Section 404 Local Coordination Procedures (LCP): Checklist for Checkpoint 1

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| Activity  | Responsible Team Member | Target Date in relation to CP1  | Target Date | DateCompleted |
| 1. Schedule Checkpoint 1 meeting, confirm funding source (i.e., state or federal), and invite participants
 | Ecologist | 30 business days prior |  Select Date  |  Select Date  |
| 1. Obtain available early planning documentation and provide to Ecologist
 | Environmental Analyst | 20 business days prior |  Select Date  |  Select Date  |
| 1. Create project map using available GIS data (e.g., National Wetland Inventory [NWI] and other sources) to establish likely presence of Waters of the US
 | Ecologist | 20 business days prior | Select Date | Select Date |
| 1. Describe preliminary Need & Purpose and provide to Ecologist
 | Environmental Analyst |  15 business days prior | Select Date | Select Date |
| 1. Describe preliminary project termini and provide to Ecologist
 | Designer | 15 business days prior | Select Date | Select Date |
| 1. Confirm preliminary schedule and provide to Ecologist
 | Project Manager | 15 business days prior | Select Date | Select Date |
| 1. Compile summary of items 2 through 6, as applicable
 | Ecologist | 10 business days prior | Select Date | Select Date |
| 1. Submit summary from item 7 to GDOT Project Manager (PM) and Environmental Analyst
 | Ecologist | 10 business days prior | Select Date | Select Date |
| 1. Hold a meeting or call with GDOT PM and Environmental Analyst to confirm attendee(s) and review project information from item 7
 | Ecologist | 5 business days prior | Select Date | Select Date |
| 1. Send advance PDF or PowerPoint file 5 days in advance of LCP meeting
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| 1. Introduce/discuss project during LCP meeting
 | Project Manager | At CP1 meeting | Select Date | Select Date |
| 1. Email attendees requesting comments
 | Ecologist | 2 business days following | Select Date | Select Date |
| 1. Update P6 activity 01712
 | Ecologist | 5 business days following | Select Date | Select Date |
| 1. Confirm receipt of agency responses
 | Ecologist | 5 business days following | Select Date | Select Date |
| 1. Prepare GDOT letter summarizing meeting, agency comments, and recommended next LCP step; submit to PM and Environmental Analyst for review
 | Ecologist | 10 business days following | Select Date | Select Date |
| 1. Send Checkpoint 1 letter to participants, confirming outcomes, agency agreement, and next LCP step
 | Ecologist | 15 business days following | Select Date | Select Date |
| 1. Update P6 activity 01710
 | Ecologist | 20 business days following | Select Date | Select Date |