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 |  |  |  |  |
| 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 |