



# Participant Instructions

Download the Application Form and the Application Instructions from:

<https://floridadep.gov/lands/land-and-recreation-grants/content/lwcf-assistance>







# Land and Water Conservation 2020-2021 Application Cycle Workshop and Webinar

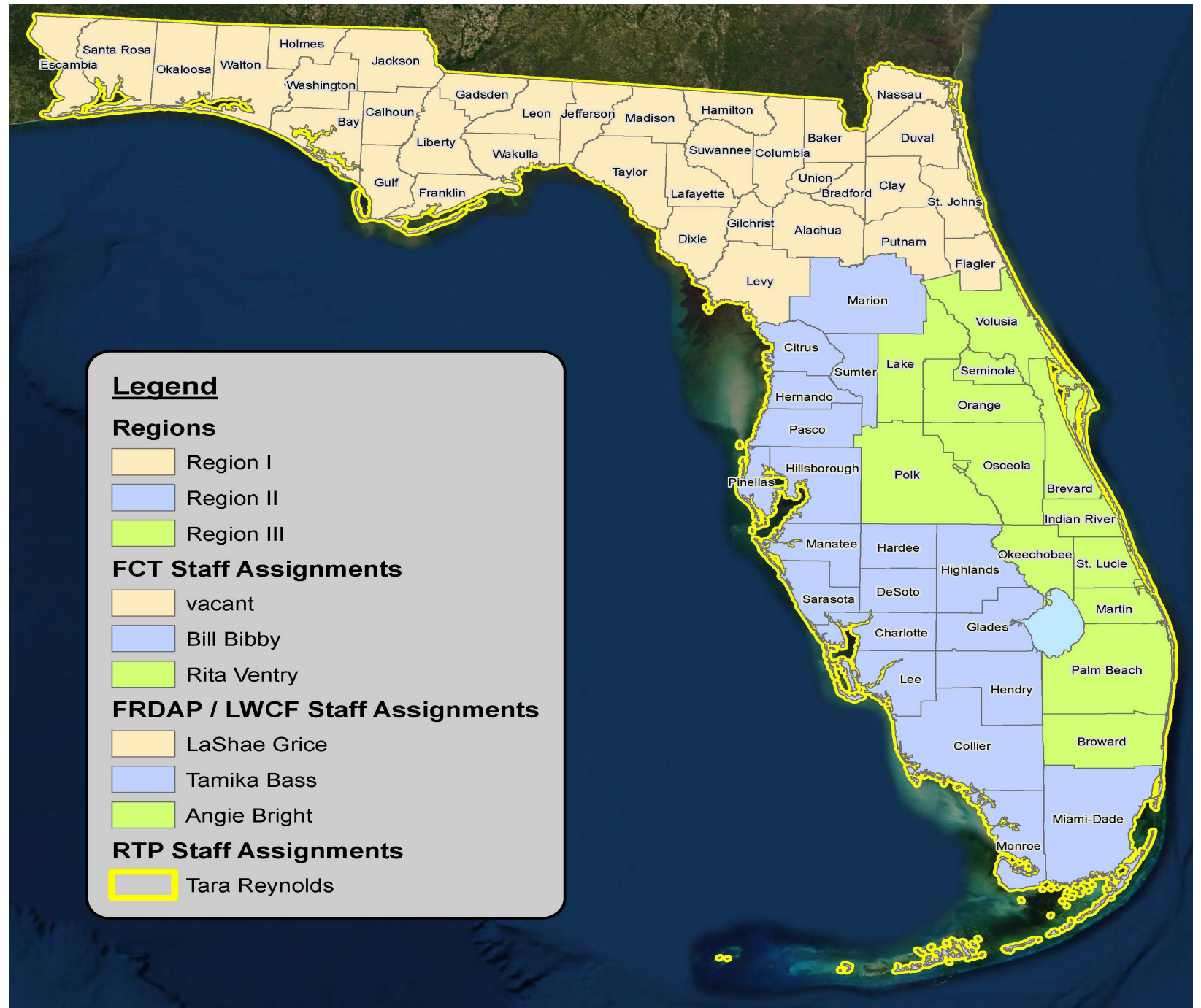




# Agenda

- Preparing the Application Form
- Project Evaluation Criteria
- Application Supporting Documentation
- Wrap Up









# What is the Land and Water Conservation Fund Program?







# LWCF Application Submission Cycle Dates

**January 4 – February 3, 2021**

**Submit 3 hard copies of the**

**Application to:**

**Department of Environment Protection**

**Land and Recreation Grants Section**

**3900 Commonwealth Blvd, MS 585**

**Tallahassee, FL 32399-3000**

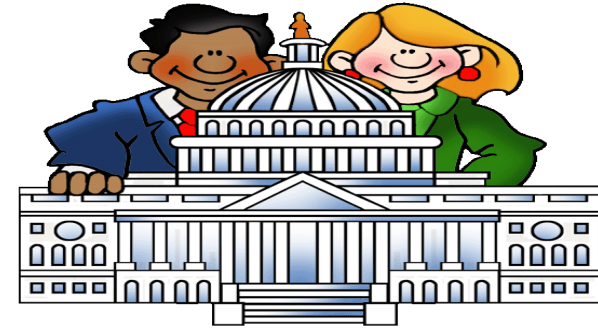
**Must be post marked by the deadline - February 3, 2021**





# Eligible Applicants

- Counties
- Municipalities
- An independent special district of the State of Florida with legal responsibility for providing outdoor recreational sites and facilities for use and benefit of the general public.







# Ineligible Projects

- No Site Control of the project boundary
- Board of Trustees State Owned Leased Property
- Project Site is not a Viable Recreation Area
- Support facilities more than 50% of the total project cost
- A project site would not be considered practical if it has documented and unresolved environmental violations
- Duplicate Projects or Overlapping Projects







# Deficiencies

- Deficiency Documentation - 15 working days from date of deficiency notification.







# How LWCF Grants are Awarded

- Each application is reviewed to determine eligibility.
- LWCF staff evaluates each eligible application according to Florida Administrative Code and the Legislative mandate to assign a final score and rank.





# Questions and Comments







# General Information

## Part I

- Applicant
- Project
- Financial
- Project Elements (Work Plan)

**Application pages 1-9**







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Required Signatures: Adobe Signature

(DEP USE ONLY)

Received: \_\_\_\_\_  
Postmarked: \_\_\_\_\_  
Application Number: \_\_\_\_\_

PART I - GENERAL INFORMATION

A. APPLICANT INFORMATION

1. Name of Applicant: \_\_\_\_\_
2. Federal Employer Identification Number: \_\_\_\_\_  
\*\*(This number must be registered at My Florida Market Place with the address the warrant will be forwarded)
3. DUNS Number: \_\_\_\_\_  
(Dunn and Bradstreet Data Universal Numbering System)
4. Population: \_\_\_\_\_
5. Current Operating budget: \_\_\_\_\_
6. (This is the operating budget for the city, county or other legally constituted governmental entity, not just the department budget.)
6. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
(The contact person should be someone who will be in direct contact with DEP and is responsible for administering the grant if awarded.)

Address: Street/PO Box: \_\_\_\_\_  
(Needs to be address registered in My Florida Market Place where warrant will be sent. If contact is different please specify.)

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

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

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

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

Signature of City or County Manager

Title

Date



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B. PROJECT INFORMATION

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

Development projects must be under site control (owned by deed or leased from another public agency for a minimum of 25 years from application and renewable in perpetuity. Also, if property is owned by deed or leased from any state agency, provide a letter with permission to develop on the property) by the close of the submission period, **January 31, 2020**. School board property is ineligible. Include a copy of the site control documents (e.g., deed, lease, etc.).

(Please Tab as Exhibit "L")





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4. Project Location: Street Address: \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ Zip Code: \_\_\_\_\_  
(If the project is not located in a city, list the city nearest to the project site.) (zip code + 4)
5. GIS Coordinates: Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_
- a) Submit a boundary map of the project area providing a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Also, depict where and how the public will access the site, parking, etc. Plat maps may be accepted if the above criteria are identified. Use either an 8 1/2 x 11 or 11x17 map. **Aerial photographs are accepted as boundary maps, as long as the boundaries are identified.**  
(Tab as Exhibit "I")
- b) Submit color, on-site photographs for **all three copies** of your application, sufficient to depict the physical characteristics of the project area.  
(Tab as Exhibit "J")
- c) Location map and directions: Submit a detailed road map precisely locating the project site along with clear written driving instructions from the nearest federal or state highway. **NOTE:** Please confirm that street names listed are the same as those posted on street signs in the area. Please do not use Map Quest or any other computer mapping program for this.  
(Tab as Exhibit "K")
6. Legislative Districts in which the Project Site is located: These should be the districts in which the proposed project site is located. If you are not sure of the districts, contact your local office of the Supervisor of Elections.  
State Senator \_\_\_\_\_ Senate District Number \_\_\_\_\_  
State Representative \_\_\_\_\_ House District Number \_\_\_\_\_
7. Congressional District in which the project is located:  
U.S. Congressman \_\_\_\_\_ Congressional District Number \_\_\_\_\_



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8. Describe the physical characteristics of the project.

1) For Development Projects:

- (a) Provide a three (3) paragraph Project Narrative 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.

(Tab as Exhibit "M")

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

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

Please describe access:

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

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

(Tab as Exhibit "M")





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C. FINANCIAL INFORMATION

Refer to Chapter 62D-5.070(6), F.A.C. for complete information on match requirements and match types. LWCF assistance is provided on a 50% matching basis. **Total Project Cost (Line F) must equal the grant request (Line A) plus the total local funds available (Line E). This figure (Line F) should not total more than \$800,000 for the purpose of this application.**

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

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

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

- |    |                                |  |
|----|--------------------------------|--|
| 3. | Total Cost of Proposed Project | Line F \$ _____                        |
|    |                                | Sum of lines A and E                   |
|    |                                | (Should not total more than \$400,000) |



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

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

**Remember to include each element in your conceptual site plan.** Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 7 & 8 of this application. The site plan must correlate with the project boundary map and project elements. The site plan must **CLEARLY DELINEATE** using color codes between facilities/opportunities currently existing, facilities proposed for funding (page 7 & 8) in this application and facilities planned for future development. If project is an acquisition project, be sure to submit on the site plan the proposed elements to be developed as listed on page 18 of this application. **Also identify different LWCF phases on the site plan and any FRDAP phases.**

**DEVELOPMENT PROJECTS:**

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

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

**ACQUISITION PROJECTS:**

If acquisition project, on page 7 & 8, list the Project Elements for the acquisition phase of the project.

(Tab as Exhibit "H")





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

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

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

**Project Tasks, Deliverables and Required Documentation**

Task #1: Development of: _____	Amount of Costs to be Paid with Grant Funds	Amount of Costs to be Paid with Grantee Match	Deliverables and Documentation To Be Submitted Upon Completion And Before Reimbursement Can Be Approved
(List each <b>Primary</b> facilities)	Provide Budget Detail	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



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(List each **Support** facilities)

\*All work will be completed in  
accordance with the approved  
plans.

TOTALS:	\$	\$	

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



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**INSTRUCTIONS FOR COMPLETING PROJECT WORK PLAN:**

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

**DELIVERABLE/ELEMENT BUDGET AMOUNT FOR REIMBURSEMENT:** Must provide a budget for each element and identify the expense category and budget detail. Provide description of the costs as follows:

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

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

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

**Completion Documentation required prior to Reimbursement**





# Questions and Comments





# Evaluation Criteria

## Part II

**Application pages 10-21**







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PART II – EVALUATION CRITERIA

A. GENERAL CRITERIA

1. CAPITAL IMPROVEMENT PLAN

- A. Is the proposed project identified, in whole or in part, in the applicant's Capital Improvement Plan (CIP) or Schedule during the current or next three (3) fiscal years?

**Provide:**

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

-AND-

2) A copy of the five-year Capital Improvement Schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as Capital Improvement Schedules) **Highlight project name, amount and year.**

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

\_\_\_\_\_ Yes \_\_\_\_\_ No

-OR-

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

**Provide:**

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

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

\_\_\_\_\_ Yes \_\_\_\_\_ No



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2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

- A. Explain how the proposed project would address one or more of the issues, recommendations or goals identified in the State Comprehensive Outdoor Recreation Plan. Use the **OUTDOOR RECREATION IN FLORIDA - 2008 (Chapter 7 & 8)**. **Provide quotations or other appropriate references with explanations to justify the correlation. To receive points, must give a detailed explanation as to how the project meets the goals, cannot only list the goals.**

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

B. 2008 RELATIVE NEED INDEX BY REGION

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

(7 points)

- \_\_\_I Saltwater Beach Activities\* Baseball or Softball \* Picnicking \* Football  
Outdoor Swimming Pool Use \* Saltwater Non-Boat Fishing \* Golf  
RV / Trailer Camping \* Freshwater Boat Ramp Use \* Soccer or Rugby
- \_\_\_II Saltwater Beach Activities \* Nature Study \* Historical or Archeological Sites  
Baseball or Softball \* Picnicking \* Freshwater Boat Ramp Use \* Football  
Hunting \* Horseback Riding \* Outdoor Swimming Pool Use
- \_\_\_III Football \* Picnicking \* Nature Study \* Soccer or Rugby \* Baseball or Softball  
Horseback Riding \* Outdoor Basketball \* RV / Trailer Camping  
Freshwater Boat Ramp Use \* Bicycle Riding - Unpaved Trails
- \_\_\_IV Historical or Archeological Sites \* Baseball or Softball \* Football  
Saltwater Beach Activities \* Picnicking \* Outdoor Swimming Pool Use \* Outdoor  
Basketball \* Nature Study \* Golf \* Soccer or Rugby
- \_\_\_V Picnicking \* Football \* RV / Trailer Camping \* Nature Study \* Baseball or Softball  
Bicycle Riding - Unpaved Trails \* Outdoor Basketball \* Soccer or Rugby  
Horseback Riding \* Outdoor Swimming Pool Use
- \_\_\_VI Picnicking \* RV / Trailer Camping \* Football \* Baseball or Softball  
Outdoor Swimming Pool Use \* Nature Study \* Historical or Archeological Sites  
Outdoor Basketball \* Saltwater Beach Activities \* Soccer or Rugby
- \_\_\_VII RV / Trailer Camping \* Picnicking \* Baseball or Softball \* Outdoor Swimming Pool Use  
Nature Study \* Freshwater Boat Ramp Use \* Football \* Golf \* Horseback Riding  
Outdoor Basketball



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- \_\_\_VIII Picnicking \* RV / Trailer Camping \* Baseball or Softball \* Football \* Outdoor Swimming Pool Use \* Saltwater Beach Activities \* Golf \* Outdoor Basketball \* Outdoor Tennis \* Soccer or Rugby
- \_\_\_IX Picnicking \* RV / Trailer Camping \* Saltwater Beach Activities \* Outdoor Swimming Pool Use \* Golf \* Football \* Nature Study \* Baseball or Softball \* Outdoor Tennis \* Historical or Archeological Sites
- \_\_\_X Football \* Golf \* Baseball or Softball \* Outdoor Swimming Pool Use \* Picnicking \* Outdoor Tennis \* Saltwater Beach Activities \* Outdoor Basketball \* RV / Trailer Camping \* Soccer or Rugby
- \_\_\_XI Outdoor Swimming Pool Use \* Picnicking \* Football \* Baseball or Softball \* Saltwater Beach Activities \* Outdoor Tennis \* Golf \* Outdoor Basketball \* Saltwater Non-Boat Fishing \* RV / Trailer Camping







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3. PUBLIC PARTICIPATION

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

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

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

(Tab as Exhibit "C-1") (10 points)

- \_\_\_\_\_ B. The project was discussed at a **regularly** scheduled meeting of the applicant's advisory board responsible for park, recreation and leisure service activities. Provide **a copy of the minutes** of the advisory board meeting(s) where **this project** was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Planning and Zoning or similar boards may be used if a parks and recreation advisory board does not exist. **CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS.**

(Tab as Exhibit "C-2") (7 points)

- \_\_\_\_\_ C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. Provide documentation (**dated minutes from the meeting** where the project was discussed, or a **thank-you letter** from an organization, association, etc.) showing that presentations **regarding this project** were made to community organizations or groups **OR** provide a **copy of the survey, who surveyed, AND a summary of the results.** Letters of support are not acceptable to receive points.

(Tab as Exhibit "C-3") (4 points)

4. LINEAR PARK

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

\_\_\_\_\_ Yes \_\_\_\_\_ No

(13 points)



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5. PRESERVATION PURPOSES

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

(Tab as Exhibit "D") (7 points)

\_\_\_\_\_ Yes \_\_\_\_\_ No

6. OPERATION AND MAINTENANCE

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

(Check ONLY one)

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

(Tab as Exhibit "E") (8 points)

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

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

B. DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)

1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. Include improvements such as baseball fields, basketball courts, trails, boat ramps, etc. (Bullet lists are encouraged. If undeveloped, state none).

(5 points, if undeveloped)



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2. NEW FACILITIES OR OPPORTUNITIES (Check only one)

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

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

3. RENOVATION OF EXISTING FACILITIES (Check only one)

The project provides renovation of existing recreational facilities for:

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

4. SUPPORT FACILITIES

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

(15 points)

☐ Yes ☐ No

5. ACCESS TO WATER RESOURCES

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

(7 points)

☐ Yes ☐ No



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

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





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6. USE OF WATER RESOURCES

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

(12 points)

\_\_\_\_ Yes    \_\_\_\_ No

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

A. List the facilities provided by the project which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study. The study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida" has an effective date of December 1995. (See attached pages 21-25 for Priority Ranked Index Clusters.

(12 points)

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

\_\_\_\_\_ Highest Priority Funding Need (13 points)

\_\_\_\_\_ Second Highest Priority Funding Need (8 points)



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

**1. FLORIDA NATURAL AREAS INVENTORY**

The project provides protection of any resources in the Florida Natural Areas Inventory. List the protected resources below and provide a letter from the Florida Natural Areas Inventory (FNAI). (850) 224-8207  
(Tab as Exhibit "F") (13 points)

\_\_\_\_ Yes \_\_\_\_ No

**2. WATER FRONTAGE**

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

\_\_\_\_ Yes \_\_\_\_ No (6 points)

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

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

(Tab as Exhibit "H") (15 points)



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

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

\_\_\_\_ Needed acres/Person and \_\_\_\_ Total Acreage Under Local Control  
Provide a copy of the applicant's local comprehensive plan as supporting back-up documentation and highlight the information that pertains to this section.

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

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

(8 points)





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**5. CAPITAL IMPROVEMENT PLAN**

- A. Is the proposed **development** of the property identified in the applicant's Capital Improvement Plan (CIP) or Schedule during the current or next three (3) fiscal years?

**Provide:**

- 1) A letter from the agency's city or county manager certifying the five-year Capital Improvement Schedule is officially adopted and date adopted. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

**-AND-**

- 2) A copy of the five-year Capital Improvement Schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as Capital Improvement Schedules) **Highlight project name, amount and year.**

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

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**-OR-**

- B. Is the proposed **development** of the property included as part of the plan through an adopted resolution committing the applicant to amend their CIP and develop the property should it receive program funds?

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

\_\_\_\_\_ Yes      \_\_\_\_\_ No

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



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

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

Population Density 1 - Population for under 10,000



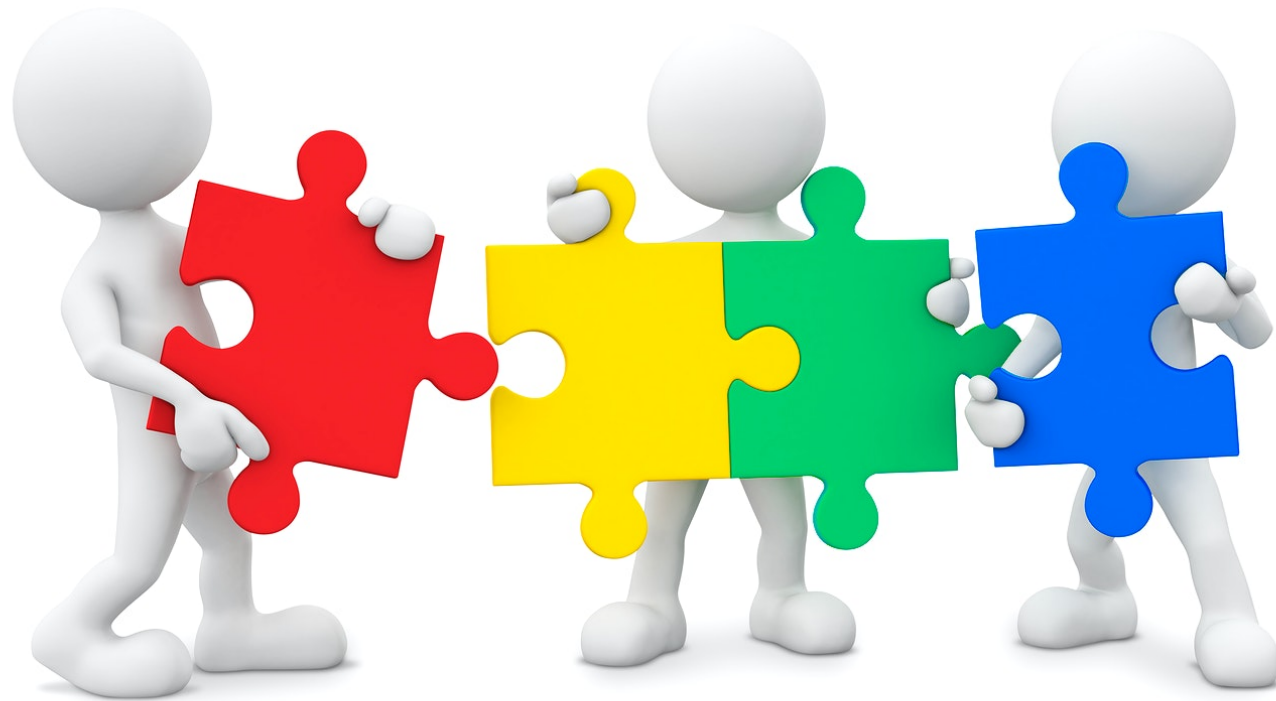


# Questions and Comments





# Supporting Documentation Part III



rawpixel





# Exhibit A- Capital Improvement Plan- CIP

## CAPITAL IMPROVEMENT PROJECTS

PROJECTS	Carryover budget from prior years	Spend	Defer
<b>Street/Traffic/Public Safety</b>			
1 Fire Hydrant Replacement	\$34,393	\$34,393	\$0
2 Moraga Canyon Sports Fields	\$148,168	\$148,168	\$0
3 Tree Removals	\$15,000	\$15,000	\$0
4 Community Pool	\$600,000		\$600,000
5 Survey Monuments	\$6,852		\$6,852
6 Pedestrian Path Signage	\$10,000		\$10,000
7 Ramona/Ronada intersection	\$50,000		\$50,000
Sub-Total: Street/Traffic/Public Safety	\$864,413	\$197,561	\$666,852



**RESOLUTION NO. 431-19**

**A RESOLUTION OF THE CITY OF DAVENPORT, FLORIDA,  
AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR  
THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE  
PROGRAM (FRDAP) FUNDING TO THE FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR  
FEDERAL FISCAL YEAR 2020-2021 FUNDING CYCLE.**

**WHEREAS**, the City of Davenport desires to submit an application to the Florida Department of Environmental Protection for a Florida Recreation Development Assistance Program Grant to benefit the local residents.

**WHEREAS**, there is a present and growing need for outdoor recreation opportunities among persons of all ages within the City of Davenport, Florida corporate limits and among those visiting the area; and

**WHEREAS**, the City recognizes this need for additional recreational opportunities; and

**WHEREAS**, meeting the increasing demand for, recreation opportunities can best be met with the development of Lewis Matthews Complex Phase II as detailed in the application for funding in which the City is submitting an application in the October 15, 2019 application cycle requesting \$50,000.00 in grant funds.

**NOW THEREFORE, BE IT RESOLVED** by the City Commission of the City of Davenport, Florida, that:

**Section 1. Recitals incorporated.**

The above recitals are true and correct and are incorporated herein.

**Section 2. Authorization of Grant application.**

The City of Davenport hereby authorizes the filing of an application for a Florida Recreation Development Assistance Program Grant,

**Section 3. Execution of Documents.**

The Mayor of the City of Davenport is hereby authorized to execute all documents required in connection with the filing of said application to be submitted on October 15, 2019.

**Section 4. Amendment To Comprehensive Plan.**

The City further authorizes staff to prepare amendments to the Capital Improvements Element of the City's Comprehensive Plan to include the development of Lewis Matthews Complex Phase II in the City of Davenport, if the project is funded in the 2020 – 2021 application cycle.





## Exhibit B - SCORP Documentation



**2019 STATEWIDE COMPREHENSIVE OUTDOOR RECREATION PLAN**





# Exhibit C1 thru C4 Public Participation

Community  
Meeting







## Exhibit D - Preservation Purpose





# Exhibit E - Operation and Maintenance







# Exhibit F- Florida Natural Areas Inventory



<https://www.fnai.org/>





# Exhibit E

## Local Comprehensive plan for needed acreage











# Exhibit I - Boundary Map

## NOTES:

1. No improvements were located in this survey other than those shown hereon.
2. No underground encroachments, utilities or foundations were located in this survey.
3. All measurements shown hereon are Standard U.S. Survey Feet, and decimals thereof.
4. The use of this survey is limited to the specific transaction shown hereon.
5. Subject to zoning setbacks, easements and restrictions of record.
6. Adjoining deeds of record were not provided to this firm.
7. This survey was performed without benefit of deed.
8. Water boundary is subject to change due to natural causes and may or may not represent actual location of limit of title.
9. This is not a current survey.

BEGIN AT AN IRON PIPE MARKING THE NE CORNER OF BLOCK "G NORTH" OF A RE-SUBDIVISION OF TULLEY'S SURVEY OF PANACEA MINERAL SPRINGS, AS PER MAP OR PLAT THEREOF RECORDED IN PLAT BOOK 1, PAGE 6, OF THE PUBLIC RECORDS OF WAKULLA COUNTY, FLORIDA.

MOOND STREET  
(60'-R/W) (OPEN/PAVED)



## LEGEND

BLD - BUILDING  
RE - RE-SUB  
BND - BOUNDARY  
FND - FOUNDATION  
T - TOWNSHIP  
N - NORTH  
S - SOUTH  
E - EAST  
W - WEST  
PT - CALCULATED POINT  
O - POINT OF TANGENCY  
ID - IDENTIFICATION  
WHRL - NEAR HIGH WATER LINE  
POS - POINT OF BEGINNING  
R/W - RIGHT OF WAY  
RAD - RADIUS  
DEL - DELTA OR INCLUDED ANGLE  
CH - CHORD LENGTH  
OS - CHORD BEARING  
L - ARC LENGTH  
RC - ROD AND CAP  
IP - IRON PIPE  
PC - POINT OF CURVE  
(TYP) - TYPICAL

**EDWIN BROWN & ASSOCIATES**  
SURVEYORS \* MAPPERS  
(850) 926-3016 888-433-4436 FAX (850) 926-8180  
P.O. Box 625 2813 Crawfordville Hwy. Crawfordville, FL 32326

The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.

Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.

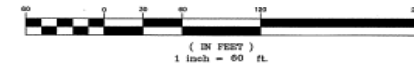
WADE G. BROWN  
Surveyor & Mapper  
Florida Certificate No. 5959  
(L# 6475)

MAY 22 2020



BEGIN AT AN IRON PIPE MARKING THE NORTHEAST CORNER OF BLOCK "G NORTH" OF A RE-SUBDIVISION OF TULLEY'S SURVEY OF PANACEA MINERAL SPRINGS, AS PER MAP OR PLAT THEREOF RECORDED IN PLAT BOOK 1, PAGE 6, OF THE PUBLIC RECORDS OF WAKULLA COUNTY, FLORIDA AND THENCE RUN NORTH 67 DEGREES 47 MINUTES 00 SECONDS EAST 633.00 FEET TO THE APPROXIMATE MEAN HIGH WATERLINE OF DICKERSON BAY, THENCE RUN SOUTHWESTERLY ALONG SAID APPROXIMATE MEAN HIGH WATERLINE AS FOLLOWS: SOUTH 08 DEGREES 37 MINUTES 20 SECONDS WEST 22.43 FEET, THENCE RUN SOUTH 17 DEGREES 48 MINUTES 01 SECONDS WEST 213.03 FEET, THENCE RUN SOUTH 10 DEGREES 40 MINUTES 49 SECONDS WEST 105.84 FEET, THENCE RUN SOUTH 19 DEGREES 04 MINUTES 51 SECONDS EAST 87.43 FEET, THENCE RUN SOUTH 26 DEGREES 01 MINUTES 29 SECONDS EAST 107.19 FEET, THENCE RUN SOUTH 06 DEGREES 12 MINUTES 43 SECONDS EAST 57.17 FEET, THENCE RUN SOUTH 12 DEGREES 08 MINUTES 16 SECONDS WEST 91.17 FEET, THENCE LEAVING SAID APPROXIMATE MEAN HIGH WATERLINE RUN SOUTH 58 DEGREES 38 MINUTES 00 SECONDS WEST 283.00 FEET TO AN IRON PIPE MARKING THE SOUTHEAST CORNER OF LOT 3 BLOCK "I NORTH" OF SAID PANACEA MINERAL SPRINGS, SAID IRON PIPE LYING ON CURVE CONCAVE TO THE SOUTHWEST, THENCE RUN NORTHWESTERLY ALONG THE EASTERLY BOUNDARY LINE OF SAID PANACEA MINERAL SPRINGS AND SAID CURVE WITH A RADIUS OF 1306.60 FEET THROUGH A CENTRAL ANGLE OF 2 DEGREES 58 MINUTES 23 SECONDS, FOR AN ARC DISTANCE OF 67.80 FEET, (CHORD BEARING NORTH 29 DEGREES 44 SECONDS 26 SECONDS WEST 67.80 FEET), THENCE RUN NORTH 31 DEGREES 22 MINUTES 00 SECONDS WEST ALONG SAID EASTERLY BOUNDARY LINE OF PANACEA MINERAL SPRINGS 312.49 FEET TO A POINT OF CURVE TO THE RIGHT, THENCE RUN NORTHWESTERLY ALONG SAID EASTERLY BOUNDARY LINE OF PANACEA MINERAL SPRINGS AND SAID CURVE WITH A RADIUS OF 1866.50 FEET, THROUGH A CENTRAL ANGLE OF 08 DEGREES 10 MINUTES 45 SECONDS FOR AN ARC DISTANCE OF 266.45 FEET, (CHORD BEARING NORTH 27 DEGREES 14 MINUTES 48 SECONDS WEST 266.17 FEET), TO THE POINT OF BEGINNING, CONTAINING 6.09 ACRES, MORE OR LESS.

## GRAPHIC SCALE

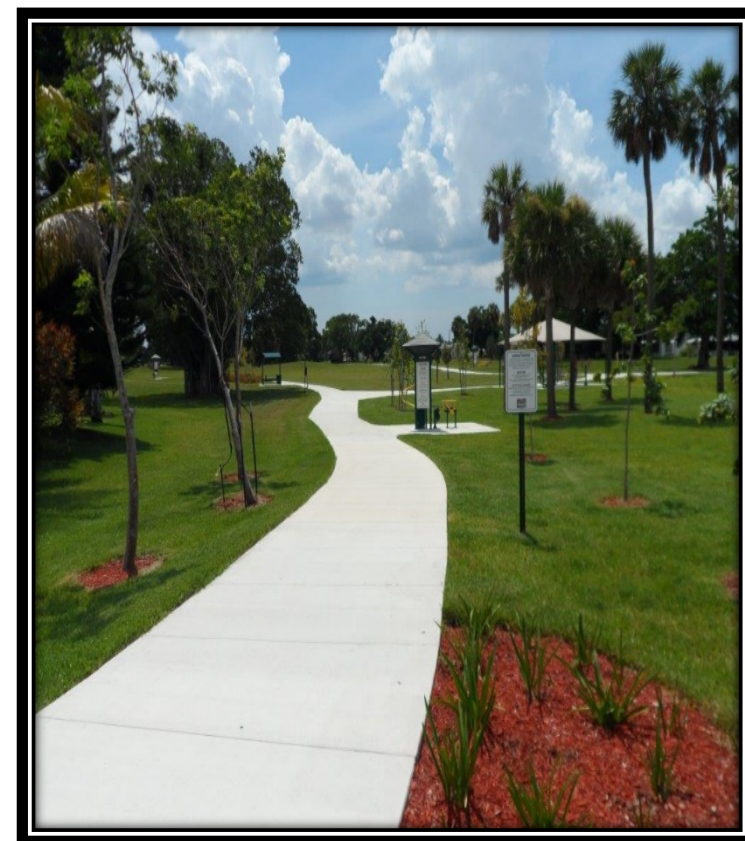


REVISION	BY	DATE
ADDED PARK IMPROVEMENTS	AA	8/15/2003
PLAT OF BOUNDARY SURVEY PREPARED FOR		
WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS		
PREPARED BY:		
EDWIN G. BROWN AND ASSOCIATES, INC.		
2813 CRAWFORDVILLE HWY. P.O. BOX 625 CRAWFORDVILLE, FL 32326 (850) 926-3016		
WAKULLA/PAGE	COUNTY: WAKULLA	DRAWN BY: AA
SECTION: 24	SCALE: 1" = 60'	CHECKED BY: WCB
TOWNSHIP: 6-SOUTH	SURVEY DATE: DECEMBER 14, 2000	PSG
SHEET: 1 OF 1	RANGE: 2-WEST	JOB NUMBER
		00-499
		23590





# Exhibit J- Photographs







# Exhibit K -Location Map and Directions



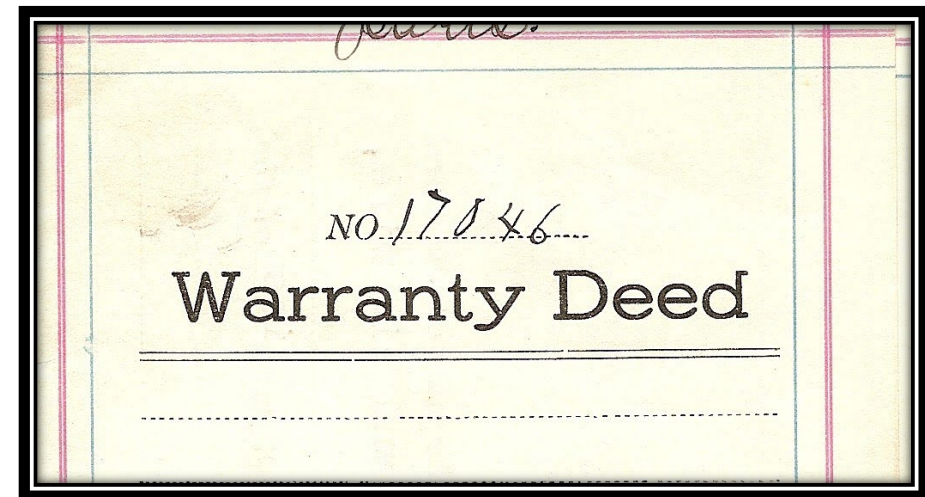
Location,  
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Location







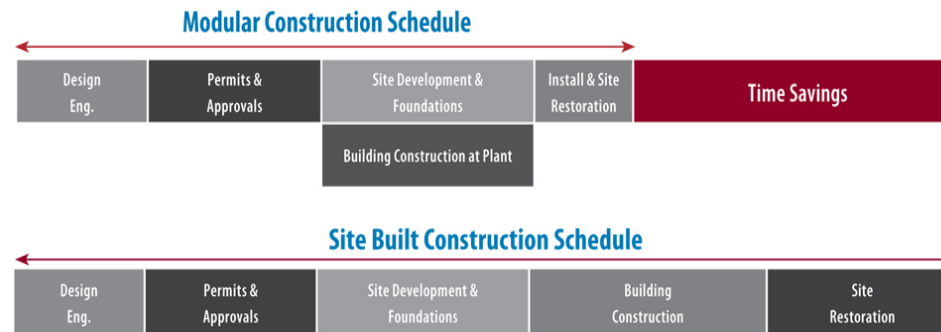
# Exhibit L -Site Control





# Exhibit M1 thru M3

## Project Narrative - Timeline – Assessed Value



Land tax	
Assessment notice 2018–19	
for land owned as at midnight 30 June 2018	
Issued under the Land Tax Act 2010 and Taxation Administration Act 2001	
Issue date	26 July 2018
Payment reference	400000022519
Client number	1114941
Amount payable (for this assessment)	\$37,500.00
Due date	24 October 2018





# Exhibit N- Federal Forms



## **READ INSTRUCTIONS FIRST:**

LWCF Proposal Description & Environmental Screening Form  
(PD-ESF)

SF 424A Budget Information – Non- Construction Programs

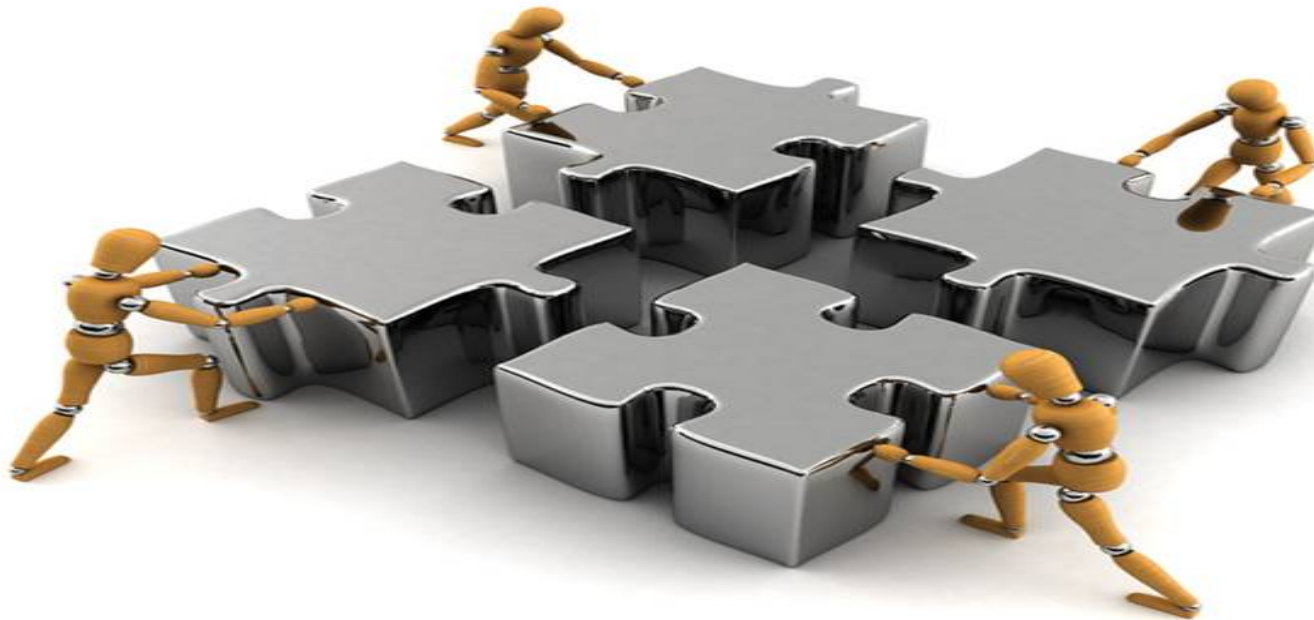
**OR**

SF 424C Budget Information – Construction Programs

<https://www.nps.gov/subjects/lwcf/lwcf-forms.htm>



# Exhibit O – Financial Assurance







# Questions and Comments





## Resource Information

- Statewide Comprehensive Outdoor Recreation Plan (SCORP)  
<https://floridadep.gov/parks/parks-office-park-planning> (850) 245-3051
- Bureau of Appraisal (850) 245-3076
- Florida Natural Areas Inventory  
<https://www.fnai.org> (850) 224-8207
- State Historic Preservation Office (850) 245-6333
- NEPA List of Federal Agency Categorical Exclusions for NPS.  
[https://ceq.doe.gov/docs/nepa-practice/CEQ\\_CE\\_List\\_2018-12-14](https://ceq.doe.gov/docs/nepa-practice/CEQ_CE_List_2018-12-14)  
<https://ceq.doe.gov/nepa-practice/categorical-exclusions.html>





# Contact Information

**Main Phone Line:** (850) 245-2501

## **FRDAP and LWCF Community Assistance Consultants:**

- Tamika Bass – [Tamika.Bass@floridadep.gov](mailto:Tamika.Bass@floridadep.gov)
- Angie Bright – [Angie.Bright@floridadep.gov](mailto:Angie.Bright@floridadep.gov)
- LaShae Grice – [LaShae.Grice@floridadep.gov](mailto:LaShae.Grice@floridadep.gov) (FRDAP)

## **Land & Recreation Grants Management and Legal Counsel:**

- Linda Reeves, OMC Manager – [Linda.Reeves@floridadep.gov](mailto:Linda.Reeves@floridadep.gov)
- Rebecca Wood, Program Manager – [Rebecca.Wood@floridadep.gov](mailto:Rebecca.Wood@floridadep.gov)
- Lois LaSeur, Program Attorney – [Lois.LaSeur@floridadep.gov](mailto:Lois.LaSeur@floridadep.gov)



# WRAP –UP







# Questions and Comments

