

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
GRANT APPLICATION PACKET
For Grant Year: _____**

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FACTS ABOUT FRDAP

WHAT IS FRDAP AND HOW IS IT ADMINISTERED?

The Florida Recreation Development Assistance Program (FRDAP) is a competitive program which provides grants to local governmental entities for acquisition and development of land for public outdoor recreation use. The Florida Department of Environmental Protection (DEP), Office of Operations administers FRDAP. The FRDAP Administrative Rule can be downloaded at www.dep.state.fl.us/parks/oirs or <http://www.flrules.org>

WHO MAY APPLY FOR FRDAP FUNDS?

Municipal and county governments or other legally constituted entities with the legal responsibility to provide public outdoor recreation.

WHAT IS THE GENERAL APPLICATION INFORMATION?

A proposed FRDAP project must be for one of the two following categories: acquisition of land for public outdoor recreational purposes or development and/or renovation of land for public outdoor recreational purposes. If an **acquisition** project receives a FRDAP grant, the applicant must develop the acquired site for public outdoor recreation use within three (3) years.

HOW DO I APPLY?

Applicants must submit a completed FRDAP Grant Application during an announced submission period. Applicants may submit up to two applications during the submission period. Each local government may only have a total of three (3) active projects, including any applications being submitted. Applications must involve only one project site except for acquisition or development of sandy beach access. DEP evaluates applications on the basis of the information provided by the applicants, except where such data is superseded by official DEP information. Failure by an applicant to present all required application information and documentation may result in the application being declared ineligible for funding consideration, or may result in a loss of points for the applicant's competitive score. **Applications will be evaluated and scored based on the information submitted by the end of the noticed submission period.**

Applicants must submit three copies (1 original and 2 copies) of the completed application and all supporting documents during the announced submission period. **Use a soft covered binder, no HARD 3-ring binders.** *To facilitate review and scoring, tab all exhibits.* Applications must be postmarked ***NO LATER THAN CLOSING DATE OF NOTICED SUBMISSION PERIOD,*** and submitted to:

DEPARTMENT OF ENVIRONMENTAL PROTECTION
OFFICE OF OPERATIONS
LAND AND RECREATION GRANTS SECTION
3900 COMMONWEALTH BOULEVARD, MAIL STATION 585
TALLAHASSEE, FLORIDA 32399-3000

If you would like a paper copy of this document, contact the Land and Recreation Grants Section at 850/245-2501. If you plan to prepare this document by retyping or downloading it to your computer, the language and format used must exactly match this application. You may link to an electronic application by visiting our web site at: www.dep.state.fl.us/parks/oirs

WHAT IS THE MAXIMUM GRANT AMOUNT?

Maximum grant funds an applicant may apply for is \$200,000

GRANT MATCH RATIOS: (Based on the grant cap of \$200,000)

<u>Project Cost</u>	<u>State Share</u>	<u>Grantee Share</u>
\$50,000 or less	100%	0%
\$50,001 to \$150,000	75%	25%
\$150,001 up to \$400,000	50%	50%

$$\text{Project Cost} = \text{State Share} + \text{Grantee Share}$$

Refer to Chapter 62D-5.055(6), F.A.C. for complete information on match requirements and match types.

WHAT CAN I USE TO MATCH A FRDAP GRANT?

Cash, Land Value of *undeveloped* land owned by applicant (subject to conditions), In-kind Services

HOW ARE FRDAP GRANTS AWARDED?

Each application is reviewed to determine eligibility. The Office of Operations evaluates each eligible application according to Florida Administrative Code and assigns a final score. Based on the scores, DEP prepares and submits a recommended priority list to the Florida Legislature for funding consideration. **The Department's performance and obligation to award program grants is contingent upon an annual appropriation by the Florida Legislature. Should the project receive funding, the grantee will have up to three (3) years from the start of the state's fiscal year in which funds are appropriated to complete the project or funds will revert.**

If questions arise while preparing the application, contact the Land and Recreation Grants Section at 850/245-2501.



Important Changes in Application:

FRDAP rules under Chapter 62D-5, F.A.C., revised and effective _____, are found at <http://www.dep.state.fl.us/parks/oirs/> or <http://www.flrules.org/>

The State Comprehensive Outdoor Recreation Plan (SCORP), pursuant to Section 375.021, F.S., revised and effective 1/17/2014, is titled: OUTDOOR RECREATION IN FLORIDA – 2013, and found at <http://www.dep.state.fl.us/parks/outdoor/scorp.htm/>

When completing the application, Chapter 5 will be a helpful resource.

Grantee compliance responsibilities are found in Rule 62D-5.059, F.A.C. Non-compliance will result in ineligibility for further participation in LWCF, RTP, or FRDAP until such time as Grantees resolve non-compliance issues.

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
GRANT APPLICATION PACKET
For Grant Year: _____**

PART I — GENERAL INFORMATION

(DEP USE ONLY)

Received: _____

Postmarked: _____

Application Number: _____

1. APPLICANT INFORMATION

A. Name of Applicant: _____

B. Federal Employer Identification Number: ** _____
*** (The number must be registered at MyFloridaMarketPlace at the address where the warrant will be sent)*

C. Population: _____

D. Current Operating Budget: _____
(This is the operating budget for the city, county or special district; not just the applicant-department or business unit budget)

E. Contact Person: _____ Title: _____
(The contact person is someone who will be in direct contact with DEP and be responsible for administering this grant, if awarded)

F. Mailing Address: _____
(Needs to be name and address registered at MyFloridaMarketPlace where the warrant will be sent)

City/State: _____ Zip Code: _____

Telephone: () _____ E-mail: _____

FAX: _____

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

Signature of City or County Manager/Title

Date

2. PROJECT INFORMATION

A. Name of Project: _____

B. Project Type (Check One): *Project cannot be a combination of acquisition and development*

Acquisition: _____

Development: _____

_____ On land owned by applicant

_____ On land currently under site control by applicant

Date site control expires: _____

Development projects must be under site control (owned by deed, or leased for a minimum of 30 years from the date of application) by the close of the noticed submission period.

- **Ineligible sites include, but not limited to: school board property, whether owned or leased, and privately or publicly held; and/or non-contiguous properties, except sandy beach access sites.**
- **Include a copy of the site control documents (e.g., deed, lease, etc.). If providing a Quit Claim Deed, attach a copy of a 30-year title search or title opinion.**
(Tab as Exhibit "O")

C. PROJECT LOCATION:

Street Address: _____

City: _____ County: _____ Zip Code: _____ - _____

GIS Coordinates: Latitude: _____ Longitude: _____

1. Submit a boundary map of the project area providing a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Also, depict where and how the public will access the site, parking, etc. Plat maps may be accepted only if the above criteria are identified. Use either 8 ½ x 11 or 11 x 17 map. **Aerial photographs are accepted as boundary maps, as long as the boundaries are identified.**
(Tab as Exhibit "J")
2. Submit color, on-site photographs for **all three (3) copies** of your application, sufficient to depict the physical characteristics of the project area.
(Tab as Exhibit "P")

3. Location map and directions: Submit a detailed road map precisely locating the project site along with clear written driving instructions from the nearest federal or state highway. **NOTE:** Confirm that street names listed are the same as those posted on street signs in the area. Do not use Map Quest or any other computer mapping program for this.

(Tab as Exhibit "Q")

D. LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED:

This should be the Florida Senate and Florida House district in which the **proposed project site is located**. If you are not sure of the district, contact your local office of the Supervisor of Elections. **(There is only one (1) each)**

State Senator: _____ Senate District Number: _____

State Representative: _____ House District Number: _____

E. TOTAL NUMBER OF ACRES BEING ACQUIRED OR TOTAL NUMBER OF ACRES BEING DEVELOPED: _____

F. DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT.

1) For Development Projects:

- (a) Provide a description of the proposed project which includes existing and future uses, existing and proposed physical improvements, natural and historical resources, any proposed resource protection/conservation and any existing buildings on site.

(If additional room needed - Tab as Exhibit "R")

- (b) Indicate if a natural spring is located on project site: _____ Yes _____ No

- (c) Indicate if there is public access to the park either through an existing street or easement:

_____ Yes _____ No

Describe public access:

2) For Acquisition Projects: (in addition to the above information)

- (a) List all the facilities that will be developed upon acquisition of this project.
- (b) If proposed project consist of acquiring multiple parcels or from multiple owners, identify specific order in which the parcels will be acquired to ensure that in the event that all parcels cannot be acquired, the purposes of the project can be achieved.

- (c) Submit an estimated value of the property being acquired. (Ex: Tax Accessed Value)
(If additional room needed - Tab as Exhibit "R")

3. FINANCIAL INFORMATION

GRANT MATCH RATIOS: (Based on the grant cap of \$200,000)

<u>Project Cost</u>	<u>State Share</u>	<u>Grantee Share</u>
\$50,000 or less	100%	0%
\$50,001 to \$150,000	75%	25%
\$150,001 up to \$400,000	50%	50%

Project Cost = State Share + Grantee Share

Refer to Chapter 62D-5.055(6), F.A.C. for complete information on match requirements and match types. ***The Total Project Cost (Line F) must equal the grant request (Line A) plus the total local match (Line E). This figure (Line F) should not total more than \$400,000 for the purpose of this application.***

A. FRDAP Funds Requested (State Share) Line A \$ _____

B. Local Funds Available: (Grantee Share)

1. Cash: Line B \$ _____

2. In-Kind: Line C \$ _____

3. Land Value: Line D \$ _____

If property is developed, land value CANNOT be used as a match. Also if land is purchased through LWCF, FRDAP or FCT, land value cannot be used.

Total Local Match: Line E \$ _____
Sum of lines B, C and D

C. Total Cost of Proposed Project: Line F \$ _____
Sum of Lines A and E
(Should not total more than \$400,000)

If approved for REDI Match Waiver, fill out REDI Waiver Form located under FRDAP Administrative Forms at www.dep.state.fl.us/parks/OIRS

(Tab as Exhibit "S")

D. PROJECT COST ESTIMATE (COMPLETE FOR ALL PROJECTS):

The project cost estimate break down is on the following two pages of this application. If land value is used as match, it should be included under primary cost. Primary costs include all recreation facilities and opportunities. Primary cost must be equal to or greater than fifty percent (50%) of the total cost.

Remember to include each element in your conceptual site plan. *Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 10 & 11 of this application. The site plan must correlate with the project boundary map. The site plan must CLEARLY DELINEATE using color codes between facilities/opportunities currently existing, facilities proposed for funding (page 10 & 11) in this application and facilities planned for future development. If project is an acquisition project, be sure to submit on the site plan the proposed elements to be developed as listed on Page 7 of this application. Also identify different FRDAP and LWCF phases on the site plans.*

(Tab as Exhibit "G")

PRIMARY RECREATION AREAS AND FACILITIES: *Primary facilities include all recreation facilities and opportunities. Primary cost must be equal to or greater than fifty percent (50%) of the total cost. Primary examples are: beach access, picnic facilities, fishing piers, ball fields, tennis courts, trails, trailheads, shade structures for recreational facilities, etc. Enclosed structures are not eligible costs. Costs of planning and site preparation should be included within the cost of each element. If land value is used as match, it should be included under primary cost. If this is a trail project, list the uses or types of trails. If developing one trail for multi-purposes state multi-purpose trail, but if doing several different trails list separately with each use (example: walking trail or bike trail) **FRDAP funded elements are not eligible for renovation if funded within the past five (5) years.***

	Quantity	Description	Estimated Cost
N E W			
R E N O V A T I O N S			
	Total Primary		\$

SUPPORT FACILITIES AND IMPROVEMENTS: Support facilities are facilities which cannot stand alone, or which would have little or no public outdoor recreational value without the primary facility. No enclosed structures are eligible except restrooms, bathhouses or restroom/concession stands. Other support examples are: parking, landscaping, and security lighting. Amenities such as benches, or bike racks will receive no points when being scored. The enclosed structures listed above cannot be phased and must be completed with one grant. **FRDAP funded elements are not eligible for renovation if funded within the past five (5) years.**

	Quantity	Description	Estimated Cost
N E W			
R E N O V A T I O N S			
	Total Support		\$

TOTAL COST OF PROPOSED PROJECT \$ _____

PART II — EVALUATION CRITERIA

1. GENERAL CRITERIA

A. CAPITAL IMPROVEMENT PLAN

- (1) Is the proposed project identified, in whole or part, in the applicant’s adopted Local Government Comprehensive Plan and is included in the Capital Improvement Plan (CIP) or schedule during the current or next three (3) fiscal years?

Provide:

*1) A letter from the agency’s city or county manager certifying the five year capital improvement schedule is officially adopted. **Project will not receive points if letter is not submitted or does not state the date the CIP was adopted.***

-And-

2) A copy of the five-year capital improvement schedule included in the applicant’s adopted Local Comprehensive Plan, stating project by name, amount and year (County and City budgets are not the same as capital improvement schedules). Highlight project name, amount and year.

_____ Yes _____ No **(Tab as Exhibit “A”) (10 points)**

--- OR ---

- (2) Is the proposed project included as part of the Local Comprehensive Plan through an adopted resolution committing the applicant to amend their Capital Improvement Plan (CIP) or schedule and complete the project should it receive program funds?

Provide: *A copy of a fully executed resolution amending the existing schedule to include the proposed project by name and amount if funded. **The resolution cannot be older than three (3) years.***

_____ Yes _____ No **(Tab as Exhibit “A”) (5 points)**

B. STATEWIDE COMPREHENSIVE OUTDOOR RECREATION PLAN

Explain how the proposed project would address one or more of the issues, goals or recommendations as identified in the current Statewide Comprehensive Outdoor Recreation Plan. *Use the **OUTDOOR RECREATION IN FLORIDA- 2013 (Chapter 5).** Provide quotations or other appropriate references with explanations to justify the correlation. To receive points, must give a detailed explanation as to how the project meets the issues, goals or recommendations, cannot only list the goals.*

(Tab as Exhibit “B”) (7 points)

C. PUBLIC PARTICIPATION

Indicate if the applicant obtained public participation through any of the following methods.

(To receive points for this section any meetings, presentations, or surveys must be held in the current year or within the **previous three (3) years** of application and each of **the two (2) meetings must be held separately** to receive each set of points. **Meetings also must be held prior to the application submittal.**) (Backup document must include meeting address, time am/pm, day of the week, date/year, and where published). **(If meetings are held on the same day, must be held at least 30 minutes apart to allow for reasonable time for input).**

(Check ALL that apply):

_____ 1. The applicant held a pre-advertised public meeting for the purpose of discussing the proposed project. *Attach a copy of ad, proof of publication for the advertisement and a copy of the minutes of the meeting. Advertisement needs to state where and when advertised. If not advertised in a newspaper, need a written explanation as to how, when and where advertised, along with a copy of notice/advertisement.*

(Tab as Exhibit “C-1”) (8 points)

_____ 2. The applicant discussed the proposed project at a meeting of an advisory board or community organization that is related to recreation or a meeting of a neighborhood association that is substantially affected by the proposed project. *Provide a copy of the dated minutes of the meeting(s) where **this project** was discussed or a thank you letter from an individual who attended the meeting where the project was discussed. The letter has to state that the meeting was attended and the project was discussed. Support letters are not acceptable to receive points. Planning and zoning or similar boards may be used if a parks and recreation advisory board does not exist. City or County Commissions are not considered advisory boards.*

(Tab as Exhibit “C-2”) (4 points)

D. OPERATION AND MAINTENANCE

The applicant has the capability to operate and maintain the project site by demonstrating:
(Check ONLY one):

_____ 1. The applicant has a full-time staff to provide for project operations and maintenance. *(Provide a brief description of how operation and maintenance will be provided and a copy of an agency organizational chart. Must provide both to receive points.)*

(Tab as Exhibit “D”) (6 points)

OR

_____ 2. The applicant has provided proof of their ability to operate and maintain the project. *(Provide a brief description, letter or a copy of the cooperative agreement for operation and/or maintenance.)*

(Tab as Exhibit “D”) (3 points)

E. PARK PARTNERSHIP

The proposed project is supported through a fully executed written cooperative agreement between the applicant and an individual or entity, either private or public, (*within the current or past three (3) years*) in which said entity agrees to furnish ten percent (10%) or more of the total project costs in cash, land, or labor services for the development/construction or acquisition of this project with the applicant holding the leading management responsibility. *The written agreement must be executed by the end of the submission period and quantify the donation in monetary units. This can be a cooperative agreement between both parties or a letter from the entity agreeing to furnish ten percent (10%) of the total project costs in cash, materials, land, or labor services.*

(A management or maintenance agreement is not acceptable.) (A development or acquisition grant from LWCF, FRDAP or FCT, etc is not acceptable.)

_____Yes _____No

(Tab as Exhibit “E”) (5 points)

2. DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)

A. PROJECT SITE

(1) Project site was acquired in part or in whole by funding from either FCT, FRDAP, LWCF or other state and federal land acquisition programs. *(If yes, provide a copy of the contract or a letter from the funding agency.)*

_____Yes _____No

(Tab as Exhibit “F”) (5 points)

(2) The project provides for a new park on an entirely undeveloped or conservation property. List the existing facilities/improvements on the project site. *Include improvements such as baseball fields, basketball courts, trails, boat ramps, etc. (Bullet lists are encouraged). (If undeveloped, state: None).* *The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development by color coding.*

_____Yes _____No

(Tab as Exhibit “G”) (5 points, if undeveloped)

List of existing facilities:

B. TRAIL CONNECTIVITY

The project provides for increased trail access by connecting to an existing, publicly owned and designated recreational trail **outside the project boundary**. *Indicate new project trail and where it connects to the existing trail(s) on the project site plan to receive points. Also, identify by name and location the existing trail which this project connects to.*

_____ Yes _____ No

(Tab as Exhibit “G”) (5 points)

C. GREEN INITIATIVE

The proposed project provides environmental education or a significant, positive effect on the environment, as designated by green initiatives such as protecting or enhancing water conservation, wildlife habitat, recycling efforts or energy conservation. Examples include but are not limited to: low flow water fixtures, energy efficient outdoor and indoor lighting, recycled materials, etc. *(Provide a narrative describing how the project will meet this criteria.)*

_____ Yes _____ No

(Tab as Exhibit “H”) (8 points)

D. FACILITIES

(1) The project provides for new primary facilities and/or renovations and/or enhancements to the project site. (i.e.: baseball fields, exercise trail, playground). *(Check only one).*

_____ 3 or more primary facilities and/or enhancements (15 points)

_____ 2 primary facilities and/or enhancements (10 points)

_____ 1 primary facility and/or enhancement (5 points)

(2) The project provides new, renovated and/or enhanced support facilities: (i.e. parking, restrooms, utilities). *(Check all that apply)*

_____ Restrooms (10 points)

_____ Other support facilities (5 points)

3. ACQUISITION CRITERIA (COMPLETE ONLY FOR ACQUISITION PROJECTS)

A. PROJECT SITE

Applicant has obtained a willing landowner-seller letter or statement for all parcels intended to be purchased with FRDAP funds or a publicly recorded deed for pre-acquired Real Property. *(Provide a copy of letter, statement or if already purchased a copy of the recorded deed.)*

_____Yes _____No

(Tab as Exhibit “I”) (5 points)

B. OUTDOOR RECREATION

The proposed acquisition project would provide property adjacent to existing parks and/or greenways that will be developed to increase the number or variety of Outdoor Recreation opportunities. *(Provide a boundary map which shows the adjacent park or greenway. Boundary map must name the existing park or greenway.)*

_____Yes _____No

(Tab as Exhibit “J”) (8 points)

C. NATURAL RESOURCES

(1) The proposed acquisition would provide land protection or preservation of a sensitive natural habitat, or significant natural resource. *(Provide a narrative describing any listed species that occurs on the project site using documentation from a biologist or other qualified resource. Such as: a letter from FNAI and a map, or if a project is designated as a Strategic Habitat Conservation Area (SHCA) provide a letter from FWCC and a map. In the narrative describe how the natural resource or habitat will be protected.)**(Provide copies of the backup documentation used to receive points.)*

_____Yes _____No

(Tab as Exhibit “K”) (8 points)

(2) The proposed acquisition would provide or increase public access/use of a natural water resource. *(Provide a site plan locating the elements to be developed, along the natural water resource. Development must be providing water access to receive points.)*

_____Yes _____No

(Tab as Exhibit “G”) (8 points)

(3) The proposed acquisition would protect natural resources that are threatened with development or destruction by private ownership. *(Provide documents of proof. Examples of proof: a copy of minutes of a public meeting or an article or resolution where project is discussed stating the purchase would save the property from commercial or residential development.)*

_____Yes _____No

(Tab as Exhibit “L”) (8 points)

D. CULTURAL RESOURCES

The proposed acquisition has been identified as either a site of a historic/cultural importance or an archeological site. *(Provide a letter from the Department of State or the National Historic Registry providing proof.)*

_____Yes _____No

(Tab as Exhibit “M”) (8 points)

E. COMPREHENSIVE PLAN

Describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant’s adopted local comprehensive plan. *(Provide excerpts of the applicant’s local comprehensive plan as supporting back-up documentation and highlight the information that pertains to this section.)*

_____ Needed acres/Person and _____ Total Acreage Under Local Control

(Tab as Exhibit “N”) (10 points)

F. CAPITAL IMPROVEMENT PLAN

- (1) Is the proposed project development identified, in whole or part, in the applicant’s adopted Local Government Comprehensive Plan and is included in the Capital Improvement Plan (CIP) or scheduled during the current or next three (3) fiscal years?

Provide:

1) A letter from the local government’s city or county manager certifying the five-year capital improvement schedule is officially adopted. Project will not receive points if letter is not submitted and does not state the date the CIP was adopted.

-and-

2) A copy of the five-year capital improvement schedule included in the applicant’s adopted Local Comprehensive Plan, stating the development of the proposed project by name, amount and year (county and city budgets are not the same as capital improvement schedules). Highlight project name, amount and year.

_____ Yes _____ No **(Tab as Exhibit “A”) (6 points)**

--- OR ---

- (2) Is the proposed project development included as part of the Local Comprehensive Plan through an adopted resolution committing the applicant to amend their Capital Improvement Plan (CIP) or schedule and complete the project should it receive program funds?

Provide: A copy of a fully executed resolution amending the existing schedule to include the development of the proposed project by name and amount if funded. The resolution cannot be older than three (3) years.

_____ Yes _____ No **(Tab as Exhibit “A”) (3 points)**

PART III — SUPPORTING DOCUMENTS

1. APPLICATION CHECKLIST

Use this to make sure that all applicable and required documentation is included. Tab all exhibits to facilitate review and scoring. **Attach supporting documents at the end of the application in alphabetical order as follows:**

<u>WHEN ASKED TO SUBMIT MULTIPLE DOCUMENTS,</u> <u>APPLICATION WILL NOT RECEIVE POINTS IF ALL DOCUMENTS ARE NOT SUBMITTED.</u>			
<i>Application Item - If Applicable</i>	<i>Development Projects</i>	<i>Acquisition Projects</i>	<i>Tab as Exhibit</i>
<p>NOTE: Three (3) copies of the completed and signed application and all supporting documents must be submitted before the <u>closing date of noticed submission period.</u> (1 original and 2 copies).</p>	√	√	<p>Use a soft-covered binder. (No hard-covered 3-ring binders)</p>
<p>A. A letter from the agency's city or county manager certifying the five-year capital improvement schedule is officially adopted and a copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year.</p> <p style="text-align: center;">-or-</p> <p>A copy of a fully executed resolution amending the existing schedule to include the proposed project if funded. The resolution must clearly indicate the proposed project by name, and amount cannot be older than three (3) years.</p>	√	√	A
<p>B. SCORP objectives support documentation: Written response to Part II, Item 1.B. on page 12 of this application. Include a brief narrative explaining how the project implements one or more of the outdoor recreation goals and objectives as listed in the 2013 SCORP. Provide quotations or other appropriate references with explanation to justify the correlation.</p>	√	√	B
<p>C. Public participation documentation:</p> <p>1. Attach a copy of ad, proof of publication for the advertisement and a copy of the minutes of the meeting. Advertisement needs to state where and when advertised.</p> <p style="text-align: center;">-----</p> <p>2. Provide a copy of the dated minutes of the meeting(s) where this project was discussed or a thank you letter from an individual who attended the meeting where the project was discussed. The letter has to state that the meeting was attended and the project was discussed. (Support letters are not acceptable for points.)</p>	√	√	C1
	√	√	C2

Application Item - Required	Development Project	Acquisition Project	Tab as Exhibit
<i>D. Documentation of ability to support operation and maintenance of project site. Provide a copy of an agency organizational chart AND an explanation of ability to operate and maintain or provide a letter or a copy of a cooperative agreement for operation and/or maintenance.</i>	√	√	D
<i>E. Copy of cooperative agreement between applicant and a private or public nonprofit entity with the applicant holding the lead managing responsibility or a letter from a public or private entity.</i>	√	√	E
<i>F. Provide a copy of the contract or a letter from the agency which funding was obtained for acquisition of property site.</i>	√		F
<i>G. Conceptual site plan for development of the project area: Submit a conceptual site plan displaying the areas and facilities to be developed as proposed in the scope of the application. The site plan must correlate with the project area identified in the project boundary map and cost estimate. The site plan must CLEARLY DELINEATE between currently existing facilities/opportunities, facilities proposed for funding in this application and facilities planned for future development. Color code your site plan to indicate facilities that are existing, proposed for funding and planned for future development (not in this project). Also identify FRDAP & LWCF phases.</i>	√ Identify different funding phases	√ Need site plan for the planned development after acquisition is completed.	G
<i>H. Provide a narrative describing how the project will provide environmental education or a significant, positive effect on the environment, as designated by green initiatives such as protecting or enhancing water conservation, wildlife habitat, recycling efforts or energy conservation.</i>	√		H
<i>I. Provide a copy of a willing landowner-seller letter or statement for all parcels intended for purchase or the recorded deed if pre-acquired real property.</i>		√	I
<i>J. Boundary map of the project area: Submit a boundary map of the project area. The map must provide a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Also, depict where and how the public will access the site, parking, etc. Plat maps may be accepted if the above criteria are identified. Use either an 8 ½ X 11 or 11 X 17 map. Aerial photographs are accepted as boundary maps, as long as the boundaries are identified.</i>	√	√	J

Application Item - Required	Development Project	Acquisition Project	Tab as Exhibit
<i>K. Provide a narrative describing any listed species that occurs on the project site using documentation from a biologist or other qualified resource, such as a letter from Florida Natural Areas Inventory (FNAI) and a map, or if a project is designated as a Strategic Habitat Conservation Area (SHCA), provide a letter from Fish and Wildlife Commission (FWCC) and a map. In the narrative, describe how the applicant will protect the natural resource or habitat. Provide copies of the supporting backup documentation used to receive points.</i>		√	K
<i>L. Provide a copy of minutes of a public meeting, an article or resolution where project is discussed or any other proof stating the purchase would save the property from commercial or residential development.</i>		√	L
<i>M. Provide a letter from the Department of State or the National Historical Registry providing proof that the site has been identified as a site of historical/cultural event or an archeological site.</i>		√	M
<i>N. Excerpts of the Recreation/Open Space Element of the Local Comprehensive Plan, identifying needed acreage. Provide and highlight excerpt which indicates needed number of acres and provide how much acreage local government already controls.</i>		√	N
<i>O. Site Control (e.g. , deed, lease):</i> 1. Submit a copy of the site control documents. (e.g., deed, lease, etc.). 2. If only have a Quit Claim Deed, submit the deed and also a 30-year title search by the grantee's attorney proving the grantee owns the property. <u>Site control must be effective by the close of the submission period.</u>	√ √		O
<i>P. Photographs of the project area: Submit color, on-site photographs sufficient to depict the physical characteristics of the project area. Provide color photographs for all three copies of your application. Aerial photographs are requested, but not required. Mark an approximate boundary of the project site and note major roads and/or landmarks on the aerial photo. (Note: this is not the boundary map.)</i>	√	√	P

Application Item - Required	Development Project	Acquisition Project	Tab as Exhibit
<p><i>Q. Location map and directions: Submit a detailed street, road or highway map precisely locating the project site. Also, provide clear and concise written driving instructions from the nearest federal or state highway. NOTE: Confirm that street names listed in the written directions are the same as those posted on street signs in the area. Do not use Map Quest or any other computer mapping program for this.</i></p>	√	√	Q
<p><i>R. Provide a description of the proposed project which includes existing and future uses, existing and proposed physical improvements, natural and historical resources, any proposed resource protection/conservation and any existing buildings on site. For acquisition projects, if the proposed project consist of acquiring multiple parcels or from multiple owners, identify specific order in which the parcels will be acquired to ensure that in the event that all parcels cannot be acquired, the purposes of the project can be achieved. Also, submit an estimated value of the property being acquired. (tax-assessed value).</i></p>	√	√	R
<p><i>S. Request for Match Waiver/REDI Form: If eligible for the Rural Economic Development Initiative Match Waiver, submit Request for Match Waiver.</i></p>	√	√	S

2. CONTACTS FOR ADDITIONAL INFORMATION

<i>Contact</i>	<i>Phone</i>
<p>A. <i>FRDAP Application Information & Help</i> http://www.dep.state.fl.us/parks/oirs/frdap_facts.htm</p>	850/245-2501
<p>B. <i>FRDAP Administrative Rules</i> http://www.dep.state.fl.us/Parks/OIRS/default.htm</p>	850/245-2501
<p>C. <i>Statewide Comprehensive Outdoor Recreation Plan (SCORP)</i> http://www.dep.state.fl.us/parks/outdoor/scorp.htm</p>	850/245-3051
<p>D. <i>Bureau of Appraisal</i> http://www.dep.state.fl.us/lands/appraisal.htm</p>	850/245-2658
<p>E. <i>Recreational Americans with Disabilities Act (ADA) Information</i> http://www.floridastateparks.org/accessforall/default.cfm</p>	850/245-3076
<p>F. <i>Office of Greenways & Trails, Florida Statewide Greenways & Trails Plan</i> http://www.dep.state.fl.us/gwt/</p>	850/245-2052