Section 404 Local Coordination Procedures (LCP): Checklist for Checkpoint 2

| Activity  | Responsible Team Member | Target Date in relation to CP 2 | Target Date | DateCompleted |
| --- | --- | --- | --- | --- |
| 1. Schedule Checkpoint 2 meeting and invite participants
 | Ecologist | 40 business days prior |  Select Date  |  Select Date  |
| 1. Review Checkpoint 1 correspondence and outcomes
 | Ecologist | 40 business days prior |  Select Date  |  Select Date  |
| 1. Coordinate with GDOT PM and Environmental Analyst to confirm project description, preliminary Need and Purpose, and funding source (i.e., state or federal)
 | Ecologist | 40 business days prior |  Select Date  | Select Date |
| 1. Obtain conceptual design files of alternatives from Project Manager
 | Ecologist | 35 business days prior |  Select Date  | Select Date |
| 1. Use available GIS data, including National Wetland Inventory (NWI) and other sources to estimate presence of Waters of US; and confirm if IP or RGP 35 is likely to be required
 | Ecologist | 35 business days prior |  Select Date  | Select Date |
| 1. Conduct GIS-based analysis using available data from statewide, regional, or local sources including, but not limited to, review of: GNAHRGIS, Regional Commission, topography/contour lines, cemeteries, community resources (e.g., schools, churches, parks and recreation areas, fire stations); obtain from cultural resource staff information on known and potential historic and archaeological resources
 | Ecologist | 35 business days prior |  Select Date  | Select Date |
| 1. Use data from items 3 – 6 to create GIS mapping that depicts the project area and preliminary alternatives in context with known resources; scale should be based on readability of maps as handouts at 11x17 size and/or scalable digital format
 | Ecologist | 30 business days prior |  Select Date  | Select Date |
| 1. Prepare and submit draft Pre-Application materials to GDOT PM and Environmental Analyst, consisting of an overview from item 6, description of preliminary alternatives, and color maps on aerial base depicting alternatives and known resources (PDF and/or PowerPoint recommended)
 | Ecologist | 25 business days prior |  Select Date  | Select Date |
| 1. Hold a meeting or call with GDOT PM and Environmental Analyst to confirm attendee(s) and speaking roles; to review presentation file, visuals, and/or handouts; and to confirm any electronic data to share before LCP Pre-Application meeting
 | Ecologist | 20 business days prior |  Select Date  |  Select Date  |
| 1. Update P6 activity 01732
 | Ecologist | 15 business days prior |  Select Date  |  Select Date  |
| 1. Submit Pre-Application package to Key and Commenting Agencies; **per the LCP, the Pre-Application package is due to Key and Commenting Agencies 15 business days in advance of the scheduled meeting**
 | Ecologist | 15 business days prior |  Select Date  |  Select Date  |
| 1. Discuss potential alternatives, resource constraints, and anticipated impacts during Pre-Application meeting. If PAR is anticipated, discuss approach to field work and potential location(s) of PAR meeting
 | Project Manager | At CP2 meeting |  Select Date  |  Select Date  |
| 1. Prepare draft meeting notes and email to attendees requesting comments in the timeframe defined in the LCP, 20 business days following the CP2 meeting
 | Ecologist | 5 business days following |  Select Date  |  Select Date  |
| 1. Update P6 activity 01742
 | Ecologist | 5 business days following |  Select Date  |  Select Date  |
| 1. Confirm receipt of agency comments; **per the LCP, agency comments are due to GDOT no more than 20 days following the CP2 meeting**
 | Ecologist | 20 business days following |  Select Date  |  Select Date  |
| 1. Prepare GDOT letter summarizing meeting, agency comments, and recommended next LCP step.; if the project is advancing to Checkpoint 3, also describe approach to field work and potential location(s) of PAR meeting.; circulate to Project Manager and Environmental Analyst for review
 | Ecologist | 25 business days following |  Select Date  |  Select Date  |
| 1. Send Checkpoint 2 letter to participants, confirming outcome and next LCP step
 | Ecologist | 30 business days following |  Select Date  |  Select Date  |
| 1. Update P6 activity 01749
 | Designer | 30 business days following |  Select Date  |  Select Date  |