that they encompass.** The grant agreements are executed between the Grantee and the State of Florida – Department of Environmental Protection. As such, Grantees will ultimately be held accountable for complying with the agreement terms and knowing the status of their approved project.

It is the responsibility of the Grantee to inform the Department of any revisions to the agreement that may be required. All revision requests will be forwarded to the Department's program attorney for further review and approval. **keep in mind that certain language contained in the grant agreement cannot be changed as the contract and all its attachments are a template which applies to all RTP grants.**



RECEIPT OF GRANT AGREEMENT

If no revisions are requested, have the appropriate signatory authority sign the provided draft and return the agreement to our office.

The Department typically requests that the agreement be signed and returned within 45 calendar-days. However, we understand the document must undergo individual proprietary processes. Therefore, if you anticipate it will take longer than 45 days to be signed and returned to the Department, keep your RTP coordinator updated on the status.

Signed draft grant agreements may be returned via electronic mail. This method is the most secure and ensures that documents are not misplaced.

Electronic and digital signatures are acceptable. DEP no longer executes documents via handwritten signatures, since Department processes have changed due to COVID-19. These signature methods will also apply to Amendments and all applicable project documentation.



EXAMPLE OF FY2023-2024 RTP STANDARD GRANT AGREEMENT

Section 1

Project Name: Information taken from the project application
Agreement Number: Similar to the application number, less one (1) digit

Section 2

Agreement Parties: Information taken from the project application

Section 3

Agreement Execution Date: Date of DEP Signature
Date of Construction Completion: 60 days prior to the agreement's expiration
Agreement Expiration Date: Two Years from Date of Execution

Section 4

Project Number: Information taken from the project application
Project Scope of Work (SOW): Information taken from the project application

Section 5

Maximum Grant Award Amount
Required Grantee Match
Total Project Cost

Section 6

Grant Managers: Both DEP and Grantee

Section 7

Attachments: Attachment 1-9, Exhibit A, Exhibit C, Exhibit F, Exhibit G and Exhibit H

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Standard Grant Agreement**

This Agreement is entered into between the Parties named below, pursuant to section 215.971, Florida Statutes:

1. Project Title (Project): McGough Nature Park Boardwalk Reconstruction Agreement Number: T2302

2. Parties: State of Florida Department of Environmental Protection, 3900 Commonwealth Boulevard, Tallahassee, Florida 32399-3000 (Department)

Grantee Name: City of Largo Entity Type: Local Government

Grantee Address: 201 Highland Avenue, Largo, FL 33770 FEID: 59-6000360 (Grantee)

3. Agreement Begin Date: Upon Execution Date of Construction Completion: 60 Days Prior to Date of Expiration Date of Expiration: Two Years From Date of Execution

4. Project Number: T23002 Project Location(s): 11901 146th Street North, Largo, FL 33774
(If different from Agreement Number)

Project Description: Demolition of existing boardwalk; Design, engineering, permitting and construction of 6' x 1,271 L.F. (+/-10%) boardwalk and 20' X 20' shade shelter.

5. Total Amount of Funding: \$ 500,000.00	Funding Source?	Award # or Line-Item Appropriations:	Amount per Source(s):
	<input type="checkbox"/> State <input checked="" type="checkbox"/> Federal	<u>RTP13</u>	\$ 500,000.00
	<input type="checkbox"/> State <input type="checkbox"/> Federal		\$
	<input checked="" type="checkbox"/> Grantee Match		\$ 500,000.00
Total Amount of Funding + Grantee Match, if any:			\$ 1,000,000.00

6. Department's Grant Manager Name: Lauren Cruz or successor
Address: 3900 Commonwealth Blvd MS 585 Tallahassee, FL 32399
Phone: 850-245-2681
Email: Lauren.Cruz@FloridaDEP.gov

Grantee's Grant Manager Name: Lara Khoury or successor
Address: 201 Highland Avenue, Largo, FL 33770
Phone: 727-587-6720
Email: LKhoury@largo.com

7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:

<input checked="" type="checkbox"/> Attachment 1: Standard Terms and Conditions: Applicable to All Grants Agreements
<input checked="" type="checkbox"/> Attachment 2: Special Terms and Conditions
<input checked="" type="checkbox"/> Attachment 3: Grant Work Plan
<input checked="" type="checkbox"/> Attachment 4: Public Records Requirements
<input checked="" type="checkbox"/> Attachment 5: Special Audit Requirements
<input checked="" type="checkbox"/> Attachment 6: Program-Specific Requirements
<input checked="" type="checkbox"/> Attachment 7: Grant Award Terms (Federal) *Copy available at https://facts.fidg.com , in accordance with section 215.985, F.S.
<input checked="" type="checkbox"/> Attachment 8: Federal Regulations and Terms (Federal)
<input checked="" type="checkbox"/> Additional Attachments (if necessary): Attachment 9: FHWA Form 1273
<input checked="" type="checkbox"/> Exhibit A: Progress Report Form
<input type="checkbox"/> Exhibit B: Property Reporting Form
<input checked="" type="checkbox"/> Exhibit C: Payment Request Summary Form
<input type="checkbox"/> Exhibit D: Quality Assurance Requirements
<input type="checkbox"/> Exhibit E: Advance Payment Terms and Interest Earned Memo
<input type="checkbox"/> Exhibit F: Common Carrier or Contracted Carrier Attestation Form PUR1808 (State)
<input type="checkbox"/> Exhibit H: Non-Profit Organization Compensation Form (State)

DEP Agreement No. T2302 Rev. 9/29/23



EXAMPLE OF FY2023-2024 RTP STANDARD GRANT AGREEMENT

Grantee Signature Block

Sponsors should ensure to print the name and title of signatory authority. DEP will not sign without this information.

DEP Signature Block

The date of this signature is the Agreement Execution Date. Also, the date in which your project timeline begins.

	\$0 - \$325,000	\$325,001 - \$1,000,000	\$1,000,001 - Above
RTP	Division Director	Deputy Secretary	Secretary or Designee

**The date of DEP's signature is the Agreement Execution Date.
This date begins your project timeline begins.**

8. The following information applies to Federal Grants only and is identified in accordance with 2 CFR 200.331 (a) (1):	
Federal Award Identification Number(s) (FAIN):	12RECT022
Federal Award Date to Department:	10/01/2022
Total Federal Funds Obligated by this Agreement:	\$400,000
Federal Awarding Agency:	U.S. Department of Transportation - Federal Highway Administration
Award R&D?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A

IN WITNESS WHEREOF, this Agreement shall be effective on the date indicated by the Agreement Begin Date above or the last date signed below, whichever is later.

City of Fellsmere	GRANTEE
By _____ (Authorized Signature)	Date Signed _____
Print Name and Title of Person Signing _____	

State of Florida Department of Environmental Protection	DEPARTMENT
By _____ Secretary or Designee	Date Signed _____
Print Name and Title of Person Signing _____	

Additional signatures attached on separate page.

DEP Agreement No. T2222

Rev. 10/25/22



EXAMPLE OF FY2023-2024 RTP STANDARD GRANT AGREEMENT

PAGE 1

2.b. Extensions

There are two one-year extension available to the Grantee, if requested in writing, for good cause, subject to the conditions in Rule 62S-2.075(7)(a), F.A.C. There are no other extensions available for this Project.

3.a. Compensation

This is a cost reimbursement Agreement.

3.b. Invoicing

Invoicing will occur after approval of each deliverable.

4. Cost Eligible for Reimbursement or Matching Requirements

Reimbursement for costs or availability for costs to meet matching requirements shall be limited to the following budget categories, as defined in the Reference Guide for State Expenditures, as indicated:

Reimbursement	Match	Category
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Salaries/Wages
		Overhead/Indirect/General and Administrative Costs:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	a. Fringe Benefits, which shall be calculated at the rate of 40% of direct salaries.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	b. Indirect Costs, which shall be calculated at the rate of 15% of direct costs.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contractual (Subcontractors)
<input type="checkbox"/>	<input type="checkbox"/>	Travel, in accordance with Section 112, F.S.
<input type="checkbox"/>	<input type="checkbox"/>	Equipment
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rental/Lease of Equipment
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Miscellaneous/Other Expenses
<input type="checkbox"/>	<input type="checkbox"/>	Land Acquisition

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Special Terms and Conditions
AGREEMENT NO. T2302

ATTACHMENT 2

These Special Terms and Conditions shall be read together with general terms outlined in the Standard Terms and Conditions, Attachment 1. Where in conflict, these more specific terms shall apply.

- Scope of Work.
The Project funded under this Agreement is McGough Nature Park Boardwalk Reconstruction. The Project is defined in more detail in Attachment 3, Grant Work Plan.
- Duration.
 - Reimbursement Period. The reimbursement period for this Agreement begins on the Agreement Begin Date and ends on the Project Completion Date, as defined in Attachment 3.
 - Extensions. There are two one-year extensions available to the Grantee, if requested in writing, for good cause, subject to the conditions in Rule 62S-2.075(7)(a), F.A.C. There are no other extensions available for this Project.
 - Service Periods. Additional service periods are not authorized under this Agreement.
- Payment Provisions.
 - Compensation. This is a cost reimbursement Agreement. The Grantee shall be compensated under this Agreement as described in Attachment 3.
 - Invoicing. Invoicing will occur after approval of the final deliverable(s).
 - Advance Pay. Advance Pay is not authorized under this Agreement.
- Cost Eligible for Reimbursement or Matching Requirements.
Reimbursement for costs or availability for costs to meet matching requirements shall be limited to the following budget categories, as defined in the Reference Guide for State Expenditures, as indicated:

Reimbursement	Match	Category
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Salaries/Wages
		Overhead/Indirect/General and Administrative Costs:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	a. Fringe Benefits, N/A.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	b. Indirect Costs, N/A.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contractual (Subcontractors)
<input type="checkbox"/>	<input type="checkbox"/>	Travel, in accordance with Section 112, F.S.
<input type="checkbox"/>	<input type="checkbox"/>	Equipment
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rental/Lease of Equipment
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Miscellaneous/Other Expenses
<input type="checkbox"/>	<input type="checkbox"/>	Land Acquisition

- Equipment Purchase.
No Equipment purchases shall be funded under this Agreement.
- Land Acquisition.
There will be no Land Acquisitions funded under this Agreement.
- Match Requirements
The Agreement requires at least a 50% match on the part of the Grantee. Therefore, the Grantee is responsible for providing \$500,000.00 through cash or third party in-kind towards the project funded under this Agreement.



EXAMPLE OF FY2023-2024 RTP STANDARD GRANT AGREEMENT

PAGES 1 & 2

7. Match Requirements

Each payment request submitted shall document all matching funds and/or match efforts (i.e., in-kind services) provided during the period covered by each request. Final payment will not be processed until the match requirement has been met.

8. Insurance Requirements

Selected and verified by Grantee before execution of Agreement.

Required amounts listed in this section must be included on the insurance certificate.

7. Match Requirements

The Agreement requires at least a 50% match on the part of the Grantee. Therefore, the Grantee is responsible for providing \$500,000.00 through cash or third party in-kind towards the project funded under this Agreement. The Grantee may claim allowable project expenditures made on 12/19/2023 or after for purposes of meeting its match requirement as identified above.

Each payment request submitted shall document all matching funds and/or match efforts (i.e., in-kind services) provided during the period covered by each request. The final payment will not be processed until the match requirement has been met.

All required matching funds shall meet the federal requirements established in 2 CFR § 200.306 and other federal statutory requirements, as applicable. Grantee acknowledges and agrees to provide eligible match types as set forth in subsection 62S-2.071(4)(b), F.A.C. Grantee acknowledges and agrees not to provide ineligible match sources which includes value of real property or inmate labor.

8. Insurance Requirements

Required Coverage. At all times during the Agreement the Grantee, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits described below. The limits of coverage under each policy maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under the Agreement. All insurance policies shall be through insurers licensed and authorized to issue policies in Florida, or alternatively, Grantee may provide coverage through a self-insurance program established and operating under the laws of Florida. Additional insurance requirements for this Agreement may be required elsewhere in this Agreement, however the minimum insurance requirements applicable to this Agreement are:

a. Commercial General Liability Insurance.

The Grantee shall provide adequate commercial general liability insurance coverage and hold such liability insurance at all times during the Agreement. The Department, its employees, and officers shall be named as an additional insured on any general liability policies. The minimum limits shall be \$250,000 for each occurrence and \$500,000 policy aggregate.

b. Commercial Automobile Insurance.

If the Grantee's duties include the use of a commercial vehicle, the Grantee shall maintain automobile liability, bodily injury, and property damage coverage. Insuring clauses for both bodily injury and property damage shall provide coverage on an occurrence basis. The Department, its employees, and officers shall be named as an additional insured on any automobile insurance policy. The minimum limits shall be as follows:

\$200,000/300,000	Automobile Liability for Company-Owned Vehicles, if applicable
\$200,000/300,000	Hired and Non-owned Automobile Liability Coverage

c. Workers' Compensation and Employer's Liability Coverage.

The Grantee shall provide workers' compensation, in accordance with Chapter 440, F.S. and employer liability coverage with minimum limits of \$100,000 per accident, \$100,000 per person, and \$500,000 policy aggregate. Such policies shall cover all employees engaged in any work under the Grant.

d. Other Insurance. None.



EXAMPLE OF FY2023-2024 RTP STANDARD GRANT AGREEMENT

PAGES 2 & 3

11. *Subcontracting*

The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager except for certain fixed-price subcontracts pursuant to this Agreement, which require prior approval.

Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement.

The Grantee shall physically attach the attachments and exhibits listed herein to all subcontracts executed under this Agreement.

- **Attachment 8**, Contract Provisions for DOT Funded Agreements
- **Attachment 9**, Form FHWA 1273, Required Contract Provisions Federal-Aid Construction Contracts
- **Exhibit F**, Appendices A & E
- **Exhibit G**, 49 CFR §26.13
- **Exhibit H**, FHWA Contractors & Recipients General Terms and Conditions for Assistance Awards

11. **Subcontracting.**

- a. The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager except for certain fixed-price subcontracts pursuant to this Agreement, which require prior approval. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement.
- b. The Grantee shall 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 this Agreement.

12. **State-owned Land.**

The work will not be performed on State-owned land.

13. **Office of Policy and Budget Reporting.**

There are no special Office of Policy and Budget reporting requirements for this Agreement.

14. **Common Carrier.**

- a. Applicable to contracts with a common carrier – firm/person/corporation that as a regular business transports people or commodities from place to place. If applicable, Contractor must also fill out and return PUR 1808 before contract execution. If Contractor is a common carrier pursuant to section 908.111(1)(a), Florida Statutes, the Department will terminate this contract immediately if Contractor is found to be in violation of the law or the attestation in PUR 1808.
- b. Applicable to solicitations for a common carrier – Before contract execution, the winning Contractor(s) must fill out and return PUR 1808, and attest that it is not willfully providing any service in furtherance of transporting a person into this state knowing that the person unlawfully present in the United States according to the terms of the federal Immigration and Nationality Act, 8 U.S.C. ss. 1101 et seq. The Department will terminate a contract immediately if Contractor is found to be in violation of the law or the attestation in PUR 1808.

15. **Additional Terms.**

None.



EXAMPLE OF FY2023-2024 RTP STANDARD GRANT AGREEMENT

**ATTACHMENT 3
GRANT WORK PLAN
RECREATIONAL TRAILS PROGRAM (RTP)**
Project Name: McGough Nature Park Boardwalk Reconstruction
Grantee Name: City of Largo
RTP Project #T23002

SUMMARY: The Grantee will complete the Project Element(s), which were approved by the Department through the RTP Application Evaluation Criteria, pursuant to Chapter 62S-2, Florida Administrative Code (F.A.C.) and the FHWA Recreational Trails Program Interim Guidance Manual. Any alteration(s) to the Project Element(s) defined in the Grant Work Plan resulting in a change in the total point score of Grantee's Application as it appears on the Recommended RTP Priority List for FY2023-2024 is considered a significant change, must be pre-approved by the Department, and requires a formal Amendment to this Agreement.

All work must be completed in accordance with laws, rules, and guidance including, but not limited to: local, state and federal laws, the approved Project plans, all required permits, the Florida Building Code and, as applicable, the FDOT Project Development and Environmental Manual (PD&E Manual), the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways ("Florida Greenbook"). Prior to the Department issuing a Notice to Proceed to the Grantee, as specified in Attachment 6, Program Specific Requirements, the Department must receive evidence of and have approved all Deliverables in Task 1.

COMPLETION: The Department will designate the Project complete upon receipt and approval of all Deliverables and when Project site is open and available for use by the public for outdoor recreation purposes. The Department may retain ten percent (10%) of the Grant Award until the Grantee completes the Project and the Department approves the Completion Documentation set forth in paragraph 62S-2.075(7)(e), F.A.C. The final payment of the retained ten percent (10%) will be processed within thirty (30) days of the Project being designated complete by the Department.

For the purpose of this Agreement, the terms "Project Element" and "Project Task" are used interchangeably to mean an identified facility within the Project.

PROJECT LOCATION: The project is located at 11901 146th Street North, Largo, FL 33774.

PROJECT CATEGORY AND USE: This is a nonmotorized, diverse-use trail.

BUDGET: Reimbursement for allowable costs for the Project may not exceed the maximum grant award amount outlined below. Required match will be provided by cash or in-kind services as set forth in subsection 62S-2.071(4), F.A.C. Grantee shall maintain an accounting system that meets generally accepted accounting principles and will maintain financial records to properly account for all Program and matching funds. The total estimated Project cost provided below is based on the approved RTP Application. A detailed Project cost analysis will be provided in the Deliverables for Task 1, prior to the Department issuing the Notice to Proceed. All final Project costs shall be submitted to the Department with the payment request.

Maximum Grant Award Amount:	\$ 500,000.00
Required Grantee Match Amount:	\$ 500,000.00
Total Estimated Project Cost:	\$ 1,000,000.00
Match Ratio:	50:50

Project Name
Grantee Name
Project Number (T23XXX)

Project Location (Physical Address)
Project Category (Motorized or Non-Motorized)
Project Use (Single or Diverse)

Maximum Grant Award Amount
Required Grantee Match Amount
Total Estimated Project Cost
Match Ratio (RTP : Grantee)



EXAMPLE OF FY2023-2024 RTP STANDARD GRANT AGREEMENT

PAGE 2

TASK 1

Scope of Work/Tasks within Deliverable	Deliverables	Due Date	Financial Consequences
<p>TASK 1</p> <p>1.A. Approval of required NEPA documentation by FHWA.</p> <p>1.B. Development of Commencement Documentation Checklist (OGT-11)¹.</p> <p>1.C. A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable).</p>	<p>DELIVERABLE 1</p> <p>1.A. Submission through SWEPT and approval of required NEPA documentation by FHWA.</p> <p>1.B. All applicable Project specific Commencement documentation, including, but not limited to those listed on Commencement Documentation Checklist (OGT-11).</p> <p>1.C. Cost Analysis Form with detailed budget (and/or In-House Cost Schedule(s), if applicable).</p> <p>The Department will issue Notice to Proceed upon receipt and approval of deliverables 1.A., 1.B. and 1.C.</p> <p>Project planning expenses, such as application preparation, architectural and engineering fees, permitting fees, project inspection fees, and other similar fees are eligible for reimbursement. However, reimbursement, if requested, shall not to exceed fifteen percent (15%) of total project cost, and shall be invoiced upon project completion, in accordance with the Payment Request Schedule below.</p> <p>The Grantee may not proceed with construction of the Project until Notice to Proceed has been issued.</p>	<p>Deliverable 1.A. 180 days after Execution of Grant Agreement²</p> <p>Deliverables 1.B. and 1.C. 12 months after Execution of Grant Agreement²</p>	<p>The Department will terminate the Project Agreement if the required Deliverables are not submitted and approved by the FHWA and the Department.</p>

Task 1.A.
Approval of required NEPA documentation by FHWA.

Deliverable 1.A.
Submission through SWEPT and approval of required NEPA documentation by FHWA.

1.A. Due Date
180 days or 6 months after Execution of Agreement

Task 1.B
Development of Commencement Documentation Checklist (OGT-11).

Deliverable 1.B.
Submission and approval of all Commencement Documentation.

1.B. Due Date
12 months after Execution of Agreement

Task 1.C.
A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable). AKA Budget Cost Analysis (BCA)

Deliverable 1.C.
Submission and approval of Budget Cost Analysis form.

1.C. Due Date
12 months after Execution of Agreement



EXAMPLE OF FY2023-2024 RTP STANDARD GRANT AGREEMENT

PAGE 2

TASK 1

Scope of Work/Tasks within Deliverable	Deliverables	Due Date	Financial Consequences
TASK 1 1.A. Approval of required NEPA documentation by FDOT. 1.B. Development of Commencement Documentation Checklist (OGT-11) ¹ . 1.C. A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable).	DELIVERABLE 1 1.A. Submission through SWEPT and approval of required NEPA documentation by FDOT. 1.B. All applicable Project specific Commencement documentation, listed on Commencement Documentation Checklist (OGT-11). 1.C. Cost Analysis Form with detailed budget (and/or In-House Cost Schedule(s), if applicable). The Department will issue Notice to Proceed upon receipt and approval of deliverables 1.A., 1.B. and 1.C. Project planning expenses, such as application preparation, architectural and engineering fees, permitting fees, project inspection fees, and other similar fees are eligible for reimbursement. However, reimbursement, if requested, shall not to exceed fifteen percent (15%) of total Project cost, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule below. The Grantee may not proceed with construction of the Project until Notice to Proceed has been issued.	Deliverable 1.A. 180 days after Execution of Agreement ² Deliverables 1.B. and 1.C. 12 months after Execution of Agreement ²	The Department will terminate the Project Agreement if the required Deliverables are not submitted and approved by the Department.

The Department will issue Notice to Proceed upon receipt and approval of deliverables 1.A., 1.B., and 1.C.

The Grantee may not proceed with construction of the project until Notice to Proceed has been issued. Any construction activities occurring prior to this will not be eligible for reimbursement.

Project planning expenses are eligible for reimbursement, if requested, and shall not exceed 15% of the total project cost and shall be invoiced upon project completion.

- Application Preparation
- Architectural and Engineering Fees
- Permitting Fees
- Project Inspection Fees
- Other Similar Fees

Financial Consequences for Task 1 include:

The Department will terminate the Project Agreement if the required deliverables are not submitted and approved by the Department.



EXAMPLE OF FY2023-2024 RTP STANDARD GRANT AGREEMENT

PAGE 2

TASK 2

TASK 2	DELIVERABLE 2	Due 60 calendar days prior to the expiration of this Agreement which shall also be the Project Completion Date ³	No reimbursement will be made for Deliverable(s) deemed unsatisfactory by the Department. Payment(s) will not be made for unsatisfactory or incomplete work. In addition, a Task may be terminated for Grantee's failure to perform.
<p>2.A. Development of Project Elements, including:</p> <p>SCOPE OF WORK: Demolition of existing boardwalk; Design, engineering, permitting and construction of 6' x 1,271 L.F. (+/-10%) boardwalk and 20' X 20' shade shelter.</p> <p>2.B. Development of Completion of Documentation Checklist (OGT-13).</p> <p>2.C. Completion of Final Status Report (DRP-109).</p>	<p>The Grantee may request reimbursement upon Department receipt and approval of:</p> <p>2.A. Development of required Project Elements.</p> <p>2.B. All applicable Project specific Completion documentation, including, but not limited to those listed on Project Completion Documentation Checklist (OGT-13).</p> <p>2.C. Final Status Report (DRP-109).</p>		

Financial Consequences for Task 2 are:

No reimbursement will be made for Deliverable(s) deemed unsatisfactory by the Department. Payment(s) will not be made for unsatisfactory or incomplete work. In addition, a Task may be terminated for Grantee's failure to perform.

Task 2.A.
Development of project elements (Scope of Work listed).

Deliverable 2.A.
Development and completion of required project elements.

2.A. Due Date
60 calendar days prior to the expiration of the Agreement, also known as the Project Completion Date.

Task 2.B.
Development of Completion Documentation Checklist (OGT-13).

Deliverable 2.B.
Submission and approval of all Completion documentation.

2.B. Due Date
60 calendar days prior to the expiration of the Agreement, also known as the Project Completion Date.

Task 1.C.
Completion of Final Status Report (DRP-109)

Deliverable 1.C.
Submission and approval of Final Status Report which indicates the project at 100% complete.

2.C. Due Date
60 calendar days prior to the expiration of the Agreement, also known as the Project Completion Date.



EXAMPLE OF FY2023-2024 RTP STANDARD GRANT AGREEMENT

PAGES 2 & 3

Project Task Performance Standard: The Department's Grant Manager will review the Project Completion Certificate and the Deliverables to verify compliance with the requirements for funding under the Recreation Trails Program (RTP); approved plans and application approved for funding. Upon review and written acceptance by the Department's Grant Manager of the Project Completion Certification and the Deliverables, the Grantee may proceed with the payment request submittal.

Payment Request Schedule: Following Department approval of all Project Deliverables, the Grantee may submit a **single payment request** on Payment Request Summary Form (DEP55-223) along with all required documentation as outlined in the Financial Reporting Procedures (DRP-110), as applicable, to support payment. A payment request submitted as part of the reimbursement process must correspond with the Cost Analysis and supporting documents provided under Project Tasks. The payment request must include documentation regarding the match source, as required.

Endnotes:

1. RTP documentation is available at <https://floridadep.gov/lands/land-and-recreation-grants/content/recreational-trails-program> and/or, Land and Recreational Grants Section, State of Florida Department of Environmental Protection, 3900 Commonwealth Boulevard, M.S. 585, Tallahassee, Florida 32399-3000.
2. Project Agreement is subject to termination if NEPA documents under Task 1 are not received and approved by FHWA within 180 days of the Project Agreement execution.
3. Project Agreement is subject to termination if Commencement documents under Task 1 are not received and approved by the Department within 12 months of the Project Agreement execution.
4. This time period may be extended within the parameters of the RTP and/or FHWA federal guidelines, upon written request of the Grantee and approval by the Department through the execution of an amendment.

Upon review and approval by the Department's Grant Manager of the Project Completion Checklist (OGT-13) and the Deliverables (Task 1 & 2), the Grantee may proceed with the payment request submittal.

The Grantee may submit a **single payment request** along with all required documentation, as applicable, to support payment.

Project Agreement is subject to termination:

- a. If NEPA documents under Task 1 are not received and approved by FHWA within 6 months of Project Execution Date.
- b. If Commencement documents under Task 1 are not received and approved by DEP within 12 months of Project Execution Date.



EXAMPLE OF FY2023-2024 RTP STANDARD GRANT AGREEMENT

PAGES 1 & 2

Florida Department of Environmental Protection

**Exhibit A
Recreational Trails Program
Project Status Report**

Required Signatures: **Adobe Signature**

Project Name: McGough Nature Park Boardwalk Reconstruction Project Number: T23002
 Project Sponsor: City of Largo

Identify primary and support recreation areas and facilities to be constructed.
PROVIDE PHOTOS OF WORK IN PROGRESS

PRIMARY FACILITIES/ELEMENTS:

Project Elements	Work Accomplished	% Completed

DRP-109 (Effective 05-22-2015) Page 1 of 2

SUPPORT FACILITIES/ELEMENTS:

Project Elements	Work Accomplished	% Completed

PROBLEMS ENCOUNTERED:

Period Covered (Check Appropriate Period):

January through April:	Due May 5 th
May through August:	Due September 5 th
September through December:	Due January 5 th

LIAISON: _____
Signature Date

DRP-109 (Effective 05-22-2015) Page 2 of 2



EXECUTION OF GRANT AGREEMENT

Once the agreement is signed by the Grantee, it is no longer considered to be in draft form.

When the Department receives the signed grant agreement, the document is forwarded to DEP leadership for full execution.

The execution date is the date in which the last necessary party has signed the grant agreement (DEP).

As a reminder, the Department will execute the Agreement via digital signature.





EXECUTION OF GRANT AGREEMENT

After execution, the Grantee will be provided a copy of the executed agreement via email.

With the transmission of the executed grant agreement, the Grantee will also receive:

- **SWEPT Account Information**

Login information will be used to submit NEPA documentation.

- **Execution Memo**

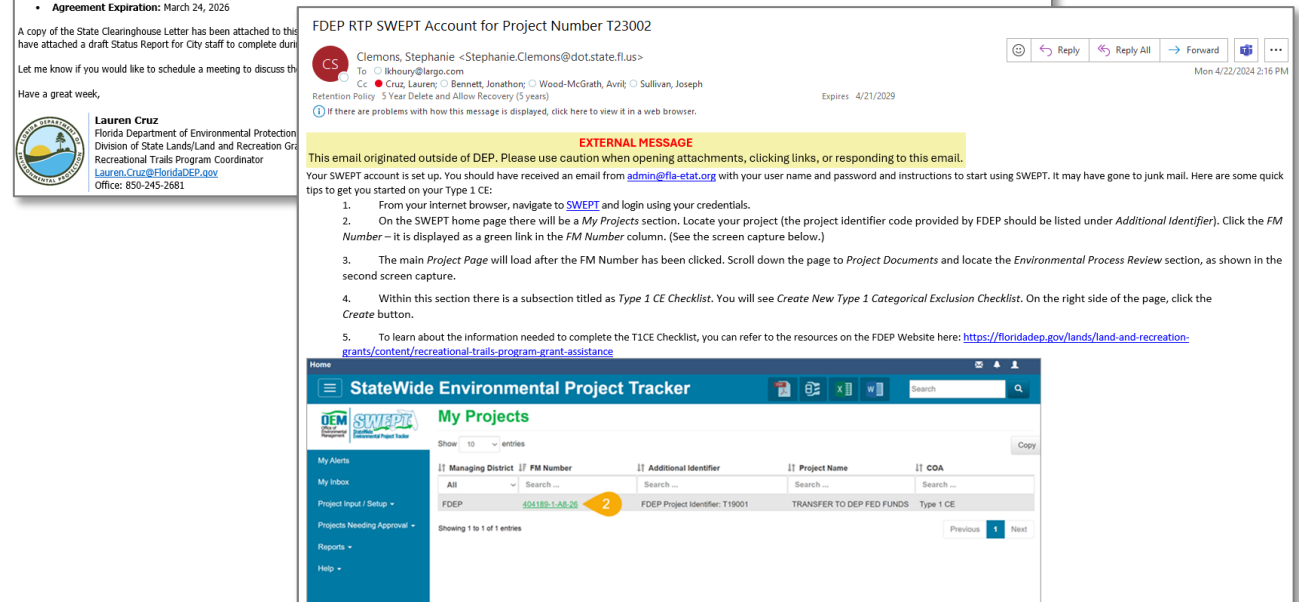
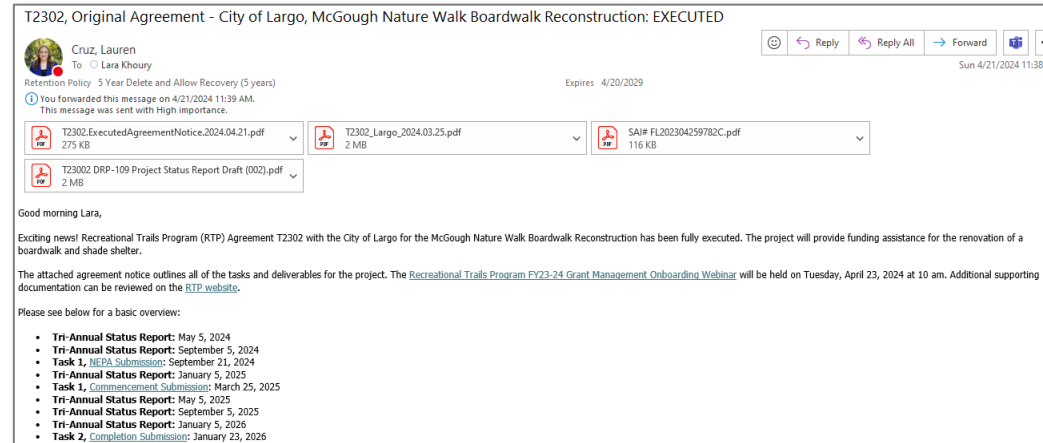
This memo will outline all important grant deadlines and document due dates.

- **State Clearinghouse Letter**

This letter will outline additional project requirements (i.e., required permits).

- **Draft Status Report**

A draft of the status report containing all required reporting information.





NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

FY23-24 RTP Grant Management
Onboarding Webinar



NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

Is an umbrella of other environmental laws, regulations and executive orders

- Native American Graves Protection and Repatriation Act
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- Americans with Disabilities Act
- Executive Order 12898 (Environmental Justice)
- Section 4(f) of the DOT Act (49 USC 303)
- Clean Air Act
- Clean Water Act
- Safe Drinking Water Act
- Farmland Protection Policy Act
- Endangered Species Act of 1973
- Fish and Wildlife Coordination Act
- Resource Conservation and Recovery Act of 1976
- National Historic Preservation Act of 1966
- Archaeological and Historic Preservation Act
- Archaeological Resources Protection Act
- Comprehensive Environmental Response, Compensation, and Liability Act
- American Indian Religious Freedom Act
- Land and Water Conservation Fund Act
- Executive Order 11988 (floodplains)
- Executive Order 11990 (wetlands)
- Executive Order 13112 (Invasive Species)

What is the National Environmental Policy Act (NEPA)?

NEPA is the National Environmental Policy Act that established a national policy for protection of the environment and to raise awareness of the importance of natural resources to the nation.

NEPA requires federal agencies, in cooperation with state and local governments, to address the environmental impacts of a federal action prior to making decisions or funding.



NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

Who is responsible for enforcing NEPA?

All federal agencies are required to enforce and comply with NEPA.

The Florida Department of Transportation (FDOT) is awarded Recreational Trails Program (RTP) funds from the Federal Highway Administration and serves as a pass-through entity for the program.

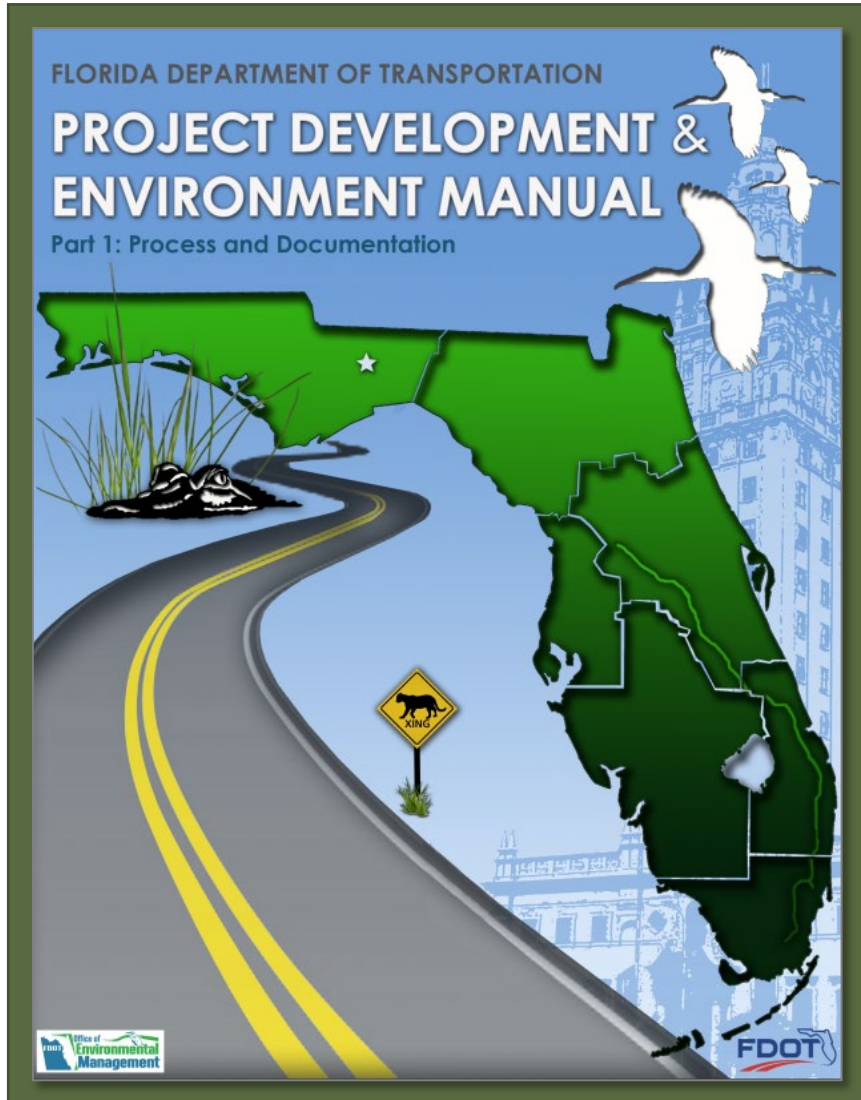
As such, FHWA is responsible for reviewing all environmental regulations and NEPA compliance regarding RTP projects which are managed by the Florida Department of Environmental Protection (DEP). FHWA, FDOT and DEP serve as collaborative entities responsible for enforcing NEPA for RTP projects.

Any project receiving federal funds through the RTP is required to perform a formal NEPA review.





PROJECT DEVELOPMENT & ENVIRONMENTAL (PD&E) MANUAL



The **Project Development & Environment (PD&E) Manual** provides procedures on how to comply with NEPA, other laws, executive orders, and regulations.

It provides guidance on how to determine a project's class of action and how to conduct appropriate analysis to demonstrate environmental compliance.

The manual comes in two parts:

[Part 1: Process and Documentation](#)

[Part 2: Topics and Analysis](#)

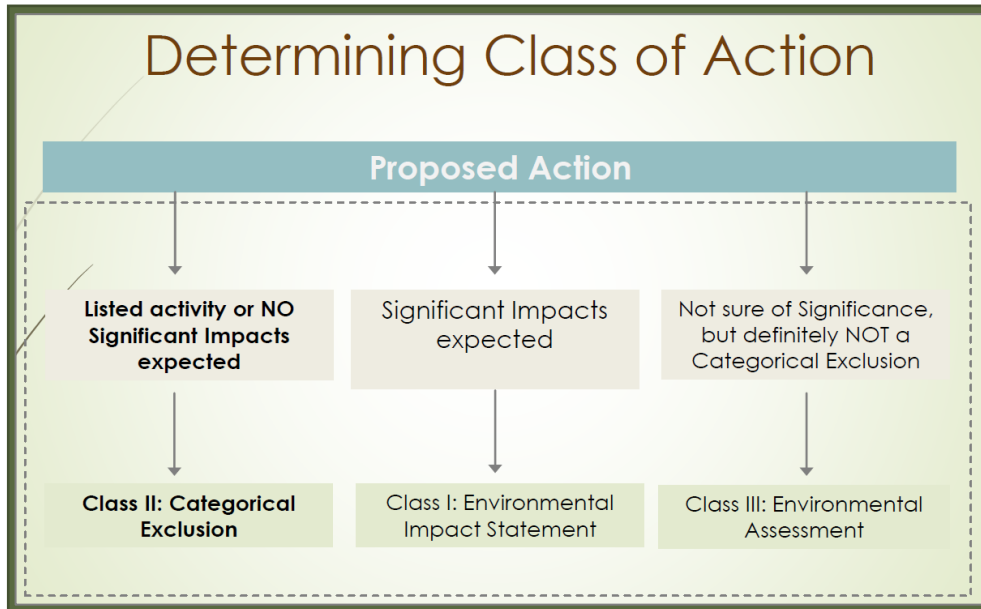
To stay up-to-date on PD&E Manual updates, create an account on the [FDOT Contact Mailer](#) and select *Environmental Management*, *Environmental Publication*, and *Updates* under the **Publications Interest**.



CLASS OF ACTION DETERMINATION

[Part 1, Chapter 2 of PD&E Manual](#)

This section provides information on how to determine the level of environmental documentation you will need to satisfy NEPA.



There are three classes of action for federal projects. The class of action is dependent on whether the project will have significant impacts.

Class I

Projects with significant impacts require the development of Environmental Impact Statement (EIS).

Class III

Projects with a question of significance requires the development of an Environmental Assessment (EA).

Class II

Projects with no significant impact are Categorical Excluded from the development of an EA or EIS.

[FDOT-OEM Type 1 Categorical Exclusions: Guidance for District Practitioners](#)



CATEGORICAL EXCLUSION (CE)

A Categorical Exclusion (CE) is a project which, based upon past experience with similar actions, does not individually or cumulatively have a significant environmental effect, and is excluded from the requirements to prepare an EA or EIS.

The definition of CE in **40 CFR § 1508.4** and **23 CFR § 771.117** provides further guidance for projects where FDOT has assumed responsibilities from FHWA.

RTP projects must meet the Type I Categorical Exclusion (CE) criteria listed for (c) or (d) in [23 CFR § 771.117](#) and must not have any significant impacts.

DEP Recreational Trail projects will typically meet the (c)(3) criteria.



CATEGORICAL EXCLUSION (CE)

Pursuant to **23 CFR § 771.117(b)**, it must be sufficiently evident that projects:

- Do not involve significant environmental impacts;
- Do not induce significant impacts to planned growth or land use for the area;
- Do not require the relocation of significant numbers of people;
- Do not have a significant impact on any natural, cultural, recreational, historic, or other resource;
- Do not involve significant air, noise, or water quality impacts;
- Do not have significant impacts on travel patterns; or
- Do not otherwise, either individually or cumulatively, have any significant environmental impacts.



TYPE I CE CHECKLIST

A Type I CE determination is made using a Type I Categorical Exclusion Checklist in the StateWide Environmental Project Tracker (SWEPT).

The checklist is completed to determine if the project meets the criteria **23 CFR § 771.117 (c) or (d)**.

- If the project meets the criteria, the project is a Type I CE and the checklist, along with all supporting documentation, will be the NEPA document.
- If the project does not meet the checklist criteria, coordination with DEP and the Federal Highway Administration (FHWA) must occur. This may require screening in the Environmental Screening Tool (EST), completing a technical study to assess the impact to a particular resource, coordination with resource agency or the public, and the preparation of a higher document level, particularly a Type II Categorical Exclusion.

The Type 1 CE Checklist and all supporting documentation are due within 180 days or 6 months of the Agreement Execution Date and must be reviewed and approved by FHWA in order to move forward with commencement. If at any point you anticipate that you will not meet the Task 1, commencement deadline, notify your RTP coordinator immediately.



TYPE I CE CHECKLIST TOPICS

The topics that are analyzed during the PD&E (NEPA) process include:

- Right of Way
- Wetlands
- USCG Projects & Navigation
- Floodplains
- Wild and Scenic Rivers
- Protected Species and Habitat
- Essential Fish Habitat
- Section 4(f)
- Archaeological and Historical Resources
- Noise
- Contamination





NEPA: BEFORE YOU BEGIN

NEPA: Before You Begin – Common Questions

How to RTP grantees access SWEPT?

- Upon execution of a formal grant agreement with DEP, project sponsors will receive an email from FDOT containing SWEPT login credentials. Projects are granted a total of three (3) contacts within the SWEPT system, which can be requested by contacting the [RTP Coordinator](#).

I don't think this NEPA topic applies to my project, can I skip it?

- All prompts must receive a response with supporting documentation. If a topic does not apply to the project site, such as contamination concerns, project sponsors should provide a negative declaration and supporting maps that demonstrate this finding. Examples will be provided within this segment of the presentation.

Our project is running behind schedule, can we finalize design and procure contractual services before NEPA approval from FHWA?

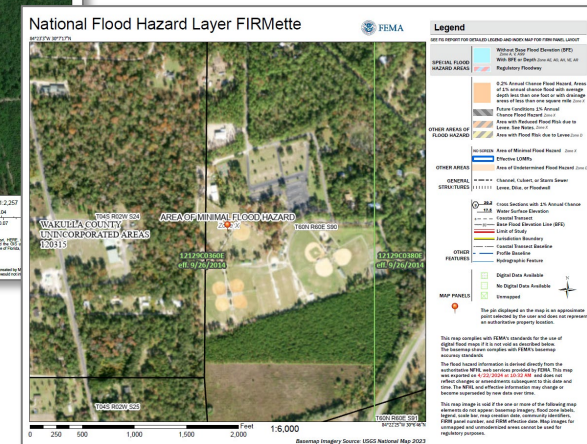
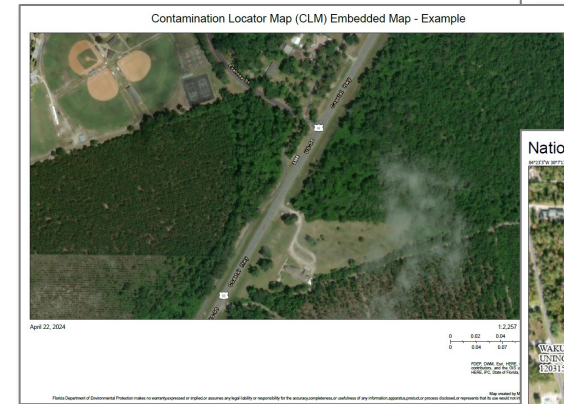
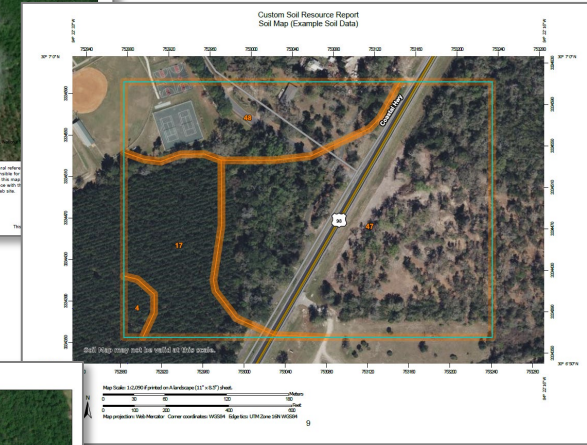
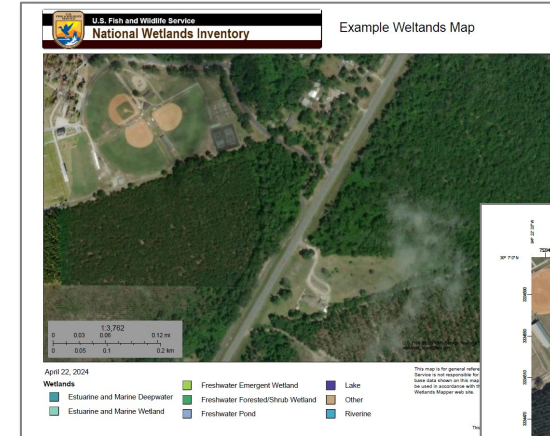
- Pursuant to [23 CFR 771.113\(a\)](#), project sponsors may not finalize the design of a project until the NEPA documentation has been reviewed and approved. Preliminary design activities may occur, but these must leave allowance for the objective consideration of alternatives. In addition, pursuant to [23 CFR 635.309\(d\)](#), project sponsors must not solicit construction vendors until the NEPA documentation has been reviewed and approved. No site disturbing activities may occur, including the storage of materials, until FHWA has formally approved of all NEPA documentation in SWEPT.



NEPA: BEFORE YOU BEGIN

NEPA: Before You Begin – Resources

- [U.S. Fish and Wildlife Service, Wetlands Mapper](#)
- [U.S. Fish and Wildlife Service, Information for Planning and Consultation \(IPaC\)](#)
- [U.S. Department of Agriculture, Web Soil Survey](#)
- [Federal Emergency Management Agency, Flood Map Service Center](#)
- [Florida Fish and Wildlife Conservation Commission, Marine Resources GIS Map Viewer](#)
- [Florida Fish and Wildlife Conservation Commission, Terrestrial Resources GIS Map Viewer](#)
- [Florida Department of Environmental Protection, Contamination Locator Map](#)
- [National Park Service, Nationwide Rivers Inventory Map](#)
- [National Park Service, Wild and Scenic Rivers](#)
- [U.S. Geological Survey, Topographic Maps](#)
- [National Oceanic and Atmospheric Administration, Essential Fish Habitat Mapper](#)
- [Florida Natural Areas Inventory, Data Report](#)
- [Florida Department of Transportation, TIP/STIP Project Detail and Summaries Online Report](#)





CATEGORICAL EXCLUSION TYPE

FDOT's OEM provides guidance on this process, including an overview and [Type 1 CE demonstration for RTP projects](#), on FDOT's Environmental Management Training Academy.

With the transmission of an executed grant agreement, project sponsors are provided with SWEPT login information to complete and submit the Type 1 CE Checklist.

At the top of the checklist, you will find several fields that are pre-populated by FDOT using information from the grant agreement.

Identifies DEP Assigned Project Number

The Local Agency Program (LAP) considerations are not applicable. Select **"No"** for RTP projects.

FM Number
404189-1-A8-31 [Change](#)

Additional Identifiers [Edit](#)
Project Number: T23006
Agreement Number: T2306

Related Identifiers Enter search text (at least 3 characters) and choose the related identifier you want to add from the matches that are displayed.

Federal-Aid Program (FAP) Number If this value is incorrect, please correct it in the Work Program. Updates will be reflected here within one day.
RECT-023-A

Work Program Project Description (Name) If this description is incorrect, please correct it in the Work Program. Updates will be reflected here within one day.
TRANSFER TO DEP FED FUNDS

Work Mix If this description is incorrect, please correct it in the Work Program. Updates will be reflected here within one day.
FUNDING ACTION

County Name If the county name is incorrect, please correct it in the Work Program. Updates will be reflected here within one day.
Florida

Local Agency Program (LAP) To be considered a LAP project, federal dollars must be programmed into the adopted Work Program.
No
Select LAP Option
Yes
No



CATEGORICAL EXCLUSION TYPE

Interchange Access Requests (IAR) are not applicable to RTP Projects. Select “No”.

The appropriate selection for CE Type is (c).

As listed in [23 CFR 771.117\(c\)](#), the **construction of bicycle and pedestrian lanes, paths and facilities** typically meets the criteria for a CE and should be selected.

Is an [Interchange Access Request \(IAR\)](#) required for this project? Yes No

CE type (c) (d) Other Agency CE (Coordination is required with OEM)

Select a value from the list

- (1) Activities which do not involve or lead directly to construction
- (2) Approval of utility installations along or across a transportation facility.
- (3) Construction of bicycle and pedestrian lanes, paths, and facilities.**
- (4) Activities included in the State's highway safety plan under 23 U.S.C. 402.
- (5) Transfer of Federal lands pursuant to 23 U.S.C. 107(d) and/or 23 U.S.C. 317 when the land transfer is in support of an action that is not otherwise subject to FHW A review under NEPA.
- (6) The installation of noise barriers or alterations to existing publicly owned buildings to provide for noise reduction.
- (7) Landscaping.
- (8) Installation of fencing, signs, pavement markings, small passenger shelters, traffic signals, and railroad warning devices where no substantial land acquisition or traffic disruption will occur.
- (9) The following actions for transportation facilities damaged by an incident resulting in an emergency declared by the Governor of the State and concurred in by the Secretary, or a disaster or emergency declared by the President pursuant to the Robert T
- (10) Acquisition of scenic easements.
- (11) Determination of payback under 23 U.S.C. 156 for property previously acquired with Federal-aid participation.
- (12) Improvements to existing rest areas and truck weigh stations
- (13) Ridesharing activities
- (14) Bus and rail car rehabilitation
- (15) Alterations to facilities or vehicles in order to make them accessible for elderly and handicapped persons.
- (16) Program administration, technical assistance activities, and operating assistance to transit authorities to continue existing service or increase service to meet routine changes in demand.
- (17) The purchase of vehicles by the applicant where the use of these vehicles can be accommodated by existing facilities or by new facilities which themselves are within a CE.
- (18) Track and railbed maintenance and improvements when carried out within the existing right-of-way.
- (19) Purchase and installation of operating or maintenance equipment to be located within the transit facility and with no significant impacts off the site.

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PROJECT DESCRIPTION

[Part 2, Chapter 1 – PD&E Manual](#)

The project description must be written to allow a person without prior knowledge of the grant application to clearly understand all aspects of the project. The project description must include the following information:

1. Name of City and County where the project is located;
2. FDOT District ([District Maps](#));
3. A brief description of the existing facility;
4. The limits of the proposed project (such as its length and logical termini);
5. A brief description of the proposed improvements;
6. A brief description of pedestrian and bicycle accommodations; and
7. Navigational needs, for federally-aided or assisted projects involving bridges over waters.

A screenshot of a web form titled "Project Description". The form has a header with the title "Project Description" and a sub-header "Enter a brief (1-2 paragraph) description of the project." Below the sub-header is a large text area with a rich text editor toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, and search. At the bottom right of the form are two buttons: "Save" and "Cancel".



PROJECT VERIFICATION

Verification that the project meets the constraints of 23 CFR § 771.117

Verification specifically states that the project will not induce significant impacts to planned growth or land use for the area, travel patterns, involve significant air or water quality impacts, or cause substantial controversy on environmental grounds.

To verify your project meets these constraints, select the box next to “Verified.”

The rest of the checklist questions (11) will be accessible once this box is checked.

Note: The items below consider the requirements described in 23 CFR § 771.117 (c) and (d) for listed Categorical Exclusions (CEs). The constraints of 23 CFR § 771.117(e) are addressed in this form for CEs identified as 23 CFR § 771.117 (c) (26), (27) and (28) or (d) list projects.

Directions for bulleted verifications below: District should consider if the project has any of the significant impacts described. If project does not meet the criteria, STOP, this form does not apply. If the project does meet the criteria, check "verified" and proceed through the rest of the form.

- This action **will not** induce significant impacts to planned growth or land use for the area; travel patterns; involve significant air or water quality impacts; or cause substantial controversy on environmental grounds.

Verified



1. RIGHT OF WAY (ROW)

Part 1, Chapter 4 – PD&E Manual

All project sponsors should provide a negative declaration and upload supporting documentation to demonstrate right-of-way (ROW) ownership.

EXAMPLE

This project is located entire within County owned existing right of way and will not require any acquisitions.

Submit a copy of the site control documentation and boundary map that was approved at the time of application as supporting documentation.

1. Right of Way (ROW)

Relocations are not allowed for c-listed categorical exclusions.

Within existing ROW

Minor acquisition without relocation and/or displacement

State-owned conservation lands being acquired in the project area subject to review and approval by the Acquisition a

General Comments

General Comments and attachments are optional.

B *I* U



2. SOCIOCULTURAL EFFECTS

Part 2, Chapter 4 – PD&E Manual

This portion of the NEPA review considers potential effects, both positive and negative, on the sociocultural (or human) environment.

As outlined in Section 4.3.2.1, minimal documentation on sociocultural effects is required for Type 1 Categorical Exclusions (CEs).

Project sponsors should select “no” and provide a negative declaratory statement.

2. Are there Sociocultural Effects?

Yes

No

General Comments

General Comments and attachments are optional.

[Rich text editor area]

Table 4-4 SCE Evaluations Vary Based on Impact Potential

Projects with Minimal or No Impact Potential	Projects with Greater Impact Potential
<ul style="list-style-type: none">• These projects might include:<ul style="list-style-type: none">○ Type 1 Categorical Exclusion (CE)○ Non-Major State Action (NMSA)• Typically, do not qualify for ETDM screenings• SCE evaluations typically focus on:<ul style="list-style-type: none">○ Local traffic patterns○ Property access○ Community cohesiveness○ Planned community growth or land use patterns• SCE evaluations include sufficient detail to rule out any significant community impacts	<ul style="list-style-type: none">• These projects might include:<ul style="list-style-type: none">○ Screened Type 2 CE○ Environmental Assessment (EA)○ Environmental Impact Statement (EIS)○ State Environmental Impact Report (SEIR)• SCE evaluations include detailed evaluation of issues of concern and methods to avoid, minimize, or mitigate potential project impacts• Level of analysis and documentation will vary based on the project context and intensity of effects• The project SCE evaluation will build upon the Sociocultural Data Report

EXAMPLE

Based on the project’s class action determination as a categorical exclusion there are minimal to no impacts anticipated. This project complies with Executive Order 12898 and FHWA 6640.23A.



3. WETLAND IMPACTS

Part 1, Chapter 12 – PD&E Manual Part 2, Chapter 9 – PD&E Manual

The appropriate response and supporting documentation for each project’s wetlands entry will be determined by the physical characteristics of the site.

To begin, obtain a wetlands map from the U.S. Fish and Wildlife Service [National Wetlands Inventory \(NWI\)](#).

If there are no wetlands present, project sponsors will only need to provide a negative declaration and supporting map from the NWI.

If wetlands are present, they should be delineated and overlaying on the project design plans. And if impacts are to occur, they should be quantified.

Nationwide permits are issued by the USACOE on a national basis, and they are designated to streamline the Dept. of Army Authorization of projects that produce minimal impact to the nation’s aquatic environment. Detail wetland impacts in the space provided and include permit authorization that will be required. Trail projects will typically qualify under Nationwide permit type #3 (Maintenance), #23 (Approved CEs), and #42 (Recreational Facilities).

An individual or standard permit is issued by the USACOE when projects have more than a minimal, individual, or cumulative impact.

3. Wetland impacts that would require a permit under the Clean Water Act, Section 404, 33 U.S.C. § 1344 and/or section 10 of the Rivers and Harbors Act:

No Wetland(s) Present/ No Impacts

Nationwide permit

State 404 Permit

Standard Permit [Contact the Office of Environmental Management (OEM)]

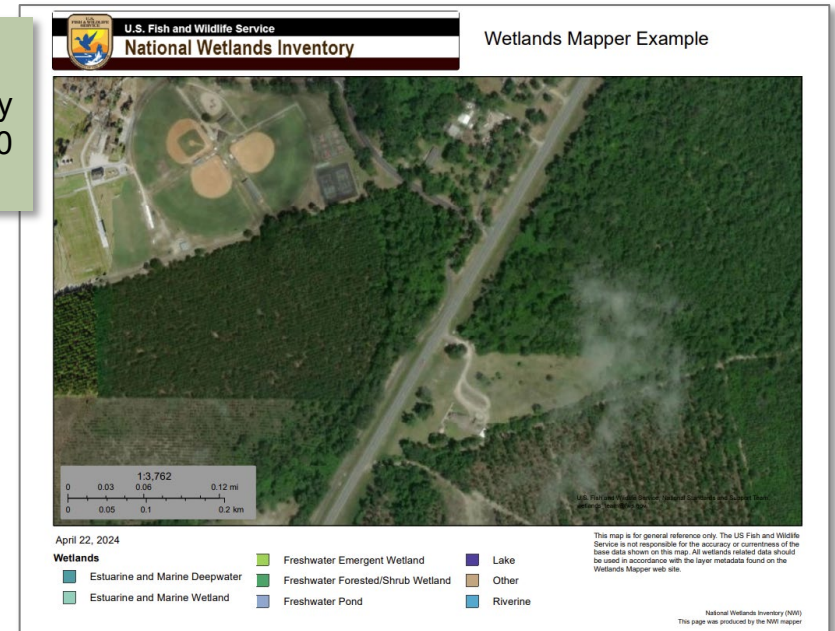
General Comments

General Comments and attachments are optional.

B I U [List Icons] [Map Icon] [Search Icon]

EXAMPLE

The proposed project does not impact any wetlands, and, therefore, Executive Order 11990 does not apply.





4. BRIDGE PERMIT

Part 1, Chapter 16 – PD&E Manual

“*Navigable Waters*” are those waters that are subject to the ebb and flow of the tide and/or are presently used or have been used in the past or may be susceptible for use to transport interstate or foreign commerce.

Submit a [USGS Topographic Map](#) with the project’s location identified on the map.

If a navigable water is identified, a bridge permit questionnaire may be required or may be requested to determine if a bridge permit is needed. FHWA coordination required if a navigable water is identified, and a bridge permit is not required.

If a bridge permit is needed, FHWA coordination is required.

4. Bridge permits required from the United States Coast Guard (USCG):

- No Waterway Crossing
- No USCG Bridge permit required
- USCG Bridge permit [Contact the Office of Environmental Management (OEM)]

General Comments
General Comments and attachments are optional.

B I U [List Icons] [Search Icon]

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EXAMPLE

This project does not include any bridges or waterways, and no navigational effects are anticipated.



5. FLOODPLAINS

Part 2, Chapter 13 – PD&E Manual

“**Functionally Dependent Uses**” are those for which the project cannot perform its intended purpose unless it’s located or carried out in close proximity to water. Examples include bridges and wetland mitigation projects

“**Facilitate Open Space Use**” is intended to capture projects that do not lead to additional base floodplain development and are compatible with the restoration and preservation of natural and beneficial flood plain values. Examples include recreational trails and bicycle and pedestrian paths.

Other floodplain encroachments include any floodplain impact which cannot be classified as Functionally Dependent Use or Facilitate Open Space Use. FHWA coordination required.

To begin, obtain a [Federal Emergency Management Agency \(FEMA\) Flood Map](#) or Flood Insurance Rate Map (FIRM) that depicts the characteristics of the entire project boundary. If the project will not likely involve any work below the 100-year flood elevation, project sponsors will only need to provide a negative declaration and supporting map.

EXAMPLE

Although this project is located within the limits of the 100-year floodplain, no work is being proposed below the 100-year flood elevation and, thus, this project does not encroach upon the base floodplain.

5. The project involves a floodplain encroachment other than functionally dependent uses (e.g., bridges, wetlands) or actions that facilitate open space use (e.g., recreational trails, bicycle and pedestrian paths):

- No Floodplain Present / No Floodplain Impact
- Functionally Dependent Use or Facilitate Open Space Use
- Other Encroachment [Contact the Office of Environmental Management (OEM)]

General Comments

General Comments and attachments are optional.

There are four (4) **encroachment types** listed in the PD&E Manual, and the level of floodplain analysis is dependent upon the flood risk associated with each type of encroachment:

1. **No Involvement** – Involves no floodplains
2. **No Encroachment** – Floodplains in vicinity, but no encroachment
3. **Minimal Encroachments** – Encroachments will not increase or significantly change the flood elevations and/or limits
4. **Significant Encroachments** – Significant risk or adverse impacts



6a. WILD AND SCENIC RIVER OR RIVER STUDY

[Part 2, Chapter 12 – PD&E Manual](#)

Submit a map from the [National Wild and Scenic Rivers System](#) interactive map. Also indicate in the comment box if your project is or isn't located in one of the following counties: Palm Beach, Orange, Nassau, and Sarasota.

If **yes** is selected for any of the following rivers, coordination with FHWA and the National Park Service (NPS) is required. Summarize the coordination results in the general comments box.

- Northwest Fork of the Loxahatchee River, D4
- Wekiva River, D5
- St. Marys River, D2
- Myakka River, D1 (Manatee, Sarasota, and Charlotte County)

6a. Does the project involve a Wild and Scenic River or Study River ? There is involvement with a Wild and Scenic River or Study River if project activities are located within the river corridor (within one-quarter mile of the banks), across, or adjacent to (upstream, downstream, or on a tributary) the designated river segment.

No, the project does not involve a river designated as a Wild and Scenic, or Study River

Yes, Northwest Fork of the Loxahatchee River in D4 (See PD&E manual Chapter for limits) [Contact OEM and add the date of consultation]

Yes, Wekiva River in D5 (See PD&E manual Chapter of limits) [Contact OEM and add the date of consultation]

Yes, St. Marys River in D2 (See PD&E manual Chapter of limits) [Contact OEM and add the date of consultation]

Yes, Myakka River in D1, located in Manatee, Sarasota, and Charlotte Counties [Contact OEM and add the date of consultation]

General Comments
General Comments and attachments are optional.

B I U [List Icon] [Link Icon] [Image Icon] [Search Icon]

[Empty text area for general comments]

EXAMPLE

No designated Wild and Scenic, Study Rivers, or NRI Rivers present and/or within a quarter mile of the project site.



6b. NATIONWIDE RIVERS INVENTORY (NRI)

[Part 2, Chapter 12 – PD&E Manual](#)

Submit a map from the [Nationwide Rivers Inventory \(NRI\)](#) interactive map.

If your project will involve but will not affect a river segment on the NRI, coordination with FHWA not required. Upload NPS correspondence, if applicable.

If your project will affect a river segment on the NRI but will not have an adverse effect on the NRI river segment, the following steps are required:

1. Determine if there will be an adverse effect on the natural, cultural, or recreational values of the NRI river segment. Coordinate with NPS.
2. If an NRI river segment will be affected but the project will **not have an adverse effect**, in the comment box include the name of the river and details to support this.
3. If there **is an adverse effect** on NRI river segment, coordination with the NPS is required. The project will not be processed as a Type 1 CE.

6b. Will the action involve a river on the Nationwide Rivers Inventory (NRI)? This information can be found in the Environmental Screening Tool or the [NRI interactive map](#)

No, the project will not involve a river on the NRI

Yes, the project will involve, but will not affect a river segment on the NRI [Include details to support this determination. Any correspondence with NPS should be added to the project file in SWEPT]

Yes, the project will affect a river segment on the NRI, but will not have an adverse effect on the natural, cultural, or recreational values of the NRI River segment [See [Part 2, Chapter 12 of the PD&E manual](#) to determine if there is an adverse effect] [Include details to support this determination. Any correspondence with NPS should be added to the project file in SWEPT.]

General Comments
General Comments and attachments are optional.

B I U [List Icons] [Image Icon] [Search Icon]

[Empty text area with scroll bar]

EXAMPLE

The Ochlocknee River, which is listed on the Nationwide Rivers Inventory, is considered an Outstanding Florida Waters “Special Waters”, is located just north of the project limits. Although the NRI river is located within ¼ of a mile from the end of the project area, because of the limited scope, no impacts are expected.



7. ENDANGERED SPECIES ACT (ESA)

[Part 2, Chapter 16 – PD&E Manual](#)

[Part 2, Chapter 17 – PD&E Manual](#)

Step 1: Determine if an ESA listed species and or Essential Fish Habitat (EFH) is present.

Use the following analysis tools to make a determination:

- [NOAA EFH Mapper](#), [IPaC](#) or [FNAI Report](#)
- Land Use Review
- Field Visit

Step 2: Determine the likelihood of presence of protected species and the impact determination.

A qualified professional engineer or natural scientist (biologist) should determine the likelihood of presence of protected species and the impact determination. Species Keys, Programmatic Approach, Technical Memorandum, and a Natural Resource Evaluation (NRE) may be used to support the determination.

“No Affect” or Species Key Used

Identify the species in the comment box and attach/highlight the key used.

“May Affect, Not Likely to Adversely Affect”

Provide a concurrence letter from USFWS, NMFS and/or FWC.

“May Affect, Likely to Adversely Affect”

FHWA coordination required. Formal consultation may take up to 135 days.

7. Section 7 of the Endangered Species Act (ESA) of 1973, as amended, or Magnuson-Stevens Fishery Conservation and Management Act (MSFCMA):

Make sure in your comments below that you address both ESA and EFH.

- Emergency Consultation On-going
- No ESA listed species and/or Essential Fish Habitat (EFH) present
- ESA listed species and/or Essential Fish Habitat (EFH) present
- Consultation with the US Fish and Wildlife Service or National Marine Fisheries Service (ESA/EFH), results in

General Comments

General Comments and attachments are optional.

EXAMPLE

- Based on the scope of work and lack of suitable habitat, the project is expected to have No Effect on the above-reference threatened/endangered species. See FWC concurrence attached.
- The project may affect but is not likely to adversely affect the wood stork. See attached IPaC report and USFWS concurrence from 01/01/2024.



8. SECTION 4(f)

Part 2, Chapter 7 – PD&E Manual

No additional action is necessary for this question. RTP projects qualify for an exception to the requirement for Section 4(f) approval in accordance with 23 CFR § 774.13(f)(1).

8. Will the action impact any properties protected by Section 4(f) pursuant to [23 CFR § 774](#)?

Standard Statement (automatically included in the PDF): This project qualifies for an exception to the requirement for Section 4(f) approval in accordance with 23 CFR § 774.13 (f)(1).



9. HISTORIC AND/OR ARCHAEOLOGICAL RESOURCES

[Part 2, Chapter 8 – PD&E Manual](#)

Section 106 of the National Historic Preservation Act requires federal agencies to consider impacts to historic and archaeological resources.

Step 1: Determine if there are any previously recorded historic or archaeological resources in your area of potential effect (APE).

Submit a *Database Search Report* from the [Florida Master Site File \(FMSF\)](#). To obtain a database search of your project area, email your request, including the project location description, to sitefile@dos.myflorida.com.

The FMSF is the State of Florida's official inventory of historical and cultural resources. Site File staff is available to assist citizens, government agencies and historic preservation professionals in performing searches and obtaining information from inventory. These record searches are for informational purposes only and **DO NOT** constitute a project review or provide project approval from the Division of Historical Resources (DHR) State Historic Preservation Officer (SHPO).

EXAMPLE

Due to the limited nature of the proposed improvements, the project will have no adverse effects on resources located in the area. The SHPO concurred with this finding on 01/01/2024. Commitments to stop work and notify DHR of any findings have been noted in the PCR.

9. Historic and/or Archaeological Properties protected under Section 106 of the National Historic Preservation Act (NRHP) and 36 Code of Federal Regulations Part 800.

Pursuant to [Section 106 Programmatic Agreement](#) (include appropriate documentation):

- Finding of "No Potential to Cause Effect"
- Finding of "No Historic Properties Affected"
- Finding of "No Adverse Effect"
- Finding of "Adverse Effect" [Contact the Office of Environmental Management (OEM)]
- Emergency Consultation On-going



9. HISTORIC AND/OR ARCHAEOLOGICAL RESOURCES

[Part 2, Chapter 8 – PD&E Manual](#)

Step 2: Request the Compliance and Review Section of SHPO to conduct a review of your project area (if not already done so during the application process).

send the Compliance and Review Section an email at CompliancePermits@DOS.MyFlorida.com and be sure to inform them your request is regarding a Recreational Trails Program federally funded project and include the project number. Utilize the [Minimum Review Documentation Requirements](#) .pdf provided on DHR's website for guidance on submission package details.

Submit all materials provided to the SHPO office on which the review was conducted and submit the subsequent SHPO Compliance and Review Section review letter.

The [SHPO Compliance and Review Section](#) reviews development projects of all types and provides technical assistance to ensure compliance with state and federal preservation laws mandating consideration of a project's impact on historic and archaeological properties.

The SHPO Compliance and Review Section review letter will provide one of two responses:

- **Response A:** Request that a new Cultural Resource Assessment Survey (CRAS) or other survey be conducted in the project area, or
- **Response B:** Conclude that the proposed project is unlikely to affect cultural resources and provide an unexpected discoveries protocol.



9. HISTORIC AND/OR ARCHAEOLOGICAL RESOURCES

[Part 2, Chapter 8 – PD&E Manual](#)

Step 3: Complete the Section 106 process by coordinating with your RTP coordinator.

If you received **Response A** where SHPO determined that your project requires a CRAS or other survey:

- have a qualified cultural resource management firm conduct a new survey and produce a CRAS Report (and associated SHPO forms). Provide these materials to your RTP coordinator and submit to SHPO for review. Stipulation VII of the Section 106 PA provides guidance on this process and Part 2, Chapter 8 of the PD&E Manual provides additional support. The SHPO will evaluate the survey efforts, results, and the proposed determination of project efforts during their review and provide a Concurrence Letter on the project.

If you received **Response B** where SHPO determined that the proposed project is unlikely to affect cultural resources:

- A Section 106 PA Stipulation V/VI Form must be completed by FHWA and submitted to SHPO for review. Notify your RTP coordinator and collaborate with them to get this form completed and submitted to SHPO.
 - If SHPO does not object to the submission within 30 days from receipt, FHWA assumes concurrence with the presented determination of “No Effect.” Attach the Stipulation V/VI Form to the checklist as justification for a Determination of “No Effect.”
 - If SHPO objects to the submission within 30 days from receipt, the project will be processed according the appropriate guidance in Response A.



9. NOISE CONSIDERATIONS

[Part 2, Chapter 18 – PD&E Manual](#)


If your project is **Non-Motorized**, a noise analysis is not required.

If your project is **Motorized**, coordination with FHWA is required to determine if a noise analysis is required.

9. Noise considerations





The project does not require a Noise Analysis

The project does require Noise Analysis

 **Appropriate Documentation**

General Comments

General Comments and attachments are **optional**.

B *I* U    



10. CONTAMINATION CONSIDERATIONS

[Part 2, Chapter 20 – PD&E Manual](#)

Submit a [DEP Contamination Locator Map](#) to determine the level of contamination involvement. Field visit reports or environmental surveys are also acceptable.

Documentation of contamination screening evaluation is required to demonstrate that contamination involvement in the project is considered and addressed as appropriate. If contamination involvement is identified, documentation should include a Level 1 evaluation report, a technical memorandum, and/or coordination letters. A Technical Memorandum is prepared for those projects with no contamination impact or with minimal contamination involvement.

Also provide a summary of findings in the comment box in the checklist and upload the required documentation as appropriate in SWEPT.

10. Contamination considerations

The project was evaluated (provide brief summary in text box and attach appropriate documentation)

Appropriate Documentation

General Comments
General Comments are **required**.

B I U [List Icon] [List Icon] [Image Icon] [Search Icon]

EXAMPLE

Review of appropriate databases was conducted, and no recorded contamination sites were found in the project area. Therefore, it is determined that there will be no contamination issues.



11. PLANNING CONSISTENCY


Planning Consistency for Type 1 CE's is met when the project is in the State Transportation Improvement Program (STIP).

Documentation of planning consistency is required. If you have not obtained the documentation yet, go to the [TIP/STIP](#) online report. Make a PDF of that page, save it, and upload it.

The TIP/STIP report is NOT project-specific but instead list allocations for all projects. Uploading the entire report will satisfy the documentation requirement for this checklist item.

To finalize this segment, upload a copy of the [Recommended Recreational Trails Program Priority List](#) from the project's awarded fiscal year to demonstrate that the project, and its approved scope of work, have been awarded funding.

12. Planning Consistency

Has Required Documentation: 

This Project was reviewed for fiscal constraint and determined to have committed, available or reasonably available funds for the implementation of all the phase(s) of the Project within the time period anticipated for completion of the Project. [23 CFR Part 450]. The appropriate STIP pages must be submitted as supporting documentation.

Documentation of planning consistency is required. Use the **Upload** button below to attach one or more TIP or STIP pages. The project-specific page within the adopted or amended STIP fulfills the documentation requirement. If you have not obtained the documentation yet, go to the project-specific page on the [TIP/STIP](#) online report. Make a PDF of that page, save it, and upload it below. It will be attached to the form and saved in the SWEPT project file.

 TIP/STIP Pages

Upload



PROJECT COMMITMENTS RECORD

Part 2, Chapter 22

A **commitment** is an obligation to an external stakeholder to provide a feature, or perform an action, related to a project that will be implemented in a future project phase.

Commitments are an important component of RTP projects as they provide assurance to resource agencies and other stakeholders that identified concerns will be addressed in future phases of project delivery.

EXAMPLE

WETLANDS

- **Commitment:** St. Lucie County BOCC will re-initiate consultation with the appropriate state (SFWMD) and federal (USACE) agencies to obtain the required regulatory and proprietary authorization for the proposed activities.
- **External Stakeholder:** South Florida Water Management District and the U.S. Army Corps of Engineers

RECREATIONAL TRAILS PROGRAM
PROJECT COMMITMENTS RECORD

FEDERAL HIGHWAY ADMINISTRATION
FLORIDA DEPARTMENT OF TRANSPORTATION
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

PROJECT COMMITMENTS TRACKER
Financial Management Number: _____
Project Number: _____ Agreement Number: _____ Project Sponsor: _____ Project Name: _____
County: _____ FDOT District: _____

The Recreational Trails Program (RTP) project sponsor liaison is responsible for the identification, coordination, and documentation of project Commitments. Additionally, project sponsor liaisons are responsible for obtaining any necessary approvals prior to agreeing to or making any project Commitments. Commitments made by project sponsors must be tracked throughout the life of the project and fulfilled at the appropriate time.

SOCIOCULTURAL							
Commitment	External Stakeholder	Environmental Commitment?	Confirmed no impact to Env. Commitment?	Approval Date	Status	Completion Date	Comments

WETLANDS							
Commitment	External Stakeholder	Environmental Commitment?	Confirmed no impact to Env. Commitment?	Approval Date	Status	Completion Date	Comments

BRIDGES							
Commitment	External Stakeholder	Environmental Commitment?	Confirmed no impact to Env. Commitment?	Approval Date	Status	Completion Date	Comments

FLOODPLAIN							
Commitment	External Stakeholder	Environmental Commitment?	Confirmed no impact to Env. Commitment?	Approval Date	Status	Completion Date	Comments

WILD AND SCENIC RIVER OR RIVER STUDY							
Commitment	External Stakeholder	Environmental Commitment?	Confirmed no impact to Env. Commitment?	Approval Date	Status	Completion Date	Comments

NATIONWIDE RIVERS INVENTORY (NRI)							
Commitment	External Stakeholder	Environmental Commitment?	Confirmed no impact to Env. Commitment?	Approval Date	Status	Completion Date	Comments

ENDANGERED SPECIES ACT (ESA) OR MAGNUSON-STEVENS FISHERY CONSERVATION AND MANAGEMENT ACT (MSFCMA)							
Commitment	External Stakeholder	Environmental Commitment?	Confirmed no impact to Env. Commitment?	Approval Date	Status	Completion Date	Comments

Pursuant to all state and federal guidance, this project did not require any Commitments.

The environmental review, consultation, and other actions required by applicable federal and state environmental laws for this project have been carried out pursuant to 23 U.S.C. § 327, 23 U.S.C. § 206, and 625-2, F.A.C.

Project Sponsor Liaison: _____ Project Consultant Firm: _____
Project Liaison Title: _____ Project Consultant Staff Name: _____
Project Sponsor Liaison Signature: _____ Project Consultant Staff Signature: _____
Signature Date: _____ Signature Date: _____



NEPA GUIDANCE

Additional Guidance regarding NEPA is available at the following sources:

- [What is the National Environmental Policy Act?](#)
- [FDOT NEPA Assignment](#)
- FDOT [PD&E \(NEPA\) Manual](#)
- [MyFDOT YouTube Webinars](#) (search "OEM")
- FDOT OEM [Protected Species and Habitat Resources](#)
- Consultant Procurement Aids
 - ❖ [Rule 14-75, F.A.C.](#): *You do not have to use a consultant from these lists if they meet the qualification requirements outlined in the Rule.*
 - [PD&E Staff Hours Estimation Guidelines and Forms](#)
 - [FDOT Consultant Qualification Report](#)



COMMENCEMENT DOCUMENTATION

FY23-24 RTP Grant Management
Onboarding Webinar





COMMENCEMENT DOCUMENTATION

- Commencement Checklist (OGT-11)
 - Revised Commencement Checklist
- Pre-Construction Certification (OGT-12)
- List of Facilities to be Constructed
- Updated Proof of Insurance
- FHWA RTP Guidance Possession Certification
- Status Reports
- Boundary Survey
- Site Plan
- Budget Cost Analysis Form & Instructions (DEP 55-229)
 - Procurement Documentation
 - Schedule of Values/Bid Tabulations
 - Copies of all Subcontracts
- Permits
- Certification of Grantee Owned Equipment

For copies of all Commencement forms and documentation, visit the **RTP Grant Administration** website.



COMMENCEMENT CHECKLIST (OGT-11)

Commencement documentation is due 12 months after execution of the grant agreement and must be reviewed and approved by the Department prior to the issuance of a Notice to Proceed.

****If at any point you anticipate that you will not meet the Task 1, commencement deadline, notify your RTP coordinator immediately.***

Part of Task 1, which is a no cost deliverable.

Attachment 3, Grant Work Plan

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
RECREATIONAL TRAILS PROGRAM
Commencement Documentation**

<u>Document</u>	<u>Development</u>	<u>Equipment</u>
Boundary Map (with legal description)	X	
Site Plan (signed and sealed)	X	
List of Facilities To be Constructed (signed and dated)	X	
Pre-Construction Certification (signed and dated)	X	
Grant Project PD&E Data Sheet (with back-up documentation)	X	X
Statement of Purpose		
Goals & Objectives		
Method of Evaluation		
List of Materials & Production Costs (signed and dated)		X
List of Equipment and Expected Costs (signed and dated)		X
Proposed Five Year Work Plan (locations and projects)		

OGT-11
Effective Date: 5/1/01

**RECREATIONAL TRAILS PROGRAM (RTP)
Commencement Documentation Checklist**

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

NEPA Documentation (FHWA/FDOT)

- Project Description
- ROW Statement and Documentation
- Sociocultural Effects Determination
- Wetlands Impacts Statement and Documentation
 - National Wetlands Inventory (NWI) Map
 - U.S. Army Corps of Engineers (USACE) Permit
 - DEP Section 404 Environmental Resource Permit (ERP)
- Waterway Crossing Statement and U.S. Geological Survey (USGS) Project Location Map
- Floodplain Encroachment Statement and U.S. Coast Guard (USCG) Bridge Permit or Consultation
- Florida Emergency Management Agency (FEMA) Map
- Wild and Scenic River or Study River Statement
- Nationwide Rivers Inventory (NRI) Statement
- NRI Location Map
- Endangered Species Act (ESA) and/or Essential Fish Habitat (EFH) Documentation
 - US Fish and Wildlife or National Marine Fisheries Service (ESA/EFH) Consultation
 - Florida Fish and Wildlife Conservation Commission (FWC) Consultation
- Historic and/or Archaeological Resources Conservation Commission (FHWA/SHPO) Letter
 - State Historic Preservation Documentation
 - Cultural Resource Assessment Survey (CRAS)
- Noise Consideration Statement
- Contamination Considerations Documentation
 - DEP Contamination Locator Map
 - Planning Consistency Documentation
 - STIP Project Detail and Summaries Online Report
 - Approved FY Priority List

OGT-10 Documentation (DEP)

- Boundary Survey 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
- 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 _____

Revised 05/01/2024



PRE-CONSTRUCTION CERTIFICATION (OGT-12)

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
RECREATIONAL TRAILS PROGRAM**

Pre-Construction Certification

Grantee:
Project Title: Project No.:

The PROJECT SPONSOR certifies that all final plans and specifications (i.e., site architectural, engineering) to be used in conjunction with the above referenced project were prepared and certified by an insured, registered architect, engineer or landscape architect (as appropriate) and meet all applicable federal, state and local codes and current engineering practices; that health, safety, durability and economy were considered and incorporated in these plans consistent with the scope and objectives of the project; that full, handicapped accessibility pursuant to the requirements of all applicable laws, is incorporated in the design; that the proposed development is compatible with its surrounding environment; that all required local, state and federal environmental permits and approvals have been obtained; and that provisions have been made to insure adequate supervision of construction by competent personnel.

Project Liaison Agent (print and sign name) Date

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

Grantee must certify that the following meets all applicable federal, state, and local codes and current engineering practices:

- Final plans and specifications were prepared and certified by an insured, registered architect, engineer, or landscape architect.
- Health, safety, durability, and economy were considered and incorporated in the project plans.
- ADA accessibility pursuant to the requirements of all applicable laws are incorporated in design.
- Project is compatible with the surrounding environment.
- And all required permits and approvals have been obtained.



BUDGET COST ANALYSIS (DEP 55-229)

A detailed budget is required to determine the maximum amount needed under cost-reimbursement contracts/agreements. This form should list the total project budget and must be signed and dated by the project liaison.

The **Budget Cost Analysis (BCA)** should demonstrate that the project was determined to be allowable under the guidance of 23 CFR 206 and 62S-2, F.A.C. All costs must be deemed reasonable and allowable, and considered necessary in enhancing Florida recreational trail system.

Entries should be divided by Task as assigned in the Grant Agreement, and entered into the correct expense category.

Florida Department of Environmental Protection
DEP BUDGET-COST ANALYSIS FORM

Required Signatures: Original Ink

PROJECT TITLE: T19002, Wakulla County Hudson Park New Trail Amenities

BUDGET DETAIL				COST ANALYSIS				
Budget items below to be provided by the Contractor. See attached instructions.				Cost Analysis to be completed by the Department Contract Manager. See attached instructions.				
1. PERSONNEL EXPENSES				% Allocation	Allowable	Reasonable	Necessary	COMMENTS (Basis for Decision)
A. Salaries - (Name/Title/Position)	Hourly Cost (\$)	Hours	Totals (\$)					
B. Fringe Benefits (Rate% * Total salaries applicable)	Rate %	Total Sal. App.	Total \$					
	0.00%	0	0					
Total Personnel Expenses (A+B)								
2. Contractual Services								
Description	Fee/Rate \$	Quantity	Totals \$					
Task 1 - Design and Engineering (Hammond Design Group, LLC)	26,284.00	1	\$ 26,284.00		Yes	Yes	Yes	This project was determined to be allowable under the guidance of 23 CFR 206 and 62S-2. All costs have been deemed reasonable and allowable, and are considered necessary in enhancing Florida's recreational trail system.
Task 2 - 12' x 1,422 L.F. (+/-10%) hard-surface trail (Hydra)	1,558.00	93	\$ 144,894.00		Yes	Yes	Yes	
Task 2 - Park Benches (Hydra)	2,500.00	12	\$ 30,000.00		Yes	Yes	Yes	
Task 2 - Trash Receptacles (Hydra)	2,000.00	7	\$ 14,000.00		Yes	Yes	Yes	
Task 2 - Bike Racks (Hydra)	1,000.00	2	\$ 2,000.00		Yes	Yes	Yes	
Total Supplies					100%			
3. Travel								
Purpose/Destination	Days	Per Diem \$	Fare/Rate \$	Mileage	Totals \$			
Total Travel								
4. Equipment								
Description	Unit Cost \$	Quantity	Totals \$					
Total Equipment								

BGS DEP 55-229 (08/2016) Page 1 of 2

				% Allocation	Allowable	Reasonable	Necessary	COMMENTS (Basis for Decision)
5. Rental/Lease of Equipment								
Description	Fee/Rate \$	Quantity	Totals \$					
Total Contractual								
6. Miscellaneous/Other Expenses								
Description	Unit Cost \$	Quantity	Totals \$					
Total Miscellaneous								
SUBTOTAL (1 thru 6)								217,178
7. Overhead/Indirect - Base:								
	Rate %	Base \$	Total \$					
	0.00%	0	0					
8. Total Budget								\$ 217,178.00

CERTIFICATION
I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Name: Natalie Knowles
Signature:

Title: Grant Manager

Date: 10/12/2022

BGS DEP 55-229 Effective 8-30-2016

BGS DEP 55-229 (08/2016) Page 2 of 2



BUDGET COST ANALYSIS (DEP 55-229)

Personnel Expenses

If the project is to be constructed using in-kind services, in whole or part, the following is required:

A. Salaries **REQUIRED**

- Employee Name & Title
- Employee Rate of Pay (Hourly Cost)
- Estimated Number of Hours to be Charged for Each Employee

**Divide annual salaries by 2080 hours to find the hourly rate.

- Position Descriptions

B. Fringe Benefits **OPTIONAL**

- Multiply the rate by the total salaries to which fringe benefits apply. If the rate is variable, explain and show calculations on an attachment.
- Fringe Benefits may be calculated up to 40%.

In-kind labor must consist of staff members who are completing the actual labor (“boots on the ground”) and cannot cover supervisory or management positions whatsoever. Exceptions may apply, with Department approval. These expenses are only eligible as match and will not be reimbursed with grant funds.

1. PERSONNEL EXPENSES				% Allocation	Allowable	Reasonable	Necessary	COMMENTS (Basis for Decision)
A. Salaries - (Name/Title/Position)								
Task 2 - Joe Rosimini, Public Works Director	Hourly Cost (\$)	Hours	Totals (\$)		Yes	Yes	Yes	This project was determined to be allowable under the guidance of 23 CFR 206 and §62S-2. All costs have been deemed reasonable and allowable, and are considered necessary in enhancing Florida's recreational trail system.
Task 2 - Ricco Watkins, Street Foreman	\$ 16.32 *	70	= \$ 1,142.40					
Task 2 - Kenneth Hall, Shop Mechanic/Animal Control/Backup Driver	\$ 15.20	70	= \$ 1,064.00		Yes	Yes	Yes	
Task 2 - Phillip Denmark, Street Department Laborer	\$ 12.75 *	70	= \$ 892.50		Yes	Yes	Yes	
Task 2 - Ron Brumly, Equipment Mechanic II	\$ 12.00 *	70	= \$ 840.00		Yes	Yes	Yes	
Task 2 - Greg Seabrooks, Water Specialist II	\$ 18.23 *	60	= \$ 1,093.80		Yes	Yes	Yes	
Task 2 - Greg Seabrooks, Water Specialist II	\$ 17.86	60	= \$ 1,071.60		Yes	Yes	Yes	
Task 2 - William Kinsey, Water Specialist	\$ 16.07	60	= \$ 964.20		Yes	Yes	Yes	
Task 2 - Derrick Jennings, Meter Reader	\$ 12.77 *	60	= \$ 766.20		Yes	Yes	Yes	
Total Salaries			\$ 7,834.70					
B. Fringe Benefits (Rate% * Total salaries applicable)								
	Rate %	Total Sal. App.	Total \$					
	0.00% *	0	\$ -					
Total Personnel Expenses (A+B)			\$ 7,834.70	6%				



BUDGET COST ANALYSIS (DEP 55-229)

Contractual Services

If the project is to be competitively bid for vendor services, the following documentation is required:

- Procurement Documentation
 - ITB, RFP, bid advertisement, bid submissions, meeting minutes, intent to award, etc.)
- Schedule of Values or Bid Tabulation
- Executed Subcontract to include required federal attachments

Planning expenses (design, engineering, surveying, permitting) are only eligible for reimbursement if they are included in the project's scope of work.

2. Contractual Services								
Description	Fee/Rate \$	Quantity	Totals \$					
Task 1 - Design and Engineering (Hammond Design Group, LLC)	26,284.00 *	1	= \$ 26,284.00	Yes	Yes	Yes	This project was determined to be allowable under the guidance of 23 CFR 206 and §62S-2. All costs have been deemed reasonable and allowable, and are considered necessary in enhancing Florida's recreational trail system.	
Task 2 - 12' x 1,422 L.F. (+/-10%) hard-surface trail (Hydra)	1,558.00 *	93	= \$ 144,894.00	Yes	Yes	Yes		
Task 2 - Park Benches (Hydra)	2,500.00 *	12	= \$ 30,000.00	Yes	Yes	Yes		
Task 2 - Trash Receptables (Hydra)	2,000.00 *	7	= \$ 14,000.00	Yes	Yes	Yes		
Task 2 - Bike Racks (Hydra)	1,000.00 *	2	= \$ 2,000.00	Yes	Yes	Yes		
Total Supplies			\$ 217,178.00	100%				



BUDGET COST ANALYSIS (DEP 55-229)

Miscellaneous/Other Expenses

If the project includes direct purchases of material or equipment (i.e. fitness stations, trash cans, signage), the following documentation is required:

- Cost estimates for equipment and material purchased.

If any project elements are directly purchased from a vendor, the Grantee must indicate the cost of installation by either in-kind or contractual services.

6. Miscellaneous/Other Expenses		Unit Cost \$	Quantity	Totals \$				
Description								
Task 2: purchase of benches (Perennial)		\$ 207.05 *	20	= \$ 4,141.00	Yes	Yes	Yes	This project was determined to be allowable under the guidance of 23 CFR 206 and §625-2. All costs have been deemed reasonable and allowable, and are considered necessary in enhancing Florida's recreational trail system.
Task 2: purchase of pedestrian counter (Eco-Counter)		\$ 3,865.00 *	1	= \$ 3,865.00	Yes	Yes	Yes	
Task 2: purchase of trash cans and recycling bins (Bliss)		\$ 1,603.62 *	13	= \$ 20,847.00	Yes	Yes	Yes	
		*		=				
	Total Miscellaneous			\$ 28,853.00	7%			



FHWA RTP GUIDANCE POSSESSION CERTIFICATION

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

RECREATIONAL TRAILS PROGRAM

FHWA Guidance and 62S-2, F.A.C.

Grantee: _____

Project Title: _____

Project No.: _____

I, _____, hereby certify that the

_____ has in its possession a copy of

the Federal Highway Administration's *Guidance for the Implementation of the*

Recreational Trails Program and Chapter 62S-2, F.A.C., *Recreational Trails Program*.

Project Liaison Agent

Date

Submit a FHWA guidance certification, signed and dated by the project liaison agent.

Grantee must certify that they have in their possession a copy of the Federal Highway Administration *Guidance for the implementation of the Recreational Trails Program* and Rule Chapter 62S-2, F.A.C.



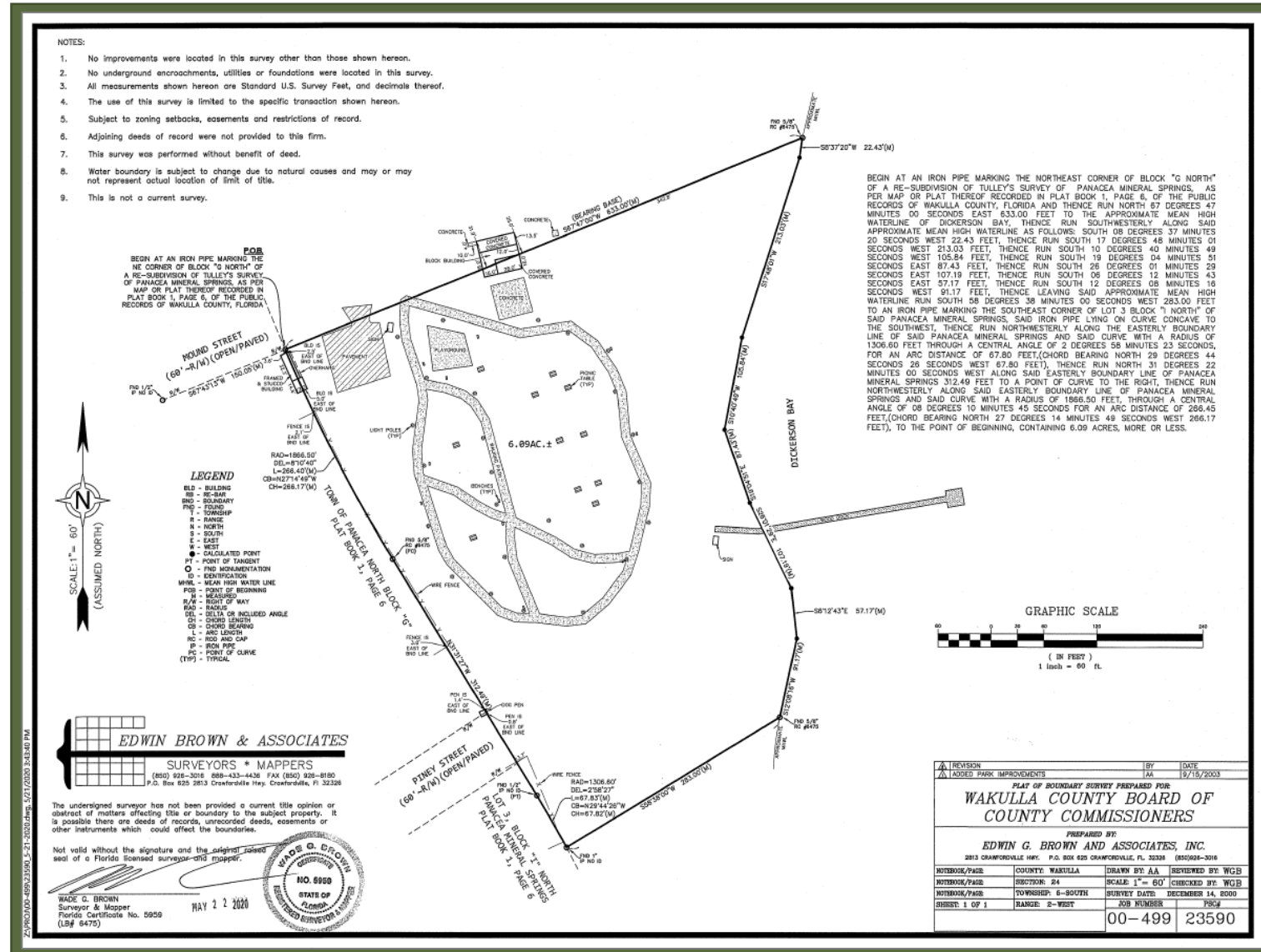
BOUNDARY SURVEY

The **Boundary Survey**, also known as a **Boundary Map Survey**, of the project site should clearly delineate the project area and provide a legal description of the property.

The boundary map must be signed, sealed and dated by a Florida registered land surveyor.

refer to the commencement checklist descriptions for more details on boundary map survey requirements.

Boundary map survey must be dated within 4 years of the current fiscal year.





CONCEPTUAL SITE PLAN

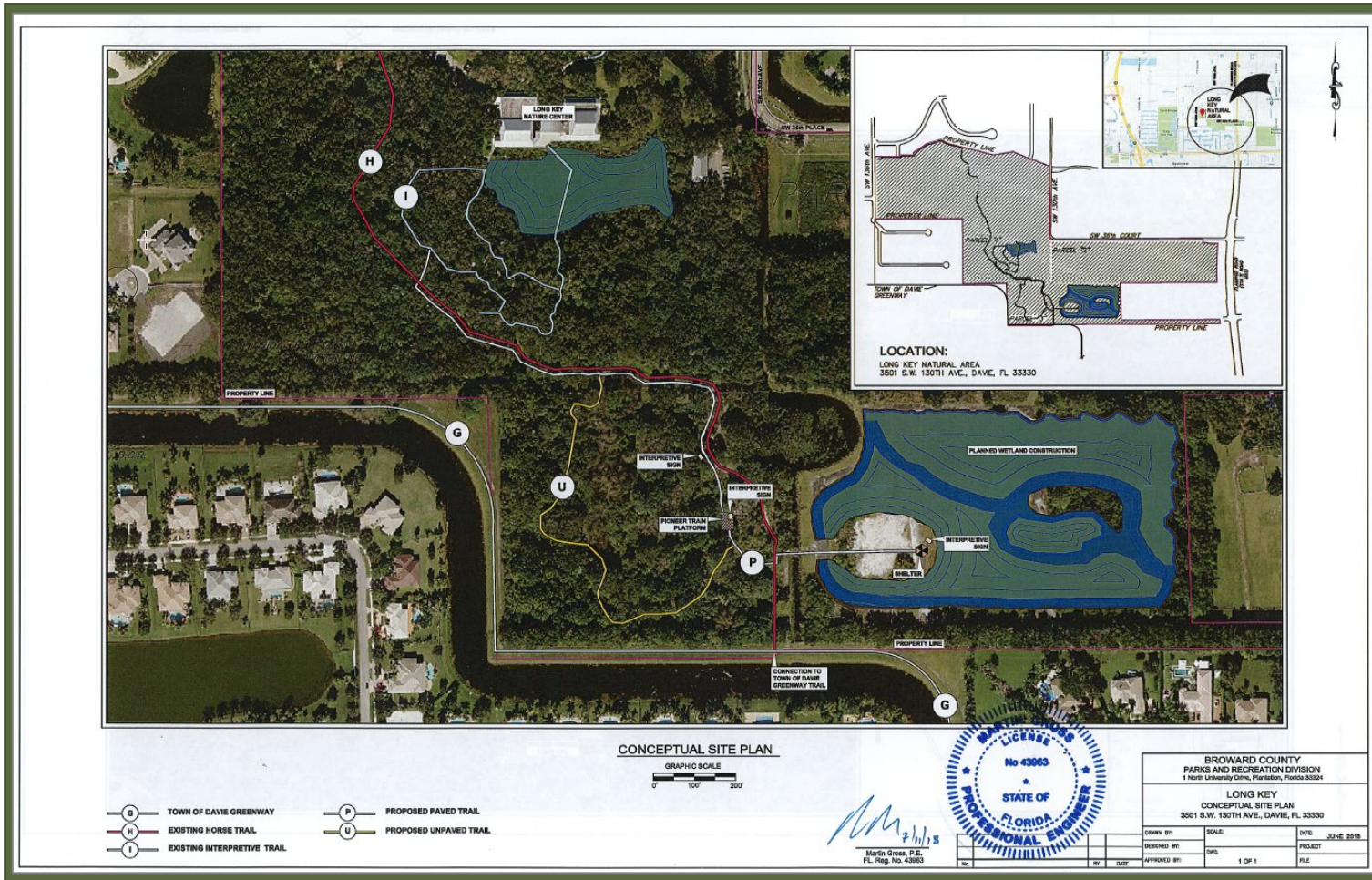
The **Conceptual Site Plan** should depict the location of the RTP elements outlined in the scope of work within the project's boundary area.

Engineering plans with detailed specifications not required. Include a key or legend or color code elements.

Must be signed, sealed, and dated by an insured, registered architect, engineer or landscape architect.

Any changes to the site plan require approval from the Department.

The site plan must be dated after the grant agreement execution date.





PROCUREMENT DOCUMENTATION AND AWARDED SUBCONTRACTS

If a project is being bid for vendor services (contractual), copies of all contracts and bid documents must be provided.

- Procurement Documentation
 - ITB, RFP, bid advertisement, bid submissions, meeting minutes, intent to award, etc.)
- Schedule of Values or Bid Tabulation
- Executed Subcontract to include required federal attachments

The executed subcontract must include the required federal attachments. These attachments should be physically attached to the subcontract upon execution.

- Attachment 8, Contract Provisions for FDOT
- Attachment 9, Contract Provisions for FHWA
- Exhibit F, Appendices A and E
- Exhibit G, 49 CFR 26.13
- Exhibit H, General Terms & Conditions for Contractors and Recipients

11. Subcontracting.
a. The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager except for certain fixed-price subcontracts pursuant to this Agreement, which require prior approval. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement.
b. The Grantee shall 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 this Agreement|



SCHEDULE OF VALUES

A schedule of values or bid tabulation is usually obtained when a project is bid competitively for vendor services (contractual).

The schedule of values must only include the costs which are allowable, reasonable and necessary for the construction of all RTP elements outlined in the scope of work. All line items will require approval by Department staff.

If your RTP project is part of a much larger project being bid together, you must ensure that the RTP line items are clearly identified or separated in the schedule of values. This is to ensure there is no commingling of funds.

The manner in which a project is constructed will determine the amount of supporting documentation required for finalizing the completion process and receiving reimbursement.

Knowing what costs or line items are necessary for the construction of each element are required for completing the List of Facilities and Budget Cost Analysis at both time of commencement and project completion.





SCHEDULE OF VALUES



GREAT EXAMPLE

ITEM #	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	SCHEDULED VALUE	WORK COMPLETED						BALANCE TO FINISH			
						FROM PREVIOUS APPLICATIONS		THIS PERIOD		MATERIALS STORED THIS PERIOD	TOTAL COMPLETED & STORED TO DATE		% COMPLETED		
						QTY	%	VALUE	QTY					%	VALUE
1 GENERAL CONDITIONS															
1	Performance & Payment Bond	1	LS	\$19,185.00	\$19,185.00	1	100.00%	\$19,185.00	0.00%	\$0.00	\$0.00	\$19,185.00	100.00%	\$0.00	
2	Mobilization	1	LS	\$20,000.00	\$20,000.00	1	100.00%	\$20,000.00	0.00%	\$0.00	\$0.00	\$20,000.00	100.00%	\$0.00	
3	Demobilization	1	LS	\$8,775.00	\$8,775.00		0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$8,775.00	
4	Submittals	1	LS	\$10,000.00	\$10,000.00		0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	
5	Project Management & Supervision	6	MO	\$7,500.00	\$45,000.00	3	50.01%	\$22,500.00	1	16.67%	\$7,500.00	\$0.00	\$30,000.00	66.68%	\$15,000.00
6	Preconstruction Video	1	LS	\$300.00	\$300.00	1	100.00%	\$300.00	0.00%	\$0.00	\$0.00	\$300.00	100.00%	\$0.00	
7	Site Camera	1	LS	\$3,000.00	\$3,000.00	1	100.00%	\$3,000.00	0.00%	\$0.00	\$0.00	\$3,000.00	100.00%	\$0.00	
8	Elevation Bench Marks	1	LS	\$5,000.00	\$5,000.00	1	100.00%	\$5,000.00	0.00%	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	
9	As-Builts	1	LS	\$9,000.00	\$9,000.00		0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$9,000.00	
10	Temporary Water Connection	1	LS	\$7,000.00	\$7,000.00	1	100.00%	\$7,000.00	0.00%	\$0.00	\$0.00	\$7,000.00	100.00%	\$0.00	
11	Silt Fencing	1	LS	\$10,000.00	\$10,000.00	1	100.00%	\$10,000.00	0.00%	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00	
	SUBTOTAL				\$137,260.00			\$86,985.00		\$7,500.00	\$0.00	\$94,485.00		\$42,775.00	
2 BOARDWALK															
1	Clearing	1	LS	\$11,963.00	\$11,963.00	1	100.00%	\$11,963.00	0.00%	\$0.00	\$0.00	\$11,963.00	100.00%	\$0.00	
2	Auger/Pin Piles	28	EA	\$1,500.00	\$42,000.00	27	96.43%	\$40,500.00	0.00%	\$0.00	\$0.00	\$40,500.00	96.43%	\$1,500.00	
3	Framing	122	LF	\$25.00	\$2,750.00	122	100.00%	\$2,750.00	0.00%	\$0.00	\$0.00	\$2,750.00	100.00%	\$0.00	
4	Decking	122	LF	\$175.00	\$21,350.00		0.00%	\$0.00	120	98.36%	\$21,000.00	\$0.00	\$21,000.00	98.36%	\$350.00
5	Handrails	325	LF	\$125.00	\$40,625.00		0.00%	\$0.00	290	89.23%	\$36,250.00	\$0.00	\$36,250.00	89.23%	\$4,375.00
6	Concrete Boardwalk Landing	1	LS	\$12,000.00	\$12,000.00	1	100.00%	\$12,000.00	0.00%	\$0.00	\$0.00	\$12,000.00	100.00%	\$0.00	
	SUBTOTAL				\$155,388.00			\$91,913.00		\$57,250.00	\$0.00	\$149,163.00		\$6,225.00	
3 MULCHED TRAILS															
1	Tree Removal	1	LS	\$45,000.00	\$45,000.00	1	100.00%	\$45,000.00	0.00%	\$0.00	\$0.00	\$45,000.00	100.00%	\$0.00	
2	Limerock Placement & Compaction	1100	LF	\$50.00	\$55,000.00	1100	100.00%	\$55,000.00	0.00%	\$0.00	\$0.00	\$55,000.00	100.00%	\$0.00	
3	Mulch	1100	LF	\$10.00	\$11,000.00	1100	100.00%	\$11,000.00	0.00%	\$0.00	\$0.00	\$11,000.00	100.00%	\$0.00	
	SUBTOTAL				\$111,000.00			\$111,000.00		\$0.00	\$0.00	\$111,000.00		\$0.00	
4 PAVER PATH															
1	Remove Existing Pavers	1	LS	\$4,000.00	\$4,000.00	1	100.00%	\$4,000.00	0.00%	\$0.00	\$0.00	\$4,000.00	100.00%	\$0.00	
2	Limestone Placement & Compaction	661	LF	\$50.00	\$33,050.00	661	100.00%	\$33,050.00	0.00%	\$0.00	\$0.00	\$33,050.00	100.00%	\$0.00	
3	Paver Base	661	LF	\$12.00	\$7,932.00		0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$7,932.00	
4	Pavers	661	LF	\$20.00	\$13,220.00		0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$13,220.00	
	SUBTOTAL				\$58,202.00			\$37,050.00		\$0.00	\$0.00	\$37,050.00		\$21,152.00	
5 KAYAK/CANOE LANDING															
1	Aluminum Bridge	1	LS	\$24,000.00	\$24,000.00		0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$24,000.00	
2	Float Landing	1	LS	\$26,000.00	\$26,000.00		0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$26,000.00	
	SUBTOTAL				\$50,000.00			\$0.00		\$0.00	\$0.00	\$0.00		\$50,000.00	
6 PARKING AREA															
1	Surveyor Pin	1	LS	\$7,000.00	\$7,000.00		0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$7,000.00	
2	Stormwater Drainage	1	LS	\$26,000.00	\$26,000.00	1	100.00%	\$26,000.00	0.00%	\$0.00	\$0.00	\$26,000.00	100.00%	\$0.00	
3	Swale	1	LS	\$9,000.00	\$9,000.00	1	100.00%	\$9,000.00	0.00%	\$0.00	\$0.00	\$9,000.00	100.00%	\$0.00	
4	Grade Area	1	LS	\$18,500.00	\$18,500.00	1	100.00%	\$18,500.00	0.00%	\$0.00	\$0.00	\$18,500.00	100.00%	\$0.00	
5	Limerock Placement	1	LS	\$9,000.00	\$9,000.00	0.6	60.00%	\$5,400.00	0.00%	\$0.00	\$0.00	\$5,400.00	60.00%	\$3,600.00	
6	#57 Rock Placement	1	LS	\$5,000.00	\$5,000.00		0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	
7	Concrete Handicap Parking	1	LS	\$8,500.00	\$8,500.00		0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$8,500.00	
8	Injection Well	1	LS	\$43,000.00	\$43,000.00		0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$43,000.00	
9	Exit Gate	1	LS	\$1,650.00	\$1,650.00		0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%	\$1,650.00	
	SUBTOTAL				\$127,650.00			\$58,900.00		\$0.00	\$0.00	\$58,900.00		\$68,750.00	
	GRAND TOTAL				\$639,500.00			\$385,848.00		\$64,750.00	\$0.00	\$450,598.00	70.46%	\$188,902.00	

- Project was bid out only for the RTP construction and all line items were approved for cost reimbursement.
- Schedule of Values broke the line items out by cost of each project element which is how it will be reflected in the pay apps.
 - General Conditions
 - Boardwalk
 - Mulched Trails
 - Paver Path
 - Kayak/Canoe Landing
 - Parking Area



SCHEDULE OF VALUES

Application No.		For Period Ending: 7/31/2019											
Item	Description of Work	Est Qty	Unit	Unit Price	Est Amount	Previous Installed Quantity	Previous Amount	Installed Quantity This Period	Total Amount This Period	Total Quantities Completed	Total Amount Completed	Percent Completed	
2277-1	DIRECTIONAL SIGN	1.0	EA	\$ 4,000.00	\$ 4,000.00		\$ -		\$ -	0	\$ -	0.00%	
2870-1	RIKE RACK	1.0	EA	\$ 500.00	\$ 500.00		\$ -		\$ -	0	\$ -	0.00%	
2870-2	BENCH	2.0	EA	\$ 1,000.00	\$ 2,000.00		\$ -		\$ -	0	\$ -	0.00%	
2870-3	ANIMAL PROOF TRASH RECEPTACLE	2.0	EA	\$ 1,000.00	\$ 2,000.00		\$ -		\$ -	0	\$ -	0.00%	
2870-4	PET WASTE STATION	1	EA	\$ 1,000.00	\$ 1,000.00		\$ -		\$ -	0	\$ -	0.00%	
2870-5	TABLE	2	EA	\$ 3,000.00	\$ 6,000.00		\$ -		\$ -	0	\$ -	0.00%	
2870-6	EMERGENCY SOLAR CALL TOWER	1	EA	\$ 10,000.00	\$ 10,000.00		\$ -		\$ -	0	\$ -	0.00%	
2875-1	SQUARE SHELTER	1	EA	\$ 15,000.00	\$ 15,000.00		\$ -		\$ -	0	\$ -	0.00%	
2875-2	REST AREA SHELTER	2	EA	\$ 15,000.00	\$ 30,000.00		\$ -		\$ -	0	\$ -	0.00%	
3300-1	CONCRETE PAD REST AREA 4" THICK	294	SF	\$ 50.01	\$ 14,702.00		\$ -	141	\$ 7,050.00	141	\$ 7,050.00	49.63%	
3300-2	CONC. 18" DIA. ANIMAL WASTE TRASH RECEPTACLE 4"	100	SF	\$ 9.00	\$ 900.00		\$ -	130	\$ 1,170.00	130	\$ 1,170.00	130.00%	
3300-3	CONCRETE PAD SQUARE SHELTER 8" THICK	150	SF	\$ 6.00	\$ 900.00		\$ -	152.25	\$ 913.50	152.25	\$ 913.50	97.80%	
3300-4	CONCRETE PAD TABLE 4" THICK	44	SF	\$ 2.75	\$ 121.00		\$ -	77	\$ 210.00	77	\$ 210.00	100.00%	
3300-4	CONC. PAD TABLE ANIMAL WASTE TRASH RECEPTACLE 4"	25	SF	\$ 4.50	\$ 112.50		\$ -	38	\$ 172.50	38	\$ 172.50	100.00%	
3300-4	CONC. PAD SOLAR EMERGENCY CALL TOWER 4"	9	SF	\$ 10.00	\$ 90.00		\$ -		\$ -	0	\$ -	0.00%	
3300-7	CONC. PAD SOLAR EMERGENCY CALL TOWER 4"	9	SF	\$ 6.00	\$ 54.00		\$ -		\$ -	0	\$ -	0.00%	
	REMOVE EXISTING TREES	1.0	LS	\$ 3,800.00	\$ 3,800.00		\$ -		\$ -	0	\$ -	0.00%	
	SURVEY & LAYOUT	1.0	LS	\$ 400.00	\$ 400.00		\$ -	1	\$ 400.00	1	\$ 400.00	100.00%	
	CLEAR, GRUB AND GRADE FOR NEW PATH AREA	1.0	LS	\$ 2,000.00	\$ 2,000.00		\$ -	1	\$ 2,000.00	1	\$ 2,000.00	100.00%	
522-01	BRICK PAVERS	23.0	SF	\$ 50.00	\$ 1,150.00		\$ -		\$ -	0	\$ -	0.00%	
522-02	CONCRETE DRIVEWAY 2"	16.0	SF	\$ 40.00	\$ 640.00		\$ -		\$ -	0	\$ -	0.00%	
TOTAL CHANGE ORDERS						\$179,396.00	\$31,119.70		\$2,496.30		\$33,576.00	19.21%	
TOTAL BASE CONTRACT PLUS CHANGE ORDERS						\$1,936,768.00	\$1,489,362.31		\$194,351.70		\$1,647,694.01	84.99%	

- Directional and Interpretative Signage - \$125.00
- (2) Rest Area Shelters - \$7,050.00
- Animal Proof Trash Receptacle - \$650.00
- Covered Pavilion - \$913.50
- Design/Engineering - \$400.00
- Picnic Table - \$110.00

- Project was procured as a multi-million-dollar project with RTP as just a small portion. While this is not prohibited, the Grantee did **NOT** separate the RTP items from the rest of the construction work.
- For this project to receive cost reimbursement, the line items that pertained only to RTP had to be clearly identified and color coded by project element.
- If you bid your project in this manner, anticipate additional processes at Reimbursement to ensure that no commingling of funds has occurred. The Reimbursement will not be approved until all line items are identified and approved by Department staff. Expenses for the project must be justifiable in the event of an audit.

MODERATE TO POOR EXAMPLE





PERMITTING


Permitting requirements are outlined in the State Clearinghouse Letter and the National Environmental Policy Act (NEPA) review.

Copies of all required local, state, federal, or other environmental construction permits must be provided.

If no permits are required, provide written documentation from the local, state, or federal agency which provides confirmation.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**TYPE 1 CATEGORICAL EXCLUSION
CHECKLIST**

Signature: _____ Joseph Sullivan _____ Date: September 13, 2022
Federal Highway Administration Approver

 Electronically signed within SWEPT on September 13, 2022 3:22:48 PM EDT (electronic signature on file)

August 14, 2018

Lauren Cruz
CAC, Recreational Trails Program
Florida Department of Environmental Protection
3900 Commonwealth Boulevard
Tallahassee, Florida 32399

RE: U.S. Department of Transportation - Federal Highway Administration, Florida Division - Recreational Trails Program - City of Ocala Groundwater Wetland Recharge Park (T18016), Marion County, Florida.
SAI # FL201809148422C

Dear Lauren:

Florida State Clearinghouse staff has reviewed the referenced document under the following authorities: Presidential Executive Order 12372; § 403.061(42), *Florida Statutes*; the Coastal Zone Management Act, 16 U.S.C. §§ 1451-1464, as amended; and the National Environmental Policy Act, 42 U.S.C. §§ 4321-4347, as amended.

The proposed project may require an Environmental Resource Permit. Some activities may qualify for exemptions or general permits, depending on the final design. The project will be permitted if necessary by the Florida Department of Environmental Protection Central District Office. Please contact them at 407/897-4100 for specific information.

If prehistoric or historic artifacts, such as pottery or ceramics, projectile points, dugout canoes, metal implements, historic building materials, or any other physical remains that could be associated with Native American, early European, or American settlement are encountered at any time within the project site area, the permitted project shall cease all activities involving subsurface disturbance in the vicinity of the discovery. The applicant shall contact the Florida Department of State, Division of Historical Resources, Compliance Review Section at (850)-245-6333. Project activities shall not resume without verbal and/or written authorization. In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately and the proper authorities notified in accordance with Section 872.05, Florida Statutes. If you have any questions, please contact Eric Griffis, Historic Sites Specialist, by email at Eric.Griffis@dos.myflorida.com, or by telephone at 850.245.6366 or 800.847.7278.

Based on the information contained in the submitted documents and minimal project impacts, the state has no objections to allocation of federal funds for the subject projects and, therefore, the funding award is consistent with the Florida Coastal Management Program (FCMP). The state's continued concurrence will be based on the activities' compliance with FCMP

authorities, including federal and state monitoring of the activities to ensure their continued conformance, and the adequate resolution of any issues identified during subsequent regulatory reviews. The state's final concurrence of the project's consistency with the FCMP will be determined during the environmental permitting process, in accordance with Section 373.428, *Florida Statutes*, if applicable.

If you have any questions regarding this message or the state intergovernmental review process, please don't hesitate to contact me.

Yours sincerely,

Chris Stahl

Chris Stahl, Coordinator
Florida State Clearinghouse
Florida Department of Environmental Protection
2600 Blair Stone Road, M.S. 47
Tallahassee, FL 32399-2400
ph. (850) 717-9076
Chris.Stahl@dep.state.fl.us



CERTIFICATION OF GRANTEE OWNED EQUIPEMENT

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

This also applies to equipment not owned but rented by the Grantee.

If no equipment is being used for work on the project, then this information is not required.





NOTICE TO PROCEED


Notice to Proceed

Approval of all commencement documentation will prompt the issuance of a formal **Notice to Proceed**, or NTP, which allows grantees to begin construction.

The NTP will be provided via email to the grant manager. This message will also include an outline of the remaining tasks and deadlines for the project.

Construction activities occurring prior to the issuance of a formal Notice to Proceed are eligible for reimbursement.

Grantees must begin construction within 90-days of its issuance or may be required to submit additional documentation justifying the delay.



**FLORIDA DEPARTMENT OF
Environmental Protection**

Marjory Stoneman Douglas Building
3900 Commonwealth Boulevard
Tallahassee, FL 32399

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Shawn Hamilton
Secretary

April 21, 2024

Eric Gebo
Architect III
City of Palm Coast
180 Lake Avenue
Palm Coast, FL 32184

C/O
Leylah Saavedra
Sr. Project Manager, Pegasus Engineering, LLC.
301 West SR 434, Suite 309
Winter Springs, FL 32708

Re: Long Creek Nature Preserve Trail System
Recreational Trails Program Project No. T19013

Dear Mr. Gebo,

DEP staff has approved the submitted documentation related to Tasks 1.A. and 1.B. for RTP Project Number T19013, Long Creek Nature Preserve Trail System. Therefore, you may commence project construction. Per the Agreement, the Grantee shall commence Task Performance within **ninety (90) days after the Notice to Proceed (06/20/2024)** is issued by the Department.

The Notice to Proceed (NTP) authorization does not relieve you of the responsibility to comply with all applicable federal, state, county and municipal laws, ordinances or rules, nor are you relieved of the responsibility to obtain any other permits or management agreements, which may be required. This includes all new standards and regulations affecting accessibility for this facility.

All work performed pursuant to Attachment 3 must be performed **sixty (60) calendar days prior to the expiration date of the Agreement and/or pursuant to the RTP guidelines**. A final payment request should be submitted to the Department **within sixty (60) calendar days prior to the completion date of the Agreement**, to assure the

T1913 - City of Palm Coast, Long Creek Nature Preserve Trail System: Notice to Proceed

Cruc, Lauren
To: Leylah Saavedra
Cc: Eric Gebo, AIA, CFM

Retention Policy: 3 Year Delete and Allow Recovery (3 years) Expires: 4/20/2029
Sun 4/21/2024 3:28 PM

This message was sent with High Importance.

T19013_NTP_2024.04.21.pdf 234 KB
4041891A826-CE1-FGP-Approved_by_FHWA_Checklist_TRANSFER_T-2022-0913 (1).pdf 111 KB

Good afternoon Leylah,

Congratulations! The City of Palm Coast has finalized the Commencement Documentation review processes. The attached Notice to Proceed for the City of Palm Coast's RTP Project, T19013, Long Creek Nature Preserve Trail System, notes that you may commence the project's construction. Construction for this project must begin within 90 days of its issuance (06/20/2024), or the City may be required to resubmit updated commencement documentation.

The remaining tasks and deadlines for this project are as follows:

1. **TRF Annual Status Report:** May 5, 2024
2. **TRF Annual Status Report:** September 5, 2024
3. **TRF Annual Status Report:** January 5, 2025
4. **Task 2, Project Construction Completion:** February 19, 2025
5. **Agreement Expiration:** April 19, 2025

There are no additional extensions available for this project, and construction must be finalized no later than February 19, 2025. The grant agreement will expire on April 19, 2025, and the City will have a 60 day window to submit the Completion documentation and request final reimbursement.

If there are any questions, feel free to let me know and we can schedule a conference call or Teams meeting to discuss.

Have a great week,

Lauren Cruz
Florida Department of Environmental Protection
Division of State Lands/Land and Recreation Grants Program
Recreational Trails Program Coordinator
Lauren.Cruz@FloridaDEP.gov
Office: 850-245-2681



PROJECT LIAISON FORM

FY23-24 RTP Grant Management
Onboarding Webinar




PROJECT LIAISON FORM

If a different Grant Manager is designated by either party after execution of the Agreement, notice of the name and contact information of the new grant Manager will be submitted in writing to the other party and maintained in the respective parties' records. A change of Grant Manager does not require a formal amendment or change order to the Agreement.

Written notification shall include a completed [project liaison form](#). Submit directly to your RTP coordinator.

Attachment 1, Paragraph 2.c

 Florida Department of Environmental Protection
RTP PROJECT LIAISON INFORMATION

Required Signatures: No Signature

1. Sponsor: _____

2. Project Number: _____

3. Project Name: _____

4. Primary Liaison: _____
First Name Last Name Nickname
(This person is someone who will be in direct contact with DEP)

5. Title and Agency: _____

6. Mailing Address: _____

City/State/Zip Code: _____

7. Telephone: _____ Alternate Telephone: _____

8. Fax: _____

9. E-Mail: _____

10. Website: _____

11. Secondary Point-of-Contract:
Name: _____
First Name Last Name Nickname

12. Secondary Point-of-Contract Title: _____

13. Secondary Point-of-Contract's Telephone: _____

14. Secondary Point-of-Contract's E-Mail: _____

DRP-133 (Effective 02-16-2017) Page 1 of 1



STATUS REPORTS

FY23-24 RTP Grant Management
Onboarding Webinar



RTP PROJECT STATUS REPORT

Required to track progress and/or problems encountered with the project from the agreement execution date to the agreement expiration date.

Must be submitted Tri-Annually:

- January 5
- May 5
- September 5

report the % completed of each project element outlined in the scope of work.

Release of final payment for your project will not be approved unless the project is current on all status reports.

Florida Department of Environmental Protection

Exhibit A
Recreational Trails Program
Project Status Report

Required Signatures: **Adobe Signature**

Project Name: _____ Project Number: _____

Project Sponsor: _____

Identify primary and support recreation areas and facilities to be constructed.
PROVIDE PHOTOS OF WORK IN PROGRESS

PRIMARY FACILITIES/ELEMENTS:

Project Elements	Work Accomplished	% Completed
		0%
		0%

DRP-109 (Effective 05-22-2015) Page 1 of 2

SUPPORT FACILITIES/ELEMENTS:

Project Elements	Work Accomplished	% Completed
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%
		0%

PROBLEMS ENCOUNTERED:

Period Covered (Check Appropriate Period):

January through April: Due May 5th

May through August: Due September 5th

September through December: Due January 5th

LIAISON: _____ Signature _____ Date _____

DRP-109 (Effective 05-22-2015) Page 2 of 2



EXAMPLE RTP PROJECT STATUS REPORT

Project Sponsor

This is the Grantee (i.e., City of Fellsmere)

Project Elements

List your project elements as they are written in the scope of work on Attachment 3, Grant Work Plan under Task 2. You can also list Task 1.A. and 1.B. as a project element for tracking progress on NEPA and commencement documentation.


Work Accomplished

Identify the work accomplished for that project element for the reporting period. If your project has not started construction, you can use this space to provide a status update on the status of NEPA and/or Commencement documentation.

% Completed

List the percentage completed for each project element listed. If you list each Task item separately, you may provide the status of each task item.

Florida Department of Environmental Protection



Recreational Trails Program
Project Status Report

Required Signatures: **Adobe Signature**

Project Name: Project Number:

Project Sponsor:

Identify primary and support recreation areas and facilities to be constructed. (50% of total costs must be in primary facilities).
PROVIDE PHOTOS OF WORK IN PROGRESS

PRIMARY FACILITIES/ELEMENTS:

Project Elements	Work Accomplished	% Completed
Task 1.A: NEPA Documentation	Documentation uploaded to SWEPT, pending final design documents	93%
Task 1.B: Commencement Documentation	Documentation prepared; waiting on completion of design and subcontractor procurement	60%
Task 1.B and Task 2.A: Engineering and Permitting	Design plans in progress	55%
10' x 1,000 L.F. (+/-10%) hard-surface trail		0%
10' x 600 L.F. (+/-10%) wooden boardwalk		0%
Trailside shade structure		0%
Trailhead restroom facility		0%
ADA parking		0%
Trail access		0%

DRP-109 (Effective 05-22-2015)

Page 1 of 2



EXAMPLE RTP PROJECT STATUS REPORT

Problems Encountered

If any problems or delays were encountered during the NEPA, Commencement, or Construction process for the reporting period, list them here.

Period Covered or Reporting Period

Select the time period covered for reporting.

Liaison Signature

The project liaison must sign and date the report before submitting.

SUPPORT FACILITIES/ELEMENTS:

Project Elements	Work Accomplished	% Completed

PROBLEMS ENCOUNTERED:

During design, the contracted engineer determined the original concept plan has significant wetlands impacts and will require an ACOE standard permit. Engineer is revising the concept plan to redirect the path so that the proposed boardwalk will have less of an impact on wetlands. This will allow the City to move forward with the project in the most efficient manner.

Period Covered (Check Appropriate Period):

- January through April: Due May 5th
- May through August: Due September 5th
- September through December: Due January 5th

LIAISON:

Signature

Date



PROOF OF INSURANCE

FY23-24 RTP Grant Management
Onboarding Webinar



PROOF OF INSURANCE

The **Certification of Coverage** or **Self-Insurance Letter** should demonstrate the existence and coverage amount for each type of applicable coverage.


It is the responsibility and duty of the Grantee to maintain coverage on the project from the grant execution date to the grant expiration date.

Upon receipt of written request from the Department, the Grantee shall furnish proof of insurance coverage.

Failure to maintain insurance coverage constitutes a default and can result in termination.

Insurance requirements are outlined in the grant agreement:

- Attachment 1, paragraph 12
- Attachment 2, paragraph 8



SARASOTA COUNTY
"Dedicated to Quality Service"

October 1, 2021

To Whom it May Concern:

This is to certify that the Sarasota County Board of County Commissioners is self-insured for all liability claims and related expenses pursuant to the provisions of Florida Statute 768.28 as well as workers' compensation claims and related expenses pursuant to the provisions of Florida Statute 440.

Please be advised that your interests, as they may appear, will be protected under the provisions of, and are subject to the limitations set forth in, the above statute. This document does not constitute a waiver of sovereign immunity.

Questions may be directed to Risk Management at 941-861-5000 or insurance@scgov.net.

William D. Motherway
William D. Motherway
Risk Manager and Ethics & Compliance Officer

Risk Management
1660 Ringling Boulevard, Fourth Floor, Sarasota, FL 34236 • Telephone (941) 861-5000, Fax (941) 861-5966
insurance@scgov.net

CERTIFICATE OF COVERAGE		
Certificate Holder	Service Company	Issue Date 10/6/21
WALTON COUNTY BOARD OF COUNTY COMMISSIONERS 76 North 6 th Street DEFUNIAK SPRINGS FL 32433	Florida League of Cities, Inc. Department of Insurance and Financial Services P.O. Box 530065 Orlando, Florida 32853-0065	
<small>COVERAGES THIS IS TO CERTIFY THAT THE AGREEMENT BELOW HAS BEEN ISSUED TO THE DESIGNATED MEMBER FOR THE COVERAGE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE AGREEMENT DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH AGREEMENT.</small>		
COVERAGE PROVIDED BY: FLORIDA ASSOCIATION OF COUNTIES TRUST		
AGREEMENT NUMBER: FACT 9020	COVERAGE PERIOD: FROM 10/1/21	COVERAGE PERIOD: TO 10/1/22 12:01 AM STANDARD TIME
TYPE OF COVERAGE - LIABILITY		
General Liability <input checked="" type="checkbox"/> Comprehensive General Liability, Bodily Injury, Property Damage, Personal Injury and Advertising Injury <input checked="" type="checkbox"/> Errors and Omissions Liability <input checked="" type="checkbox"/> Medical Attendants/Medical Directors' Malpractice Liability <input checked="" type="checkbox"/> Civil Rights Liability <input type="checkbox"/> Law Enforcement Liability <input checked="" type="checkbox"/> Underground, Explosion & Collapse Hazard <input checked="" type="checkbox"/> Florida Claims Bill Endorsement <input checked="" type="checkbox"/> Deductible \$10,000 Limits of Liability \$1,000,000 Per Occurrence/\$3,000,000 Aggregate <input checked="" type="checkbox"/> Employment Practices Liability <input checked="" type="checkbox"/> Deductible \$10,000 <input type="checkbox"/> Employee Benefits Program Administration Liability <input type="checkbox"/> Deductible N/A <input checked="" type="checkbox"/> Florida Claims Bill Endorsement Limits of Liability \$1,000,000 Per Occurrence/\$2,000,000 Aggregate	Automobile Liability <input type="checkbox"/> All owned Autos (Private Passenger) <input type="checkbox"/> All owned Autos (Other than Private Passenger) <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Florida Claims Bill Endorsement <input type="checkbox"/> Deductible N/A Limits of Liability N/A	
Description of Operations/Locations/Vehicles/Special Items		
Re: Coverage Verification		
<small>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE AGREEMENT ABOVE.</small>		
DESIGNATED MEMBER	CANCELLATIONS <small>SHOULD ANY PART OF THE ABOVE DESCRIBED AGREEMENT BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED ABOVE, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE PROGRAM, ITS AGENTS OR REPRESENTATIVES.</small>	
WALTON COUNTY BOARD OF COUNTY COMMISSIONERS 76 North 6 th Street DEFUNIAK SPRINGS FL 32433	<i>Chloe Rogers</i> AUTHORIZED REPRESENTATIVE	
<small>FACT-CERT (10/2012)</small>		



AMENDMENTS

FY23-24 RTP Grant Management
Onboarding Webinar



AMENDMENTS

The agreement may be amended, through a formal amendment, only by a written agreement between both parties. Formal amendments are required for revisions to the project scope of work and extensions to the project's expiration date.

The grantee will have two years from the effective date of the grant agreement to complete the project. The grant period may be extended through a formal amendment for good cause, such as financial hardship, public controversy, material shortage, unexpected weather conditions, or other major factors beyond a grantees control. **Only two one-year extensions are allowed.**

Amendments to the grant agreement must be executed prior to the grant agreement expiration date. allow a 60-day turn-around time for execution.

Requests to amend the grant agreement for an extensions should be submitted before the Task 2, project completion timeline outlined in Attachment 3, Grant Work Plan. This deadline is set 60 days before the agreement expiration date.

Attachment 1, paragraph 2.d



EXAMPLE RTP AMENDMENT

Paragraph 1

Defines the parties of the agreement.

Paragraph 2

Outlines the project's original scope of work.

Paragraph 3

Identifies intent of amendment.

Paragraph 4

Lists the amended terms of the agreement

Paragraph 6

Executed signatures by both parties.

Paragraph 7

Identifies attachments included as part of amendment. Typically, Attachment 3, Grant Work Plan will require a revision if the scope of work has been altered or extensions have been granted to the Task 1 deadlines.

**AMENDMENT NO. 2
TO AGREEMENT NO. T1922
BETWEEN
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND
CITY OF MIRAMAR**

This Amendment to Agreement No. T1922 (Agreement) is made by and between the Department of Environmental Protection (Department), an agency of the State of Florida, and City of Miramar, 2300 Civic Center Place, Miramar, FL 33025 (Grantee), on the date last signed below.

WHEREAS, the Department entered into the Agreement with the Grantee for the design, permitting, surveying, and construction of an 8' x 1,660 L.F. (+/- 10%) hard-surface trail, two (2) 12' x 12' (+/- 10%) shaded deck structures, renovation of an 8' x 9,620' (+/- 10%) hard-surface trail, trailhead signage and lighting, effective April 13, 2021; and,

WHEREAS, the parties wish to amend the Agreement as set forth herein to extend the grant period to April 12, 2025.

NOW THEREFORE, the parties agree as follows:

- 1) The Agreement is extended for a one-calendar year period to begin April 13, 2024 and remain in effect until April 12, 2025. The Department and the Grantee shall continue to perform their respective duties during this extension period pursuant to the same terms and conditions provided in the Agreement.
- 2) Attachment 3-A, Revised Grant Work Plan, is hereby deleted in its entirety and replaced with Attachment 3-B, Second Revised Grant Work Plan, as attached to this Amendment. All references in the Agreement to Attachment 3 shall hereinafter refer to Attachment 3-B, Second Revised Grant Work Plan.
- 3) All other terms and conditions of the Agreement remain in effect. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.

The parties agree to the terms and conditions of this Amendment and have duly authorized their respective representatives to sign it on the dates indicated below.

City of Miramar	Florida Department of Environmental Protection
By: _____	By: _____
Title: _____	Secretary or Designee
Date: _____	Date: _____

LIST OF ATTACHMENTS/EXHIBITS INCLUDED AS PART OF THIS AMENDMENT:

<u>Specify Type</u>	<u>Letter/Number</u>	<u>Description</u>
Attachment	3-B	Second Revised Grant Work Plan (3 pages)

Agreement No.: T1922
Rev. 10/18

1 of 1

Amendment No.: 1



COMPLETION DOCUMENTATION

FY23-24 RTP Grant Management
Onboarding Webinar



COMPLETION DOCUMENTATION

- Completion Checklist (OGT-13)
 - Revised Completion Checklist
- Project Completion Certification (OGT-14)
- As-Built Site Plan
- List of Constructed Facilities (DRP-138)
- Budget Cost Analysis Form and Instructions (DEP 55-229)
- Limitation of Use (DRP-113)
- Color Photos of Project
- Color Photos of Acknowledgement Sign
- Florida Recreation and Parks Inventory Form
- Final Status Report (DRP-109)

For copies of all Completion forms and documentation, visit the **RTP Grant Administration** website.



COMPLETION DOCUMENTATION (OGT-13)

Task 2 (completion) documentation is due 60 calendar days prior to the expiration date of the Agreement.

Task 2 is also the project completion date. All project elements must be developed and completed by this date. **Any costs incurred after this date are ineligible for reimbursement and your project may be in jeopardy of losing funding.**

The Task 2 deadline may be extended within the parameters of the RTP and/or FHWA federal guidelines, upon written request of the Grantee and approval by the Department.

Attachment 3, Grant Work Plan

Attachment G
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
RECREATIONAL TRAILS FUNDING PROGRAM
Project Completion Documentation

Document	Equipment	Development	Education
Project Completion Certification OGT-14	X	X	X
As-Built Site Plan		X	X
List of Constructed Facilities and Improvements		X	X
Florida Recreation and Parks Inventory Form	X	X	X
Color Photographs or Slides of Project and Identification Sign	X	X	X
Certification of Filing of Notice of Limitation of Use		X	X
Certification of Guidance Possession	X	X	X
Proof of Insurance	X		
Photo of DEP Property Number on Equipment	X		
Statement of Location of Equipment	X		
Maintenance Schedule	X		
Five Year Work Plan	X		
Program Evaluation Results & Recommendations			X
Copy of Educational Materials/Text			X

OGT-13
Effective Date: 5/21/01

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 (GRP-138)
- Final Budget Cost Analysis (BCA) (DGP 55-226)
- Limitation of Use Certification (GRP-113)
- Color Photos of Project Elements
- Color Photos of Project Identification and Acknowledgment Signage
- Florida Recreation and Parks Inventory Form (FPS-A554)
- All Status Reports for Grant Agreement Period Term
- Payment Request Summary Form (DGP 55-223)

Equipment Projects

- Grantee Equipment Cost Schedule (GRP-159)
- 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 _____

Revised 10/01/2022



PROJECT COMPLETION CERTIFICATION (OGT-14)

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

RECREATIONAL TRAILS PROGRAM

Project Completion Certification

Grantee:

Project Title: Project No.:

I hereby certify that the above referenced project was completed in accordance with the Recreational Trails Program Project Agreement between the Florida Department of Environmental Protection and dated , 20 , and all funds were expended pursuant to the Project Agreement.

Project Liaison Agent (print and sign name) Date

OGT-14
Effective Date: 5/21/01

Submit a project completion certification, signed and dated by the project liaison agent.

The Grantee must certify that the project was completed in accordance with the terms outlined in the grant Agreement.

List the date your agreement was executed.

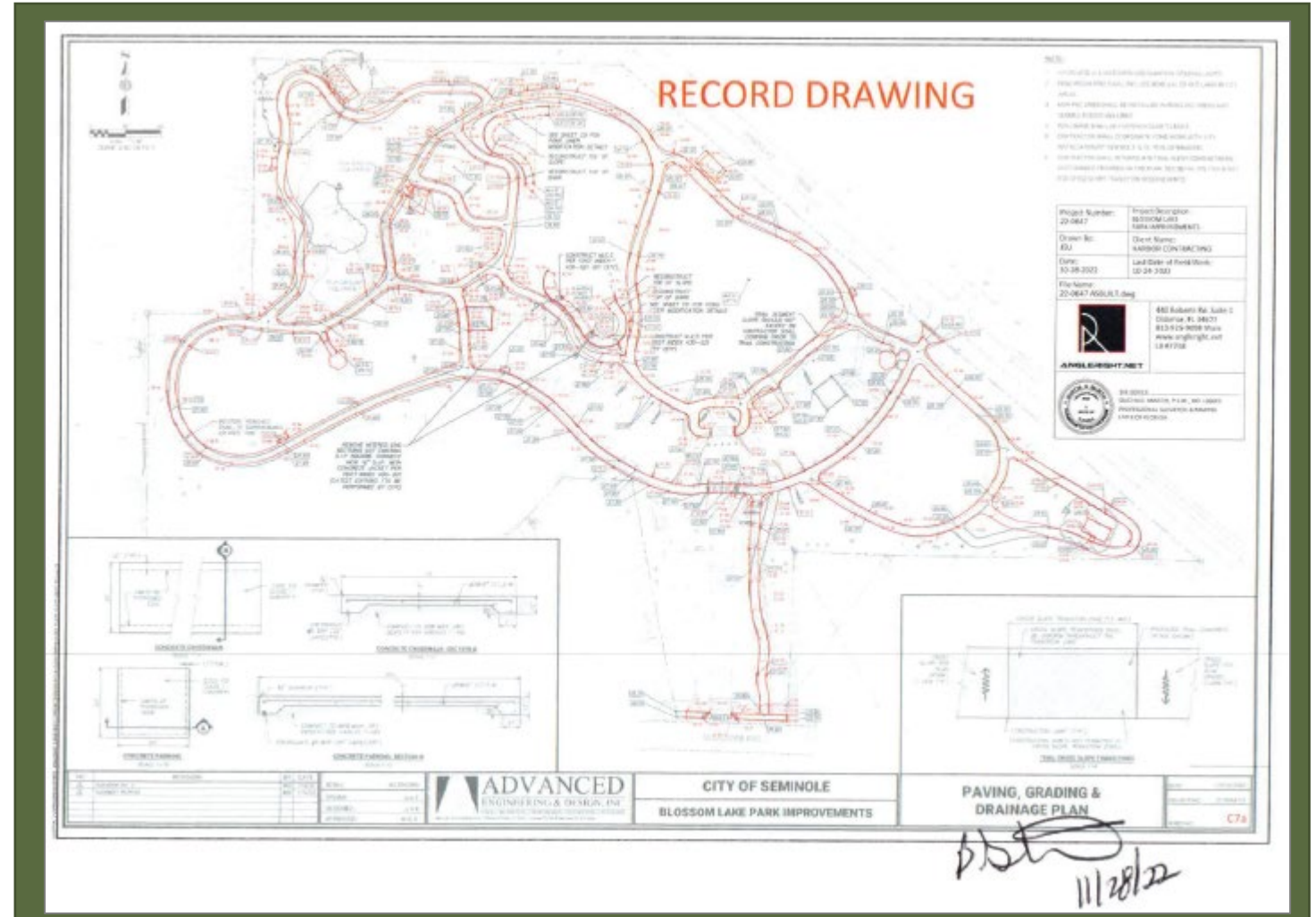


AS-BUILT SITE PLAN

The **As-Built Site Plan** must depict the location of the RTP elements outlined in the scope of work within the project's boundary area, as they were constructed.

It must be signed, sealed, and dated by an insured, registered architect, engineer or landscape architect. Allowances will be considered for projects that did not require an engineer or architect, which must receive prior approval from the RTP Coordinator.

The As-Built Site Plan must be dated after the Notice to Proceed date of issuance.






LIST OF FACILITIES CONSTRUCTED (DRP-138)

PAGE 1

This form breaks down the quantity and cost of each project element constructed with RTP funds.

Total Cost should reflect the **actual cost** spent to develop and construct the project, regardless if it exceeds the total estimated project cost outlined in Attachment 3, Grant Work Plan.

If your RTP project was part of a much larger project bid together, you only need to report the total cost for the RTP portion.



Florida Department of Environmental Protection
RECREATIONAL TRAILS PROGRAM
LIST OF CONSTRUCTED FACILITIES, IMPROVEMENTS AND EQUIPMENT

Required Signatures: Adobe Signature

Project Name:

Project Sponsor:

RTP Project Number:

For Facilities and Improvements

Quantity	Description	Cost
1	Construction of 8' x 1,200 L.F. (+/-10%) boardwalk	\$375,072.77
Total Cost		\$375,072.77

DRP-138 (Effective 11-07-2017) Page 1 of 3




LIST OF FACILITIES CONSTRUCTED (DRP-138)

PAGE 2

This page of the form only needs to be completed for equipment purchases. Since no equipment purchases are currently funded under RTP Agreements, this page is not applicable.

You may leave this page blank.



Florida Department of Environmental Protection
RECREATIONAL TRAILS PROGRAM
LIST OF CONSTRUCTED FACILITIES, IMPROVEMENTS AND EQUIPMENT

For Equipment

Quantity	Description	Serial Number (if applicable)	How Acquired/Source	Total Cost	% Charged to DEP Grant Funds	Purchase Date	Owner and Location/Address	Use and Condition	Disposition (include sale price if sold)
1	Ex. Rainfall Gauge	12345	Bid	\$1,000/unit	50%	mm/dd/yyyy	Project Site Address	New-rainfall measurements	Permanently installed at project site

DRP-138 (Effective 11-07-2017)
Page 2 of 3



LIST OF FACILITIES CONSTRUCTED (DRP-138)

PAGE 3

Fill in the following information:

- Grantee Name
- Execution Date of Agreement
- Date of Project Completion

Ensure that the form is signed and dated by the project liaison.



Florida Department of Environmental Protection
RECREATIONAL TRAILS PROGRAM
LIST OF CONSTRUCTED FACILITIES, IMPROVEMENTS AND EQUIPMENT

I hereby certify that the above mentioned project construction has been completed in accordance with the Project Agreement executed between _____ and the Florida Department of Environmental Protection dated the _____; that all funds allocated for the project were expended pursuant to the Project Agreement; that all goods and services for accomplishment of the project were negotiated and procured in accordance with applicable law and funding program requirements; that all project acquisition or construction were completed by _____ which is on or prior to the construction completion date specified in the Project Agreement; and that the project was completed in accordance with the final project plans (site, architectural, engineering) prepared for the project; and that all required local, state and federal environmental permits and approvals were obtained. I also certify that the project is open and accessible to the general public.

Project Liaison's printed name: _____


Project Liaison's signature: _____

Date Signed: _____



BUDGET COST ANALYSIS (DEP 55-229)

Submit an updated budget cost analysis from commencement identifying how the project was constructed by providing quantity and type of primary and support facilities, and actual costs incurred for each item. The form must be signed and dated by the liaison agent.

 **Florida Department of Environmental Protection**
DEP BUDGET-COST ANALYSIS FORM

Required Signatures: Original Ink

PROJECT TITLE: T19002, Wakulla County Hudson Park New Trail Amenities

BUDGET DETAIL				COST ANALYSIS				
Budget items below to be provided by the Contractor. See attached instructions.				Cost Analysis to be completed by the Department Contract Manager. See attached instructions.				
1. PERSONNEL EXPENSES				% Allocation	Allowable	Reasonable	Necessary	COMMENTS (Basis for Decision)
A. Salaries - (Name/Title/Position)								
	Hourly Cost (\$)	Hours	Totals (\$)					
		*	=					
			=					
			=					
			=					
			=					
			=					
Total Salaries								
B. Fringe Benefits (Rate% * Total salaries applicable)								
	Rate %	Total Sal. App.	Total \$					
	0.00%	0	0					
Total Personnel Expenses (A+B)								
2. Contractual Services								
Description	Fee/Rate \$	Quantity	Totals \$					
Task 1 - Design and Engineering (Hammond Design Group, LLC)	26,284.00	* 1	= \$ 26,284.00		Yes	Yes	Yes	This project was determined to be allowable under the guidance of 23 CFR 205 and 6025-2. All costs have been deemed reasonable and allowable, and are considered necessary in enhancing Florida's recreational trail system.
Task 2 - 12' x 1,422 L.F. (+/-10%) hard-surface trail (Hydra)	1,558.00	* 93	= \$ 144,894.00		Yes	Yes	Yes	
Task 2 - Park Benches (Hydra)	2,500.00	* 12	= \$ 30,000.00		Yes	Yes	Yes	
Task 2 - Trash Receptacles (Hydra)	2,000.00	* 7	= \$ 14,000.00		Yes	Yes	Yes	
Task 2 - Bike Racks (Hydra)	1,000.00	* 2	= \$ 2,000.00		Yes	Yes	Yes	
Total Supplies				100%				
3. Travel								
Purpose/Destination	Days	Per Diem \$	Fare/Rate \$	Mileage	Totals \$			
		*	+	*	=			0
					=			0
					=			0
Total Travel								0
4. Equipment								
Description	Unit Cost \$	Quantity	Totals \$					
		*	=					
			=					
			=					
			=					
			=					
			=					
Total Equipment								0


BGS DEP 55-229 (08/2016) Page 1 of 2

	% Allocation	Allowable	Reasonable	Necessary	COMMENTS (Basis for Decision)
5. Rental/Lease of Equipment					
Description					
Total Contractual					0
6. Miscellaneous/Other Expenses					
Description					
Total Miscellaneous					0
SUBTOTAL (1 thru 6)					217,178
7. Overhead/Indirect - Base:					
Rate %	0.00%	Base \$	0	Total \$	0
8. Total Budget					\$ 217,178.00

CERTIFICATION

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Name: Natalie Knowles

Signature: 

Title: Grant Manager

Date: 10/12/2022

BGS DEP 55-229 Effective 8-30-2016

BGS DEP 55-229 (08/2016) Page 2 of 2



LIMITATION OF USE (DRP-113)

The **Limitation of Use** and supporting documentation must be filed with the Clerk of Court.


Two timeframes involved:

- 1. Site Dedication** – the property must be dedicated as outdoor public recreation for 99 years (land owned by Grantee) or 25 years (land under control other than by ownership of Grantee – i.e., lease).
- 2. Maintenance Period** – the property must be maintained for 25 years.

The recording date sets the dedication period for each timeframe. Even if your site has already been dedicated, the LOU must be filed to reset the maintenance timeframe for that project site.

Required LOU Attachments Include:

- **Attachment A** – Boundary Survey with legal description
- **Attachment B** – Certificate of Completion
- **Attachment C** – Grant Agreement and Amendments
- **Attachment D** – As-Built Site Plan

This instrument was prepared by: 

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
NOTICE OF SITE DEDICATION AND LIMITATION OF USE
 (fee simple ownership by grantee)

Project Name and Number: _____

_____, whose mailing address is _____, ("grantee") has developed the real property identified in the project boundary map and legal description, attached hereto and incorporated herein by reference as Attachment A (the "Project Site"), with financial assistance provided by the Recreational Trails Program, in accordance with 62S-2, F.A.C. Pursuant to 62S-2.076(1), F.A.C., the grantee hereby dedicates the Project Site as an outdoor recreation area for use and benefit of the general public for a period of ninety-nine years after the completion date shown on the Certificate of Project Completion attached hereto and incorporated as Attachment B.

The grantee covenants that the Project Site and any facilities thereon, as set forth in the grant agreement attached hereto and incorporated herein as Attachment C (the "Grant Agreement/Amendment"), will be operated in a safe and attractive manner, and the grantee will abide by relating to the Recreational Trails Program for the Project Site. Pursuant to any part of the Project Site or facilities thereon acquired or developed by the State of Florida Department of Environmental Protection, the grant site at its own expense with a project adjacent to or near the original Project quality and acceptable to the State of Florida Department of Environmental Protection.

WITNESSES: _____

Original Signature _____ By: _____
 Printed Name of Witness _____ Original Signature _____

Original Signature _____ Printed Name of Witness _____


Printed Name of Witness _____

STATE OF _____
 COUNTY OF _____

This foregoing instrument was acknowledged before me on _____, 20____, by _____, He/She produced _____, for and on behalf of _____, He/She is personally known to me or who has produced _____ as identification.

(SEAL) _____ Signature of Notary Public, State of Florida

Revised 08/2023

This instrument was prepared by: 

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
NOTICE OF SITE DEDICATION AND LIMITATION OF USE
 (lease or other interest by grantee)

Project Name and Number: _____

_____, whose mailing address is _____, ("grantee") has developed the real property identified in the project boundary map and legal description, attached hereto and incorporated herein by reference as Attachment A (the "Project Site"), with financial assistance provided by the Recreational Trails Program, in accordance with 62S-2, F.A.C. Pursuant to 62S-2.076(1), F.A.C., the grantee hereby dedicates the Project Site as an outdoor recreation area for use and benefit of the general public for a period of twenty-five years after the completion date shown on the Certificate of Project Completion attached hereto and incorporated as Attachment B.

The grantee covenants that the Project Site and any facilities thereon, as set forth in the grant agreement attached hereto and incorporated herein as Attachment C (the "Grant Agreement/Amendment(s)"), and depicted on the as-built site plan attached hereto and incorporated as Attachment D (the "Facilities"), will be open to the public at reasonable times, will be operated in a safe and attractive manner, and the grantee will abide by the requirements of Chapter 62S-2.076, F.A.C., relating to the Recreational Trails Program for the Project Site. Pursuant to Rule 62S-2.076(3), F.A.C., if the grantee converts any part of the Project Site or facilities thereon acquired or developed with grant assistance to other than a use approved by the State of Florida Department of Environmental Protection, the grantee shall replace the area, facilities, resource, or site at its own expense with a project adjacent to or near the original Project Site that is of comparable or greater scope and quality and acceptable to the State of Florida Department of Environmental Protection.

WITNESSES: _____ (SEAL)

Original Signature _____ By: _____
 Printed Name of Witness _____ Original Signature _____

Original Signature _____ Printed Name _____

Printed Name of Witness _____

STATE OF _____
 COUNTY OF _____

This foregoing instrument was acknowledged before me on _____, 20____, by _____, as _____, for and on behalf of _____, He/She is personally known to me or who has produced _____ as identification.

(SEAL) _____ Signature of Notary Public, State of Florida

Revised 08/2023



COLOR PHOTOS OF PROJECT



Color photos of each project element outlined in the scope of work are required to demonstrate proof of completion.

All color photos must be labeled.



COLOR PHOTOS OF ACKNOWLEDGMENT SIGNAGE

A color photo of the project acknowledgment sign is required as part of the project's completion.

The sign must read at a minimum *“with assistance provided by the Department of Environmental Protection through the Recreational Trails Program.”*

The sign must be permanent and made of appropriate materials which will be durable for a minimum of 25 years after the project is complete.

The DEP logo is not required however, if you wish to include it as part of the sign, request the image from your RTP Coordinator.





FLORIDA RECREATION AND PARKS INVENTORY FORM

Florida
Department of Environmental Protection

FORI Home | FAQs | General Guidelines | Contact Us

FORI Home

- Advanced Search
- Export
- Update an Existing Area
- Add a New Area

Florida's Outdoor Recreation Inventory

The Florida Outdoor Recreation Inventory (FORI) is a comprehensive inventory of the existing outdoor recreation resources and facilities in Florida. The inventory provides details regarding parks, recreation areas, open spaces and other outdoor recreation sites in the state. FORI includes the known outdoor recreation resources and facilities provided by federal, state, regional, county and municipal governments, commercial enterprises, non-profit organizations and clubs. The database consists of over 13,000 records and is maintained by the Florida Department of Environmental Protection for the purpose of developing the *Statewide Comprehensive Outdoor Recreation Plan (SCORP)*.

Search the Inventory - The following links can help you narrow your choice down to the agency, region, county or individual recreation area.

Advanced Search Provides resource/facility totals for selected criteria.

Export Exports selected parameters into a spreadsheet format.

Update an Existing Area Search for an existing recreation area and submit changes or additions.

Add a New Area This form allows for the submission of a new recreation area.

If you have any questions, please contact us at 850-245-3051 or Outdoor.Recreation@dep.state.fl.us

Division of Recreation and Parks
Florida's Outdoor Recreation Inventory

PRINT FORM | Please include all of the facilities and resources of the park or recreation area. | SUBMIT BY EMAIL

Agency: _____

Mailing Address: Street/P.O. Box: _____ City: _____ Zip Code: _____

Park Name: _____

Physical Location:
Street: _____ City: _____ Zip Code: _____ County: _____
Coordinates:
Latitude: D ____ M ____ S ____ Longitude: D ____ M ____ S ____
OR
Latitude: _____ Longitude: _____

Partner Agency: _____

Notes: _____

Please indicate if this recreation area has received funds from any of the following grant programs:

- Florida Stating Improvement Program (FSIP)
- Florida Commuter Trail (FCT)
- Florida Recreation Development Assistance Program (FRDAP)
- Land and Water Conservation Fund (LWCF)
- Recreational Trails Program (RTS)

Access (A)	Fishing Facilities	Trails (Hike & equest)	Golf Course (A)
Land <input type="checkbox"/>	Piers <input type="checkbox"/>	Single Use Trails <input type="checkbox"/>	9-hole Reg. Course <input type="checkbox"/>
Water <input type="checkbox"/>	Saltwater (A) <input type="checkbox"/>	Hiking <input type="checkbox"/>	18-hole Reg. Course <input type="checkbox"/>
Total <input type="checkbox"/>	Length (linear ft) <input type="checkbox"/>	Ft. National Scenic Trail <input type="checkbox"/>	Par 3/Executive Course <input type="checkbox"/>
Hunting Areas (A)	Freshwater (A) <input type="checkbox"/>	Canoe/Kayak <input type="checkbox"/>	Total Golf Holes <input type="checkbox"/>
Land <input type="checkbox"/>	Length (linear ft) <input type="checkbox"/>	Equestrian <input type="checkbox"/>	Outdoor Courts (A)
Water <input type="checkbox"/>	Boardwalks/Catwalks <input type="checkbox"/>	Bicycle, unpowered <input type="checkbox"/>	Tennis <input type="checkbox"/>
Total <input type="checkbox"/>	Saltwater (A) <input type="checkbox"/>	Bicycle, powered <input type="checkbox"/>	Basketball Goals <input type="checkbox"/>
Overnight Facilities (A)	Length (linear ft) <input type="checkbox"/>	Jogging/Exercise <input type="checkbox"/>	Shuffleboard <input type="checkbox"/>
R.V./Trailer Sites <input type="checkbox"/>	Freshwater (A) <input type="checkbox"/>	Nature Study/ Interpretive <input type="checkbox"/>	Racquetball/Hardball <input type="checkbox"/>
Tent Sites <input type="checkbox"/>	Length (linear ft) <input type="checkbox"/>	Motorized- Motorcycle/ATV <input type="checkbox"/>	Volleyball <input type="checkbox"/>
Cabins <input type="checkbox"/>	Jetties <input type="checkbox"/>	Shared Use Trails <input type="checkbox"/>	Multi-purpose <input type="checkbox"/>
Primitive Campsites <input type="checkbox"/>	Saltwater (linear ft) <input type="checkbox"/>	Hiking <input type="checkbox"/>	Playing Fields (A)
Equestrian Camp Sites <input type="checkbox"/>	Freshwater (linear ft) <input type="checkbox"/>	Equestrian <input type="checkbox"/>	Baseball/Volleyball <input type="checkbox"/>
Picnic Tables (A)	Boat Ramps (A)	Bicycle, unpowered <input type="checkbox"/>	Football/Soccer <input type="checkbox"/>
Tables <input type="checkbox"/>	Saltwater Ramps <input type="checkbox"/>	Bicycle, powered <input type="checkbox"/>	Multi-purpose <input type="checkbox"/>
Shelters <input type="checkbox"/>	Total Lanes <input type="checkbox"/>	Jogging/Exercise <input type="checkbox"/>	Other Facilities (A)
Cultural Resources (A)	Canoe/Kayak Launches <input type="checkbox"/>	Nature Study/ Interpretive <input type="checkbox"/>	Equipped Play Areas <input type="checkbox"/>
Museum/Interpretive Sign <input type="checkbox"/>	Freshwater Ramps <input type="checkbox"/>	Motorized- Motorcycle/ATV <input type="checkbox"/>	Recreation Centers <input type="checkbox"/>
Historic & Sites/Structures <input type="checkbox"/>	Total Lanes <input type="checkbox"/>	Canoe/Kayak Launches <input type="checkbox"/>	Parking Areas <input type="checkbox"/>
Comm. Structures <input type="checkbox"/>	Marinas (A)	Saltwater <input type="checkbox"/>	Parking Spaces <input type="checkbox"/>
Beach Areas (A)	Saltwater <input type="checkbox"/>	Slope/Moorings <input type="checkbox"/>	State Parks <input type="checkbox"/>
Saltwater (A) <input type="checkbox"/>	Slope/Moorings <input type="checkbox"/>	Dry Storage <input type="checkbox"/>	Shooting Ranges <input type="checkbox"/>
Length (linear ft) <input type="checkbox"/>	Freshwater (A) <input type="checkbox"/>	Freshwater <input type="checkbox"/>	Swimming Pools <input type="checkbox"/>
Width (linear ft) <input type="checkbox"/>	Slope/Moorings <input type="checkbox"/>	Dry Storage <input type="checkbox"/>	
Freshwater (A) <input type="checkbox"/>	Length (linear ft) <input type="checkbox"/>	width (linear ft) <input type="checkbox"/>	
Length (linear ft) <input type="checkbox"/>			
width (linear ft) <input type="checkbox"/>			

Contact Information
Name: _____
Phone: _____
Email: _____
Agency Web Site: _____

If you need assistance with this document please contact the Office of Park Planning at 850-245-3051 or by email, outdoor.recreation@dep.state.fl.us. PPS-A056 (Revised 4/1/11)

The Florida Recreation and Parks Inventory form must be completed electronically.

If the project site inventory has been previously submitted, make updates to the existing area.

If the project site inventory has not yet been submitted, add a new area.


Print the completed form to PDF and include a copy with project completion documentation.



FINAL STATUS REPORT (DRP-119)

If your project was completed in between the submission of required status reports, provide a final status report which indicates the project is at **100% complete**.

The project must be current and up-to-date with all status reports required for submission between the grant execution date and the grant agreement expiration date.



Florida Department of Environmental Protection
Recreational Trails Program

Project Status Report

Required Signatures: **Adobe Signature**

Project Name: Project Number:

Project Sponsor:

Identify primary and support recreation areas and facilities to be constructed. (50% of total costs must be in primary facilities).
PROVIDE PHOTOS OF WORK IN PROGRESS

PRIMARY FACILITIES/ELEMENTS:

Project Elements	Work Accomplished	% Completed
Construction of 8' x 1,200 L.F. (+/-1-%) boardwalk	Completed	100%

DRP-109 (Effective 05-22-2015) Page 1 of 2



REIMBURSEMENT DOCUMENTATION

FY23-24 RTP Grant Management
Onboarding Webinar



REIMBURSEMENT DOCUMENTATION

- Reimbursement Checklist
- [Payment Request Summary Form](#) (DEP 22-223)
- Contractual Services Purchases Schedule (DRP-116)
 - [Short Form](#) or [Long Form](#)
 - Pay App from Subcontractor to Grantee
 - Proof of Payment from Grantee to Subcontractor
- [Grantee Labor Cost Schedule \(DRP-117\)](#)
 - [Grantee Labor Cost Summary](#)
 - Timesheet(s) for confirmation of rate of pay
 - Position Description(s) if employee information not provided at time of commencement
- Direct Material Purchases Schedule (DRP-118)
 - [Short Form](#) or [Long Form](#)
 - Invoice from Vendor to Grantee
 - Proof of Payment from Grantee to Vendor
- [Grantee Equipment Cost Schedule](#) (DRP-119)
 - Enclose a completed written quote form stating the lowest rate to be used if Grantee Owned Equipment was used.



REIMBURSEMENT CHECKLIST

The Grantee may request reimbursement for allowable budgeted expenses and costs pursuant to the Agreement that are directly related to the successful completion of construction and/or development of the project site.

Reimbursement shall not exceed the Grant Award Amount and shall be invoiced upon project completion.

Payment(s) will not be made for unsatisfactory or incomplete work. Furthermore, if the project is not complete by the project completion date (Task 2), the Department shall not reimburse, in whole or part, for any expenses incurred.

A final payment request should be submitted to the Department no later than 60 days following the expiration date of the Agreement to ensure availability of funds for payment.

Attachment 3, Grant Work Plan

RECREATIONAL TRAILS PROGRAM (RTP)
Reimbursement Documentation Checklist

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

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

- Payment Request Summary Form (DGP 55-223)
- List of Constructed Facilities & Improvements (DRP-138)
- Final Budget Cost Analysis (BCA) (DGP 55-229)
- Contractual Services Purchase Schedule (DRP-116)
 - Invoice from Subcontractor to Grantee
 - Proof of Payment from Grantee to Subcontractor
- Grantee Labor Cost Schedule (DRP-117)
 - Grantee Labor Cost Summary
 - Timesheets, Rate of Pay, Proof of Payment
- Direct Material Purchases Schedule (DRP-118)
 - Invoice from Vendor to Grantee
 - Proof of Payment from Grantee to Vendor
- Grantee Equipment Cost Schedule (DRP-119)
- Grantee Stock Material Cost Schedule (DRP-120)
- Color Photos of Project Elements
- Color Photos of Project Identification and Acknowledgment Signage

Final Inspection and Project Completion Letter

- Final Inspection Completed on _____
- Project Completion Letter issued on _____

Revised 10/01/2022



PAYMENT REQUEST SUMMARY FORM (DEP55-223)

Payment Request No.

- First and Final Invoice: Final_P1
- Bi-Annual Invoice: P1, P2, P3, etc....
- Final Invoice: Final_P#

Performance Period


- Date of first invoice – Date of final payment
- Includes dates from Contractual Services, Grantee Labor, and Direct Material Purchases.

Task/Deliverable No.

- 2

Task/Deliverable Amount Requested

- If the actual total project cost exceeds the total estimated project cost, the Grantee will be reimbursed at the total grant award amount.
- If the actual total project cost does not exceed the total estimated project cost, the Grantee will be reimbursed at the match ratio.



Florida Department of Environmental Protection
DEP 55-223 PAYMENT REQUEST SUMMARY FORM

Required Signatures: **Original Ink**

Grantee: _____ Mailing Address: _____ DEP Agreement No.: _____ Date Of Request: _____ Task/Deliverable Amount Requested: \$ _____	Grantee's Grant Manager: _____ Payment Request No.: _____ Performance Period: _____ Task/Deliverable No.: _____
--	--

Maximum Grant Award Amount:	\$ 200,000
Required Grantee Match Amount:	\$ 200,000
Total Estimated Project Cost:	\$ 400,000
Match Ratio:	50:50



CONTRACTUAL SERVICES PURCHASES SCHEDULE (DRP-116)

PAGE 1

Billing Period: Date of first invoice – Date of final payment

Billing #

- First and Final Invoice: Final_P1
- Bi-Annual Invoice: P1, P2, P3, etc....
- Final Invoice: Final_P#

DEP Division: Division of State Lands

DEP Program: Recreational Trails Program

Contractor Name

- Provide name of subcontractor and/or consulting firm with whom you entered a contractual services agreement with
- Provide subcontractor’s license, business license, or contract number.

Invoice Number and Date: Provide the invoice number and date of invoice.

Check Number and Date: Provide check number and date check was written or cleared. If payment was made electronically, provide EFT# and date of payment.

Project Cost: Provide total project cost for that pay app. Only line item costs that pertain to the RTP project or are deemed eligible should be totaled.

General Description/Project Element: List the project element that was constructed and/or billed for that pay app or invoice



Florida Department of Environmental Protection
CONTRACTUAL SERVICES PURCHASES SCHEDULE

Required Signatures: **Adobe Signature**

<input type="text"/>	<input type="text"/>
Grantee	Project Name and Number
Billing Period: <input type="text"/>	Billing # <input type="text"/>
DEP Division: <input type="text"/>	DEP Program: <input type="text"/>

Contractor Name & Contractor's License, Business License or Contract Number**	Contractor Invoice Number and Date	Check Number and Date	Project Cost	General Description and Project Element
TOTAL			\$0.00	

** If not applicable and cannot supply a license number, be prepared to provide justification in the event of an audit.



CONTRACTUAL SERVICES PURCHASES SCHEDULE (DRP-116)

PAGE 2

Ensure that Page 2 (or 3 on the long form) is signed by the Grantee's Grant Manager and the Project's Financial Officer.

CERTIFICATION: I hereby certify that the purchases noted above were used in accomplishing the project.

Project Administrator

Date

CERTIFICATION: I hereby certify that bid tabulations, executed contract, canceled checks and other purchasing documentation have been maintained as required to support the costs reported above and are available upon request.

Project Financial Officer

Date



CONTRACTUAL SERVICES PURCHASES SCHEDULE (DRP-116)

Supporting Documentation

Pay App or Invoice from Subcontractor to Grantee

All pay apps and invoices should be submitted in order to support the total project cost being reported.

Depending on how your project was bid:

- The ineligible line items should be marked and excluded from the total cost.
- The eligible RTP line items should be clearly identified and only included in the total cost.

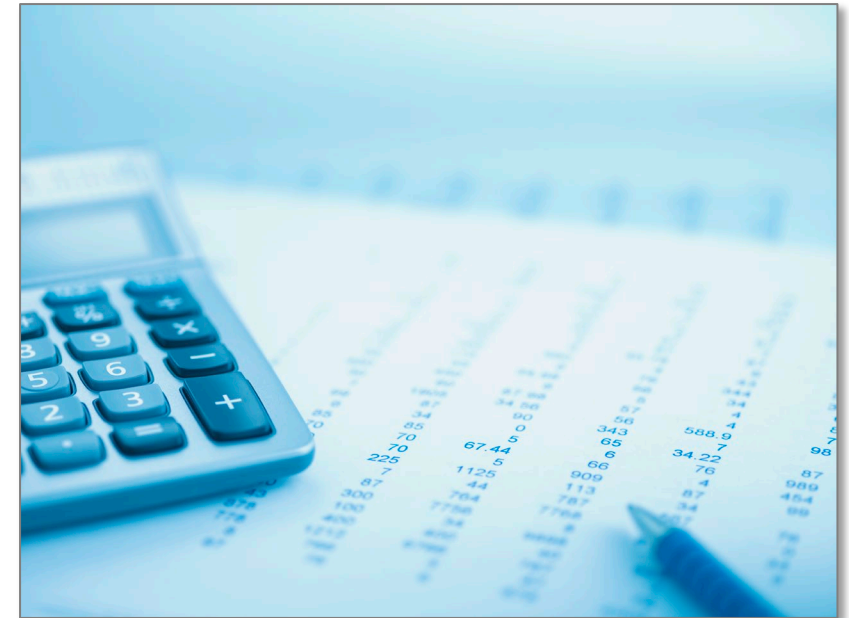
***Refer to Schedule of Values*

Proof of Payment from Grantee to Subcontractor

- If payment by check, provide copy of cleared check.
- If payment by EFT, provide copy of bank statement.

Proof of payment must match up with the amounts on each invoice. If not, an explanation must be provided.

If other invoices were paid with the provided proof of payment that is not related to RTP, you must provide a cost breakdown.





GRANTEE LABOR COST SCHEDULE (DRP-117)

PAGE 1

Billing Period: Date of first invoice – Date of final payment

Billing #

- First and Final Invoice: Final_P1
- Bi-Annual Invoice: P1, P2, P3, etc....
- Final Invoice: Final_P#

DEP Division: Division of State Lands

DEP Program: Recreational Trails Program

Employee Name: List the employee's last name and first initial

Job Classification: List the employee's position title


Project Hours This Billing: List the total number of hours the employee worked on the project

Hourly Rate: List the employee's rate of pay

Fringe Benefits: List the total amount of fringe benefits paid to employee. Percentage of pay cannot exceed 40%.

Project Labor Cost: List the total project labor cost including the fringe benefit amount.

General Description/Project Element: Identify the work performed and for which project element.



Florida Department of Environmental Protection
GRANTEE LABOR COST SCHEDULE

Required Signatures: Adobe Signature

Date: _____

Grantee: _____ Project Name and Number: _____

Billing Period: _____ Billing #: _____

DEP Division: _____ DEP Program: _____

Employee Last Name and Initials	Job Classification	Project Hours This Billing	Hourly Rate	Fringe Benefits Up to 40% (if applicable)	Project Labor Cost	General Description and Project Element
TOTAL					\$ 0.00	

DRP-117 (Effective 06-19-2015) Page 1 of 2



GRANTEE LABOR COST SCHEDULE (DRP-117)

PAGE 2

Ensure that Page 2 (or 3 on the long form) is signed by the Grantee's Grant Manager and the Project's Financial Officer.

CERTIFICATION: I hereby certify that the above worked on the project as reflected.

Project Administrator

Date

CERTIFICATION: I hereby certify that the detailed time records, project activity records, payroll registers and canceled warrants have been maintained as required to support the hours reported above and are available for audit upon request.

Project Financial Officer

Date



GRANTEE LABOR COST SCHEDULE (DRP-117)

Supporting Documentation

Grantee Labor Cost Summary
Explained on the next two slides.

Timesheet(s) for confirmation of rate of pay

Provide a timesheet or employee document which confirms their rate of pay.

Position Description(s)

If any employee(s) performed work on the project that were not accounted for at the time of commencement, provide position descriptions to include the employee's name.





GRANTEE LABOR COST SUMMARY

Florida Department of Environmental Protection
GRANTEE LABOR COST SUMMARY

Required Signatures: Original Ink or Digital

PROJECT TITLE: _____

PROJECT NUMBER: _____

1. EMPLOYEE 1					Fringe Benefit %	Total Wages (\$)	Total Fringe	Total Wages (\$)	Total Fringe	Total Salaries
Name/Title/Position	Date	Hourly Cost (\$)	Hours	Total Wages (\$)						
_____	_____	\$ _____	_____	= \$ _____	%	\$ _____	= \$ _____	\$ _____	= \$ _____	= \$ _____
_____	_____	\$ _____	_____	= \$ _____	%	\$ _____	= \$ _____	\$ _____	= \$ _____	= \$ _____
_____	_____	\$ _____	_____	= \$ _____	%	\$ _____	= \$ _____	\$ _____	= \$ _____	= \$ _____
_____	_____	\$ _____	_____	= \$ _____	%	\$ _____	= \$ _____	\$ _____	= \$ _____	= \$ _____
_____	_____	\$ _____	_____	= \$ _____	%	\$ _____	= \$ _____	\$ _____	= \$ _____	= \$ _____
								Employee 1 Total	= \$ _____	= \$ _____

The excel spreadsheet format allows for up to 6 employees. However, the form can be modified to add additional lines if necessary.

CERTIFICATION

I certify that the cost for each line item labor cost category is true and accurate to the best of my knowledge and that all costs are directly related for the purposes of this grant. I also certify that the person signing below is the immediate field supervisor (foreman) or higher official.

Name: _____

Signature:

Title: _____

Date: _____

Grantee Labor Cost Summary
Page 2 of 2

Project Title: Include the project name.

Project Number: Include the project number.

Employee Information

- For each employee who performed work on the project, provide the following breakdown of costs:
 - Dates employee worked on the project
 - Hourly Rate (divide annual salaries by 2080 hours to find the hourly rate)
 - Number of hours worked on the project
 - Total Wages
 - Total Fringe Benefits
 - Total Salaries (Total Wages + Total Fringe Benefits)

Ensure that Page 2 is signed by the employee's immediate field supervisor (foreman) or higher official.



DIRECT MATERIAL PURCHASE SCHEDULE (DRP-118)

PAGE 1

Billing Period: Date of first invoice – Date of final payment

Billing #

- First and Final Invoice: Final_P1
- Bi-Annual Invoice: P1, P2, P3, etc....
- Final Invoice: Final_P#

DEP Division: Division of State Lands

DEP Program: Recreational Trails Program

Employee Name: List the employee's last name and first initial

Job Classification: List the employee's position title

Project Hours This Billing: List the total number of hours the employee worked on the project

Hourly Rate: List the employee's rate of pay

Fringe Benefits: List the total amount of fringe benefits paid to employee. Percentage of pay cannot exceed 40%.

Project Labor Cost: List the total project labor cost including the fringe benefit amount.

General Description/Project Element: Identify the work performed and for which project element.



Florida Department of Environmental Protection
DIRECT MATERIAL PURCHASES SCHEDULE

Required Signatures: **Adobe Signature**

Date: _____		_____
Grantee: _____	Project Name and Number: _____	
Billing Period: _____	Billing #: _____	
DEP Division: _____	DEP Program: _____	

Vendor Name	Vendor Invoice Number and Date	Check Number and Date	Project Cost	General Description and Project Element
TOTAL			\$0.00	



DIRECT MATERIAL PURCHASE SCHEDULE (DRP-118)

PAGE 2

Ensure that Page 2 (or 3 on the long form) is signed by the Grantee's Grant Manager and the Project's Financial Officer.

CERTIFICATION: I hereby certify that the purchases notes above were used in accomplishing the project.

Project Administrator

Date

CERTIFICATION: I hereby certify that invoices, canceled checks and other purchasing documentation have been maintained as required to support the costs reported above and are available upon request.

Project Financial Officer

Date



GRANTEE EQUIPMENT COST SCHEDULE (DRP-119)

PAGE 1

Billing Period: Period in which equipment was rented or used.

Billing #

- First and Final Invoice: Final_P1
- Bi-Annual Invoice: P1, P2, P3, etc....
- Final Invoice: Final_P#

DEP Division: Division of State Lands

DEP Program: Recreational Trails Program


Equipment Description: List the type of the equipment rented or used and what it was used for.

Project Hours This Billing: Provide the number of hours the equipment was used for or period it was rented for (daily, weekly, monthly, etc.)

Rental Rates or Cost: List the rental rate or cost for use of equipment.

Project Cost: List the total equipment rental cost.

General Description/Project Element: Identify the project element the rental equipment was used for.



Florida Department of Environmental Protection

GRANTEE EQUIPMENT COST SCHEDULE

Required Signatures: Adobe Signature

Date: _____

Grantee _____

Billing Period: _____

DEP Division: _____

Project Name and Number _____

Billing # _____

DEP Program: _____

Equipment Description (Type and Use)	Project Hours This Billing	Rental Rates or Cost	Equipment Rental Cost	Project Element Used For
TOTAL			\$0.00	

DRP-119 (Effective 06-26-2015)

Page 1 of 2



GRANTEE EQUIPMENT COST SCHEDULE (DRP-119)

PAGE 2

Ensure that Page 2 is signed by the Grantee's Grant Manager and the Project's Financial Officer.

CERTIFICATION: I hereby certify that the above equipment was used in accomplishing this project. Only actual operating hours have been reported for reimbursement of operating costs.

Project Administrator

Date

CERTIFICATION: I hereby certify that the detailed equipment usage records, logs and other appropriate documentation have been maintained as required to support the hours of equipment used claimed above and are available for audit upon request.

Project Financial Officer

Date

[No Title]



POST COMPLETION REQUIREMENTS

FY23-24 RTP Grant Management
Onboarding Webinar





POST COMPLETION

After the project is complete, the grantee has post completion responsibilities which include:

- Maintenance and Management
- Program Compliance
- Single Audit Act





MAINTENANCE AND MANAGEMENT

Project maintenance and management are outlined as part of the terms of the project agreement. *Attachment 6, Paragraph 10*

Grantees must ensure by site inspections that facilities on the project site are being operated and maintained for public outdoor recreational purposes for a period of 25 years from the project completion date (Task 2).

The project site must be open at reasonable times and managed in a safe and attractive manner.

All facilities must be accessible to the public on a non-exclusive basis without regard to age, gender, race, religion, residence, or ability level.



PROGRAM COMPLIANCE

The project agreement and limitation of use are the legal documents associated with the grant program's compliance.

The Department will terminate an agreement and demand return of the program funds (including interest) if a Grantee fails to comply with the terms stated in the Agreement. If the Grantee fails to comply with the Agreement, the Department will declare the Grantee ineligible for further participation in RTP until such time as the Grantee comes into compliance.
(Attachment 6, Paragraph 10)

The Grantee agrees to dedicate the project site and all land within the project boundaries, which is developed or acquired with RTP Program Funds, as an outdoor recreational area for the benefit of the general public in accordance with Rule 62S-2.076, F.A.C. *(Attachment 6, Paragraph 9)*

- 99 years for land under control by ownership of Grantee
- 25 years for land under control other than by ownership of Grantee (e.g. lease)



SINGLE AUDIT ACT

The Single Audit is outlined as part of the terms of the Project Agreement, *Attachment 5, Special Audit Requirements*.

The Single Audit reporting package must be directly submitted for audits to the Federal Audit Clearinghouse (FAC).

Reporting Packages can be submitted:

By Mail: Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

By accessing the Federal Clearinghouse's Internet Data Entry System online at <http://harvester.census.gov/facweb/>



**QUESTIONS
OR
COMMENTS?**



THANK YOU

Lauren Cruz

Division of State Lands / Land and Recreation Grants
Florida Department of Environmental Protection

Contact Information:

850-245-2681

Lauren.Cruz@floridaDEP.gov