

# RTP Pre-Application CHECKLIST

*The following items will be required as documents to support your application and must be included in your application packet. The Grants Management Section is providing this checklist to assist you in getting an early start on compiling the required documentation for your application packet.*

- **Signed Letters of Commitment or Intent to Donate** from organizations or individuals who are partnering on the project, providing work on the project, or making a donation of time, materials or funding.
- **Signed Letter of Support** from the state or federal land management agency, for projects sponsored by an outside entity on state or federal land. The letter must indicate if the proposed project is consistent with the area's land management plan. For proposed projects within a state park or state historic site, project sponsors must coordinate with the park or site's facility manager before proposing a project.
- **Signed Memorandum of Agreement** with the state or federal land management agency for projects on state or federal land that are sponsored by an outside entity. The agreement must show the land managing agency's commitment to maintaining public access to the project for a minimum of 25 years, and must give the project sponsor temporary construction access or easement to complete the work.
- **Financial Assurance Letter** from the sponsoring organization's chief financial officer stating that your organization has the financial capability of completing the proposed project and maintaining it long term.
- **Resolution** ensuring commitment of project sponsor to maintain public access to the project for a minimum of 25 years and/or commitment that trail construction/maintenance equipment purchased with grant funding is being purchased in support of trail projects and will be maintained for its useful life.
- **Intent to Lease/Sell/Donate Letter** for land acquisition that is part of the project. The letter must be from the landowner to the project sponsor, and must indicate whether the landowner will be selling, donating or leasing the property, or providing a trail easement or temporary construction easement. Leases and trail easements must have a minimum 25-year timeframe. The letter may stipulate that the transfer of land ownership is contingent upon project funding. All acquisition of real property with RTP funds or as part of a RTP project, whether through purchase, donation, easement or lease, must comply with a federal law known as the "Uniform Act." This act has additional compliance requirements, so it's important to contact Grants Management Section staff prior to beginning the acquisition process.
- **Proof of Land Ownership or Leaseholder/Easement Rights** if the project sponsor currently owns or leases the land for the project, or has a permanent trail easement. Only one copy of the land deed, lease or easement agreement is required. The lease or easement agreement must show a 25-year commitment or include a letter from the landowner indicating willingness to renew the agreement if the original agreement was for less than 25 years.
- **Proof of Public Involvement** if the project sponsor hosted a public meeting or provided some other forum for public comment within the last 12 months regarding the proposed project. Documentation includes, but is not limited to, copy of newspaper ads or public meeting notices; copy of Facebook page, online survey or other electronic format used to solicit public opinion; and/or copy of meeting minutes, survey results or other public responses to the proposed project. Public letters of support may be submitted as well.
- **Section 106 Review** by the State Historic Preservation Office (SHPO) (<http://dnr.mo.gov/shpo/sectionrev.htm>). This is not a requirement to submit your application; however, you will be asked to complete this at a later point of the grant round competition if your application progresses. The review request may take four to six weeks to process. Additionally, SHPO determination may require that a cultural or archaeology survey be conducted by a professional archaeologist or architectural historian, which could result in unexpected costs. These costs are eligible for reimbursement and can be included in your budget, which is why it is recommended to begin the Section 106 Review process early in the planning stages of your project.