

RTP APPLICATION REQUIREMENTS CHECKLIST

This checklist is to be used by the applicant to assist in assembling the application package. It is not necessary to include this checklist with the application.

All items listed below MUST be in the order listed below and contained in a white three-ring binder with a spine width of 2 inches. All requested information MUST be included for the project. All items listed below are to be identified by a tab divider stating number of the item. Failure to follow format instructions will result in a deduction from the application final score. Failure to provide any required information will result in the deduction of points and the resulting lowering of the application score.

CHECK-OFF	FORMS AND MATCH
<input type="checkbox"/>	1. <i>Tennessee LPRF/LWCF/NRTF/RTP Grant Application w/ project location</i>
<input type="checkbox"/>	2. <i>Project Cost Sheet</i> form
<input type="checkbox"/>	3. <i>Development Project Costs</i> form
<input type="checkbox"/>	4. Assurance of Match (resolution, statement from agency official)
	PROPERTY INFORMATION AND ACQUISITION
<input type="checkbox"/>	5. Project Boundary Map
<input type="checkbox"/>	6. <i>Project Boundary Map Certification</i> form
<input type="checkbox"/>	7. Legal Description
<input type="checkbox"/>	8. Deed of Ownership, Notice of Limitation of Use, Lease, and/or Easement
<input type="checkbox"/>	9. Survey - Applies to acquisition projects and/or development projects using land value as match.
<input type="checkbox"/>	10. Title Search - Applies to acquisition projects and/or development projects using land value as match.
<input type="checkbox"/>	11. Opinion of Value - Applies to acquisition projects and/or development projects using land value as match.
	MAPS, PHOTOS AND DESIGN
<input type="checkbox"/>	12. Location and Topographical Quadrangle Maps
<input type="checkbox"/>	13. GPS Coordinates for Latitude and Longitude of the project must be clearly marked on the map in degrees, minutes and seconds.
<input type="checkbox"/>	14. Photograph(s) of Site
<input type="checkbox"/>	15. Preliminary Site Plan w/ADA Features/Design of Project must comply with Americans with Disabilities Act. Applies to acquisition projects or development projects using land value as match.
<input type="checkbox"/>	16. Preliminary Floor Plans w/ADA Features (for trailhead facilities) Applies to Development projects or Acquisition/Development projects
	ENVIRONMENTAL REVIEW SECTION
<input type="checkbox"/>	17. Categorical Exclusion Request packet
<input type="checkbox"/>	18. Environmental Clearance Letters
	SCORING CRITERIA
<input type="checkbox"/>	19. Eligible Project Checklist – page 31
<input type="checkbox"/>	20. Project Summary – page 32
<input type="checkbox"/>	21. Narratives for Individual Project Selection Criteria – page 32