

**NEW STARTS PROJECT PLANNING AND DEVELOPMENT
CHECKLIST OF PROJECT SPONSOR SUBMITTALS TO FTA FOR A LETTER OF NO PREJUDICE (LONP) REQUEST AND
SPECIAL CATEGORIES OF PRE-AWARD AUTHORITY THAT REQUIRE FTA SUBMITTALS**

<i>PRODUCTS</i>	<i>FTA CONCURRENCE DATE</i>	<i>REFERENCE (Regulations, Guidance and Other Resources)</i>
<i>REQUIREMENTS FOR ALL LONPs</i>		
<p>Written request accompanied by sufficient information and justification to the appropriate FTA regional office, including the following information:</p> <ul style="list-style-type: none"> • Description of the activities to be covered by the LONP • Justification for advancing the identified activities, including an accurate assessment of the consequences to the project scope, schedule, and budget should the LONP not be approved • Information that indicates that the project will maintain its ability to receive a rating of “medium,” or better and that its cost effectiveness rating will be “medium,” or better, unless such project has been specifically exempt from such a requirement • Allocated level of risk and contingency for the activity requested • Status of procurement progress, including, if appropriate, submittal of bids for the activities covered by the LONP • Adequacy of the Project Management Plan • Resolution of any readiness issues that would affect the project, such as land acquisition and technical capacity to carry out the project • Brief summary of project characteristics and project map 	-	<ul style="list-style-type: none"> • FTA Fiscal Year 2008 Apportionments and Allocations and Program Information; Notice (Section V.B.)
Final NEPA Documentation (i.e., Categorical Exclusion, Finding of no Significant Impact, or Record of Decision) including description of required environmental permits and New Starts Rating Information in ROD if the New Starts Rating is less than “medium”		<ul style="list-style-type: none"> • 23 CFR 771 • 49 CFR 622 • 2006 Guidance on New Starts Policies and Procedures - May 16, 2006 (Section 1) - Reference for New Starts Rating Information in ROD
TIP Programming of PE, Final Design and Construction (Programming of PE is not necessary if project is already in final design)		<ul style="list-style-type: none"> • Capital Program Circular 9300.1A • Transportation Planning Final Rule

REQUIREMENTS FOR SPECIAL CATEGORIES OF PRE-AWARD AUTHORITY THAT DO NOT REQUIRE LONPs, BUT REQUIRE FTA WRITTEN APPROVAL	-	
Demolition of Buildings after Final NEPA Documentation, but before Final Design Approval	-	<ul style="list-style-type: none"> • FTA Fiscal Year 2008 Apportionments and Allocations and Program Information; Notice (Section V.B.)
Written request to the appropriate FTA regional office, including information to demonstrate that the building poses a potential fire-safety hazard or other hazard to the community in which it is located		
Real Estate Acquisition Management Plan (RAMP)		<ul style="list-style-type: none"> • 49 CFR 24 • Uniform Act • Real Estate Page of FTA Website and FTA Real Estate Course
Rolling Stock Acquired for a Future Extension of a Grantee's Fixed Guideway System	-	
Written request to the appropriate FTA regional office, including information to demonstrate that the rolling sock is being purchased for use on the New Starts project extension.		<ul style="list-style-type: none"> • 49 U.S.C. § 5309(h)(6)
Rail Fleet Management Plan (RFMP) and/or Bus Fleet Management Plan (BFMP), as applicable		<ul style="list-style-type: none"> • Grant Management Circular 5010.1C (Chapter 1) • FFGA Guidance 5200.1A (Chapter 2)