



Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM  
GRANT APPLICATION PACKAGE

Required Signatures: **Adobe Signature**

(DEP USE ONLY)

Received: \_\_\_\_\_

Postmarked: \_\_\_\_\_

Application Number: \_\_\_\_\_

**PART I - GENERAL INFORMATION**

**A. APPLICANT INFORMATION**

1. Name of Applicant: \_\_\_\_\_

2. FEIN No. (9-Digits) + (3-Digit Location Code): \_\_\_\_\_

\*(This number must be registered at **My Florida Market Place** with the address the warrant will be sent to upon project completion)  
<https://vendor.myfloridamarketplace.com>

3. **Unique Entity Identifier (UEI):** \_\_\_\_\_

(Must be 12 characters, not including dashes, can be alpha, numeric, or both. Replaced Data Universal Numbering System (DUNS#))

4. Population: \_\_\_\_\_

5. Current Operating budget: \_\_\_\_\_

(This is the operating budget for the city, county or other legally constituted governmental entity, not just the department budget.)

6. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

(The contact person should be someone who will be in direct contact with DEP and is responsible for administering the grant if awarded.)

Address: Street/PO Box: \_\_\_\_\_

(Needs to be address registered in **My Florida Market Place** where warrant will be sent. If contact is different please specify.)

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

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



## Florida Department of Environmental Protection

### LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

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#### B. PROJECT INFORMATION

1. Name of Project: \_\_\_\_\_
  - a. List all previous projects name(s), phase(s) and grant number(s) funded at this specific project site location and reference funding source(s) (LWCF, FRDAP, RTP and FCT grant programs).
  - 1) \_\_\_\_\_
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_
  - 4) \_\_\_\_\_
2. Acreage of Project: \_\_\_\_\_
3. Project Type (Check One): Project cannot be a combination of acquisition and development  
Acquisition: ☐ \_\_\_\_\_  
Development: ☐ On land owned fee simple by applicant  
☐ On land leased to applicant by another public agency  
Date lease expires: \_\_\_\_\_

Development projects must be under site control (owned by deed or leased from another public agency for a minimum of 30 years from application and renewable in perpetuity. Also, if property is owned by deed or leased from any state agency, provide a letter with permission to develop on the property and place restriction on land in perpetuity) by the close of the submission period, **December 15, 2025**.

- **School board property is ineligible.**
- **Include a copy of the site control documents – see our website for helpful hints (e.g., deed, lease, etc.).**

(Tab as Exhibit “L”)



Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM  
GRANT APPLICATION PACKAGE

4. Project Location: Street Address: \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip Code: \_\_\_\_\_  
(If the project is not located in a city, list the city nearest to the project site.) (zip code + 4)

5. GIS Coordinates: Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

- a) 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 if the above criteria are identified. Use either an 8 ½ x 11 or 11x17 map. **Aerial photographs are accepted as boundary maps, as long as the boundaries are identified.**

(Tab as Exhibit "I")

- b) Submit color, on-site photographs for your application, sufficient to depict the physical characteristics of the project area and any elements and facilities that need renovation or replacement.

(Tab as Exhibit "J")

- c) 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:** Please confirm that street names listed are the same as those posted on street signs in the area. Please do not use Map Quest or any other computer mapping program for this.

(Tab as Exhibit "K")

6. Legislative Districts in which the Project Site is located: These should be the districts in which the proposed project site is located. If you are not sure of the districts, contact your local office of the Supervisor of Elections.

State Senator \_\_\_\_\_ Senate District Number \_\_\_\_\_

State Representative \_\_\_\_\_ House District Number \_\_\_\_\_

7. Congressional District in which the project is located:

U.S. Congressman \_\_\_\_\_ Congressional District Number \_\_\_\_\_



Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM  
GRANT APPLICATION PACKAGE

8. Describe the physical characteristics of the project.

1) **For Development Projects:**

- (a) Provide a detailed Project Narrative of the proposed project's scope of work and related information 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.

(Tab as Exhibit "M1")

(b) Please indicate if a natural spring is located on project site: ☐ Yes ☐ No

(c) Please indicate if there is public access to the park either through an existing street or easement: ☐ Yes ☐ No

Please describe access:

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

- (a) If proposed project consists of acquiring multiple parcels or from multiple owners, identify specific order in which the parcels will be acquired to ensure that if all parcels cannot be acquired, the purposes of the project can be achieved. Also, submit an estimated value of the property being acquired. (Ex. Tax assessed value)

(Tab as Exhibit "M2")



Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM  
GRANT APPLICATION PACKAGE

C. FINANCIAL INFORMATION

**DEVELOPMENT PROJECT ONLY**

Refer to Chapter 62D-5.070(6), F.A.C. for complete information on match requirements and match types. LWCF assistance is provided on a 50% matching basis. **Total Project Cost (Line F) must equal the grant request (Line A) plus the total local funds available (Line E). This figure (Line F) should not total more than \$3,000,000 for the purpose of this application.**

- |    |                        |                 |
|----|------------------------|-----------------|
| 1. | LWCF Funds Requested:  | Line A \$ _____ |
| 2. | Local Funds Available: |                 |
| a. | Cash:                  | Line B \$ _____ |
| b. | In-Kind                | Line C \$ _____ |
| c. | Land Value             | Line D \$ _____ |

(Only the value of **donated** real property is eligible as match **and applicant must NOT have taken title yet unless a waiver of retroactivity has been granted by DEP**)

|                             |                          |
|-----------------------------|--------------------------|
| Total Local Funds Available | Line E \$ _____          |
|                             | Sum of lines B, C, and D |

- |    |                                |                                                 |
|----|--------------------------------|-------------------------------------------------|
| 3. | Total Cost of Proposed Project | Line F \$ _____                                 |
|    |                                | Sum of lines A and E                            |
|    |                                | <b>(Should not total more than \$3,000,000)</b> |

**ACQUISITION PROJECTS**

Enter an amount on each line and round to the nearest hundred dollars.

- |    |                                                                                  |          |
|----|----------------------------------------------------------------------------------|----------|
| a. | <b>Land purchase price</b> (estimated or actual)                                 | \$ _____ |
| b. | <b>Acquisition costs</b> (estimated or actual)                                   |          |
|    | Cost of certified survey(s), appraisal(s), appraisal review(s), title report(s), | \$ _____ |
|    | title insurance premium(s), environmental audit(s), and                          |          |
|    | Applicant's acquisition agent(s) fees or commission(s).                          |          |
| c. | <b>Total Project Costs</b> [Add a. and b.]                                       | \$ _____ |

**This figure (Line C) should not total more than \$3,000,000 for the purpose of this application.**



## Florida Department of Environmental Protection

### LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

#### **D. PROJECT ELEMENTS (COMPLETE FOR ALL PROJECTS, DEVELOPMENT AND ACQUISITION):**

On page 7 & 8, list the Project Elements for this application. The Project Elements are listed with the related tasks and deliverables. Primary facilities and support facilities should be listed separately. Use as many project elements and tasks needed to complete the project.

**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 7 & 8 of this application. The site plan must correlate with the project boundary map and project elements. The site plan must **CLEARLY DELINEATE** using color codes between facilities/opportunities currently existing, facilities proposed for funding (page 7 & 8) 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 18 of this application. **Also identify different LWCF phases on the site plan and any FRDAP phases.**

#### **DEVELOPMENT PROJECTS:**

**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).

**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.

**(Tab as Exhibit "H1")  
Conceptual Site Plan**

**(Tab as Exhibit "H2")  
Timeline for Development**

#### **ACQUISITION PROJECTS:**

If acquisition project, on page 7 & 8, list the Project Acquisition Cost for the project.

**(Tab as Exhibit "H1")  
Provide Future Development Conceptual Site Plan**

**(Tab as Exhibit "H2")  
Timeline for Acq. and Timeline for Dev. within the following 3-years of property purchase**



## Florida Department of Environmental Protection

### LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

**Project Name:** \_\_\_\_\_

**Grantee Name:** \_\_\_\_\_

The project reimbursement is limited to one (1) invoice upon completion of all Project Elements listed below and submittal of all Deliverables and required documentation identified in the table below. Completion Documentation required prior to Reimbursement Request.

#### **Project Tasks, Deliverables and Required Documentation**

| <b>Task #1:</b><br>Development of:<br>_____ | <b>Amount of Costs<br/>to be Paid with<br/>Grant Funds</b> | <b>Amount of Costs<br/>to be Paid with<br/>Grantee Match</b> | <b>Deliverables and Documentation to<br/>Be Submitted Upon Completion and<br/>Before Reimbursement Can Be<br/>Approved</b>                                                                                           |
|---------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>(List each <b>Primary</b> facility)</u>  | Provide Budget<br>Detail                                   | Provide Budget<br>Detail                                     | Project Completion Certification<br><br>Final as-built site plan<br><br>Florida Recreation and Parks<br>Inventory Form<br><br>Color Photographs of Project<br><br>Notice of Limitation of Use<br><br>Boundary Survey |



Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM  
GRANT APPLICATION PACKAGE

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |    |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|--|
| <p><u>(List each <b>Support</b> facility)</u><br/>*All work will be completed in accordance with the approved plans.</p> <p><b><u>ACQUISITION PROJECT COST</u></b></p> <p><b>Land purchase price</b> (estimated or actual)</p> <p><b>Acquisition costs</b> (estimated or actual) Cost of certified survey(s), appraisal(s), appraisal review(s), title report(s),</p> <p>Title insurance premium(s), environmental audit(s), and Applicant's acquisition agent(s) fees or commission(s).</p> <p><b>Total Project Costs</b></p> |    |    |  |
| <b>TOTALS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$ | \$ |  |

**Performance Standard:** Approval of deliverables is based upon review for compliance with the requirements for funding under the Land and Water Conservation Fund Program (LWCF); approved plans and application approved for funding.





## Florida Department of Environmental Protection

### LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

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#### **INSTRUCTIONS FOR COMPLETING PROJECT WORK PLAN:**

**DELIVERABLES/ELEMENTS/WORK TO BE COMPLETED:** Identify **ALL** elements that will be completed under this Agreement.

**DELIVERABLE/ELEMENT BUDGET AMOUNT FOR REIMBURSEMENT:** Must provide a budget for each element and identify the expense category and budget detail. Provide description of the costs as follows: **Salaries:** identify the position title, hourly rate and number of hours to complete the deliverable; **Fringe benefits:** identify the percentage used to calculate the fringe benefits; **Contractual Services:** identify what service will be paid for under the contract for services; **Equipment:** the purchase of equipment is not allowed under this Agreement, the rental of equipment is the only cost allowed that is associated with equipment; **Supplies and Materials:** identify what supplies/materials will be purchased; **Other costs:** identify what other costs are being requested (such as printing costs, other costs that do not fit into the other established cost categories (salaries, fringe benefits, equipment, supplies, indirect, contractual services); Indirect Costs: identify the percentage that is used for the indirect being claimed for reimbursement (cannot exceed 15% unless prior approval has been obtained by the Department).

**MATCH AMOUNT TO BE CLAIMED:** The same level of detail must be provided for match as for reimbursement.

**DOCUMENTATION/DELIVERABLES TO BE SUBMITTED UPON COMPLETION:** All of these deliverables must be submitted before final reimbursement can be processed.

**Completion Documentation required prior to Reimbursement**



Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM  
GRANT APPLICATION PACKAGE

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PART II – EVALUATION CRITERIA

A. GENERAL CRITERIA

1. CAPITAL IMPROVEMENT PLAN

- A. Is the proposed project identified, in whole or in part, in the applicant's 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 and date adopted. Project will not receive points if letter is not submitted and does not state the date 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 or City budgets are not the same as Capital Improvement Schedules) **Highlight project name, amount and year.**

☐ Yes    ☐ No

(Tab as Exhibit "A") (20 points)

**-OR-**

- B. Is the proposed project identified as part of the plan through an adopted resolution committing the applicant to amend their Capital Improvement Plan or Schedule and complete the project should it receive program funds?

**Provide:**

1) A copy of a fully executed resolution amending the existing schedule to include the development of the proposed project. The resolution must **clearly indicate the development of the proposed project by name, year and amount, and cannot be older than 3 years.**

☐ Yes    ☐ No

(Tab as Exhibit "A") (10 points)



## Florida Department of Environmental Protection

### LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

## 2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

- A. Explain how the proposed project would address one or more of the issues, recommendations or goals identified in the State Comprehensive Outdoor Recreation Plan. **Use the STATE COMPREHENSIVE OUTDOOR RECREATION PLAN – Current SCORP (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 goals, cannot only list the goals.

(Tab as Exhibit “B”) (4 points)

### B. RELATIVE NEED INDEX BY REGION

Locate the applicant’s region and circle each priority resource/facility need as **proposed in the project** cost on page 7 & 8 of this application which is included in the applicant’s planning region:

(7 points)

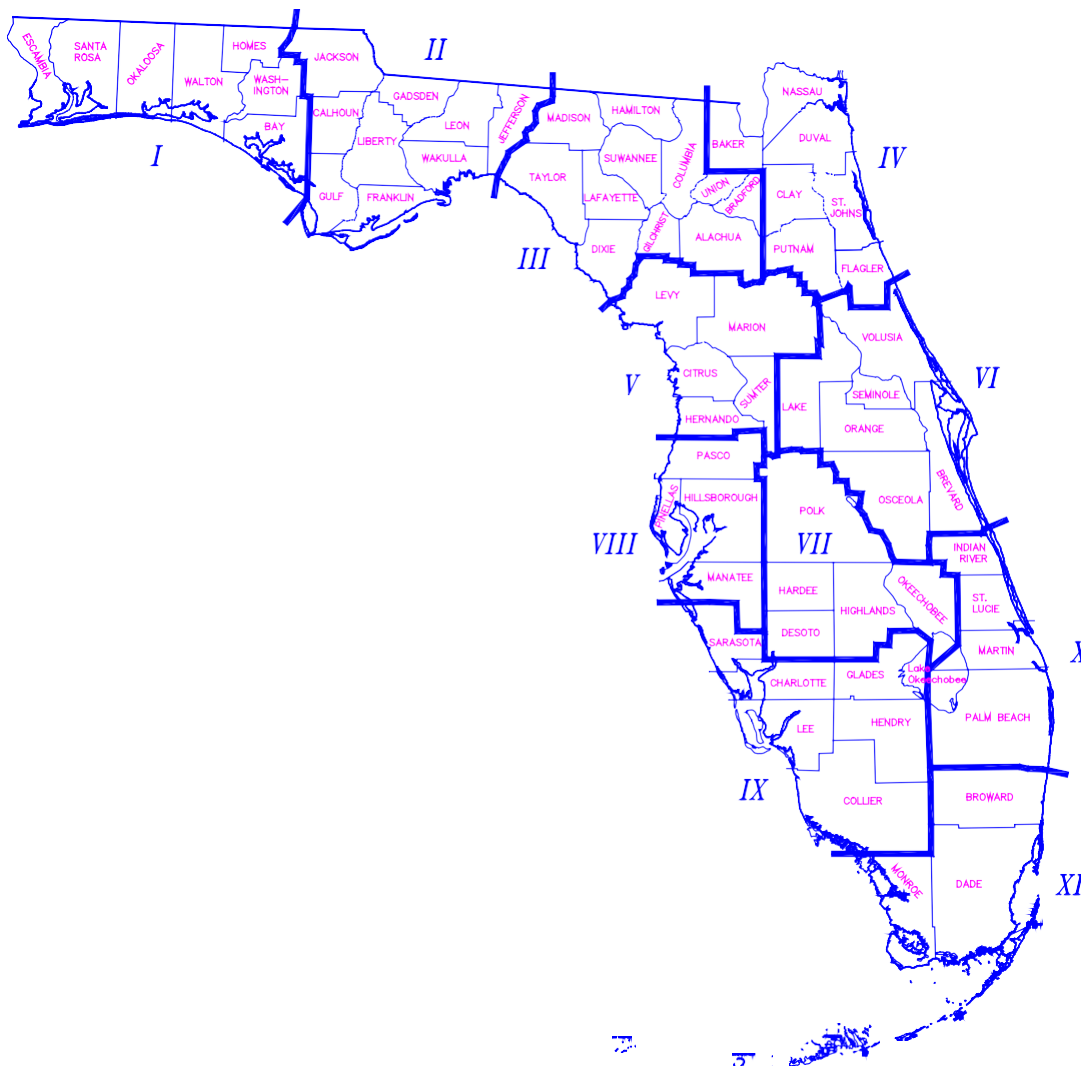
- ☐ I Saltwater Beach Activities\* Baseball or Softball \* Picnicking \*Football  
Outdoor Swimming Pool Use \* Saltwater Non-Boat Fishing \* Golf  
RV / Trailer Camping \* Freshwater Boat Ramp Use \* Soccer or Rugby
- ☐ II Saltwater Beach Activities \* Nature Study \* Historical or Archeological Sites  
Baseball or Softball \* Picnicking \* Freshwater Boat Ramp Use \* Football  
Hunting \* Horseback Riding \* Outdoor Swimming Pool Use
- ☐ III Football \* Picnicking \* Nature Study \* Soccer or Rugby \* Baseball or Softball  
Horseback Riding \* Outdoor Basketball \* RV / Trailer Camping  
Freshwater Boat Ramp Use \* Bicycle Riding – Unpaved Trails
- ☐ IV Historical or Archeological Sites \* Baseball or Softball \* Football  
Saltwater Beach Activities \* Picnicking \* Outdoor Swimming Pool Use \* Outdoor  
Basketball \* Nature Study \* Golf \* Soccer or Rugby
- ☐ V Picnicking \* Football \* RV / Trailer Camping \* Nature Study \* Baseball or Softball  
Bicycle Riding - Unpaved Trails \* Outdoor Basketball \* Soccer or Rugby  
Horseback Riding \* Outdoor Swimming Pool Use
- ☐ VI Picnicking \* RV / Trailer Camping \* Football \* Baseball or Softball  
Outdoor Swimming Pool Use \* Nature Study \* Historical or Archeological Sites  
Outdoor Basketball \* Saltwater Beach Activities \* Soccer or Rugby
- ☐ VII RV / Trailer Camping \* Picnicking \* Baseball or Softball \* Outdoor Swimming Pool Use  
Nature Study \* Freshwater Boat Ramp Use \* Football \* Golf \* Horseback Riding  
Outdoor Basketball



# Florida Department of Environmental Protection

## LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

- ☐ VIII Picnicking \* RV / Trailer Camping \* Baseball or Softball \* Football \* Outdoor Swimming Pool Use \* Saltwater Beach Activities \* Golf \* Outdoor Basketball \* Outdoor Tennis \* Soccer or Rugby
- ☐ IX Picnicking \* RV / Trailer Camping \* Saltwater Beach Activities \* Outdoor Swimming Pool Use \* Golf \* Football \* Nature Study \* Baseball or Softball \* Outdoor Tennis \* Historical or Archeological Sites
- ☐ X Football \* Golf \* Baseball or Softball \* Outdoor Swimming Pool Use \* Picnicking \* Outdoor Tennis \* Saltwater Beach Activities \* Outdoor Basketball \* RV / Trailer Camping \* Soccer or Rugby
- ☐ XI Outdoor Swimming Pool Use \* Picnicking \* Football \* Baseball or Softball \* Saltwater Beach Activities \* Outdoor Tennis \* Golf \* Outdoor Basketball \* Saltwater Non-Boat Fishing \* RV / Trailer Camping





Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM  
GRANT APPLICATION PACKAGE

### 3. PUBLIC PARTICIPATION

Indicate which of the following apply (**Check ALL that apply**):

(To receive points for this section any meetings, presentations, or surveys must be held in the current year or within the **previous 3 years** of application and each of **the three meetings must be held separately to receive each set of points.** (**Meetings also must be held prior to the application submittal.**)

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

(Tab as Exhibit "C1") (10 points)

- ☐ B. The project was discussed at a **regularly** scheduled meeting of the applicant's advisory board responsible for park, recreation and leisure service activities. Provide **a copy of the minutes** of the advisory board meeting(s) where **this project** was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. 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 "C2") (7 points)

- ☐ C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. Provide documentation (**dated minutes from the meeting** where the project was discussed, or a thank-**you letter** from an organization, association, etc.. No Form Letters) showing that presentations **regarding this project** were made to community organizations or groups **OR provide a copy of the survey, who surveyed, AND a summary of the results.** Letters of support are not acceptable to receive points.

(Tab as Exhibit "C3") (4 points)

### 4. LINEAR PARK

The proposed project is for linear park purposes. A linear park is defined as an active or passive outdoor recreation area of linear design that provides or connects recreation, park land, or open-space areas.

- ☐ Yes ☐ No

(13 points)



## Florida Department of Environmental Protection

### LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

#### 5. PRESERVATION PURPOSES

The proposed project is also for preservation purposes (e.g. historical, archaeological, cultural etc.). This question addresses preservation of historic, archaeological and/or cultural sites. Contact the Department of State at (850) 245-6333 if this applies to the proposed project. A letter from the Department of State is required to verify a “yes” response to this question.

(Tab as Exhibit “D”) (7 points)

☐ Yes ☐ No

#### 6. OPERATION AND MAINTENANCE

Capability to develop, operate and maintain the project site. Provide a brief description of how development, programming and maintenance will be provided **AND** an agency organizational chart (**Must provide both to receive points**):

(Check ONLY one)

☐ The applicant has a full-time recreation or park department staffed to provide facility development, programming and maintenance.

(Tab as Exhibit “E”) (8 points)

☐ The applicant has demonstrated the existence of a full-time ability to provide facility development, programming and maintenance.

(Tab as Exhibit “E”) (4 points)

#### B. DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)

##### 1. NEW DEVELOPMENT

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).

(5 points, if undeveloped)



Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM  
GRANT APPLICATION PACKAGE

2. NEW FACILITIES OR OPPORTUNITIES (Check only one)

The project provides for new or additional development of recreational facilities and opportunities:

- ☐ 3 or more facilities or opportunities (15 points)
- ☐ 2 facilities or opportunities (10 points)
- ☐ 1 facility or opportunity (5 points)

3. RENOVATION OF EXISTING FACILITIES (Check only one)

The project provides renovation of existing recreational facilities for:

- ☐ 3 or more facilities (13 points)
- ☐ 2 facilities (9 points)
- ☐ 1 facility (4 points)

4. SUPPORT FACILITIES

The project provides new or renovated support facilities (i.e. parking, restrooms, utilities).

(15 points)

- ☐ Yes ☐ No

5. ACCESS TO WATER RESOURCES

The project provides developed pedestrian access to or along water resources (i.e. trails, boardwalks, dune walkovers, etc.)

(7 points)

- ☐ Yes ☐ No



## Florida Department of Environmental Protection

### LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

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#### 6. USE OF WATER RESOURCES

The project provides facilities for recreational use of water resources (boat ramps, swimming docks, fishing piers, etc.).

(12 points)

☐ Yes    ☐ No

#### 7. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

- A. List the facilities provided by the project which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study. The study entitled **"Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida"** has an effective date of December 1995. (See attached pages 20-24 for Priority Ranked Index Clusters.)

(12 points)





Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM  
GRANT APPLICATION PACKAGE

- B. The proposed project, in whole or in part, addresses the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled **"Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida"** has an effective date of December 1995. Use the table below to determine in which priority funding need ranking the project falls. **(Check ONLY one):**

☐ Highest Priority Funding Need (13 points)

☐ Second Highest Priority Funding Need (8 points)

| Population Density 1 - Population Under 10,000     |              |
|----------------------------------------------------|--------------|
| Rank                                               | Funding      |
| 1                                                  | Construction |
| 2                                                  | Renovation   |
| Population Density 2 - Population 10,000 to 24,999 |              |
| Rank                                               | Funding      |
| 1                                                  | Renovation   |
| 2                                                  | Construction |
| Population Density 3 - Population 25,000 to 49,999 |              |
| Rank                                               | Funding      |
| 1                                                  | Construction |
| 2                                                  | Renovation   |
| Population Density 4 - Population 50,000 to 99,999 |              |
| Rank                                               | Funding      |
| 1                                                  | Construction |
| 2                                                  | Renovation   |
| Population Density 5 - Population 100,000 and Over |              |
| Rank                                               | Funding      |
| 1                                                  | Renovation   |
| 2                                                  | Construction |

Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida



## Florida Department of Environmental Protection

### LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

#### **C. ACQUISITION CRITERIA (COMPLETE ONLY FOR ACQUISITION PROJECTS)**

##### **1. FLORIDA NATURAL AREAS INVENTORY**

The project provides protection of any resources in the Florida Natural Areas Inventory. List the protected resources below and provide a letter from the Florida Natural Areas Inventory (FNAI). (850) 224-8207

**(Tab as Exhibit "F") (13 points)**

☐ Yes ☐ No

##### **2. WATER FRONTAGE**

The project provides frontage on wetlands or water bodies such as rivers, lakes or oceans.

☐ Yes ☐ No

**(6 points)**

##### **3. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**

List all the facilities which will be developed for this project. Only facilities identified in the top three priority ranked index clusters of outdoor facilities needs for new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida", effective December 1995, will receive these points. (Priority ranked index clusters are attached as pages 19-23). **Along with the site plan submitted as Exhibit H1, submit a timeline for the planned development of the acquisition project Exhibit H2.**

**(Tab as Exhibit "H1 and H2") (15 points)  
Conceptual Site Plan and Timeline**

##### **4. NEEDED RECREATIONAL ACREAGE:** (Provide excerpts from your local comprehensive plan. Include data on current park acreage, standards and identified needs.)

A. Describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant's adopted local comprehensive plan. Provide the needed amount of acreage as listed in the local comprehensive plan and the total acreage the local government already has under its control.

\_\_\_\_\_ Needed acres/Person and \_\_\_\_\_ Total Acreage Under Local Control

Provide a copy of the applicant's local comprehensive plan as supporting back-up documentation and **highlight** the information that pertains to this section.

**(Tab as Exhibit "G") (15 points)**

B. Describe how the project provides for needed distribution of park acreage pursuant to the applicant's adopted local comprehensive plan.

**(8 points)**



Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM  
GRANT APPLICATION PACKAGE

---

5. CAPITAL IMPROVEMENT PLAN

- A. Is the proposed **development** of the property identified in the applicant's 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 and date adopted. **Project will not receive points if letter is not submitted and does not state the date 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 or City budgets are not the same as Capital Improvement Schedules) **Highlight project name, amount and year.**

(Tab as Exhibit "A") (6 points)

☐ Yes

☐ No

**-OR-**

- B. Is the proposed **development** of the property included as part of the plan through an adopted resolution committing the applicant to amend their CIP and develop the property 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. The resolution must **clearly indicate the development of the proposed project by name, year, and amount and cannot be older than 3 years.**

☐ Yes

☐ No

(Tab as Exhibit "A") (3 points)



# Florida Department of Environmental Protection

## LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

### Outdoor Facility Needs Ranked by Priority Index: Population Density 1

| Rank | Renovation            | Construction          |                    |
|------|-----------------------|-----------------------|--------------------|
|      | <u>Facility</u>       | <u>Facility</u>       |                    |
| 1    | Playgrounds           | Baseball Fields       | <b>Cluster I</b>   |
| 2    | Support Facilities    | Softball Fields       | <b>Cluster II</b>  |
| 3    | Tennis Courts         | Playgrounds           |                    |
| 4    | Rest Rooms            | Rest Rooms            |                    |
| 5    | Picnic Facilities     | Support Facilities    | <b>Cluster III</b> |
| 6    | Baseball Fields       | Soccer Fields         |                    |
| 7    | Basketball Courts     | Basketball Courts     |                    |
| 8    | Softball Fields       | Bike Trails           |                    |
| 9    | Swimming Pools        | Swimming Pools        |                    |
| 10   | Boating Facilities    | Tennis Courts         | <b>Cluster IV</b>  |
| 11   | Fishing Piers         | Picnic Facilities     |                    |
| 12   | Camping               | Handball Courts       |                    |
| 13   | Handball Courts       | Fishing Piers         |                    |
| 14   | Football Fields       | Football Fields       |                    |
| 15   | Soccer Fields         | Boating Facilities    | <b>Cluster V</b>   |
| 16   | Beach Access          | Exercise Trails       |                    |
| 17   | Historical Facilities | Camping               |                    |
| 18   | Shuffleboard Courts   | Beach Access          |                    |
| 19   | Nature Trails         | Historical Facilities |                    |
| 20   | Other                 | Shuffleboard Courts   | <b>Cluster VI</b>  |
| 21   | Golf Courses          | Nature Trails         |                    |
| 22   | Bike Trails           | Golf Courses          |                    |
| 23   | Exercise Trails       | Hiking Trails         |                    |
| 24   | Hiking Trails         | Horse Trails          |                    |
| 25   | Horse Trails          | Other                 |                    |

Population Density 1 - Population for under 10,000



# Florida Department of Environmental Protection

## LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

### Outdoor Facility Needs Ranked by Priority Index: Population Density 2

| Rank | Renovation            | Construction          |                    |
|------|-----------------------|-----------------------|--------------------|
|      | <u>Facility</u>       | <u>Facility</u>       |                    |
| 1    | Rest Rooms            | Support Facilities    | <b>Cluster I</b>   |
| 2    | Support Facilities    | Rest Rooms            |                    |
| 3    | Playgrounds           | Playgrounds           |                    |
| 4    | Baseball Fields       | Softball Fields       | <b>Cluster II</b>  |
| 5    | Tennis Courts         | Soccer Fields         |                    |
| 6    | Softball Fields       | Baseball Fields       |                    |
| 7    | Basketball Courts     | Basketball Courts     | <b>Cluster III</b> |
| 8    | Boating Facilities    | Picnic Facilities     |                    |
| 9    | Swimming Pools        | Swimming Pools        |                    |
| 10   | Picnic Facilities     | Football Fields       |                    |
| 11   | Soccer Fields         | Tennis Courts         | <b>Cluster IV</b>  |
| 12   | Exercise Trails       | Handball Courts       |                    |
| 13   | Football Fields       | Nature Trails         |                    |
| 14   | Shuffleboard Courts   | Bike Trails           |                    |
| 15   | Handball Courts       | Boating Facilities    | <b>Cluster V</b>   |
| 16   | Beach Access          | Other                 |                    |
| 17   | Fishing Piers         | Exercise Trails       |                    |
| 18   | Camping               | Golf Courses          |                    |
| 19   | Bike Trails           | Hiking Trails         |                    |
| 20   | Nature Trails         | Fishing Piers         |                    |
| 21   | Other                 | Camping               | <b>Cluster VI</b>  |
| 22   | Golf Courses          | Beach Access          |                    |
| 23   | Hiking Trails         | Historical Facilities |                    |
| 24   | Historical Facilities | Horse Trails          |                    |
| 25   | Horse Trails          | Shuffleboard Courts   |                    |

Population Density 2 – Population from 10,000 to 24,999



# Florida Department of Environmental Protection

## LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

### Outdoor Facility Needs Ranked by Priority Index: Population Density 3

| Rank | Renovation            | Construction          |             |
|------|-----------------------|-----------------------|-------------|
|      | <u>Facility</u>       | <u>Facility</u>       |             |
| 1    | Rest Rooms            | Baseball Fields       | Cluster I   |
| 2    | Playgrounds           | Soccer Fields         |             |
| 3    | Support Facilities    | Support Facilities    | Cluster II  |
| 4    | Tennis Courts         | Softball Fields       |             |
| 5    | Baseball Fields       | Playgrounds           |             |
| 6    | Basketball Courts     | Boating Facilities    |             |
| 7    | Beach Access          | Football Fields       | Cluster III |
| 8    | Swimming Pools        | Tennis Courts         |             |
| 9    | Soccer Fields         | Rest Rooms            |             |
| 10   | Picnic Facilities     | Picnic Facilities     |             |
| 11   | Football Fields       | Basketball Courts     | Cluster IV  |
| 12   | Softball Fields       | Other                 |             |
| 13   | Boating Facilities    | Exercise Trails       |             |
| 14   | Exercise Trails       | Bike Trails           | Cluster V   |
| 15   | Handball Courts       | Nature Trails         |             |
| 16   | Other                 | Camping               |             |
| 17   | Golf Courses          | Handball Courts       |             |
| 18   | Shuffleboard Courts   | Historical Facilities |             |
| 19   | Fishing Piers         | Swimming Pools        |             |
| 20   | Bike Trails           | Hiking Trails         |             |
| 21   | Hiking Trails         | Golf Courses          |             |
| 22   | Nature Trails         | Beach Access          |             |
| 23   | Camping               | Fishing Piers         |             |
| 24   | Historical Facilities | Horse Trails          | Cluster VI  |
| 25   | Horse Trails          | Shuffleboard Courts   |             |

Population Density 3 - Population from 25,000 to 49,999



# Florida Department of Environmental Protection

## LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

### Outdoor Facility Needs Ranked by Priority Index: Population Density 4

| Rank | Renovation            | Construction          |                    |
|------|-----------------------|-----------------------|--------------------|
|      | <u>Facility</u>       | <u>Facility</u>       |                    |
| 1    | Playgrounds           | Soccer Fields         | <b>Cluster I</b>   |
| 2    | Rest Rooms            | Playgrounds           | <b>Cluster II</b>  |
| 3    | Support Facilities    | Picnic Facilities     |                    |
| 4    | Tennis Courts         | Baseball Fields       |                    |
| 5    | Soccer Fields         | Support Facilities    |                    |
| 6    | Baseball Fields       | Swimming Pools        | <b>Cluster III</b> |
| 7    | Swimming Pools        | Softball Fields       |                    |
| 8    | Exercise Trails       | Basketball Courts     |                    |
| 9    | Softball Fields       | Rest Rooms            |                    |
| 10   | Basketball Courts     | Other                 | <b>Cluster IV</b>  |
| 11   | Handball Courts       | Exercise Trails       |                    |
| 12   | Picnic Facilities     | Golf Courses          | <b>Cluster V</b>   |
| 13   | Boating Facilities    | Tennis Courts         |                    |
| 14   | Beach Access          | Boating Facilities    |                    |
| 15   | Fishing Piers         | Fishing Piers         |                    |
| 16   | Shuffleboard Courts   | Football Fields       |                    |
| 17   | Football Fields       | Handball Courts       |                    |
| 18   | Golf Courses          | Bike Trails           |                    |
| 19   | Nature Trails         | Nature Trails         |                    |
| 20   | Other                 | Hiking Trails         |                    |
| 21   | Bike Trails           | Horse Trails          |                    |
| 22   | Camping               | Beach Access          |                    |
| 23   | Hiking Trails         | Camping               | <b>Cluster VI</b>  |
| 24   | Historical Facilities | Historical Facilities |                    |
| 25   | Horse Trails          | Shuffleboard Courts   |                    |

Population Density 4 - Population from 50,000 to 99,999



# Florida Department of Environmental Protection

## LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

### Outdoor Facility Needs Ranked by Priority Index: Population Density 5

| Rank | Renovation            | Construction          |                    |
|------|-----------------------|-----------------------|--------------------|
|      | <u>Facility</u>       | <u>Facility</u>       |                    |
| 1    | Support Facilities    | Support Facilities    | <b>Cluster I</b>   |
| 2    | Rest Rooms            | Baseball Fields       | <b>Cluster II</b>  |
| 3    | Playgrounds           | Playgrounds           |                    |
| 4    | Tennis Courts         | Softball Fields       | <b>Cluster III</b> |
| 5    | Swimming Pools        | Rest Rooms            |                    |
| 6    | Boating Facilities    | Soccer Fields         |                    |
| 7    | Basketball Courts     | Picnic Facilities     |                    |
| 8    | Golf Courses          | Bike Trails           | <b>Cluster IV</b>  |
| 9    | Softball Fields       | Swimming Pools        |                    |
| 10   | Picnic Facilities     | Exercise Trails       |                    |
| 11   | Historical Facilities | Hiking Trails         |                    |
| 12   | Baseball Fields       | Other                 |                    |
| 13   | Fishing Piers         | Golf Courses          |                    |
| 14   | Exercise Trails       | Camping               |                    |
| 15   | Soccer Fields         | Beach Access          |                    |
| 16   | Handball Courts       | Historical Facilities | <b>Cluster V</b>   |
| 17   | Camping               | Tennis Courts         |                    |
| 18   | Football Fields       | Basketball Courts     |                    |
| 19   | Nature Trails         | Boating Facilities    |                    |
| 20   | Beach Access          | Fishing Piers         |                    |
| 21   | Bike Trails           | Football Fields       |                    |
| 22   | Other                 | Nature Trails         |                    |
| 23   | Hiking Trails         | Handball Courts       |                    |
| 24   | Horse Trails          | Horse Trails          | <b>Cluster VI</b>  |
| 25   | Shuffleboard Courts   | Shuffleboard Courts   |                    |

Population Density 5 - Population for 100,000 & Over





Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM  
GRANT APPLICATION PACKAGE

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**Note: Please fill out the Federal forms, save, print and attach to the application, if not attached the project will be deemed ineligible, this is required information provided by the National Park Service to proceed with federal funding consideration.**

**2025-2026 LWCF Application Instructions and Federal Forms are located at the Program Website  
<https://floridadep.gov/lands/land-and-recreation-grants/content/lwcf-assistance>**

**(Please review and complete all the forms listed on the LWCF Federal Forms Requirements and Documentation that's applicable to the project site N (1-12))**



## Florida Department of Environmental Protection

### LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

#### CONTACT FOR ADDITIONAL INFORMATION:

| Contact                                                                                                                                                                                                                                                                                                                                                                                                                           | Phone        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| A. LWCF Application Information & Help                                                                                                                                                                                                                                                                                                                                                                                            | 850/245-2501 |
| B. LWCF Administrative Rule<br><a href="https://floridadep.gov/Lands/Land-And-Recreation-Grants">https://floridadep.gov/Lands/Land-And-Recreation-Grants</a>                                                                                                                                                                                                                                                                      | 850/245-2501 |
| C. Statewide Comprehensive Outdoor Recreation Plan (SCORP)<br><a href="https://floridadep.gov/parks/florida-scorp-outdoor-recreation-florida">https://floridadep.gov/parks/florida-scorp-outdoor-recreation-florida</a>                                                                                                                                                                                                           | 850/245-3051 |
| D. State Lands, Bureau of Appraisal                                                                                                                                                                                                                                                                                                                                                                                               | 850/245-2555 |
| E. Recreation Accessibility and Safety Program Manager, Florida Park Service                                                                                                                                                                                                                                                                                                                                                      | 850/245-3031 |
| F. Office of Greenways & Trails and the Florida Statewide Greenways & Trails Plan                                                                                                                                                                                                                                                                                                                                                 | 850/245-2052 |
| <b><u>Planning Facilities for Public Recreation</u></b>                                                                                                                                                                                                                                                                                                                                                                           |              |
| G. Making Facilities Accessible: All facilities funded by LWCF must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applicants are encouraged to include the costs of access routes to the accessible facilities in the grant application. For design guidelines, go to:                                                                                                                        |              |
| ADA Standard – index<br><a href="https://www.ada.gov/2010ADASTandards_index.htm">https://www.ada.gov/2010ADASTandards_index.htm</a>                                                                                                                                                                                                                                                                                               |              |
| About ADA Standards<br><a href="https://www.access-board.gov/ada/">https://www.access-board.gov/ada/</a>                                                                                                                                                                                                                                                                                                                          |              |
| Guidelines for Recreation Facilities<br><a href="https://www.federalregister.gov/documents/2002/09/03/02-21805/americans-with-disabilities-act-ada-accessibility-guidelines-for-buildings-and-facilities-recreation">https://www.federalregister.gov/documents/2002/09/03/02-21805/americans-with-disabilities-act-ada-accessibility-guidelines-for-buildings-and-facilities-recreation</a>                                       |              |
| H. Universal Design can further enhance the usefulness to all park users. Please refer to guidance provided in Universal Design in Public Park Settings.<br><a href="https://playgroundprofessionals.com/parks-and-recreation/landscape/universal-design-and-social-equity-our-parks-playgrounds">https://playgroundprofessionals.com/parks-and-recreation/landscape/universal-design-and-social-equity-our-parks-playgrounds</a> |              |
| I. Playground Safety Guidelines: All applicants are encouraged to adhere to the guidelines established by the U.S. Consumer Product Safety Commission's (CPSC) Handbook for <a href="#">Public Playground Safety Checklist</a>   <a href="http://CPSC.gov">CPSC.gov</a> (publication #325).                                                                                                                                       |              |
| J. Place Utility Lines Underground: All utility lines funded with a grant from LWCF must be placed underground.                                                                                                                                                                                                                                                                                                                   |              |



## Florida Department of Environmental Protection

### LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE

- K. Endangered Species Act: A consultation with U.S. Fish and Wildlife Service (FWS) or qualified environmental biologist should be requested to determine potential impacts to any endangered species or habitat. Start by checking your project on the <https://www.fws.gov/service/information-planning-and-consultation> and attach a letter of findings.
- L. If proposal is in the Coastal region, this should be confirmed and documented through the. <https://www.fema.gov/faq/coastal-barrier-resources-system-cbrs>  
Contact these agencies as early as possible.
- M. Wetlands: The Regulatory Division of the U.S. Army Corps of Engineers can assist in identifying wetlands.
- N. Floodplains: f <https://www.floridadisaster.org/dem/mitigation/floodplain/> has the most recent Federal Emergency Management Agency (FEMA) floodplain data and maps. The permitting process before construction of facilities will determine the applicable storm water requirements for the project.
- O. Cultural Resources: <https://dos.myflorida.com/historical/> can assist in identifying historical and archaeological resources.