# RTP Application Attachment Checklist

Refer to Sections 2 and 3 of the RTP Grant Manual for instructions and more information about applicable forms

|---|---|
| □ Maps  
  - Site Plan  
  - Park Boundary Map  
  - Vicinity Map | □ 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) | □ 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 |
| □ RTP Environmental Screening Form | □ NEPA Documentation (upload under “Other”)  
  - Letter indicating the categorical exclusion type, or  
  - Record of Decision and EA or EIS, as applicable |
| □ State Agency Review Forms | □ Land Manager Approval Form |
| □ Land Manager Approval Form | □ Project Timeline |
| □ Land Use Compatibility Form | □ Letters of Support (recommended to combine into one attachment) |
| □ Proof of Property Ownership | □ 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 |
| □ 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.