



# Florida Department of Environmental Protection

## READINESS AND RECREATION INITIATIVE GRANT PROGRAM LAND AND WATER CONSERVATION FUND STATE ASSISTANCE (LWCF) + READINESS AND ENVIRONMENTAL PROTECTION INTEGRATION (REPI) PARTNERSHIP CHALLENGE PROGRAM

### 2023-2024 LWCF + REPI STATE APPLICATION INSTRUCTIONS AND FEDERAL FORM REQUIREMENTS

#### GENERAL APPLICATION INFORMATION

- Applicants receiving LWCF + REPI funds will be required to have a LWCF Grants-in-Aid Manual. This manual may be downloaded from our website: <https://floridadep.gov/lands/land-and-recreation-grants/content/readiness-and-recreation-initiative>.
  - The LWCF Federal Financial Assistance Manual v.71 (2021) contains additional guidance on the federal application process. Specific guidance on the federal application process and the documentation that comprise a complete federal application for LWCF grant assistance consideration can be found in Chapter 6.B. pages 78 – 81 of the Manual. Additional citations are noted within the checklist below. All projects submitted for consideration must be self-supporting, viable recreation areas either already existing or to be acquired.
- Applicants must submit one (1 original) of the completed application and all supporting documents during the announced submission. **Please use a soft covered binder, not a HARD 3-ring binder.** To facilitate the review and scoring process, all supporting documents or attachments must be clearly tabbed according to the application instruction checklist provided for both the State and Federal portions of the grant application.
- **Before you finish your application package, ensure that all necessary support documents prepared, both State and Federal. Use this checklist to ensure that all applicable and all required documentation is included.**
- **The Readiness and Recreation Initiative Application Cycle does not provide for a deficiency period.** Each eligible application shall be evaluated on the basis of the information provided in accordance with the original application, LWCF program rule and the National Park Service's [Notice of Funding Opportunity \(NOFO\) P23AS00318](#). Applications submitted without all required State and Federal documentation will be marked as incomplete and will not be eligible to compete for funding.
- Applications must be received in office no later than close of business, 5:00 PM, on June 15, 2023, and submitted to:

**Florida Department of Environmental Protection**  
**Land and Receptions Grants Section**  
**C/O Lauren Cruz**  
**3900 Commonwealth Blvd., MS 585**  
**Tallahassee, FL 32399-3000**

Attach supporting documents as follows:

Application Item - If Applicable	Acquisition Projects	Acquisition/Development Combination Projects	Tab as Exhibit
A. Capital improvements schedule and letter from the City or County Manager certifying the five-year capital improvement schedule is officially adopted	✓	✓	<b>A</b>



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## READINESS AND RECREATION INITIATIVE GRANT PROGRAM LAND AND WATER CONSERVATION FUND STATE ASSISTANCE (LWCF) + READINESS AND ENVIRONMENTAL PROTECTION INTEGRATION (REPI) PARTNERSHIP CHALLENGE PROGRAM

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<p><b>OR</b></p> <p>A copy of a resolution amending the existing schedule to include the proposed project.</p>			
<p>B. SCORP objectives support documentation written response to Part II, Item 2A on page 11 of this application. Include narrative explaining how the project implements one or more of the outdoor recreation goals and objectives as listed in the <b>CURRENT SCORP</b>. Provide quotations or other appropriate references with explanations to justify the correlation. Link to SCORP Website: <a href="https://floridadep.gov/parks/florida-scorp-outdoor-recreation-florida">https://floridadep.gov/parks/florida-scorp-outdoor-recreation-florida</a></p>	✓	✓	<b>B</b>
<p>C. Public participation documentation:</p> <p>1. Copy of public meeting advertisement for SOLE PURPOSE of discussing the project.</p>	✓	✓	<b>C1</b>
<p>2. Agenda and minutes of REGULARLY SCHEDULED advisory board meeting.</p>	✓	✓	<b>C2</b>
<p>3. Documentation of presentation to community groups (minutes or letter of thanks, from organization, association etc.)</p> <p><b>OR</b></p> <p>A copy of the survey instrument and a summary of the results as they relate to the proposed project. (Support letters are not acceptable for points).</p>	✓	✓	<b>C3</b>
<p>D. Documentation to support preservation purposes. Provide a copy of the issued letter from the Department of State's State Historic Preservation Officer (SHPO).</p>	✓	✓	<b>D</b>
<p>E. Documentation of ability to support programming and maintenance of project site. Provide a copy of an agency</p>	✓	✓	<b>E</b>



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organizational chart AND an explanation of ability to provide development, programming and maintenance			
F. Documentation to support resource protection. Attach a letter from the <b>Florida Natural Areas Inventory</b> and supporting documentation, including an official Standard Data Report.	✓	✓	<b>F</b>
G. Excerpts of the Recreation/Open Space element of the local comprehensive plan identifying needed acreage. <b>Provide excerpt</b> which indicates needed number of acres and provide how much acreage local government already has control of.	✓	✓	<b>G</b>
H. Conceptual site plan for development of the project area: Submit a <b>conceptual site plan</b> displaying the areas and facilities to be developed as proposed in the scope of the application. The site plan must correlate with the project area identified in the project boundary map and cost estimate. The site plan must <b>CLEARLY DELINEATE</b> between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. <b>Color code your site plan to indicate facilities that are existing, proposed for funding and planned for future development (not in this project).</b>	✓	✓	<b>H</b>
I. Section 6f Boundary map of the project area: Submit a color boundary map of the project area. <b>The map must provide a legal description and sketch of the project area boundaries, north directional arrow, display known easements, and be legally sufficient to identify the project area.</b> Also, be sure to identify and outparcel onsite buildings (e.g. gymnasiums, meeting rooms, recreation centers, visitor	✓	✓	<b>I</b>



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centers, multi-purpose spaces, park office space, interpretive centers, maintenance buildings, etc.). The map must also depict where and how the public will access the site, parking, etc. Plat maps may be accepted if the above criteria are identified. See website <a href="https://floridadep.gov/lands/land-and-recreation-grants/content/land-and-water-conservation-fund-program">https://floridadep.gov/lands/land-and-recreation-grants/content/land-and-water-conservation-fund-program</a> for Boundary Map requirements. <b>Use either an 8 ½ x 11 or 11x17 map. Map may be no larger than 11x17.</b>			
J. Color photographs of the project area: Submit color, on-site photographs sufficient to depict the physical characteristics of the project area. Aerial photographs are requested, but not required. Mark an approximate boundary of the project site and note major roads and/or landmarks on the aerial photo (note - this is not the boundary map).	✓	✓	J
K. Location map and directions: Submit a detailed street, road or highway map precisely locating the project site. (Map Quest is not acceptable.) Also, provide clear and concise written driving instructions from the nearest federal or state highway. <b>NOTE:</b> Confirm that street names listed in the written directions are the same as those posted on street signs in the area.	✓	✓	K
<i>For the purpose of the FY2023-24 LWCF + REPI Application Cycle there is no Exhibit L.</i>			
M. 1. Provide a 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.  See page 9 of <a href="#">National Park Service's Notification of Funding Opportunity, P23AS00318</a> for all information required in the	✓	✓	M1



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<p>Project Narrative. Reference the application’s military installation and compatible uses, as identified <a href="#">Fla. Stat. § 163.3175</a>.</p> <p>M. 2. If the proposed project consists of acquiring multiple parcels, identify the specific order in which the parcels will be acquired to ensure that in the event that all parcels cannot be acquired, the purpose of the project can still be achieved. Also submit the estimated value of the property being acquired.</p>	✓	✓	<b>M2</b>
<b>N. Required Federal Forms and Attachments – For All Projects</b>	✓	✓	<b>N (N1 thru N20)</b>
<p><b>Permits</b></p>	<ul style="list-style-type: none"> <li>▪ All Federal Permits must be applied for prior to application (e.g. Army Corps of Engineer permitting, and other federal permits as required). Permits must be in place now or sponsor must show where all applicable federal permits have been applied for –</li> <li>▪ <b>County and/or State permits can be applied for later.</b></li> </ul>		<b>N1</b>
<p><b>Federal Environmental Compliance Reviews &amp; Reports</b></p>	<ul style="list-style-type: none"> <li>▪ US FWS – Consistency Letter and Environmental Review and if applicable the Endangered Species List <a href="https://www.fws.gov/guidance/">https://www.fws.gov/guidance/</a></li> <li>▪ <b>If a detailed species list is provided from the above review then, info. must also be provided in your application packet that addresses mitigation to lessen the negative impacts upon species.</b></li> <li>▪ US FWS - Coastal Barrier Resource System Mapping <a href="https://www.fws.gov/cbra/Documentation.html">https://www.fws.gov/cbra/Documentation.html</a></li> </ul>		<b>N2</b>
<p><b>Application &amp; Review (A&amp;R) Form</b></p>	<ul style="list-style-type: none"> <li>▪ Complete the following Sections - every applicable question must be answered.</li> <li>▪ Cover Page (page 1)</li> <li>▪ A&amp;R Form - Public Benefit (Section 2.0)</li> </ul>		<b>N3</b>



# Florida Department of Environmental Protection

## **READINESS AND RECREATION INITIATIVE GRANT PROGRAM** **LAND AND WATER CONSERVATION FUND STATE ASSISTANCE (LWCF) + READINESS AND ENVIRONMENTAL PROTECTION** **INTEGRATION (REPI) PARTNERSHIP CHALLENGE PROGRAM**

### 2023-2024 LWCF + REPI STATE APPLICATION INSTRUCTIONS AND FEDERAL FORM REQUIREMENTS

	<ul style="list-style-type: none"> <li>▪ A&amp;R Form - Development and Combination Grants (Section 2.2)</li> <li>▪ A&amp;R Form - Site Information (A&amp;R Section 3.0)</li> <li>▪ *If in Section 3.0, Step 3 you check Categorical Exclusion (aka: CE or Cat Ex), you must also provide the CE number identifier, as well as a written explanation detailing why the project meets the exclusionary criteria for which you selected.</li> <li>▪ <a href="#">Application and Revision Form (A&amp;R Form)</a></li> </ul>	
<p><b>Required NEPA Documentation Environmental Reviews and/or Assessments</b></p>	<ul style="list-style-type: none"> <li>▪ <b>(See Chapter 4.B. - LWCF Federal Financial Assistance Manual v.71 (2021))</b></li> <li>▪ <b>Environmental Assessment(s) (EA Phase I and/or Phase II) -</b> If the proposed grant project/proposed actions of the grant’s scope of work cannot be categorically excluded and/or cannot qualify for a single (not multiple) CE, an EA may be needed. Please see the A&amp;R Form and CatEx. List above.</li> <li>▪ <b>Biological Survey Assessment</b> – May be needed and should be determined by either the US FWS environmental review and/or the state's clearinghouse/biologists.</li> <li>▪ It is our understanding that an ESA/EA/Biological Assessment are not required for all projects, but if the applicant knows of potential hazards, impacts to wildlife or species, environmental effects or if the property is being acquired, has just been newly acquired, and/or has NEVER previously been a park or has no previous recreational usages, then NPS is expecting an ESA/EA be provided on those projects. Also, it is our understanding that if the park is an established park or an established “LWCF park” and they, the local sponsor, are incorporating new acreage/parcel(s) into the existing boundary... then the new parcels being added need an ESA/EA completed. Further, in some case the applicant will also have to provide a ESA/EA/or Biological Survey Assessment to tell the potential effects, if any,</li> </ul>	<b>N4</b>



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	<p>on the flora &amp; fauna, based on the USFWS Environmental Review report findings whether or not it's established or new. There is an exception here: NPS compliance has informed us that if there has been significant ground disturbance from previous development (ex. an area that has nothing there now but previous buildings were raised or an area that was once used for something other than recreation, like a former industrial area, may NOT need an EA and might qualify for a CE). But this depends on information provided in the A&amp;R Form.</p>	
<p><b>Financial Assurance Narrative</b></p>	<ul style="list-style-type: none"> <li>▪ Explain how the cost estimate was derived.</li> <li>▪ What assurances are there that the costs listed within your proposal are reasonable?</li> <li>▪ Describe any project elements/facilities or costs that will improve site resiliency and facility longevity, if any.</li> <li>▪ Explain how this project will address Americans with Disabilities Act (ADA) and how this project will address the Buy American Build American Act (BABA). Applicants must acknowledge that they are aware that their projects (e.g. contracts, supplies and materials) will be subject to the “<b>Build America/Buy America (BABA) Act</b>” requirements and that these provision will be added to all LWCF Agreements and must be adhered to.</li> </ul>	<p style="text-align: center;"><b>N5</b></p>
<p><b>SF Project Abstract Summary (Project Narrative)</b></p>	<ul style="list-style-type: none"> <li>▪ Detail what the project's scope of work is? What will the upgrades or new developments mean for the public?</li> <li>▪ Who will the park serve (socio-economic/age groups, etc.)?</li> <li>▪ What is the demographic make-up of the park users?</li> <li>▪ Give a good description and tell how the park will help the community. How will getting this grant meet the needs of the public? Explain how the park will make a difference or how it is making a difference in the lives of the users it serves.</li> <li>▪ <a href="#"><u>SF Project Abstract Summary (Project Narrative)</u></a></li> </ul>	<p style="text-align: center;"><b>N6</b></p>



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### 2023-2024 LWCF + REPI STATE APPLICATION INSTRUCTIONS AND FEDERAL FORM REQUIREMENTS

<b>Budget Narrative/Cost Estimates</b>	<ul style="list-style-type: none"> <li>▪ Provide a budget narrative in addition to the applicable form below depending on your project.</li> <li>▪ <a href="#">SF 424 - Application for Federal Assistance</a></li> <li>▪ <a href="#">SF 424A – Acquisition Projects</a></li> <li>▪ <a href="#">SF 424B – Assurances for Non-Construction Programs</a></li> <li>▪ <a href="#">SF 424C – Development Construction Projects</a></li> <li>▪ <a href="#">SF 424D - Assurances for Construction Programs</a></li> </ul>	<b>N7</b>
<b>Parcel map for acquisition project parcel(s)</b>	<ul style="list-style-type: none"> <li>▪ Provide parcel map(s) showing acreage and legal description of property.</li> </ul>	<b>N8</b>
<b>Buyer-Seller Agreement</b>	<ul style="list-style-type: none"> <li>▪ Provide agreement or letter of intent.</li> </ul>	<b>N9</b>
<b>Acquisition Schedule</b>	<ul style="list-style-type: none"> <li>▪ Awardee gets one (1) year for acquisition purchase from date of NSP award approval.</li> </ul>	<b>N10</b>





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### 2023-2024 LWCF + REPI STATE APPLICATION INSTRUCTIONS AND FEDERAL FORM REQUIREMENTS

<p><b>Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) “Yellow Book Standard” Appraisals</b></p>	<ul style="list-style-type: none"> <li>▪ <u>An appraisal prepared to UASFLA/ Yellow Book standards must be submitted with application.</u></li> <li>▪ The UASFLA cannot be older than 6-months.</li> <li>▪ Depending on fair market valuation more than one UASFLA Appraisal will be required for the project.</li> <li>▪ Additionally, the appraiser(s) <b>must</b> be on the approved State of Florida, Division of State Lands’ official listing and <b>must</b> meet the uniform appraisal standards for federal land acquisitions.</li> <li>▪ All appraisals submitted must be reviewed and approved by the State of Florida Division of State Lands. The State Valuation and Appraisal Review Process is Mandatory.</li> <li>▪ Depending on fair market valuation more than one UASFLA Appraisal will be required for the project.</li> </ul>	<p style="text-align: center;"><b>N11</b></p>
<p><b>Waiver of Retroactivity – Acquisition Project</b></p>	<ul style="list-style-type: none"> <li>▪ MUST be requested through DEP, Land and Recreation Grants Section staff and approved by NPS prior to the closing of the announced LWCF submission cycle. Issuance of a waiver and the appliance of such waiver and the submission of a grant proposal, is NOT a guarantee for funding. See LWCF Federal Financial Assistance Manual v.71 (2021).</li> <li>▪ Waiver of Retro Activity &amp; NPS Acknowledgment Letter of Approval.</li> </ul>	<p style="text-align: center;"><b>N12</b></p>



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Real Property Status Report (SF-429)	<a href="#">SF 429 - INSTRUCTIONS</a> <ul style="list-style-type: none"><li>▪ <a href="#">SF 429 Real Property Status Report (Cover Page)</a></li><li>▪ <a href="#">SF 429A - Real Property Status Report ATTACHMENT A (General Reporting)</a></li><li>▪ <a href="#">SF 429B - Real Property Status Report ATTACHMENT B (Request to Acquire, Improve or Furnish)</a></li></ul>	<b>N13</b>
<b>Project Timeline</b>	Provide a 1-page timeline for the project stating milestones and timeframes to complete the tasks/activities under the proposal.	<b>N14</b>
<b>Letter(s) of Support Documenting Secured Contributions of Matching Share</b>	Provide Letter(s) of Support Documenting Secured Contributions of Matching Share clearly stating the amount and type of contribution.	<b>N15</b>



Florida Department of Environmental Protection

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<p><b>Conflict of Interest Disclosure</b></p>	<p>Applicants must state in their application if any actual or potential conflict of interest exists at the time of submission, including:</p> <ul style="list-style-type: none"> <li>(a) Applicability</li> <li>(b) Notification</li> <li>(c) Restrictions on lobbying</li> <li>(d) Review procedures</li> <li>(e) Enforcement</li> </ul> <p>See page 12 of <a href="#">National Park Service's Notification of Funding Opportunity, P23AS00318</a> for additional information.</p>	<p><b>N16</b></p>
<p><b>Uniform Audit Reporting Statement</b></p>	<p>If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the <a href="#">Federal Audit Clearinghouse</a> website.</p>	<p><b>N17</b></p>
<p><b>Certification Regarding Lobbying</b></p>	<p>Applicants requesting more than \$100,000 in Federal funding must certify to the statements in <a href="#">43 CFR Part 18, Appendix A-Certification Regarding Lobbying</a>. If this application requests more than \$100,000 in Federal funds, the Authorized Official's signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.</p>	<p><b>N18</b></p>



# Florida Department of Environmental Protection

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### 2023-2024 LWCF + REPI STATE APPLICATION INSTRUCTIONS AND FEDERAL FORM REQUIREMENTS

<b>Disclosure of Lobbying Activities</b>	Applicants and recipients must complete and submit the <a href="#">SF-LLL, "Disclosure of Lobbying Activities" form</a> if the Federal share of the proposal or award is more than \$100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award.	<b>N19</b>
<b>Overlap or Duplication of Effort Statement</b>	<p>If the project proposed in this application is funded through another Federal financial assistance award, in part or in whole, the applicant must provide a statement detailing the potential funding overlap in regards to activities, costs, or time commitment of key personnel. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted or copy of Federal financial assistance award covering activities covered under this proposal. The statement and the description of overlap or duplication, when applicable, may be provided within the proposal or as a separate attachment to the application. Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount.</p> <p>If no such overlap or duplication exists, state, "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects"</p>	<b>N20</b>



# Florida Department of Environmental Protection

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<p><b>Readiness and Recreation Initiative Application Review Criteria</b></p>	<p>Review the prompts below, as provided in the <a href="#">National Park Service's Notification of Funding Opportunity, P23AS00318</a>. Provide a thorough response, addressing each of the bulleted subjects.</p> <ul style="list-style-type: none"> <li>▪ <b>Criterion 1</b> - Improving Access to and Benefits of Public Outdoor Recreation Opportunities</li> <li>▪ <b>Criterion 2</b> – Promotion of Compatible Military Goals</li> <li>▪ <b>Criterion 3</b> - Partnering and Leveraging Resources</li> <li>▪ <b>Criterion 4</b> - Project Alignment with SCORP and Other Applicable Plans</li> <li>▪ <b>Criterion 5</b> - Project Feasibility and Likelihood of Success</li> </ul>	<p><b>O</b></p>
<p><b>Proof of Sam.gov Registration</b></p>	<p>Provide proof of registration in Sam.gov.</p>	<p><b>P</b></p>
<p><b>REPI Partnership Agreement</b></p>	<p>For project sponsors with an active REPI Partnership Agreement, provide a copy of the Agreement with the tasks and goals to be achieved through this project highlighted.</p> <p>For project sponsors who have partnered with a nonprofit organization in an active REPI Partnership Agreement, provide a copy of the executed agreement between the project sponsor and the nonprofit organization, as well as a copy of the nonprofit organization's REPI Partnership Agreement with the tasks and goals to be achieved through this project highlighted.</p>	<p><b>Q</b></p>



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#### Water Frontage Map(s)

For all projects providing water frontage, submit a [Federal Emergency Management Agency \(FEMA\) Flood Map or Flood Insurance Rate Map \(FIRM\)](#).

If project frontage includes wetlands, provide a project site map using the [Wetlands Mapper](#) from the [National Wetlands Inventory](#).

Submit a map and/or consultation documentation from the [Nationwide Rivers Inventory \(NRI\)](#) or [National Wild and Scenic River](#) if the project affronts a [cataloged river](#).

**R**