

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 (DRP-138)
- _____ Final Budget Cost Analysis (BCA) (DEP 55-229)
- _____ Limitation of Use Certification (DRP-113)
- _____ Color Photos of Project Elements
- _____ Color Photos of Project Identification and Acknowledgment Signage
- _____ Florida Recreation and Parks Inventory Form (FPS-A056)
- _____ All Status Reports for Grant Agreement Period Term
- _____ Payment Request Summary Form (DEP 55-223)

Equipment Projects

- _____ Grantee Equipment Cost Schedule (DRP-119)
- _____ 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 _____