



Florida Department of Environmental Protection
Florida Communities Trust

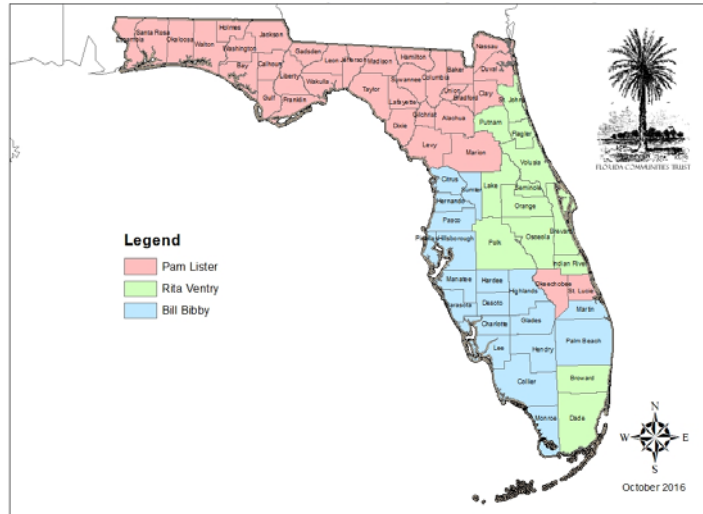
Parks and Open Space Program

2018-19 Application Tutorial





Staff Assignments



Regional assignments



Application



Download Application Form FCT -5 and the Application Instructions Guide from:

<https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-communities-trust-fct-home>



Download the Application for FCT-5 and Application Instructions Guide



Objectives



- Overview of Florida Communities Trust Program
- Instructions on completing Application Form FCT- 5 with emphasis on the project evaluation criteria and exhibits
- Tips on preparing a competitive application, including information sources and technical assistance





Parks and Open Space Program



✓ Acquire land for community:

- Parks
- Open space
- Greenways

✓ Implement local government comprehensive plans



Parks and Open Program

The Florida Communities Trust's (FCT) Parks and Open Space grant program is a land acquisition grant program that provides funding to Local Governments and eligible Nonprofit Environmental Organizations for acquisition of community-based parks, open spaces and greenways which implements the outdoor recreation and natural resource protection needs identified in the Local Government comprehensive plans.



Parks and Open Space Program



The 2018 appropriation will provide funding emphasizes on:

- ✓ funding projects in low-income or otherwise disadvantaged communities
- ✓ Projects that provide areas for direct water access and water-dependent facilities that are open to the public and offer public access by vessels to waters of the state, including boat ramps and associated parking and other support facilities.
- ✓ Also emphasized is the acquisition of lands for recreational trail systems.



The 2018 Legislative appropriation intent for this year's Florida Communities Trust- open space is to provide funding for projects with emphasized :

- ✓ The low-income or otherwise disadvantaged communities and projects that provide areas for direct water access and water-dependent facilities that are open to the public and offer public access by vessels to waters of the state, including boat ramps and associated parking and other support facilities.
- ✓ Also emphasized is the acquisition of lands for recreational trail systems.



Eligible Applicants



✓ Counties

✓ Municipalities

✓ Nonprofit Environmental Organizations

✓ Partnerships (any of the above)





Ineligible Applicants



- Over-due stewardships reports
- 3 or more active Grant Agreements at the time of project selection.
- The Governing Board Applications submitted by an Applicant with an overdue stewardship report.

Ineligible Applicants

Two things that make an applicants ineligible are;

1. Overdue Stewardship reports

A stewardship report is considered overdue when it has not been received or approved by the Trust within the one-year period immediately preceding the grant application deadline. Applicants may cure the overdue status if the overdue stewardship report is received and approved by the Trust at least 21 days prior to the scheduled FCT Board project selection meeting.

2. Applicant with 3 or more active agreements; Applicant has 3 or more active Grant Agreements at the time of project selection. The Applicant may close out active Grant Agreements prior to project selection to regain eligibility pursuant to Rule 818.003(5), F.A.C.



How to Apply



✓ Submit Application to:
Florida Communities Trust
3900 Commonwealth Blvd, MS 115
Tallahassee, FL 32399-3000



✓ New Cycle Application Dates:
➤ Opening Date: July 2, 2018
➤ **Deadline: September 17, 2018, 5:00 p.m. EDT**

You must 4 Hard Copies of Application Delivered to FCT on or before application deadline

Submit Application to:

Via Mail

Florida Communities Trust
3900 Commonwealth Blvd, MS 115
Tallahassee, FL 32399-3000

Hand delivery: Carr Building, 3800 Commonwealth Blvd., Tallahassee, FL 32399

New Cycle Application Dates:

➤ Opening Date: July 2, 2018
➤ **Deadline: September 17, 2018- 5:00 p.m. EDT**

FCT does not accept additional information after the application deadline, unless requested in writing.



Applicant Award Limit



Each applicant may only apply for up to \$5 million, regardless of the number of applications.



Applicant Award Limit

The Legislature has appropriated \$10 million in funds for the 2018-19 submission cycle. Under the provisions of subsection 62-818.003(7), F.A.C., the total amount of any award or combination of awards applied for by any local government or nonprofit environmental organization under any application(s) or partnership application(s) for any project(s) shall not exceed five million dollars (\$5,000,000.00) during any one cycle.

Each applicant may only apply for up to \$5 million, regardless of the number of applications.



Project Site Selection



Things to Consider:

- Pre-acquisition of project site.
- Fewer parcels are better.
- Choose a site that has multiple attributes, including potential for providing accessibility and recreation.
- Awareness of **revenue restrictions**:
 - Only minor revenue generation allowed.
 - Any revenue generated on a project must be used for maintenance of that site.





Project Site Selection



Things to Avoid:

- Eminent domain, condemnation or threat of condemnation.
- Project sites with serious environmental contamination.
- Project sites that contain non-contiguous parcels.
- Billboards; cell phone towers.
- Large-scale revenue generating activities.





Notice of Eligibility Status



Purpose is to verify submission of:

- Application Form FCT-5
- One application per project site
- Award limits and match requirements
- Appropriate activities on the project site
- Eligible applicant
- Timeliness (submitted by deadline)





Contiguous Project Site



Project sites with more than one parcel are required to be contiguous, or contiguous through public ownership.

➤ Exceptions:

- Part of an adopted local government beach boardwalk or Riverwalk plan - within 1 mile of each other.
- Part of a Listed Species Protection Plan - within 2 miles of each other.
- Part of a Riverine Corridor Protection Plan - within 5 miles of each other.



Transmittal Letter



Must:

- Accompany the application.
- Be on official letterhead.
- Designate a Key Contact.
- Include a statement binding applicant to fulfill commitments made in application.
- Include a statement that condemnation or threat of condemnation was not used.
- Be signed by City/County Manager or Assistant Manager or non-profit Executive Director.



Also include:

- Transmittal letter from all partners, if applicable.

Transmittal Letter

Cover Letter - Front Cover, Required

A cover letter on local government or nonprofit letterhead signed by the appropriate official or administrator. The cover letter must include the following information:

1. Key contact person including contact number and email address.
2. The address and driving directions to the project site.
3. A statement binding the applicant to fulfill all the commitments made in the application.
4. Applicant's FEID Number.
5. Mailing Address for reimbursement; this address must match active account in My Florida Market Place. [https://vendor.myfloridamarketplace.com/vms-](https://vendor.myfloridamarketplace.com/vms-web/spring/login?execution=e1s1)
6. [web/spring/login?execution=e1s1](https://vendor.myfloridamarketplace.com/vms-web/spring/login?execution=e1s1)



Preparing Application Form FCT-5



Florida Communities Trust
Florida Forever Program
Parks and Open Space

Application Form FCT-5
(incorporated by reference in Rule 62A-10.003(1))

1. PROJECT NAME _____
Describe the project name.

2. APPLICANT NAME _____
Name of Local Government or Nonprofit Environmental Organization
If Nonprofit Environmental Organization, also provide the required information requested on DIVISION A, B1 and B2C.

3. PARTNERSHIP APPLICATION _____
Is this a Partnership Agreement between two or more Local Governments or Nonprofit Environmental Organizations?
YES _____ NO _____
If yes, provide the name of the Local Government(s) or Nonprofit Environmental Organization(s). Also, provide an additional contact name from the partnering agency.

4. KEY CONTACT PERSON _____
Name. The one contact is required to be an employee of the Local Government or designated representative of the Nonprofit Environmental Organization. Identify only one key contact person.
Key Contact Name _____
Title _____
Department/Nonprofit/Environmental Organization _____
Mailing Address _____
City _____ FL Zip Code _____
Phone Number _____
E-Mail Address _____
Chief Administrator for the Local Government _____
Name _____ Phone Number _____
Name. If the Applicant's principal office address is a post office box, a delivery address is also required.
Delivery Address _____
City _____ FL Zip Code _____

5. PROJECT SITE LOCATION _____
County _____ Section _____ Township _____ Range _____
Name. Use only one location. "Township and Range" includes whole all or part of the project acreage to include INCLUSIVE all directional designations (Township either North or South + Range either East or West).

6. TOTAL PROJECT ACREAGE _____
Include the appropriate acreage of the project site. Acres _____

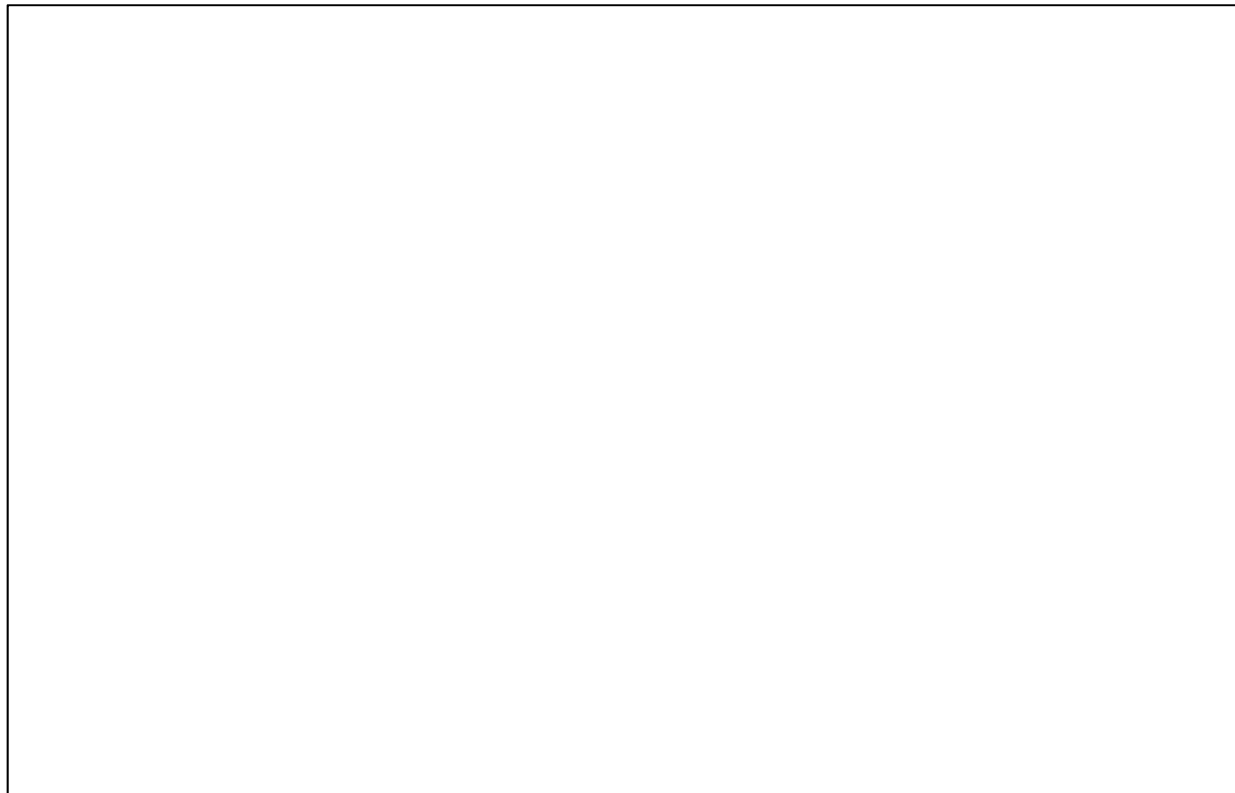
Form FCT-5 (Revised 03/2016) Page 1

General Information

Open your Application form FCT-5 and Application Instructions Guide



Application page 1 – Questions 1 through 6





7. Acquisition Type



- Pre-acquired
- Partial pre-acquired
- Reimbursement
- Joint acquisition
 - The entire project site or a remaining portion of the project site will be acquired by the applicant and FCT together.

- *Note: For a project site that consists of eleven or more ownerships, the Applicant will be required to act as the lead party responsible for Acquisition activities.*

Application page 2– Question 7

Acquisition Type

The applicant must identify the acquisition type or types – Pre-Acquired, Partial Pre-Acquired, Reimbursement or Joint Acquisition.

Pre-acquired: Check this if the entire project site was acquired by the Applicant 24 months prior to the Application deadline. You will need to provide copies of all signed closing statements and all recorded deeds for each parcel. If a closing statement is not available by the Application Deadline, include a copy of the executed contract for each parcel. FCT must receive copies of all closing statements and recorded deeds within 14 days after the Application deadline pursuant to Rule 62-818.004(7)(p), F.A.C.

Due diligence materials must accompany Pre-acquired Project applications.

Partial pre-acquired: Check this if a portion of the project site was acquired by the applicant within 24 months prior to the Application deadline. If a closing statement is not available by the Application Deadline, include a copy of the executed contract for each parcel. FCT must receive copies of all closing statements and recorded deeds within 14 days after the Application deadline Identify whether the remaining parcel(s) will be acquired under the Reimbursement Acquisition process or as a Joint Acquisition. Also, be sure to check both boxes.

Due diligence materials must accompany partial Pre-acquired Project applications.

Reimbursement: Check this if the entire project site, or remaining portion of the site, will be acquired by the applicant after the application deadline and will request reimbursement from FCT after the acquisition is completed.

Joint acquisition: Check this if the entire project site, or remaining un-acquired parcels, will be acquired by the applicant and FCT together. Also, provide the number of separate ownerships within the site. Rule 62-818.003(10)(b), F.A.C., requires the *Applicant to act as the lead party responsible for Acquisition activities for Project Sites that consist of eleven or more ownerships to be jointly acquired with FCT.*



Required Due Diligence Products



- Closing Statement(s)
- Recorded Deed(s)
- Title Insurance Commitment(s)
- Certified Survey(s): <http://www.fsms.org>
- Appraisal(s): <https://floridadep.gov/lands/bureau-appraisal>
- Phase I ESA
- Statement of No Condemnation

Required due diligence products

The following due diligence documents must be submitted and approved by DEP in order for grant funds to be dispersed. Include as an Exhibit:

- A Copy of all closing statements and recorded deeds.
- Copy of all title insurance commitments, including supporting documents; title policies, including any endorsements
- Copy of a certified survey for each parcel, dated within 90 days of the date of acquisition of the parcel. Guidelines for selecting a surveyor can be found by accessing the following link on the PowerPoint slide, as well as on the Application Instructions Guide.
- Copy of all appraisals (two appraisals if the value is equal to, or over, \$1 million). Appraisals must be completed by a DEP Division of State Lands' approved appraiser. The approved appraiser list can be found on our DEP website – noted on this slide, as well as on the Application Instructions Guide.
- Copy of a Phase I environmental site assessment of the parcel certified to the recipient, dated within 90 days of the date of acquisition of the parcel, and a
- A statement that neither condemnation nor the threat of condemnation was used in the purchase of the property.



8. Estimated Project Costs



Land Purchase Price (estimated or actual)
+ Acquisition Costs (estimated or actual):

- Surveys
- Appraisals
- Title
- Environmental Site Assessment

= Total Project Costs
(round out all costs to the nearest \$100)

Application page 2– Question 8

Questions 8.a. through c, Page 2. **Estimated Project Costs**

You will need to identify the eligible costs associated with acquiring the Project Site. While these costs may be estimates in some instances, they are the basis for the requested grant award amount and should be as realistic as possible.

Land Purchase Price is the actual, or estimated, purchase price for the Project Site. Possible sources for this price include the local property appraiser's office, the applicant's acquisition staff, local appraisers or other real estate professionals.

Acquisition costs are costs paid by the applicant for certified surveys, appraisals (one appraisal is required for property valued less than \$1 million dollars, two appraisals if the value is equal to or greater than \$1 million), title reports, title insurance commitments and policies (the estimate should be the promulgated title insurance rate based on the estimated purchase price of all parties), cost of environmental assessments (the Phase I ESA, etc), and reasonable acquisition agent fees or commission not to exceed \$10,000. Please round out all costs to the nearest \$100.

Please ensure your acquisition cost estimate on page 2 of the application is sufficient to cover these project costs.



9. Award Amount and Match



- The total award amount shall not exceed \$5,000,000
- A 25% minimum match is required except for awards to:
 - Counties with a population of 75,000, or fewer
 - Municipalities with a population of 10,000, or fewer
- Out of the \$10,000,000 available in grant funding during FCT's 2018-19 Open Space grant cycle, 75 percent shall be matched on a dollar-for-dollar basis.

Application page 2– Question 9

Award Amount and Match

The FCT grant award amount is that portion of the total project costs requested from FCT. Please provide both the dollar amount and the percentage of the total project costs. To calculate the percentage, divide the award amount requested from FCT by the total project costs.

To get the Total project costs, add the FCT award amount to the match amount. This total must equal 100%.

Please note the maximum reimbursement award amount cannot exceed the highest appraised value of the property.

A 25% minimum match is required except for awards to:
Counties with a population of 75,000, or fewer
Municipalities with a population of 10,000, or fewer

Out of the \$10 million available in grant funding during this years' open grant cycle, 75 percent shall be a match on a dollar-for-dollar basis.



10. Source of Match



- Existing or future cash from the applicant.
- Value of real property owned by the applicant in a qualified pre-acquisition.
- Cash or grant from federal, state, regional, county, municipal, or other agency.
- Cash from a private donation.
- Value of real property donated by the landowner in a documented bargain sale or donation agreement.

Application page 3– Question 10

Source of Match

Eligible sources of match may include funds from Local governments, Nonprofit environmental organizations, state or federal grants, private cash donations, environmental mitigation funds, or value of real property donated by the landowner provided the property has been acquired in a documented bargain sale or by a donation agreement.

Any real property used as a match must be included as part of the Project Site and will be subject to the same conditions as the entire Project Site at the time the FCT grant is awarded. Provide a copy of the donation agreement letter.

Include lands within the project site that were pre-acquired within 24 months prior to the application deadline that are to be used as part of the match.

If the match is from a third party, provide documentation indicating source and amount.

Applicants may not use funds from the Florida Forever Trust Fund for any part of the match.



11. Other Funding Sources



- If applicable, provide the names of other land acquisition program(s) to which you have applied.
- If you have or will receive other grant funds for the acquisition of the project site, please let us know the following:
 - Acquisition cost for the project site
 - Funds the applicant provided towards the acquisition costs
 - Funds from other sources used in the acquisition
 - Appraised value of the project site

7/10/2018

22

Other Funding Sources

Indicate whether the applicant has applied, or plans to apply, to other federal, state, regional, county, municipal, or other land acquisition programs. Identify the date of the application, name of the land acquisition program, and if the project site has been identified for funding.

If you have or will receive other grant funds for the acquisition of the project site, please provide a table listing the following:

Acquisition cost for the project site

Actual or Estimated Funds the applicant provided towards the acquisition costs

Actual or Estimated Funds from other sources used in the acquisition

And the appraised value of the project site.



Ownership and Acquisition Plan



- List all property owners and parcel tax identification numbers for all parcels. If the project has been pre-acquired, provide the closing date and a copy of the signed closing statement.
- List the specific order in which the parcels in the project will be acquired. Acquisition of the project site will begin with the priority 1 parcel(s). Parcels may be grouped by priority and more than one parcel may be categorized as priority 1, 2, 3, etc.
- Willing owner letters must be included for all parcels.
- Please provide:
 - Owner's name(s)
 - Parcel Tax ID Number(s)
 - Owner's mailing address
 - Owner's phone number
 - Date of Closing

Application page 4

Page 4, Ownership and Acquisition Plan

An acquisition plan is required for project sites with multiple parcels or owners to identify the priority parcels and the general acquisition order of other parcels to ensure that, in the event that all parcels cannot be acquired, the purpose of the project can still be achieved.

List all property owners and parcel tax identification numbers for all parcels. If the project has been pre-acquired, provide the closing date and a copy of the signed closing statement on Exhibit E.

List the specific order in which the parcels in the project will be acquired. Acquisition of the project site will begin with the priority 1 parcel(s). Parcels may be grouped by priority and more than one parcel may be categorized as priority 1, 2, 3, etc.

The use of condemnation or threat of condemnation is not considered a voluntarily-negotiated transaction. Parcels acquired under these conditions do not qualify for acquisition or reimbursement under the FCT program.

In this section, please provide **Owner's names, Parcel Tax ID Numbers, Owner's mailing address, Owner's phone number and date of closing.**



Project Summary



Discussion

- Purposes of the project
- Existing and future uses
- Existing and proposed physical improvements
- Natural and historic resources
- Resource protection and enhancement activities

Include the size of any existing or proposed buildings and indicate if any easements, concessions, or leases exist or are proposed.

Application page 5

This section summarizes the project; explain the purpose of the project, existing and future uses, any existing and proposed physical improvement, any natural and historic resources found on site and activities to be conducted to protect and enhance those resources.

Recommend completing this section AFTER finishing the remainder of the Application. Summary should be consistent with other sections.

Application pages 6 & 7 – Questions 1(a) through 1(g)

Project Evaluation Criteria begins on page 6 of the Application; points awarded for the following sections. Please refer to the Application for instructions on how to label all exhibits.

(1)(a) The entire project site has been pre-acquired by the applicant within 24 months prior to the application deadline. (10 points)

- Acquisition must have closed after July 2, 2016 but before July 2, 2018. Provide a copy of the closing statement in Exhibit E.

(1)(b) The project has not been the subject of a land use or zoning change that would allow an increase of either allowable density or intensity within the last three years prior to the application deadline. (5 points)

***ALL Projects must provide a letter from the local planning department that verifies the proposed uses of the Project Site are in compliance with the future land use designation and local zoning regulations.**

(1)(c) The project site is part of a phased project and is adjacent to other parks or conservation lands that were previously acquired with FCT funds. (5 points).

- Provide the project name and number of the previously acquired FCT lands.
- Describe the phased nature of the project.
- Indicate parcels on Conceptual Site Plan, including the FCT Project Number.

NOTE: Conceptual Site Plan and Exhibits will be discussed in more detail later in the tutorial.

CHOOSE ONLY 1 OF THE FOLLOWING:

(1)(d)1. Medium and Large Local Governments; for counties with a population greater than 75,000 and municipalities greater than 10,000. (Points will be awarded on only one of the following criteria):

- 40 - 49% match [10 pts]
- 50 - 59% match [20 pts]

- c. 60%+ match [25 pts]

OR

(1)(d)2. Small Local Governments or Nonprofit Environmental Organizations; for counties with a population of 75,000 or less, municipalities of 10,000 or less and nonprofit environmental organizations. (Points will be awarded on only one of the following criteria):

- a. 10 - 19% match [10 pts]
b. 20 - 29% match [20 pts]
c. 30%+ match [25 pts]

Answer must be consistent with question 9

(1)(e) The requested grant amount is within the following thresholds:

Points will be awarded on only one of the following criteria and answers should be consistent with question 9 on page 2 of the Application

- 1) Request does not exceed \$1.5 million [8 pts]
- 2) Request does not exceed \$2.5 million [4 pts]
- 3) Request does not exceed \$3.5 million [2 pts]

FCT will not participate in project costs that exceed the grant award amount.


(1)(f) This is the applicant's first application to the Trust or the applicant submitted an application in the past but never received funding. (5 points)

- Applied to FCT but did not receive funding.
- Received grant funding but the project was not acquired.


*For partnership applications, if either partner has been a successful FCT applicant in the past, no points will be awarded for this criterion.



(1)(g) The project provides an alternative to the fee simple acquisition of land by acquiring a conservation easement over at least 25 percent of the project, with a minimum of five acres. (5 points)


- Show the easement on the county tax appraiser map.
- Willing owner letter must specify less-than-fee.





(2)(a) Outdoor Recreation or Open Space









Application pages 8-9 – Questions (2)(a) 1-4

Section 2. is the Outdoor Recreation, Natural & Cultural Resources Sections

Note: Trails are awarded facility points for questions (2)(a)1 a-d only and not under Criteria (2)(a)2a-c.

(2)(a)1a The project will contain a functional land-based walking, nature, bike, equestrian or multi-use trail. (2 points)

- Located on project site. Trail must be functional and land-based; Paddling trails do not qualify.

(2)(a)1b The project includes a functional trail that is at least one-half mile in length. (5 points)

- Land-based trail located on the project site. Trail must be at least 2,640 feet in length
- The trail should be designed as a loop trail, connect to an off-site trail system and/or have a scenic **overlook**.

(2)(a)1c Permanent benches located along the trail. (2 points)

(2)(a)1d Water fountain provided at the trailhead or along the trail. (1 point)

*Show the location of trails, benches and water fountains on the Conceptual Site Plan.

Separate from the trails section:

Choose one of the following:

(2)(a)2a The project includes two outdoor recreation facilities. (7 points) **OR**

(2)(a)2b The project includes three outdoor recreation facilities. (8 points) **OR**

(2)(a)2c The project includes four or more outdoor recreation facilities. (9 points)

*Examples of allowable facilities can be found online under FCT Parks & Open Space Program Application Resources page.

*Describe what permanent structures will be provided and how they will be integrated into the project. Show facilities on the Conceptual Site Plan. Provide photos of any existing facilities.

REMEMBER: Trails, benches and water fountains are not awarded facilities points under

these criteria.

(2)(a)3 The project provides access to an existing shoreline or beach and will be managed for recreational uses. (10 points)

- Describe what facilities on the project site will provide enhanced access to the water. Show facilities on the Conceptual Site Plan.

Questions 4a and 4b are tiered criteria – have to get the first to qualify for the second.

(2)(a)4a The project site is located within a designated urban service area. (5 points)

(2)(a)4b The project site is also located within ½ mile or within a built-up commercial or industrial area. (5 points)

- Show the urban service area on Future Land Use Map and provide an aerial photograph of the urban area.
- Provide photographs of the built up commercial or industrial area, if applicable.

(2)(b) Connectivity

Application pages 9-10 – Questions (2)(b) 1-5

(2)(b)1 The project site is connected to an existing sidewalk or will be connected to a proposed sidewalk within existing right-of-way. (5 points)

- Existing sidewalk: show the existing sidewalk on a Site Plan and provide photographs of the sidewalk. **OR**
- Proposed sidewalk:
 - Provide a right-of-way map showing that sufficient right-of-way exists to accommodate the proposed sidewalk and a letter from the Public Works Director stating that a sidewalk can be built within existing right-of-way. Include on the map the proposed sidewalk's connection to an existing sidewalk network in the area.
 - Provide a letter from the local government that the proposed sidewalk will be built within 5 years.

(2)(b)2a The project is adjacent to an existing publicly-owned infrastructure facility such as museum, police station, school or library. (3 points)

(2)(b)2b The project is adjacent to existing public conservation or recreation lands. (5 points).

(2)(b)3 The project is adjacent to publicly-owned lands that contain a Recreational Trail that connects to an existing local, regional or statewide land-based Recreational Trail System or lands that are located within the Preferred Routing corridor for the Florida National Scenic Trail. (5 points)

- A Recreational Trail does not include paddling trails, sidewalks, road rights of way, or bike lanes on the road.

(2)(b)4 The project is adjacent to publicly-owned lands that expand a local, regional or statewide ecological corridor. (5 points)

- Wildlife corridors and riverine corridors are considered ecological corridors; Blueways are not. Ecological corridors are comprised of upland connections to adjacent conservation

lands.

- Project must be adjacent to publicly-owned conservation lands.

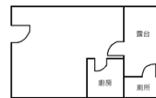
(2)(b)5 The project will enhance a state designated paddling trail by providing facilities, including a paddling trail sign, canoe/kayak launch, and restrooms. (5 points)

- The project site must include a paddling trail sign, canoe/kayak launch, and restrooms to receive points.
- Provide a map of the designated paddling trail showing the location of the project site and a letter from the Office of Greenways and Trails confirming the trail has been officially designated.

****All connections must be shown on the Site Plan and clearly labeled. All photographs must be included and labeled as indicated in the Application.**



(2)(c) Educational Opportunities



Application pages 11-12 – Questions (2)(c) 1-3

(2)(c)1 The project site includes an interpretive kiosk intended to educate visitors about the natural environment or unique history of the area. (5 points)

- Describe the kiosk's content and show structure.

(2)(c)2 The applicant provides at least 6 environmental or historical education classes or programs per year on the project site conducted by trained educators or resource professionals. (3 points)

- Regularly-scheduled and held on project site. Self-guided tours do not qualify.
- If the applicant is not providing the program, provide a commitment letter from the entity providing it. The applicant is ultimately responsible for educational programming at the project site.
- Be aware of existing educational program commitments on other FCT project sites. **Do not overcommit!!**

Question 3, Choose only ONE of the following a-c: If The project site will include a building of at least 1,000 square feet to house a staffed nature center, museum building or neighborhood recreation center to provide year round programming.

(2)(c)3a The project site will include a new building. (2 points) **OR**

(2)(c)3b The project site will include a new building constructed to meet the (LEED) Green Building Rating System. (3 points) **OR**

(2)(c)3c The project site will include an existing building. (6 points) **OR**

(2)(c)3d The project site will include an existing building retrofitted to meet the (LEED) Green Building Rating System. (7 points)

- LEED rating refers to U.S. Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEEDTM) Green Building Rating System for New Construction and Major Renovations Version 2.2
- Building must be a minimum of 1,000 square feet.

- To receive points for this criteria, describe the proposed or existing building, including size of the building and renovations to be completed, if applicable; describe what type of programs will be conducted and who will provide the programming.
- Locate the proposed new or existing building on conceptual site plan. Provide a letter from the Applicant's senior administrator committing to the building as described in the Application and label as directed in the Application. Provide photographs of existing facilities.



Application pages 12-14 – Questions (2)(d) 1-6

Refer to the Application Instruction Guide or online Application Development Resources for website links and contact information for the Florida Natural Areas Inventory(FNAI) the FL Fish & Wildlife Conservation Commission (FWC) and the Florida Forest Service. Label and tab exhibits according to the Application Instruction Guide.

- (2)(d)1 Project site consists of 70% predominantly natural communities. (5 points)
- Natural communities guide is available on the FNAI website. Show location of natural communities & disturbed areas on a map.
 - Show the project site's vegetative communities and disturbed areas on conceptual site plan.
 - Provide photographs of natural communities.
- (2)(d)2 Project site contains habitat recognized as typically suitable for one or more listed animal species. (5 points)
- The project site must be of sufficient size to support ecologically viable listed species habitat.
 - Provide photographs of the habitat.
 - FWC's website contains information on listed animal species
- (2)(d)3 Project site contains a Locally Significant Natural Area as identified by the Florida Natural Areas Inventory. (3 points)
- Provide a map and letter from FNAI showing any Locally Significant Natural Areas on the project site.
 - FNAI web site includes procedures for requesting information for FCT applications.
- (2)(d)4 The project site contains critical habitat typically suitable for one or more listed animal species and is located, or was located at the time of acquisition, in a Strategic Habitat Conservation Area.

Choose only ONE of the following

- a. Less than 25% of project [2 points]
 - b. 25% to 49% of project [4 points]
 - c. 50% or more of project [7 points]
- Provide a map and letter from FWC indicating the project site is located within a Strategic Habitat Conservation Area or in a managed lands category, if already acquired.
 - FWC requires county; section, township & range; and general and specific location maps. Topo maps or property appraisers maps will not be accepted.
- (2)(d)5 The project will be managed in cooperation with the Florida Forest Service's Forest Stewardship Program. (3 points)
- Provide a letter from FFS indicating the project site will be managed in cooperation with the Forest Stewardship Program (minimum 20 acres).
- (2)(d)6 The project contains priority habitat as identified by the Florida Fish and Wildlife Conservation Commission and will be managed in cooperation with the FWC Landowner Assistance Program. (5 points)
- Provide a map and letter from FWC indicating the project site contains priority habitat and will be managed in cooperation with the Landowner Assistance Program (minimum 20 acres).



(2)(e) Vegetative Enhancement



Before (left) and after (right) treatment to restore native plant communities.

Upland Plant Management



Wetland Habitat Conservation

Application pages 14-15 – Questions (2)(e) 1-2

For Upland Areas, where there is a disturbed upland area on the project site that will be planted with native vegetation. **Choose only ONE:**

(2)(e)1a At least one acre. (2 points)

(2)(e)1b At least five acres. (5 points)

(2)(e)1c At least 10 acres. (7 points)

- Include in the description the approximate number of acres to be planted and describe the number and types of native plants to be used. Include photographs of the disturbed area to be planted.
- Show the disturbed areas that will be planted on the conceptual site plan.

For Wetland Areas, where the disturbed shoreline on the project site will be planted with native vegetation,

Choose only ONE:

(2)(e)2a At least 150 linear feet. (1 point)

(2)(e)2b At least 300 linear feet. (2 points)

(2)(e)2c At least 600 linear feet. (4 points)

- Include in the description the approximate number linear feet planted and describe the number and types of native wetland plants used. Show the disturbed areas that will be planted on the conceptual site plan.
- Include photographs of the disturbed area to be planted.

Be sure the response to section (2)(e) are consistent with the answers for section (2)(d).



(2)(f) Water Quality



Outstanding Florida Waters

Application pages 15-16 – Questions (2)(f) 1-3

Refer to Application Instruction Guide or online Application Development Resources page for websites and contact information.

(2)(f)1 The quality of surface waters or current flooding problems occurring on or adjacent to the project site will be improved in a park-like setting. (3 points)

- Discuss existing water quality or flooding problems. Describe what activities on the Project Site will significantly improve surface water quality or address current flooding problems in a park-like or natural setting. Identify the proposed improvements or activity on the conceptual site plan.
 - Treatment facilities may include ponds, retention areas, and/or swales
 - Depending on the area, ponds may mimic natural areas; no fences and have shallow slopes (4 to 1). NOT applicable for urban areas with run off from roads. Consult with FWC to determine applicability.
 - Hydrological restoration, removal of septic tanks or impervious surfaces.
 - Alleviation of existing local flooding problem.

(2)(f)2 The project site protects adjacent Outstanding Florida Waters. (5 points)

- The designated waters must be on or immediately adjacent to the project site.
- Provide a map and letter from the Department of Environmental Protection verifying the project site's boundaries are located adjacent to Outstanding Florida Waters.

(2)(f)3 The project site protects adjacent Class I Waters. (3 points)

- Provide a map showing the boundary of the project site and the adjacent Class I

Waters.

- Provide a letter from the Department of Environmental Protection stating that the FCT site is adjacent to Class 1 Waters.

Identify all features on the Conceptual Site Plan.



(2)(g) Historical Resources



Application page 16 – Questions (2)(g) 1-3

- (2)(g)1 The project site contains a site listed in the Florida Master Site File. (2 points)
- Provide documentation from the Division of Historical Resources to include:
 - Recorded Master Site File forms
 - Map showing the resource's location within the project site

To qualify for questions 2 & 3, you must qualify under 1. If site in not listed on the Florida Master Site File, move on to section (3) Community Planning.

(2)(g)2 The project site contains a resource that is listed on the Florida Master Site File and has been evaluated by the Division of Historical Resources as meeting the criteria listing in the National Register of Historic Places. (5 points)

The project site must have met criterion (2)(g)1.

- Provide documentation from the Division of Historical Resources to include:
 - Letter or other documentation stating that the project site contains a resource evaluated for listing in the National Register.
 - Map showing the resource location on project.

(2)(g)3 The project site contains a resource that is listed on the National Register of Historic Places. (7 points)

The FCT site must have met criteria (2)(g)1 and 2(g)2.

- Provide documentation that an existing historic feature on the project site is listed on the National Register of Historic Places.
- FCT site location within a designated National Historic District is not enough to qualify for these points.

Refer to Application Instruction Guide or online Application Development Resources page for websites and contact information to complete this section. Identify all features on the Conceptual Site Plan.



(3) Community Planning



Application page 16

Community Planning Section, page 16

Three parts of this section include:

- Comprehensive Plan Implementation
- Hazard Mitigation
- Priority Investment Area



(3)(a) Comprehensive Plan Implementation



Application pages 17-19 – Questions 3(a) 1-9

Comprehensive Plan Implementation

- Work with your planning department.
- For each of the criteria that are furthered by the Local Comprehensive Plan, cite no more than 5 relevant objectives or policies in each response.
- If the Project Site is located entirely in one Local Government jurisdiction, the Comp Plan of that jurisdiction shall be evaluated for scoring purposes. If the Project Site is located in two or more jurisdictions, the Comp Plan of either jurisdiction will be used. If either jurisdiction's Local Comp Plan is furthered, then points will be awarded.
- Cite the objective or policy number and paraphrase the plan directive, provide a brief discussion of how acquiring the site will further these objectives, and include a copy in the appropriate exhibit. Do not include the entire comp plan, only the cited parts. If a criterion addresses specific resources, the resource must be present on the site; facilities must be existing or proposed in order to receive points.
- If copies of plan directives are not included, no points will be awarded. Some questions require additional information.
- Make sure to label your supporting documentation according to the Exhibits stated in your application.

Question:

(3)(a)(1)-(3) Include the location of the new or enhanced public access to existing water bodies or saltwater beaches on the **conceptual site plan**.

(3)(a)(4) Show the location of the Greenways, Ecological Corridors or Recreational Trail Systems on the **conceptual site plan**.

(3)(a)(5) & (6) Show the location of the degraded natural area on the Natural Communities Map.

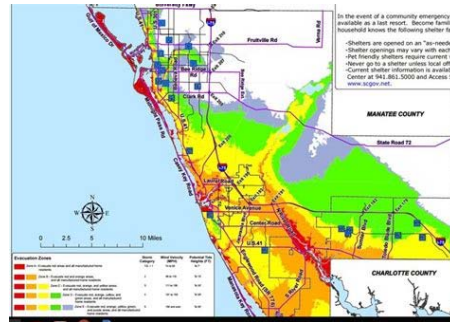
(3)(a)(8) Provide additional documentation that shows the site contains a feature or has a high probability that a feature is present on the site.

(3)(a)(9) Provide a map showing the boundary of the designation as an urban infill, urban redevelopment or downtown revitalization area.

If more than one supporting documentation is requested for the above questions, all documents must be submitted to receive points.



(3)(b) Hazard Mitigation



Application pages 19-20 – Questions (3)(b) 1-3

Page 19 – Questions (3)(b)1-3 Hazard Mitigation

(3)(b)(1) Is all or a portion of the Project Site located in a Coastal High Hazard Area or a 100-year flood plain

You will only receives points for one of the following, if applicable:

- (a) Up to 25 percent
- (b) At least 25 percent but less than 50 percent
- (c) At least 50 percent but less than 75 percent
- (d) Over 75 percent

If **yes**, provide a map verifying the percentage of the Project Site which is located in the 100-year flood plain or Coastal High Hazard Area.

(3)(b)(2) Will the Project Site provide recreational opportunities or open space within a state designated brownfield area? If **yes**, provide a map from the Department of Environmental Protection showing the designated area and location the Project Site. Refer to the FCT resource Page for more information. If the Project Site has known contaminants, discuss how site contamination will be remediated to allow for the provision of open space or Outdoor Recreation activities.

(3)(b)(3) Will the Project Site buffer a Major Military Installation while providing land-use compatible recreational and open space opportunity to the public?

Check yes to only one of the following, if applicable:

- (a) The Project Site is adjacent to a Major Military Installation
- (b) Is it within one mile?
- (c) Is it located within two miles?

If **yes**, provide a map showing the Project Site in relationship to the Military Installation. Also **submit a letter from the base commander** stating that the Project Site is located within 1 or 2 miles of the Major Military Installation and that the proposed conceptual site plan is an acceptable land use to buffer the base.



(3)(c) Priority Investment Areas



Application pages 20-22 - Questions (3)(c) 1-7

Page 20 – Questions (3)(c) 1-7 Priority Investment Section: Will the Project Site provide new or enhanced Outdoor Recreation or open space within **one or more** the following areas? If yes, provide a map that shows the project site within this designated area. Additional documentation may be required.

(3)(c)(1) Is the Project Site located within a designated Front Porch Community?

(3)(c)(2) Is the Project Site located within an active Florida Main Street Community? Must include a map and a letter from the Department of State verifying that the project is located in an active Florida Main Street Community.

(3)(c)(3) Is the Project Site located within a current or previously designated Waterfront Florida Community? Must include a map and a letter from the Department of Economic Opportunity, Waterfronts Florida Partnership Program verifying that the Project Site is located within a "Waterfronts Florida Partnership Community".

(3)(c)(4) Is the Project Site located within a designated Low-income Community? Must include a map and documentation that locates the Project Site within the boundary of a U.S. Census tract in which the median family income is less than half that of the state median family income.

(3)(c)(5) Is the Project Site located within a designated Rural Area of Critical Economic Concern?

(3)(c)(6) Is the Project Site located within a locally designated Community Redevelopment Area, as defined in Section 163.340, F.S., and furthers the adopted redevelopment plan? Must include a map and a copy of the adopted community redevelopment plan. Discuss how the project will further the plan.

(3)(c)(7) Is the Project Site located within a current or previously designated Area of Critical State Concern, pursuant to Section 380.05, F.S.?



(4) Project Excellence Section



Application page 22 - Question (4)

Pursuant **Chapter 2018-10, Section 70, Laws of Florida**, the Legislature intends that the Florida Communities Trust emphasize funding projects in **low-income or otherwise disadvantaged communities** and projects that provide areas for **direct water access and water-dependent facilities** that are open to the public and offer public access by vessels to waters of the state, including boat ramps and associated parking and other support facilities. Also emphasized is the **acquisition of lands for recreational trail systems**. **The application must provide specific, detailed documentation on how the Project Site will fulfill this legislative directive in the Project Summary and Project Excellence sections of the application.**

Project Excellence Section may receive up to 10 points.

This section provides the Applicant with an opportunity to further describe the project based on matters not adequately addressed by the evaluation criteria, such as:

- strong community-based support exhibited,
- exemplary characteristics,
- highlights regional coordination in the protection of natural resources,
- assists an otherwise disadvantaged community,
- or voluntarily helps resolve land use conflicts.

Describe how the project provides for other community needs not adequately addressed in the application. Remember to address issues specific to your project which relate to the objectives intended by the Legislature in Chapter 2018-10, Section 70. Include documentation, if needed.



Exhibits and Supporting Documentation



Required Exhibits and Supporting Documentation



Application Development Resources

<https://floridadep.gov/ooo/land-and-recreation-grants/content/fct-parks-and-open-space-program-application-resources>

Application pages 23-28

Pages 23-28 - Required Exhibits and Supporting Documentation.

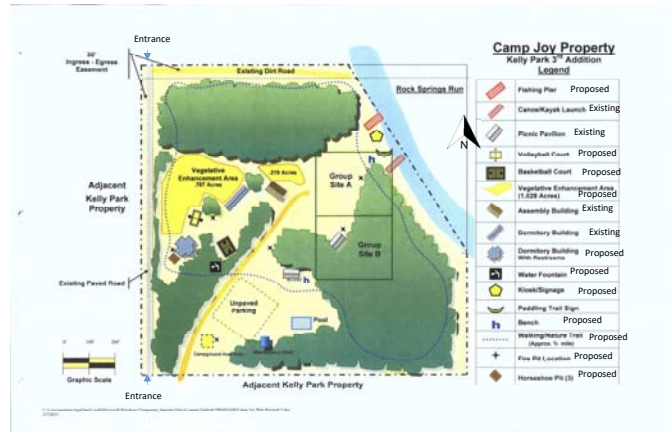
REMINDER: if you do not submit the required documentation, you will not receive the points for that question even if you checked yes.

Some things to remember:

- Use pages 23-28 as a checklist and make all supporting documents to receive points.
- All the exhibits should be placed at the **end of the application**.
- Make sure you label the exhibits and tab them as identified on Pages 23-28. If the exhibits are not properly labeled and tabbed, documents may be overlooked and you not to receive those points.
- If an exhibit does not pertain to your application, please label “Not Applicable” or “NA”.
- If a question asks for multiple documentation, all documents must be submitted to receive points.
- Maps should be in color and show the project boundaries. Please include a legend and clearly label existing and proposed features.
- Certain exhibits are required for all projects. These exhibits may not be a part of the evaluation criteria, so make sure to use pages 23-28 as a checklist to ensure all required exhibits are submitted.
- If you are need information from another agency or department, make sure you allow them enough time to respond before the application deadline.



G. Conceptual Site Plan



Conceptual Site Plan – Exhibit G

The site plan must clearly delineate the Project Boundaries and shows the approximate location of all proposed site improvements. Make sure you address all existing facilities, renovation of existing facilities and any new facilities. Label each element as existing, renovation or new. Show sidewalks for connections points., restoration areas, landscaping areas, trails, nature centers or museums, stormwater facilities, restrooms, picnic pavilions, ball fields, canoe/kayak launches, etc.

Also include:

- Official park/site name and physical address.
- North arrow.
- Up to 11 x 17 inch format is highly preferred for future administrative use such as copying and scanning. Avoid use of color as the only means to delineate areas.



J. Photographs



Provide labeled photographs that documents all on-site features:

- Natural communities, waterbodies, and shorelines
- Exotic vegetation and other disturbed areas
- Historical or archaeological features
- All existing structures or disturbed areas
- Sidewalks and trail connections

Exhibit J – is Photographs – Several questions ask you to provide photographs as required documentation. Label each photograph with a name and the applicable question number.

Provide labeled photographs that documents all on-site features:

- Natural communities, waterbodies, and shorelines
- Exotic vegetation and other disturbed areas
- Historical or archaeological features
- All existing structures or disturbed areas
- Sidewalks and trail connections

Include a legend that identifies the site location and subject matter of each photograph. Consider providing at least 12 photographs for small projects and 24 photographs for medium and large projects



Project Selection Process



- Chapter 62-818, F.A.C.
- FCT staff reviews and scores applications.
- Evaluation Reports prepared for FCT Governing Board and Applicants.
- Applicants are given the opportunity to submit written objections to the trust no later than 5 full working days prior to Board ranking and selection meeting.
- FCT Governing Board holds a public meeting to rank and select projects.
- Applicants are provided the opportunity to discuss their project, focusing on their Project Excellence points.
- FCT Governing Board ranks and selects projects based on presentations and discussion.
- After selection, FCT staff will conduct site visits to confirm project scores.
- FCT Governing Board approves Final Notice of Project Approval and Funding at public meeting.



Chapter 62-818, of the Florida Administrative Code, lays out the application submittal and review process. We have gone through submitting the application and the Project Evaluation Criteria, so now let me go through the actual review process:

- Once an application is received, **no additional information** can be provided to receive points after application deadline
- The only additional information which may be submitted, would be if FCT staff **requested clarification but this is only allowed on eligibility** criteria; not for deficient information for the Project Evaluation Criteria
- **Next, FCT staff will review and score the applications** and prepare a written evaluation report to the Governing Board, based on information provided in the Application. Staff shall also provide a copy of the evaluation report to the Applicant prior to the Governing Board meeting.
- Applicant is allowed to submit objections to staff recommended scores. These objections must be submitted in writing to the Trust staff no later than **5** full working days prior to the Board ranking and selection meeting, in order to be considered.
- The Governing Board then meets for the purpose of ranking and selecting Applications for funding at a publicly noticed meeting.
- The Board may modify staff recommended scores in order to settle unresolved

issues arising from written objections from Applicant(s) to scores received in the evaluation report. Decisions to modify point totals shall be based on review of Applications by the Governing Board, and public presentations to the Governing Board by Trust staff, Applicants and other members of the general public.

- **Once the final list is approved, Staff will then conduct site visits as needed to verify the conditions represented in the application.**
- Once site inspections are completed, staff submits the final ranking list for submission to the Board of Trustees.



Wrap Up



- \$10 million will be available for the 2018- 2019 cycle
- Applications Accepted July 2 thru September 17, 2018
- Completing the Application - Project Evaluation Criteria
- Application Review Process
- Acquisition Process



**APPLICATIONS MUST BE RECEIVED BY
5:00 PM EST September 17, 2018**

Post Completion Responsibilities include:

- Recipients must manage all properties according to an approved Management Plan that is due as part of closing
- Annual Stewardship Reporting
- Revenue Reporting, if applicable
- The project site must be open to the public reasonable hours
- All use agreements, leases, etc. must be approved by FCT
- The site must be **dedicated in perpetuity** for open space or outdoor recreational use and remain open to the public



Contacts



FCT Email: FloridaCommunitiesTrust@floridadep.gov
FCT Phone: (850) 245-2501

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Acquisition:

Marjorie Karter Marjorie.Karter@floridadep.gov

Closing and Legal Matters:

Lois La Seur Lois.LaSeur@floridadep.gov

For additional information please contact our staff as listed via email to phone.



Save the Date



Upcoming Grant Application Cycles

2019 FCT Parks & Open Space	7/2 – 9/17/2018
2019 FRDAP Playground	8/1 – 8/15/2018
2020 FRDAP	10/1 – 10/15/2018
2019 RTP	11/12 – 11/30/2018
2019 LWCF	1/14 – 1/28/2019

For upcoming Grant Application Cycles at:

<https://floridadep.gov/ooo/land-and-recreation-grants>

Upcoming Grant Application Cycles

2019 Florida Communities Trust - Parks & Open Space

7/2 – 9/17/2018

2019 Florida Recreation Development Assistance Program - Playground 8/1 – 8/15/2018

2020 Florida Recreation Development Assistance Program – Regular cycle 10/1 – 10/15/2018

2019 Federal Recreation Trail Program 11/12 – 11/30/2018

2019 Federal Land and Water Conservation Program 1/14 – 1/28/2019

For upcoming Grant Application Cycles at:

<https://floridadep.gov/ooo/land-and-recreation-grant>



More Information



For more information, please visit
the Florida Communities Trust website at
<https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-communities-trust-fct-home>



For more information, please visit the Florida Communities Trust website at the website.