



Florida Department of Environmental Protection

Florida Recreation Development Assistance Program

Application Cycle Tutorial





Application

Download Application Form and the Application Instructions Guide from:

<https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-recreation-development-assistance-program>

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We have combined the tutorial for both the Playground and regular FRDAP cycle. There is not much difference in the two cycle with exception of emphasis on the Playground project under for the 12 year and under. Please select the application and guide for which you are applying. In order to follow along with the tutorial please download or print the FRDAP Application and the Application Instructions Guide from the above reference web-site.



Florida Recreation Development Assistance Program (FRDAP)

The Florida Department of Environmental Protection (DEP), pursuant to Section 375.075, F.S., is authorized to establish the Florida Recreation Development Assistance Program (FRDAP) to provide grants to qualified local governmental entities to acquire or develop land for public outdoor recreation purposes.



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The purpose of the Florida Recreation Development Assistance Program (FRDAP) to provide grants to qualified local governmental entities to acquire or develop land for public outdoor recreation purposes.

Our objective is to give guidance on:

- Tips on preparing the Application Form
- An overview of the Project Evaluation Criteria
- Provide guidance on the needed Application Supporting documentation



Legislative Intent

2018-19 Playground FRDAP Cycle:

The project proposal must demonstrate projects that enhance recreational opportunities for children, include playground equipment and lighting that is adequate for evening use and a lot size, and provide matching funds on a dollar-for-dollar basis.



2019-2020 Regular FRDAP Cycle:

Acquisition of land for public outdoor recreational purposes, development and/or renovation of land for public outdoor recreational purposes, or construction and/or renovation of a public recreational trail.



Eligible Applicants

- ✓ Counties
- ✓ Municipalities
- ✓ Legally constituted entities with the legal responsibility to provide public outdoor recreation.



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Eligible applicants include municipal and county governments or other legally constituted entities with the legal responsibility to provide public outdoor recreation.

Ineligible Projects:

- Applications scored below 53 minimum points
- Applicant does not have adequate Site Control
- Project site is not a viable recreational area
- Application does not contain required unique abilities elements or recreational facilities
- Application – Project total cost contains more than 50% of support facilities
- Duplicate Projects elements - funded or applied for under the LWCF or RTP Grant programs
- A project site would not be considered practical if it has documented and unresolved environmental violations on the site.



HOW FRDAP GRANTS ARE AWARDED

Staff evaluates each eligible application according to the Program's Administrative Rule and the Legislative mandate to assign a final score and ranking.

No Deficiencies allowed:

Each eligible application shall be evaluated on the basis of the information provided in the application and in accordance with the rule and the Legislative intent



Application Submission Cycles Dates

FRDAP Playground Cycle:

August 1-15th 2018

Funding: \$4 Million

FRDAP Regular Cycle:

October 1-15th 2018

Funding: TBD

Submit 3 copies of your Application to:
Department of Environment Protection
Land and Recreation Grants Section
3900 Commonwealth Blvd, MS 585
Tallahassee, FL 32399-3000

All applications must be posted marked by the deadline



General Application Information

Part I

- Application
- Project details
- Budget



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General Application Information ; Please turn to page 1 of the Application

Applicant information - Please complete the required information

Applicant

FEID

Population

Operating budget

Contact person- a key contact that can answer – any questions regarding the project and application information

Mailing address

For the Playground you must the information regarding the dollar associated with playground and

Lot size – This information is vital to the type of project

The application must signed and dated by the City or County Manager

Please turn to page 2

Project Application

Name of the park

Project type: Acquisition, Development or Trail Construction

Site Control

Date site control expires: _____

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

School board property is ineligible either by lease or ownership.

Include a copy of the site control documents (e.g., deed, lease, etc.). **If providing a Quit Claim Deed, please attach a copy of a 30 year title search or title opinion.**

Please turn to page 3

Project Location: must provide

LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED:

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

Turn to page 4

DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT.

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

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

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

Describe Public Access: **(If additional room needed - Tab as Exhibit "P")**

2) For Acquisition Projects: (in addition to the above information): If the proposed project consists of acquiring multiple parcels or from multiple owners, identify specific order in which the parcels will be acquired to ensure that in the event that all parcels cannot be acquired, the purposes of the project can be achieved. Also address the ability to have public access to the park either through an existing street or easement.

Please add and tab any additional information as indicated in the supporting documentation checklist



MATCH and MAXIMUM AMOUNTS

Playground - Maximum grant funds that an applicant may apply for is \$250,000- Must match on a dollar-for-dollar basis (50/50)

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

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

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FINANCIAL INFORMATION -Turn to page 5

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

Project Cost

State Share

Grantee Share

\$50,000 or less 100% -0%

\$50,001 to \$150,000

75% 25% \$150,001 up to \$400,000 - 50% -50%

Project Cost = State Share + Grantee Share

Refer to Chapter 62D-5.055(4), F.A.C. for complete information on match requirements and match types. ***The Total Project Cost (Line F) must equal the grant request (Line A) plus the total local match (Line E). This figure (Line F) should not total more than \$400,000 for the purpose of this application.***

FRDAP Funds Requested (State Share)

Line A

\$ _____

Local Funds Available: (Grantee Share)

Cash:	Line B \$ _____
In-Kind:	Line C \$ _____
Land Value:	Line D \$ _____

If property is developed, land value CANNOT be used as a match.

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

Total Cost of Proposed Project: Sum of Lines A and E Line F \$ _____

(Should not total more than \$400,000)

(If approved for REDI Match Waiver, fill out REDI Waiver Form located under FRDAP Administrative Forms ; Playground applications are not REGI waiver are eligible

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

Turn to page 6

Development projects: This includes trails. The project cost estimate break down is on the following two pages of this application. If land value is used as match, it should be included under primary cost. Primary costs include all recreation facilities and opportunities. **Primary cost must be equal to or greater than fifty percent (50%) of the total cost. Remember to include each element in your conceptual site plan.** Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 11 & 12 of this application. The site plan must correlate with the project boundary map and cost estimate. The site plan must CLEARLY DELINEATE using color codes between facilities/opportunities currently existing, facilities proposed for funding (page 11 & 12) in this application and facilities planned for future development. **Also identify different FRDAP phases on the site plan and any LWCF phases. Remember to include each element in your conceptual site plan.**

Acquisition Projects:

MAXIMUM GRANT AMOUNT: Maximum grant funds an applicant may apply for is \$250,000. The maximum project grant for each project application that provides recreational enhancements and opportunities for children may not exceed \$250,000 in state funds, which the local government must match on a dollar-for-dollar basis.

Regular FRDAP Cycle:

To be determine – based on the category of applicant request



Types of Eligible Match

- Cash
- In- Kind service
- Land Value



REDI Waiver are NOT eligible under the Playground Cycle



Project Budget

- Budget information
- Elements
- Work Plans



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Turn to page 6 of the application - This page give an general overview of the Budget requirement which are detailed on pages 7 & 8

Development projects: *The project cost estimate break down is on the following two pages of this application. If land value is used as match, it should be included under primary cost. Primary costs include all recreation facilities and opportunities. **Primary cost must be equal to or greater than fifty percent (50%) of the total cost. Remember to include each element in your conceptual site plan.** Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 11 & 12 of this application. The site plan must correlate with the project boundary map and cost estimate. The site plan must **CLEARLY DELINEATE** using color codes between facilities/opportunities currently existing, facilities proposed for funding (page 11 & 12) in this application and facilities planned for future development. **Also identify different FRDAP phases on the site plan and any LWCF phases. Remember to include each element in your conceptual site plan.***

Acquisition Projects: *If applying for an acquisition project, submit the proposed development for the project on the following two pages. Along with the breakdown of the facilities, submit a construction timeline for the required development of facilities. Also submit conceptual site plan displaying the areas and facilities to be developed as proposed on page 11 & 12 of this application. The site plan must correlate with the project boundary map and include each element in the cost estimate.*

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

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

Please turn to page 7 and 8

Work Plan or Project budget detail : 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

Deliverables and Documentation To Be Submitted Upon Completion And Before Reimbursement Can Be Approved

(List each **Primary** project element)

- Provide Budget Detail
- Project Completion Certification
- Final as-built site plan
- Florida Recreation and Parks Inventory Form
- Color Photographs of Project
- Notice of Limitation of Use
- Boundary Survey

Page 8 list the support facilities

Please note that the Performance Standard:

Approval of deliverables is based upon review for compliance with the requirements for funding under the Florida Recreation Development Assistance Program (FRDAP); approved plans and application approved for funding.

Turn to page 9



Evaluation Criteria

Part II

General Criteria



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Turn to Page 10 - Part II Evaluation Criteria

1. CAPITAL IMPROVEMENT PLAN

The Evaluation Criteria per the FRDAP rule is the standards used to evaluate a FRDAP application and a total point score shall be assigned to each eligible application.

First is the General Criteria section of the evaluation. Whether your project category is Development, Acquisition, or Trail construction. Each project must complete and submit supporting documentation for the General Criteria Section. The required Supporting Documentation will be discussed later in the presentation.

The Applicant's Capital Improvement Plan (CIP) schedule shall identify the proposed project adopted or during the current or next 3 fiscal years.

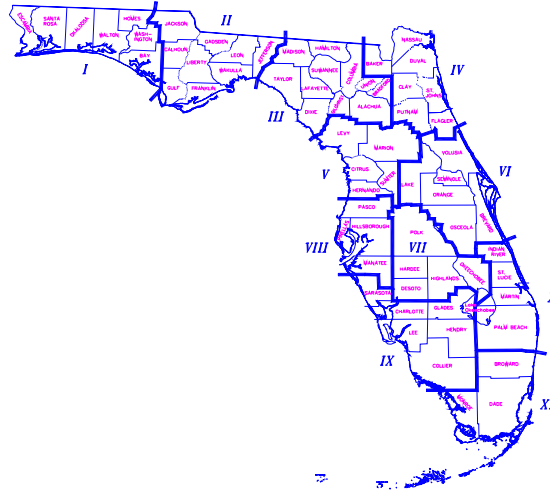
If the project is not identified in the Applicant's CIP the proposed project can be identified as an adopted resolution to amend the CIP schedule to include and complete the project should it receive grant program funds. The CIP Documentation must be tabbed as Exhibit A.

2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

The State Comprehensive Outdoor Recreation Plan (SCORP) identifies and provides issues or goals related to the State of Florida outdoor recreation plan. The applicant must provide a detailed explanation as to how the project meets the goals identified in the current SCORP referenced in Chapter 5. The SCORP Documentation must be tabbed as Exhibit B.



2008 Relative Need Index by Region



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Turn Pages 11-12 - The goals and objective can be found in the current SCORP document however for this you must use the 2008 Relative need index by Region. The 2008 Relative Need Index by Region identifies and provides resources or facility needs in the applicant's region. Locate the applicant's region and determine if the proposed project provides for a priority resource or facility need in the applicant's region. Use the map and the chart in the application to access the proposed project determination.



Evaluation Criteria

Public Participation



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Turn Page 13

3. PUBLIC PARTICIPATION

The Public Participation evaluation criteria is used through meetings, presentations or surveys and must be held in the current year or within previous 3 years prior to application deadline. Also, the 3 public participations must be held separately to receive each set of points.

The First is the **Pre-advertised public meeting** held solely for the purpose of discussing the proposed project. If the applicant is submitting 2 applications, they must hold separate meeting for each project unless they are phased projects of the same project site. The sole purpose meeting Documentation must be tabbed as Exhibit C-1.

The Second is the **Regularly scheduled meeting of the applicant's advisory board** responsible for park, recreation or leisure service activities. 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 and may be used if a parks and recreation advisory board does not exist. City or County Commissions are not considered Advisory Boards. The Regularly scheduled advisory board meeting Documentation must be tabbed as Exhibit C-2.

The Third public input on the proposed project is obtained through **presentations to community organization, neighborhood associations and/or written opinion survey**. The presentations or opinion surveys Documentation must be tabbed as Exhibit C-3



Evaluation Criteria continued

OPERATION AND MAINTENANCE



PARK PARTNERSHIP



TRAIL CONNECTIVITY



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Turn Page 14

4. OPERATION AND MAINTENANCE

The Applicant will need to briefly describe and only check one of the boxes listed under Operation and Maintenance Section. Whether the applicant has the capability to develop, operate and maintain the project site. The Operation and Maintenance Documentation must be tabbed as Exhibit D.

5. PARK PARTNERSHIP

The Park Partnership evaluation criteria is used if the proposed project is supported through a written cooperative agreement between the applicant and a private or public entity in which the said entity agrees to furnish 10% or more of the cash, land, or labor services for the project. The Park Partnership Documentation must be tabbed as Exhibit E.

6. TRAIL CONNECTIVITY

The Trail Connectivity evaluation criteria is used if the proposed project creates or enhances the development, extension or connection of local, regional, state or national parks, greenways, or trails. The proposed project would provide for increased trail access by (a) connecting an existing, publicly owned and designated recreational trail with a project trail outside the project boundary; or (b) connecting two publicly designated trails outside of any park. The Trail Connectivity is shown on the Site Plan and must be tabbed as Exhibit G.



Development Criteria

Part II



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Turn Page 15

DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)

1. NEW DEVELOPMENT

The New Development evaluation criteria is used for the proposed project that provide for new development of an entirely undeveloped park property. If undeveloped state None in this section and the site plan must clearly show the proposed facilities for funding in this application and facilities planned for the future development.

If the proposed project park property is developed, list the existing facilities/ improvements on the project site plan. Include improvements such as baseball fields, basketball courts, trail, boat ramps, etc. (Bullet lists are encouraged in this section.) All proposed and existing facilities are shown on the Site Plan and must be tabbed as Exhibit G.

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

A) This next evaluation criteria is for the proposed project to provide facilities

identified in the priority ranked index clusters of the outdoor facilities needs for renovation and/or new construction identified within the applicant's population density set forth in the Department's study.



Priority Ranked Index Clusters

Part III – Supporting Documents

POPULATION DENSITIES

Outdoor Facility Needs Ranked by Priority Index: Population Density 1



Rank	Renovation	Points	Construction	Points	
	<u>Facility</u>	<u>Points</u>	<u>Facility</u>	<u>Points</u>	
1	Playgrounds	6	Baseball Fields	6	Cluster I
2	Support Facilities	5	Softball Fields	5	
3	Tennis Courts	5	Playgrounds	5	Cluster II
4	Rest Rooms	5	Rest Rooms	5	
5	Picnic Facilities	4	Support Facilities	4	
6	Baseball Fields	4	Soccer Fields	4	
7	Basketball Courts	4	Basketball Courts	4	Cluster III
8	Softball Fields	4	Bike Trails	4	
9	Swimming Pools	4	Swimming Pools	4	
10	Boating Facilities	4	Tennis Courts	4	

Population Density 1 - Population Under 10,000

Example is provide - See pages 22-26 for the Priority Ranked Index Clusters. A project facility not listed in the priority ranked indexes will receive points of a similar facilities included in the indexes, as determined by the Department staff. In this section list the facilities which are addressed on pages 7 & 8 of this application along with the correlating clusters.



Priority Ranked Index Clusters continued

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

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Turn to Page 16

B) The last evaluation in the Development Criteria is for the proposed project, in whole or in part, addresses the priority funding needs for new construction, renovation, or a combination of the two for the applicant's density identified in the Department's study. Use the table on page 16 to determine in which **priority funding need ranking** the project falls. **(Check only one.)**



Acquisition Criteria

Part II

- INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA
- NEEDED RECREATIONAL ACREAGE
- CAPITAL IMPROVEMENT PLAN



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Turn Page 17

The Acquisition Criteria section of the application is only used to complete the Acquisition category type projects.

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

The proposed project provides for development of facilities identified in the top three priority ranked index clusters of outdoor facilities needs for new construction identified within the applicant's population density set in the Department's study. In this section list all the facilities that will be developed for this project. Only facilities identified in the top three priority ranked index clusters will receive these points.

2. NEEDED RECREATIONAL ACREAGE

The **needed recreational acreage evaluation** will describe how the proposed project provides for identified needs for additional park acreage pursuant to the applicant's adopted local comprehensive plan. The Needed Recreational Acreage documentation must be tabbed as Exhibit F.

Turn to page 18

3. CAPITAL IMPROVEMENT PLAN

A) The applicant has identified the development portion of the proposed acquisition project in their capital improvement plan (CIP) or schedule during the current or next 3 fiscal years.

B) If the development portion of the proposed acquisition project is not identified in the Applicant's CIP the proposed project can be identified as an adopted resolution to amend the CIP schedule to include and complete the project should it receive grant program funds. The CIP Documentation must be tabbed as Exhibit A.



Trails Criteria

TRAIL CONSTRUCTION CRITERIA (COMPLETE ONLY FOR CONSTRUCTION OF TRAIL PROJECTS)

- NEW DEVELOPMENT
- STATE GREENWAYS AND TRAILS PLAN
- STATE OF FLORIDA DESIGNATED RECREATIONAL GREENWAY OR TRAIL
- REGIONAL OR LOCAL GREENWAYS AND TRAILS PLAN
- MIXED USE OR SINGLE USE TRAILS



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Turn to page 19

TRAIL CONSTRUCTION CRITERIA (COMPLETE ONLY FOR CONSTRUCTION OF TRAIL PROJECTS)

1. NEW DEVELOPMENT

The New Development evaluation criteria is used for the proposed project to provide for new development of an entirely undeveloped park property. If undeveloped state None in this section and the site plan must clearly show the facilities proposed for funding in this application and facilities planned for the future development.

If the proposed project park property is developed, list the existing facilities/ improvements on the project site. Include improvements such as Trails and Trail head (Bullet lists are encouraged.) These facilities are shown on the Site Plan and should be tabbed as Exhibit G.

2. STATE GREENWAYS AND TRAILS PLAN

The State Greenways and Trails Plan evaluation criteria is used to provide and explain how the proposed project would address one or more issues or goals as identified in the Florida Greenways and Trail System Plan. Use "Florida Greenways and Trails System Plan – current plan. The State Greenways and Trail Documentation must be tabbed as Exhibit H.

Turn to Page 20

3. STATE OF FLORIDA DESIGNATED RECREATION GREENWAYS OR TRAILS

The State of Florida Designated Recreational Greenway or Trail evaluation criteria is use if the proposed project is located on or connects with a State of Florida designated greenway or trail. The State of Florida Designated Recreational Greenways or Trail Documentation must be tabbed as Exhibit I.

4. REGIONAL OR LOCAL GREENWAYS AND TRAILS PLAN

Explain how the proposed project would implement a Greenway and Trail Plan adopted by either a regional or local governmental entity. The Regional or Local Greenways and Trails Plan Documentation must be tabbed as Exhibit J.

Turn to Page 21

5. MIXED USE OR SINGLE USE TRAILS

Does the specific trail design demonstrate that the project will support: Mixed use recreational trail opportunities, either motorized or non-motorized, or both? Or Single use recreational trail opportunities. Mixed use or single use trails will receive the points within this section.

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

The last evaluation criteria in the Trail Construction Criteria is for the proposed project, in whole or in part, addresses the priority funding needs for new construction, renovation, or a combination of the two for the applicant's density identified in the Department study . Use the table on page 21 to determine in which **priority funding need ranking** the project falls. (Check only one.)



Supporting Documentation

Part III



Open APPLICATION INSTRUCTIONS



Capital Improvement Plan

Exhibit A



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EXHIBIT A - CAPITAL IMPROVEMENT PLAN:

A letter from your agency's chief administrator certifying that your five (5) year Capital Improvement Plan has been officially adopted is required. The letter **MUST** identify the project by name, and have the month, date, and year that it was adopted. You must also provide a copy of your Capital Improvement Plan as proof. If this is not included - points will not be assigned for this exhibit.

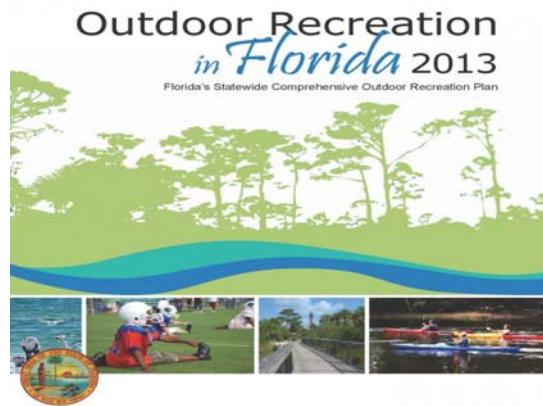
The project should be bolded and/or highlighted, so that it is easily identifiable. **NO** generalizations will be accepted – such as park improvements, path or street improvements, future land acquisition project, or projects that give broad spectrums such as ground or field improvements).

In lieu of providing an official adopted CIP – you may submit a fully executed, adopted resolution amending your existing Capital Improvement Plan. The executed resolution must be for the proposed project and **MUST** clearly identify the project by name, the date **AND** year **MUST** also be listed, and the adopted resolution must identify the amount of funding being allotted for the project. The executed resolution cannot be older than 3 years **FROM THE CLOSING DATE** of the **APPLICATION SUBMISSION CYCLE**.



SCORP

Exhibit B



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EXHIBIT B - Florida Statewide Comprehensive Outdoor Recreation Plan (SCORP):

In this exhibit you will provide a written narrative explaining how your project implements one or more of the Outdoor Recreation Plan's goals, strategies, and/or objectives as listed in the SCORP manual – (2013 version specifically - Chapter 5). Provide quotations or other appropriate references from the SCORP manual with explanations to justify the correlations. The written responses do not need to be lengthy, in-fact we'd like them to be concise, but detailed. Again, applicants must identify the specific goal(s) which affect or relate to your project and explain how one or more of the goals, issues, strategies, or objectives will be enacted or addressed if FRDAP grant funding is awarded. Remember you can pinpoint more than one goal, but you cannot make up your own and try to pass them off as official SCORP goals.



Public Participation

Exhibit C

- Public Participation
- Operation and Maintenance
- Partnership



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EXHIBITS C1, C2, C3 - Public Participation:

C1 - Public Advertisement:

An advertisement is needed for the announcement of the Sole Purpose Meeting. If you elect to NOT promote your meeting announcement in a local newspaper, then you will need to provide a written explanation as to when, how, and where you advertised your sole purpose meeting. Proof of the post is required, along with a copy of the notice /advertisement. (EXAMPLES OF PROOF would be: a date stamped picture; an official print out of the notice post on an official Rec & Parks calendar or website where the date is captured; OR a copy of an email e-blast that was sent to interested parties announcing the Sole Purpose Meeting – must be able to show that it was sent out.

C2 – Advisory Board Meeting Minutes:

Applicants should be able to provide Official Minutes from their Regularly Scheduled Advisory Board Meeting where the proposed grant project was discussed specifically by grant program and name. Proof of this meeting cannot be the same as the sole purpose meeting in C1. The advisory meeting must be a different meeting that has taken place at a separate time from the sole purpose meeting referenced above. Also, the official meeting minutes MUST be submitted with a copy of the agenda. The agenda confirms that the referendum project was scheduled for discussion.

C3 – Presentation to a Community Group or a Survey:

You must provide documentation showing that a presentation to one or more community groups was fulfilled. All applicants should be engaging with local community organizations, user groups, residence, and visitors early on in the planning process and give them a chance to provide public comments, input, and involvement.

You can achieve points in this exhibit by having meetings and presenting plans for the park to user groups; If this is done then users must write letters thanking the applicants for their presentation to their group. Letters written must be on letterhead, must express the date the presentation was conducted, and must state what was discussed during the presentation.

You may also conduct surveys gauging what developments users would like to see and have completed at the park. To get points you must record all feedback you received from those who you offered questionnaire's and provide tallies. Opinion polls are one of the best ways to see what matters most to the general public.

EXHIBITS D - Operation & Maintenance:

Here you must provide documentation showing the ability to support programming and maintenance at the park. You must provide an organization chart depicting how your city or county will provide development, programming and maintenance duties. A brief letter of explanation is also needed clarifying how your entity plans on keeping the park in tip-top shape now and in the future.

EXHIBITS E – PARK PARTNERSHIPS:

If you are interested in receiving points for this tab...you must provide a cooperative agreement showing how the proposed project is supported through a fully executed written cooperative agreement between you and a private, public, or not-for profit entity in which the entity agrees to furnish 10% of the total project cost - in cash, materials, land, or labor services.

Volunteer contributions or Prison labor agreements are not eligible.

You all are working together to develop an outdoor recreation space for the use and benefit of the general public. Please keep in mind that that the applicant (city or county) must hold the lead managing responsibility and SITE CONTROL OF PARK BOUNDARY.



Recreational Acreage Need

Exhibit F: Acquisition Projects only



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EXHIBITS F - Acquisition Projects Only:

If a section does NOT pertain to your project include a tab in application and insert a page that says not applicable or just N/A.

NEEDED RECREATIONAL ACERAGE:

If funded, describe how the project will meet the identified needs for additional park acreage pursuant to your adopted CIP and Comprehensive Plan.

Identify the needed acreage per person

Identify the total acreage under your current control

Provide excerpts and data from your CIP as back-up. The information extracted must be highlighted and should correspond directly to this request.



Conceptual Site Plan

Exhibit G: SUBMIT FOR ALL PROJECTS



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EXHIBIT G – CONCEPTUAL SITE PLAN:

You must submit a conceptual site plan that's in COLOR. This plan should display all areas of the park that correlate with the boundary map submitted. The site plan must be the same property that's defined in the legal description; and the same property you've determined to have site control over. The site plan should clearly LAYOUT ALL facilities identified for development or renovation per your scope of work, your budget detail, and your project narrative.

The site plan again must show all elements and facilities being proposed. It should site existing facilities (both those being renovated and not), it should show proposed facilities, phases, and future developments planned.

*** You should include a table or ledger identifying elements and key items on your site plan.

FOR TRAIL USERS : – your site plan should show your trail layout, street names, mile markers, and connectivity to local, regional, state, and national area trail projects - if applicable.



Trail Projects

Exhibits H, I, J



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EXHIBITS H, I, and J:

Exhibit H - you are to provide excerpts from the current Greenways and Trails Systems Plan that explains how your project will correlate and address one or more goals or issues pertaining to the planning and connectivity aspects for trail projects earmarked throughout the state.

Exhibit I –applicants will need to provide a letter from the Office of Greenways and Trails documenting how your proposed project is located on route - or connects directly with an existing designated State of Florida Greenway or Trail.

Exhibit J – Greenway or Trails Plan: If relevant provide proof of a regional and/or local governmental adopted Greenway Plan showing how your proposed project associates or directly links to a regional trail or greenway now or how it will after its developed.



Boundary Map

Exhibit K



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EXHIBIT K - Boundary Map:

Submit a boundary map of the project area. The map must provide a north arrow, the legal description outlining the project area's meet n' bounds and display any known easements, and it must be a clear sketch of the project area legally sufficient to identify the project area. Plat maps may be accepted if the above criteria are identified. Also, Google Earth and Surveyor's Maps are acceptable, as long as the complete boundary is identified. **ALL Boundary Maps must display a north arrow, must have a legal description, and must provide the project's total acreage INCLUDING land that is under lease agreement.**

EXHIBIT L – PHOTOGRAPHS OF PROJECT AREA:

Photos should definitely be in color, and must be actual pictures taken at the park site. These photos should be sufficient and descriptive enough to depict the physical characteristics of the project area and those facilities being renovated as requested in the proposed scope of work. PLEASE DO NOT SUBMIT PICTURES taken from the internet. These pictures must be taken by you – the applicant and must be a current representations of what is on the ground now. Cannot be from 10, 5, 3 years ago must be how things are today. If you are requesting funding for an acquisition project you must include pictures of the property to be acquired and in this case only... you can include conceptual pictures of what will be developed; meaning conceptual pictures of those elements that will be developed on site in the following three (3) after the property is acquired.



Required Supporting Documentation

SUBMIT WITH ALL PROJECTS :

- Location Map/ Driving Directions
- Site Control
- REDI Waiver- Regular cycle
- Project Description



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EXHIBIT M – LOCATION MAP AND DIRECTIONS:

Provide clear and concise written driving instructions from the nearest federal or state highway to the park area, or trail/ trailhead starting location. Directions submitted should show a detailed street, road or highway MAP precisely locating the project site. **It wouldn't hurt if you gave directions starting from Tallahassee. ALSO:** Confirm street names listed in the written directions are the same names as those posted on street signs in the area. For EXAMPLE – we have Hwy. 27 here in Tallahassee, but to locals it's also known as No. Monroe Street and in some places you'll see interchanging signs. So just make sure both are noted. If you chose to use any type of computer mapping systems such as: Ways, Google Maps, or Map Quest please make sure the directions, mileage, land marks, and streets names are accurate.

EXHIBIT N – SITE CONTROL:

Ownership of land is one of the most basic things to consider when planning a FRDAP project. Too often, ownership of land is overlooked or not dealt with prior to the application submission period. Please put an asterisk here and this should be an important part of your initial planning processes. This will avoid rejection of your application or any legal issues in the future.

1. Applicants must have proof and submit a copy of a site control instrument at time of application. This would be a copy of the deed showing ownership, a lease with more than 30 years in place, so that when the project is completed there is a minimum of 25+ years remaining for use of the property site as a park or outdoor recreation area. Or provide proof of another land control authorization document saying that you have the expressed permission to make improvements to the property site and inter into an agreement with the State and receive FRDAP Grant Funding.

2. If you only have a Quit Claim Deed in your possession, then you MUST submit the deed as well as a 30-year title search and letter issued by your attorney attesting that you the applicant (city or county) owns the property which they are requesting grant funding for. Site control must be effective by the close of the submission period.

EXHIBIT O - Match Waiver/REDI Form:

If you are an eligible Rural Area of Opportunity OR an (RAO) you can submit a request for Match Waiver. You can determine if you are a candidate for the Rural Economic Development Initiative Match Waiver (or REDI waiver) by visiting the Department of Economic Opportunity's website. *** **The Special Playground Cycle is not eligible for a REDI waiver.**

EXHIBIT P – PHYSICAL CHARACTERISTIC DESCRIPTIONS:

A written response is required. This is your chance to explain and tell us all about your project and the property site. Inform us as to why you need a grant for land acquisition or development. If the grant is awarded what will the funding be used for. Let us know what's special at the site, what unique qualities and characteristics does your park or trail offer. What's around the area in which you are choosing to acquire or develop. What cultural and/or historical value lies within your park. Who will the park serve if funded. Address any future proposed improvements or developments, resource protections, include buildings/ recreation centers/ visitor centers/ etc.

FOR THOSE OF YOU WHO ARE SUBMITTING APPLICATIONS UNDER THE FRDAP PLAYGROUND CYCLE - THIS IS THE SAME SECTION WHERE YOU WILL DESCRIBE HOW YOUR PROJECT WILL PROVIDE RECREATIONAL ENHANCEMENTS AND OPPORTUNITIES THAT WILL SERVE CHILDREN UNDER THE AGE OF 12 WITH UNIQUE ABILITIES, EDUCATIONAL COMPONENTS, THE MINIMUM LOT SIZE, SAFETY SANDARDS, ADEQUATE EVENING LIGHTING.



Things to Consider

- All elements applied for must be developed
- Think about the project in long-terms
- The project elements must correspond:
Budget - Site plan- Narrative
- The project must be a viable recreation area



Resource Information

Playground Safety Standards

- Playground Safety Tips- <https://www.safekids.org/tip/playground-safety-tips>
- Safe Kids Florida - <http://www.floridahealth.gov/programs-and-services/safe-kids-florida>
- U.S. Consumer Product Safety Commission – Playgrounds- <https://www.cpsc.gov/safety-education/safety-guides/playgrounds#resources>
- Public Playground Safety Handbook (Florida Building Code follows this)- <https://www.cpsc.gov/s3fs-public/325.pdf>

All elements proposed in the application must be developed.



Accessibility Resources

For additional information on accessibility and project design, you may choose to review the following resources available online:

- [Centre for Excellence in Universal Design -- The 7 Principles](http://universaldesign.ie/What-is-Universal-Design/The-7-Principles/)
- [National Center on Accessibility](http://www.ncaonline.org/)
- [Center for Universal Design -- Universal Design Principles](https://www.ncsu.edu/www/ncsu/design/sod5/cud/about_ud/udprinciples.htm)
- [Florida Building Code 5th Edition \(2014\) Accessibility](http://codes.iccsafe.org/app/book/toc/2014/Florida/Accessibility%20Code/index.html)
- [Americans with Disabilities Act Title II Regulations](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.pdf)



Resources Information

CONTACT FOR ADDITIONAL INFORMATION:

Contact	Phone
A. FRDAP Application Information & Help	850-245-2501
B. FRDAP Administrative Rule https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-recreation-development-assistance-program	850-245-2501
C. Statewide Comprehensive Outdoor Recreation Plan (SCORP) https://floridadep.gov/parks/parks-office-park-planning/content/state-park-planning	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
G. REDI Waiver – Rural Areas of Opportunity http://floridajobs.org/docs/default-source/community-planning-development-and-services/rural-community-programs/redi/raomap1.pdf?sfvrsn=2	850-717-8428



Technical Assistance

- **Land and Recreation Grants Main Phone Line:** (850) 245-2501
- **Land and Recreation Grants OMC Manager:**
 - Linda Reeves Linda.Reeves@floridadep.gov
- **FRDAP Consultants:**
 - Tamika Bass Tamika.Bass@floridadep.gov
 - Angie Bright Angie.Bright@floridadep.gov
- **Legal Matters:**
 - Lois La Seur Lois.LaSeur@floridadep.gov



Reminder

FRDAP Playground Cycle:

August 1-15th 2018

\$4 Million in funding

FRDAP Regular Cycle:

October 1-15th 2018

TBD

Submit Application to:
Department of Environment Protection
Land and Recreation Grants Section
3900 Commonwealth Blvd, MS 585
Tallahassee, FL 32399-3000

Posted marked by the deadline