

RECREATIONAL TRAILS PROGRAM

Commencement Documentation for Development Projects

Boundary Map

Submit a boundary survey of the project site, which clearly delineates the project area and a legal description of the property, prepared by a Florida registered land surveyor.

The project boundary map and/or attachments **must** identify the following:

- The title of the project of project element.
- The date of map preparation.
- The area(s) under lease and term remaining on the lease(s).
- All known outstanding rights and interests in the area held by others. Known easements, deed/lease restrictions, reversionary interests, etc. are to be included.
- The project area in sufficient detail to be legally sufficient to identify the lands to be afforded protection under the RTP.

The following methods of identification are acceptable:

- Deed references
- Adjoining ownerships
- Adjoining easements of record
- Adjoining water bodies or other natural landmarks
- Meters and bounds
- Government survey

Site Plan

Submit a site plan (detailed specifications not required) for the project prepared, dated and signed by an insured, registered architect, engineer or landscape architect responsible for preparing the final project plans, and signed by the liaison agent.

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

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

Pre-Construction Certification (form OGT-12)

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

Certification of Grantee Owned Equipment

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

Permits

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

Forms and Documentation

- Always keep the Liaison Form up-to-date
- Federal Accountability and Transparency Act (FFATA) Form

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- Federal Form 424 (with attachments)
- Drug-Free Workplace Certification
- Civil Rights Assurance of Compliance
- Certification Regarding Lobbying
- Debarment and Suspension Form
- Federal Congressional District of Applicant and Project Site
- Federal Highway Administration (FHWA) Possession Interim Policies Guidance Certification
- Land and Water Conservation Fund (LWCF) Manual Possession Certification
- Acceptance of 6(f) Protection – *optional*
- Project Development and Environment (PD&E) Data Sheet
 - U.S. Geological Survey 7.5 minute quadrangle map of project area (no larger than 11 x 17).
 - Township/Section/Range
 - Natural Resources back-up – specific to project area
 - Cultural Resources Assurance of Compliance with Section 106 (National Historic Preservation Act of 1966), Letter from Department of State
 - Cultural Resources back-up – specific to project area
 - Public Involvement – if applicable
 - Floodplains Involvement – specific to project area
 - Farmlands Involvement – specific to project area
 - Aquatic Preserves Involvement – specific to project area
 - Business/Residential Relocation (CSRP) Involvement – specific to project area

Financial

- Proof of Ability to Match
 - City/County/State/Federal Funds – Letter from Chief Financial Officer stating the funds are available
- Proof of Insurance
- Schedule of Values
- Copies of Contractual Services and Bids (list)