

RTP Application Attachment Checklist

Refer to Sections 2 and 3 of the [RTP Grant Manual](#) for instructions and more information about applicable forms

Non-Federal Land: Development & Restoration Construction Projects

- Maps
 - Site Plan
 - Park Boundary Map
 - Vicinity Map
- SHPO Attachments
 - Google Earth KMZ file or topographic map
 - SHPO Submittal Form
 - SHPO Clearance Form
 - Photos of built environment resources (recommended to combine into a single document with captions)
- RTP Environmental Screening Form
- State Agency Review Forms
- Land Manager Approval Form
- Land Use Compatibility Form
- Proof of Property Ownership
- Project Timeline
- Letters of Support (recommended to combine into one attachment)
- Other:
 - Accessibility Assessment Memo (required for single-use hiking trails or multi-use trails designed for hiking)
 - Photos (recommended to combine into a single document with captions)
 - Other documents applicable to your project

Federal Land: Development & Restoration Construction Projects

- Maps
 - Site Plan
 - Park Boundary Map
 - Vicinity Map
- Section 106 Documentation (upload under “Other”)
 - BLM or USFS heritage form if the project falls under SHPO’s programmatic agreement, or
 - SHPO concurrence letter, if required
- NEPA Documentation (upload under “Other”)
 - Letter indicating the categorical exclusion type, or
 - Record of Decision and EA or EIS, as applicable
- Land Manager Approval Form
- Project Timeline
- Letters of Support (recommended to combine into one attachment)
- Other:
 - Accessibility Assessment Memo (required for single-use hiking trails or multi-use trails designed for hiking)
 - Photos (recommended to combine into a single document with captions)
 - Other documents applicable to your project

Safety & Education Proposals: •Letters of Support •Samples of education materials • Land Manager Approval Form OR a letter of support from the land manager or other partner

If any construction or installation is included in the proposal, refer to the lists above

Land Acquisition Proposals: •Yellow Book appraisal •Proof of willing seller •RTP Environmental Screening Form •State Agency Review Forms •SHPO Attachments (non-federal) •Land Use Compatibility Form •Letters of Support •Photos of the property

If any construction is included in the proposal, refer to the lists above.

Equipment Purchase Proposals: •Letters of support, include a letter from the land manager if a non-profit is applying • Photos or other examples of comparable products •Buy America documentation

This list is intended as a resource. Documentation requirements may vary depending on your project.

For forms not required for your project, but required in the grants system, upload a document stating “not applicable,” or similar.

Contact the RTP Grant Coordinator with questions.