Matthew J. Strickler
Secretary of Natural Resources

Clyde E. Cristman
Director

Rochelle Altholz
*Deputy Director of
Administration and Finance*

Russell Baxter
*Deputy Director of
Soil and Water Conservation
and Dam Safety*

Thomas L. Smith
Deputy Director of Operations

COMMONWEALTH of VIRGINIA

DEPARTMENT OF CONSERVATION AND RECREATION

RECREATIONAL TRAILS PROGRAM (RTP)
VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION

**Preliminary Engineering (PE)
Project Checklist**

Every RTP project is situation specific. This checklist is for convenience and may not be inclusive of all documentation required to close-out the PE phase of each individual project.

The following checklist represents required documentation needed prior to the close-out of any Preliminary Engineering RTP grant.

☐ **NEPA analysis**

☐ **DCR categorical exclusion form, environmental assessment, or environmental impact statement**

☐ **Endangered Species Act determination with supporting documentation:**
  ☐ **Documentation from Information for Planning and Consultation (IPaC) to support the 8-step online review process**
  ☐ **United States Fish and Wildlife Service endangered species self-certification letter or comments letter/email**
  ☐ **Comments on the project from the Department of Game and Inland Fisheries**
  ☐ **Comments on the project from the DCR Division of Natural Heritage**

☐ **A Section 106 National Historic Preservation Act determination from the Virginia Department of Historic Resources**

☐ **Construction drawings, plans, and specifications**

☐ **Final construction estimate (*include a separate Buy America compliance itemization, if project involves iron or steel components)**

☐ **Copies of all permits, approvals, ESC/SWM plans, studies, etc. required for the project**

☐ **Invitation for bid documentation (*may, alternatively, be included in Construction Phase)**

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☐   **Federal consistency determination letter for the Coastal Zone Management Act from the Department of Environmental Quality if project is within the Coastal Zone Management Area**

☐   **Proof of public comment. Must include:**
- **Certification of publication**
- **Summarization of public comments**
- **Summarization of any changes made to the project as a result of public commenting**