

# 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 Statements and U.S. Geological Survey (USGS) Project Location Map  
    \_\_\_\_\_ United States Coast Guard (USCG) Bridge Permit or Consultation  
\_\_\_\_\_ Floodplain Encroachment Statement and Documentation  
    \_\_\_\_\_ Florida Emergency Management Agency (FEMA) Firmette  
\_\_\_\_\_ Wild and Scenic River or Study River Statement  
    \_\_\_\_\_ Wild and Scenic Rivers Location Map  
\_\_\_\_\_ 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 Documentation  
    \_\_\_\_\_ State Historic Preservation Officer (SHPO) Letter  
    \_\_\_\_\_ 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  
\_\_\_\_\_ Project Commitments Record

### OGT-11 Documentation (DEP)

\_\_\_\_\_ Boundary Survey with Legal Description  
\_\_\_\_\_ Final Construction Plans with PCR [Signed & Sealed on \_\_\_\_\_ ]  
\_\_\_\_\_ 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  
\_\_\_\_\_ Permits  
\_\_\_\_\_ *State Clearing House Review [sent \_\_\_\_\_ ; finished \_\_\_\_\_ ]*

### NEPA Approval and Notice to Proceed Issuance

\_\_\_\_\_ NEPA approval awarded on \_\_\_\_\_  
\_\_\_\_\_ Notice to Proceed (NTP) issued on \_\_\_\_\_