



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM APPLICATION GUIDE

Contact us:

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850-245-2501

[FRDAP Website](#)



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- Eligibility Requirements
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PROGRAM OVERVIEW AND PURPOSE

FRDAP APPLICATION GUIDE



PROGRAM OVERVIEW AND PURPOSE

Florida Recreation Development Assistance Program

The Florida Recreation Development Assistance Program (FRDAP) is a competitive, state funded grant program that provides financial assistance for acquisition or development of land for public outdoor recreation.



[Rule Chapter 62D-5, F.A.C.](#) outlines all of the rules that govern the FRDAP. It is a great resource of programmatic information, including general requirements, application requirements and processing, application evaluation criteria, grant administration, and compliance responsibilities.

The screenshot shows the Florida Department of State's website for the Florida Administrative Code & Florida Administrative Register. It displays Rule Chapter 62D-5, titled "FINANCIAL ASSISTANCE FOR OUTDOOR RECREATION". Below the chapter title, there is a table listing individual rules. Each row includes a document icon, the rule number, the rule title, and the effective date.

Latest Version	Rule No.	Rule Title	Effective Date
	62D-5.053	Purpose	12/10/1990
	62D-5.054	Definitions	8/15/2004
	62D-5.055	General Requirements	7/5/2001
	62D-5.056	Application Requirements and Processing	8/15/2004
	62D-5.057	Evaluation Criteria	8/15/2004
	62D-5.058	Grant Administration	8/15/2004
	62D-5.059	Compliance Responsibilities	8/15/2004
	62D-5.068	Purpose	7/15/2001
	62D-5.069	Definitions	7/15/2001
	62D-5.070	General Requirements	7/15/2001
	62D-5.071	Application Requirements And Processing	7/15/2001
	62D-5.072	Evaluation Criteria	7/15/2001
	62D-5.073	Grant Administration	7/15/2001
	62D-5.074	Compliance Responsibilities	7/15/2001



FRDAP APPLICATION ELIGIBILITY

FRDAP Application Information

Eligible participants include all county governments, municipalities in Florida and other legally constituted local governmental entities with the responsibility for providing outdoor recreational sites and facilities for the general public.

The maximum grant request may not exceed \$200,000. Matching funds are required for projects exceeding \$50,000. Eligible Rural Areas of Opportunity (RAO), as identified by the Florida Department of Commerce, may submit a request for a match waiver or reduction. An applicant's requested grant funds may be revised by the department due to the availability of program funds. Grant awards are contingent upon annual appropriation by the Florida Legislature.

PROJECT COST	GRANT AWARD	SPONSOR MATCH
\$50,000 or less	100%	0%
\$50,001 to \$150,000	75%	25%
\$150,001 up to \$200,000	50%	50%

Applicants must have, and demonstrate, adequate site control of project sites and are able to construct, operate, and maintain the area for the term required by FRDAP and the grant agreement.



FRDAP APPLICATION CYCLE

FRDAP APPLICATION GUIDE



FRDAP APPLICATION CYCLE

September 15 – October 15, 2026

Applications must be submitted through the Department's Grantee

Portal at <https://fdep.my.site.com/grants/s/frdap-home>

The portal will be live on **September 15, 2026**

No applications will be accepted

after 5 p.m. on October 15, 2026.

Incomplete applications will not be considered.



FRDAP APPLICATION CYCLE

ELIGIBLE APPLICANTS

Eligible applicants include local government entities, such as:

- Counties
- Municipalities
- Independent special districts of the State of Florida with legal responsibility for providing outdoor recreational sites and facilities for use and benefit of the general public





FRDAP APPLICATION CYCLE

ELIGIBLE PROJECTS

The FRDAP seeks to foster outdoor recreational sites and facilities throughout the State. There are three eligible FRDAP project categories:

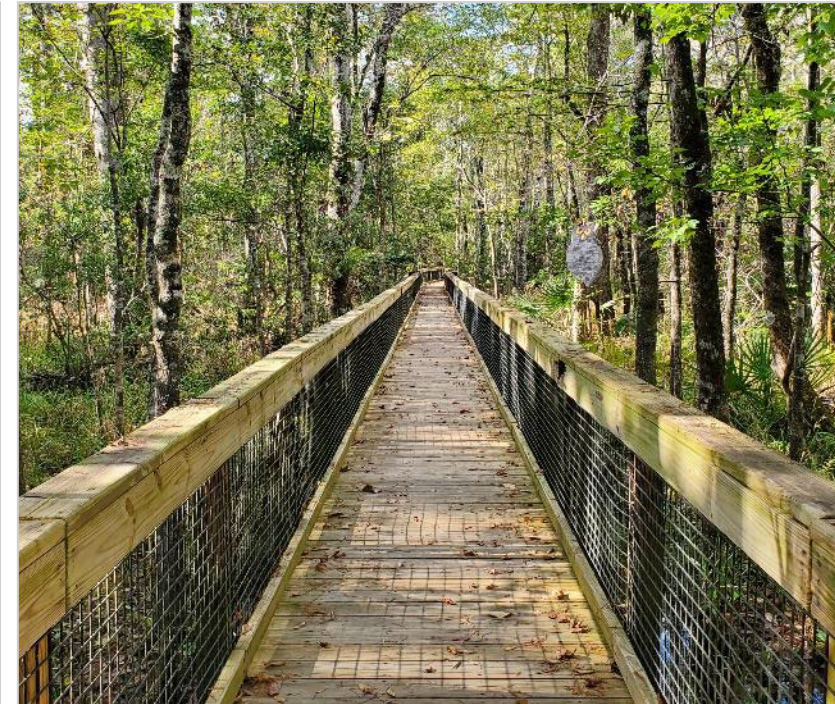
Acquisition



Development



Trail Construction





FRDAP APPLICATION CYCLE

INELIGIBLE PROJECTS

- Application scored below minimum points (minimum point score 53)
- 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
- Active Projects: A grantee with two incomplete FRDAP projects by the closing date of an application submission period shall only be eligible to submit one additional application.



FRDAP APPLICATION CYCLE

ELIGIBLE AND INELIGIBLE MATCH

Grantees may utilize the following types of match sources for the grantee share:

1. Cash
2. In-kind services
3. Land Value, see 62D-5.055(3)(c), F.A.C.



Ineligible Match Sources:

Land value of property acquired through FRDAP or other state and federal grant land acquisition programs, such as: Land and Water Conservation Fund, legislative special interest projects, Florida Communities Trust, Conservation and Recreation Lands Program (CARL), Save Our Rivers, Preservation 2000, Florida Forever, Recreation Trails Program (RTP), and Land Acquisition Trust Fund (LATF).



FRDAP APPLICATION CYCLE

APPLICATION DEFICIENCIES

**Chapter 62D-5, Florida Administrative Code does not
provide for a deficiency period.**

Each eligible project shall be evaluated on the basis of the information provided within the original application submission, in accordance with the program rule.





FRDAP APPLICATION CYCLE

GENERAL INFORMATION



Prior to submitting a FRDAP grant application, interested project sponsors should:

1. Confirm that you represent an eligible applicant.
2. Ensure that your project's scope of work is viable, eligible, and can be completed within the allotted grant period.
3. Review available documentation to verify that the project location meets the program's site control requirements.



Additional Qualifiers

Number of Applications: An applicant may submit no more than two applications during each application submission period, with the exception of a consolidated city-county government which may submit up to four applications.

Active Projects: A grantee with two incomplete FRDAP projects by the closing date of an application submission period can only submit one additional application.



CREATING AN APPLICATION

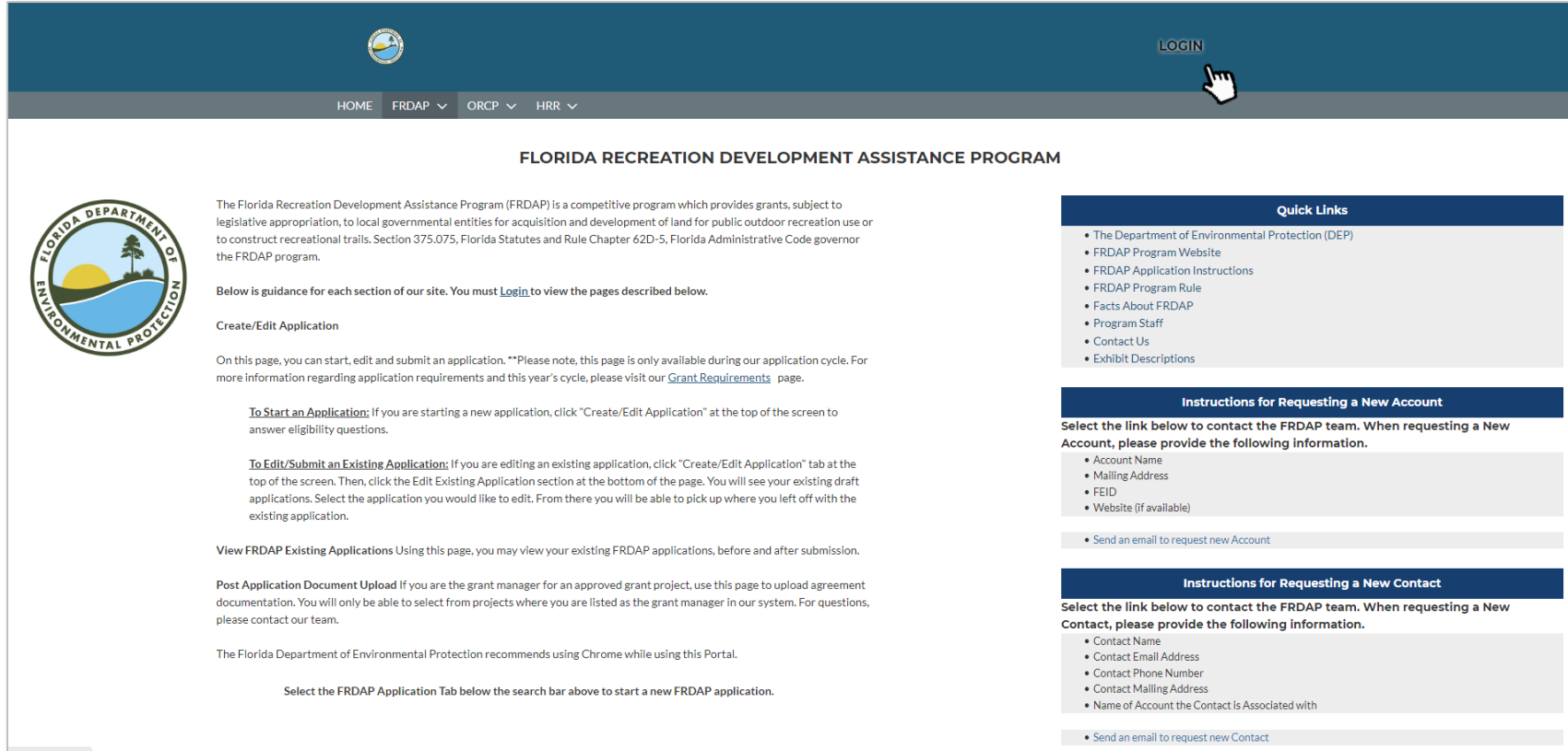
FRDAP APPLICATION GUIDE



FRDAP APPLICATION PORTAL

The FRDAP Grant Application Portal will go live on September 15, 2026.
FRDAP Grant Application Portal: <https://fdep.my.site.com/grants/s/frdap-home>

The Portal will not accept any applications submitted after 5 p.m. on October 15, 2026. Incomplete applications will not be considered.



The screenshot displays the FRDAP Application Portal homepage. At the top, there is a dark blue header with the Florida Department of Environmental Protection logo on the left and a "LOGIN" button on the right, which is being pointed to by a hand cursor. Below the header is a navigation bar with links for HOME, FRDAP (with a dropdown arrow), ORCP (with a dropdown arrow), and HRR (with a dropdown arrow). The main content area is titled "FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM". On the left side of this area is the Florida Department of Environmental Protection logo. To the right of the logo, there is a paragraph describing the FRDAP program, followed by a section titled "Below is guidance for each section of our site. You must [Login](#) to view the pages described below." This is followed by a "Create/Edit Application" section with instructions on how to start or edit an application. Below that is a "View FRDAP Existing Applications" section and a "Post Application Document Upload" section. At the bottom of the main content area, there is a note about using Chrome and a link to start a new application. On the right side of the page, there are three sections: "Quick Links" with a list of links, "Instructions for Requesting a New Account" with a list of required information and a link to request a new account, and "Instructions for Requesting a New Contact" with a list of required information and a link to request a new contact.

FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

The Florida Recreation Development Assistance Program (FRDAP) is a competitive program which provides grants, subject to legislative appropriation, to local governmental entities for acquisition and development of land for public outdoor recreation use or to construct recreational trails. Section 375.075, Florida Statutes and Rule Chapter 62D-5, Florida Administrative Code govern the FRDAP program.

Below is guidance for each section of our site. You must [Login](#) to view the pages described below.

Create/Edit Application

On this page, you can start, edit and submit an application. **Please note, this page is only available during our application cycle. For more information regarding application requirements and this year's cycle, please visit our [Grant Requirements](#) page.

To Start an Application: If you are starting a new application, click "Create/Edit Application" at the top of the screen to answer eligibility questions.

To Edit/Submit an Existing Application: If you are editing an existing application, click "Create/Edit Application" tab at the top of the screen. Then, click the Edit Existing Application section at the bottom of the page. You will see your existing draft applications. Select the application you would like to edit. From there you will be able to pick up where you left off with the existing application.

View FRDAP Existing Applications Using this page, you may view your existing FRDAP applications, before and after submission.

Post Application Document Upload If you are the grant manager for an approved grant project, use this page to upload agreement documentation. You will only be able to select from projects where you are listed as the grant manager in our system. For questions, please contact our team.

The Florida Department of Environmental Protection recommends using Chrome while using this Portal.

Select the FRDAP Application Tab below the search bar above to start a new FRDAP application.

Quick Links

- The Department of Environmental Protection (DEP)
- FRDAP Program Website
- FRDAP Application Instructions
- FRDAP Program Rule
- Facts About FRDAP
- Program Staff
- Contact Us
- Exhibit Descriptions

Instructions for Requesting a New Account

Select the link below to contact the FRDAP team. When requesting a New Account, please provide the following information.

- Account Name
- Mailing Address
- FEID
- Website (if available)

• [Send an email to request new Account](#)

Instructions for Requesting a New Contact

Select the link below to contact the FRDAP team. When requesting a New Contact, please provide the following information.

- Contact Name
- Contact Email Address
- Contact Phone Number
- Contact Mailing Address
- Name of Account the Contact is Associated with

• [Send an email to request new Contact](#)

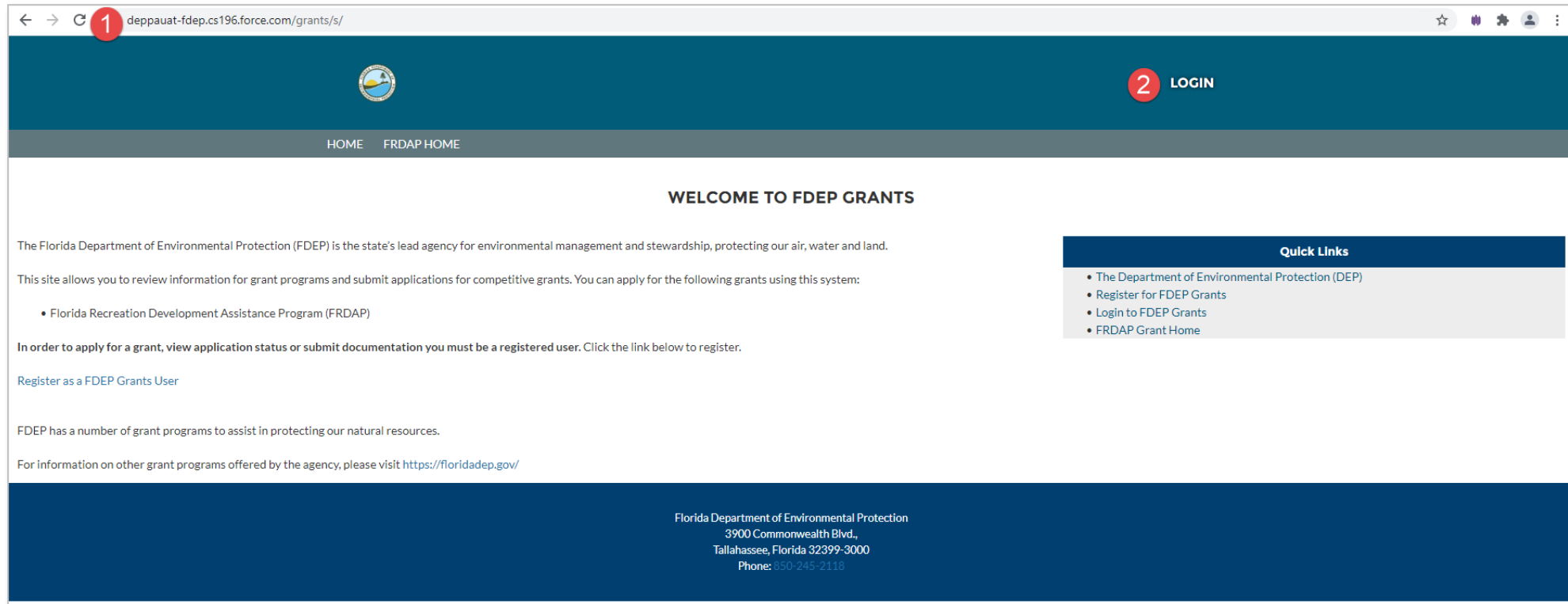


FRDAP APPLICATION PORTAL

CREATING AN APPLICATION 1

To begin the application process, you must login to create an application. Follow the directions to start.

1. Visit the FDEP Grants Portal at <https://fdep.my.site.com/grants/s/frdap-home>
2. Select the “Login” button at the top of the screen.



Should you experience difficulty logging in, select “Forgot My Password” and follow the instructions.



FRDAP APPLICATION PORTAL

CREATING AN APPLICATION 2

3. The “Login” screen will display.
4. Enter your username and password. Then select the Log In button.
5. You will be redirected to the home screen. Select the “Create/Edit Application” tab at the top of the screen.

The screenshot shows the login interface. A red circle with the number 3 points to the username input field containing 'Jasmine.Greene@floridade'. Another red circle with the number 4 points to the 'Log in' button. Below the button are links for 'Forgot your password?', 'Need to register?', and 'Are you an employee? Login here'.

The screenshot shows the home screen of the FRDAP application portal. A red circle with the number 5 points to the 'CREATE/EDIT APPLICATION' tab in the top navigation bar. The page includes a welcome message, a description of the portal's purpose, a list of available grants (including FRDAP), a registration link, and a 'Quick Links' sidebar with links to the DEP, registration, login, and grant home pages.

WELCOME TO FDEP GRANTS

The Florida Department of Environmental Protection (FDEP) is the state's lead agency for environmental management and stewardship, protecting our air, water and land.

This site allows you to review information for grant programs and submit applications for competitive grants. You can apply for the following grants using this system:

- Florida Recreation Development Assistance Program (FRDAP)

In order to apply for a grant, view application status or submit documentation you must be a registered user. Click the link below to register.

[Register as a FDEP Grants User](#)

FDEP has a number of grant programs to assist in protecting our natural resources.

For information on other grant programs offered by the agency, please visit <https://floridadep.gov/>

Quick Links

- The Department of Environmental Protection (DEP)
- Register for FDEP Grants
- Login to FDEP Grants
- FRDAP Grant Home



FRDAP APPLICATION PORTAL

CREATING AN APPLICATION 3

6. The application will open. Click the “Create a New Grant Application” link.
7. The eligibility questions will be displayed. Answer the eligibility questions. Then select the “Determine Eligibility” button.
8. If you are determined to be an eligible project sponsor, the application will open up. If you are not eligible, you will not be able to proceed.

The fields denoted with red asterisk (*) must be completed in order to create new application.

6 The Florida Recreation Development Assistance Program (FRDAP) Grant Application

▼ Create a New Grant Application

Are you a local government with the legal responsibility to provide outdoor recreation to the public? Eligibility

1 --None--

Will the project be developed on school board property?

1 --None--

Is this project for one of the following: (1) acquisition of land for public outdoor recreational purposes; (2) development or renovation of land for public outdoor recreational purposes; or (3) construction or renovation of a public recreational trail?

1 --None--

Do you own the land in fee simple title to be developed or will have a minimum 25 year lease from the project completion date?

1 --None--

Does this project include any duplicative elements or facilities submitted for funding under the Land and Water Conservation Fund Program and/or Recreational Trails Program?

1 --None--

Do you currently have more than 2 active FRDAP projects?

1 --None--

7 Determine Eligibility

> Existing Draft Applications

8 The Florida Recreation Development Assistance Program (FRDAP) Grant Application

▼ Create a New Grant Application

Application opens when determined eligible. Restart Application

Applicant Information

* Applicant Account 1 Search Accounts...

Applicant Population 1

Applicant Current Operating Budget 1

Applicant Contact 1 Search Contacts...

Applicant Contact Title 1

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.

Certification 1

If applicable, attach letter of delegation authorizing you to submit this application on behalf of the applicant.

Project Information

* Name of Project 1

* Project Type 1 --None--

Site Control 1 --None--

Date Site Control Expires 1

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. (Label as Exhibit "N")

Project Location

Project Street 1

Project City 1

Project State 1 Florida

Project Zip Code 1

Project Geo Location 1 Latitude

Please contact the FRDAP Team for additional assistance if you believe an ineligibility determination to be incorrect.



FRDAP APPLICATION PORTAL

CREATING AN APPLICATION 4

9. Once the application is open, you can search for the Applicant Account by entering the Applicant Account name and selecting the search icon. The “Applicant Account” is the name of the entity applying for the grant.
10. Next, the search screen will be displayed, and your Applicant Account should be listed. **Please note: The Applicant Account must exist in the system.** If you do not see the correct name in the Applicant Account search results, follow the directions located in the *Request Setup of an Account* section of today’s presentation. If you have already established an Applicant Account, but do not see the correct listing, contact FRDAP staff for additional assistance.
11. Select the link of your Applicant Account. You will be returned to the Application screen. The details of the applicant will be displayed on screen.

The Florida Recreation Development Assistance Program (FRDAP) Grant Application

Create a New Grant Application

1. Applicant Information

*Applicant Account

Select an applicant from the list below or remove the search icon.

Applicant Population

Applicant Current Operating Budget

Applicant Contact

Applicant Contact Title

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.

Authorization

If applicable, attach letter of delegation authorizing you to submit this application on behalf of the applicant.

Project Information

*Name of Project

*Project Type

Site Control

Conservation Control / Easement

Project Location

Applicant Account

Search

Accounts

1 Result

ACCOUNT NAME	PHONE	ACCOUNT OWNER ALIAS
Leon County	850-606-1526	



FRDAP APPLICATION PORTAL

CREATING AN APPLICATION 5

12. Enter the applicant population.
13. Enter the current operating budget (*This is the operating budget for the city, county or special district, and not just the Department's budget*).

14. Next, search for the “Applicant Contact”. The Applicant Contact is the person who should be contacted for questions regarding the application. **The Applicant Contact cannot be a consultant.** The search screen will be displayed, and your Applicant Contact should be listed.

Please note: The Applicant Contact must exist in the system.

If you do not see the Applicant Name in the search results, follow the directions in the *Request Setup of a Contact* section of these instructions to request a new Applicant Contact.

14. Enter the Applicant Contact Title.
15. Select the “Certification” checkbox to confirm you are authorized to apply for the grant on behalf of the applicant.
16. Enter the “Name of Project”.
17. Select the “Project Type”: Acquisition, Development and Trail Construction only select one. (*Project cannot be a combination of acquisition and development*).
18. Select the type of “Site Control”.
19. Enter the “Date Site Control Expires” if applicable.

The screenshot shows the 'The Florida Recreation Development Assistance Program (FRDAP) Grant Application' form. The form is titled 'Create a New Grant Application' and includes a 'Restart Application' button. The form is divided into sections: '1. Applicant Information', 'Applicant Contact', and 'Project Information'. The 'Applicant Information' section includes fields for 'Applicant Account' (set to 'Leon County'), 'Applicant FEID' (59-6000708), 'Applicant Address' (301 S. Monroe Street 5th floor), 'Applicant City' (Tallahassee), 'Applicant State' (Florida), and 'Applicant Zip Code' (32301). The 'Applicant Contact' section includes fields for 'Applicant Population' (12), 'Applicant Current Operating Budget' (13), 'Applicant Contact' (14, with a search bar), and 'Applicant Contact Title' (15). The 'Project Information' section includes a 'Certification' checkbox (16), a 'Name of Project' field (17), a 'Project Type' dropdown (18, set to '--None--'), a 'Site Control' dropdown (19, set to '--None--'), and a 'Date Site Control Expires' field (20). Red circles with numbers 12 through 20 are overlaid on the form to indicate the steps in the application process.



FRDAP APPLICATION PORTAL

CREATING AN APPLICATION 6

21. Enter the "Project Street". This is the Physical Street Address for project
22. Enter the "Project City". The "Project State" is defaulted to "Florida". This cannot be changed.
23. Enter the "Project Zip Code".
24. Enter the "Latitude" and "Longitude" of the project. The coordinates must be within the state of Florida and entered as decimals.
25. Enter the "State Senator" name.
26. Enter the "Senate District Number".
27. Enter the "State Representative" name.
28. Enter the "House District Number".

Legislative Districts should be listed as the Florida Senate and Florida House district in which the **proposed project site is located**.

If you are unsure of the correct district, contact your local office of the Supervisor of Elections.

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. (Label as Exhibit "N")

Project Location

Project Street 21

Project City 22

Project State 23

Project Zip Code 23

Project Geo Location

Latitude 24

Longitude 24

D. 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.)

State Senator 25

Senate District Number 26

State Representative 27

House District Number 28



FRDAP APPLICATION PORTAL

CREATING AN APPLICATION 7

29. Enter the number of “Acres Acquired”. This is the number of acres being acquired or developed with FRDAP funding.
30. Enter the “Proposal Description”. 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 structures on the project site. If your description exceeds 255 characters, you will be able to upload a supporting document in the Exhibit section later in the application.
31. Indicate whether or not there is a “Natural Spring on Site” of the project.
32. Indicate whether or not “Public Access Provided” to the project (either through an existing street or easement and describe the public access.)
33. Fill in the “Describe Public Access” field. If there will be no public access provided, enter “N/A”.
34. The “Acquiring Multiple Parcels” prompt requires an answer.
 - a. If you are applying for a Development or Trail Construction project grant, enter “N/A” in the field.
 - b. If you are applying for an Acquisition project grant where only one parcel is being acquired, enter “N/A” in the field.
 - c. If your project proposal includes multiple parcels for acquisition, enter these in sequential order. If all parcels cannot be acquired, the application must demonstrate that the purpose of the project can be achieved. Address the ability to have public access through an existing street or easement. If your description exceeds 255 characters, upload supporting documentation in the exhibit section later in the application.

E. TOTAL NUMBER OF ACRES BEING ACQUIRED OR TOTAL NUMBER OF ACRES BEING DEVELOPED:

Acres Acquired 29

F. DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT.

1) For Development Projects: (a) 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.

Proposal Description 30

Natural Spring on Site 31 --None--

Public Access Provided 32 --None--

Describe Public Access 33

2) For Acquisition Projects: (In addition to the above information) (a) 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.

Acquiring Multiple Parcels 34



FRDAP APPLICATION PORTAL

CREATING AN APPLICATION 8

35. Review the “Financial Information” table. Match ratios are based on the maximum grant cap of \$200,000.
36. Then enter an amount for “FRDAP Funds Requested Line A”.
37. Next, enter the amount of “Local Funds Available” (Grantee Share).
38. Enter the amount of “In-Kind: Line C”.
39. Enter the amount of “Land Value: Line D” (if property is developed, land value cannot be used as match.)

Please note: Total Local Match and Total Cost of Proposed Project fields will be populated when the application is saved.

40. Next, review the “Submitting REDI Waiver” field.
 - a. If you are submitting the waiver, click the checkbox.
 - b. If you are not submitting a waiver, do not click the checkbox.
41. Select the **Create New Application** button.

Financial Information
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.

A. FRDAP Funds Requested (State Share) Line A

36

B. Local Funds Available: (Grantee Share)

37

C. In-Kind: Line C

38

D. Land Value: Line D

39

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

E. Total Local Match: Line E (Sum of lines B, C and D)

\$0.00

F. Total Cost of Proposed Project

\$0.00

Sum of Lines A and E (Should not total more than \$400,000)

(If approved for REDI Match Waiver, fill out REDI Waiver Forms at located under FRDAP Administrative Forms at <https://floridadep.gov/soo/land-and-recreation-grants/content/florida-recreation-development-assistance-program>.)

Submitting Ready Waiver? ☐

You will upload all exhibits in the "Exhibit Upload" section before submitting your application for consideration. The linked table indicates what exhibits are required to be included in your application. Once you have saved the application future edits must be done with the Draft screen.

41 Create New Application



FRDAP APPLICATION PORTAL

CREATING AN APPLICATION 9

42. The screen will refresh, and the Existing Draft Applications section of the Create/Edit application screen will be expanded.

Congratulations!

You have created an application.

You must edit the application and add required files before you can submit to the agency.

The fields denoted with red asterisk (*) must be completed in order to create new application.

The Florida Recreation Development Assistance Program (FRDAP) Grant Application

> Create a New Grant Application

42 Existing Draft Applications

Draft FRDAP Grant Applications

Applicant Name	Project Name	Status	Prepared By	Created Date	Last Updated Date
☐ Leon County	Test Project 2	Draft	Jasmine Greene	Aug 16, 2021	Aug 18, 2021
☐ Wakulla County	Test Project #3	Draft	Jasmine Greene	Aug 18, 2021	Aug 18, 2021
☒ Leon County	Test Project #2	Draft	Jasmine Greene	Aug 18, 2021	Aug 18, 2021

[Modify Draft Application](#)

Application

1. Applicant Information

* Applicant Account

Applicant FEID

Applicant Address

Applicant City

Applicant State

Applicant Zip Code

Applicant Population

Applicant Current Operating Budget

Applicant Contact

Applicant Contact Title



EDITING AN APPLICATION

FRDAP APPLICATION GUIDE



FRDAP APPLICATION PORTAL

EDITING AN APPLICATION 1

To successfully submit your application, you must enter project elements and upload required exhibits. Once you finish these steps, your application will be complete, and you can submit it to the agency.

To begin editing your application, login to FDEP Grants and follow the directions:

Select the Existing Application

1. Click the “Create/Edit Application” tab at the top of the screen.
2. Locate the application you created in the “Existing Draft Applications” list. Select the radio button next to the application you would like to submit.
3. Then select the **Modify Draft Application** button.
4. The application will open. All data previously entered will be populated.

The fields denoted with red asterisk (*) must be completed in order to create new application.

The Florida Recreation Development Assistance Program (FRDAP) Grant Application

> Create a New Grant Application

Existing Draft Applications

Draft FRDAP Grant Applications

Applicant Name	Project Name	Status	Prepared By	Created Date	Last Updated Date
☒ Leon County	Test Project #4	Draft	Jasmine Greene	Aug 18, 2021	Aug 18, 2021
☐ Wakulla County	Test Project #3	Draft	Jasmine Greene	Aug 18, 2021	Aug 18, 2021
☐ Leon County	Test Project 2	Draft	Jasmine Greene	Aug 18, 2021	Aug 18, 2021

Modify Draft Application

Application

1. Applicant Information

* Applicant Account

Leon County

Applicant FEID: 59-6000708

Applicant Address: 301 S. Monroe Street 5th floor

Applicant City: Tallahassee

Applicant State: Florida



FRDAP APPLICATION PORTAL

EDITING AN APPLICATION 2

5. Review the details you previously entered to ensure accuracy. Then, select the **Update Existing Application button**. If you do not have updates, you may skip this step.
6. Select the “Project Elements” section link. This section of the screen will be expanded.

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

E. Total Local Match: Line E (Sum of lines B, C and D)

❏

\$0.00

F. Total Cost of Proposed Project

❏

\$0.00

Sum of Lines A and E (Should not total more than \$400,000)

(If approved for REDI Match Waiver, fill out REDI Waiver Forms at located under FRDAP Administrative Forms at <https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-recreation-development-assistance-program>).

Submitting Ready Waiver? ☐ ❏

You will upload all exhibits in the “Exhibit Upload” section before submitting your application for consideration. The [linked table](#) indicates what exhibits are required to be included in your application.

5 [Update Existing Application](#)

6 [Project Elements](#)

[Evaluation](#)

[Exhibit Upload](#)

[Application Flags/Self Score Overview](#)

[Submit for Consideration](#)



FRDAP APPLICATION PORTAL

EDITING AN APPLICATION 3

7. Review the “Instructions Tab”.

PRIMARY RECREATION AREAS AND FACILITIES: *Primary facilities include all recreation facilities and opportunities. The primary facilities cost must be equal to or greater than fifty percent (50%) of the total cost.*

Primary facility examples include; 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 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 facility examples include; 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.

Elements funded by the FRDAP within the past 5 years are not eligible for renovation.



FRDAP APPLICATION PORTAL

EDITING AN APPLICATION 4

8. Select the “Project Budget Detail” tab. The Project Budget Detail page will display.
9. Enter the “Type”.
10. Enter the “Element”. Can be Primary or Support as previously described examples. New Construction is defined as the development of new facilities not previously in existence. Renovation is defined as repair, replacement, or restoration of like facilities to an improved state suitable for public use, or facilities which have deteriorated due to natural causes to the point where their usefulness is impaired.
11. Enter the “Costs to be Paid with Grant Funds”.
12. Enter the “Costs to be Paid with Match”.
13. Select the **Create New Project Element** button.

HOME FRDAP HOME CREATE/EDIT APPLICATION VIEW FRDAP EXISTING APPLICATIONS POST APPLICATION DOCUMENT UPLOAD

The fields denoted with red asterisk (*) must be completed in order to create new application.

The Florida Recreation Development Assistance Program (FRDAP) Grant Application

> Create a New Grant Application

> Existing Draft Applications

▼ Project Elements

Instructions for Completing the Project Work Plan **8** Project Budget Detail

After reviewing the Instructions for Completing the Project Work Plan, select the Project Budget Detail Tab to begin entering the Project Element information.

Project Budget Detail

Type	Project Element	Paid with Grant Funds	Paid with Match Funds	Total Cost Grant Funds	Total Cost Grant Match
------	-----------------	-----------------------	-----------------------	------------------------	------------------------

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.

* Type **9** --None--

* Project Element **10**

* Cost to be Paid with Grant Funds **11**

* Cost to be Paid with Grant Match **12**

13 Create New Project Element

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



FRDAP APPLICATION PORTAL

EDITING AN APPLICATION 5

14. The “Project Element Created” message will be displayed and the project element will be added to the table.
15. Repeat steps 9-13 to add all project elements for your application.

Note: If you need to delete a project element, click the **down arrow to the right of the project element. Next, select “Delete”. The element will be removed from the table and a confirmation message will be displayed.**

16. The “Total Cost Grant Funds” and “Total Cost Grant Match” will be updated each time a project element is saved.
17. Once all Project Elements have been entered, click the “Evaluation” section of the application.

> Existing Draft Applications

14 **Project Element Created**
A project element was created.

> Project Elements

Instructions for Completing the Project Work Plan | **Project Budget Detail**

After reviewing the Instructions for Completing the Project Work Plan, select the Project Budget Detail Tab to begin entering the Project Element information.

Project Budget Detail

Type	Project Element	Paid with Grant Funds	Paid with Match Funds	Total Cost Grant Funds	Total Cost Grant Match
New Primary	Tables	\$10,000.00	\$1,000.00	\$30,000.00	\$3,000.00
New Primary	Chairs	\$10,000.00	\$1,000.00	\$30,000.00	\$3,000.00
New Primary	Basketball Hoop	\$10,000.00	\$1,000.00	\$30,000.00	\$3,000.00

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.

15

* Type
New Primary

* Project Element
Basketball Hoop

* Cost to be Paid with Grant Funds
\$10,000.00

* Cost to be Paid with Grant Match
\$1,000.00

Create New Project Element

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

17

Evaluation

> Exhibit Upload

> Application Flags/Self Score Overview



APPLICATION GENERAL CRITERIA

FRDAP APPLICATION GUIDE



FRDAP APPLICATION PORTAL

APPLICATION GENERAL CRITERIA 1

18. The evaluation section will open.
19. Select your answer for the Capital Improvement Plan question 1.A. (The Applicant's Capital Improvement Plan (CIP) schedule shall identify the proposed project as adopted and during the current or next 3 fiscal years.)
 - a. If you answer "Yes" to this question, you must answer "No" to question 1.B.
 - b. If you answer "Yes" to this question, you must upload "Exhibit A" in the Exhibit Upload section of the application to receive points for your response.

The screenshot shows the "Evaluation" section of the FRDAP Application portal. It is titled "FRDAP Application Evaluation" and "Part II - Evaluation Criteria". Instructions state that users must respond to both General Criteria and project type criteria. A note mentions that exhibits indicated are to be uploaded to receive points. The "General Criteria" tab is selected, showing "DEVELOPMENT CRITERIA". Question 1, "CAPITAL IMPROVEMENT PLAN", is displayed. Question 1.A asks if the proposed project is identified in the applicant's CIP during the current or next three (3) fiscal years. It provides two options: 1) A letter from the agency's city or county manager certifying the five-year capital improvement schedule is officially adopted and date adopted. (20 points) 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. (10 points). Question 1.B asks if the proposed project is 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. (10 points). Both questions have a "Select Value..." dropdown menu. A label at the bottom right indicates "(Label as Exhibit 'A')".

20. Select your answer for Capital Improvement Plan question 1.B. (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.)
 - a. If you answer Yes to this question, you must answer "No" to question 1.A.
 - b. If you answer "Yes" to this question, you must upload "Exhibit A" in the Exhibit Upload section of the application to receive points for your response.



FRDAP APPLICATION PORTAL

APPLICATION GENERAL CRITERIA 2

21. Enter your answer for the State Comprehensive Outdoor Recreation Plan question 2.A. (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 priority areas, goals, and strategies as listed in the current SCORP. In the description you can type “See Exhibit B”.
 - a. Please note, you must upload “Exhibit B” in the Exhibit Upload section of the application to receive points for your response.
22. Add the “Need By Region” (Need) for your project, **if applicable**. You may select more than one. Reference the region map and project element, select to confirm the applicable region table in the application. If this question does not apply to your project, you may skip it.
 - a. Highlight the available region. Then select the Need to add the region.

2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

A. Explain how the proposed project would address one or more of the issues or goals identified in the State Comprehensive Outdoor Recreation Plan. Use the OUTDOOR RECREATION IN FLORIDA 2008 (Chapter 6 & 7). 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.*

21 Enter Value...

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

B. 2008 Relative Need Index by Region The proposed project provides for a priority resource or facility need in the applicant's planning region identified in the Statewide Comprehensive Outdoor Recreation Plan. 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: (7 points)

22 Select Need by Region ⓘ

Available		Selected
Region I Saltwater Beach Ac...	➤	
Region I Baseball or Softball	➤	
Region I Picnicking	➤	
Region I Football	➤	
Region I Outdoor Swimming ...	➤	
Region I Saltwater Non-Boat...	➤	
Region I Golf	➤	



FRDAP APPLICATION PORTAL

APPLICATION GENERAL CRITERIA 3

23. Select your answer for the Public Participation question 3.A. (The First is the **Pre-advertised public meeting** held solely for the purpose of discussing the proposed project.)
- a. Please note, if you answer “Yes” to this question, you must upload “Exhibit_C_1” in the Exhibit Upload section of the application to receive points for your response.
24. Select your answer for the Public Participation question 3.B. (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 like 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.)
- a. Please note, if you answer “Yes” to this question, you must upload “Exhibit_C_2” in the Exhibit Upload section of the application to receive points for your response.
25. Select your answer for the Public Participation question 3.C. (The Third public input on the proposed project is obtained through **presentations to community organizations, neighborhood associations and/or a written opinion survey.**)
- a. Please note, if you answer “Yes” to this question, you must upload “Exhibit_C_3” in the Exhibit Upload section of the application to receive points for your response.

3. PUBLIC PARTICIPATION

Indicate which of the following apply (Choose 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 ad and proof of publication for the advertisement. Advertisement needs to state where and when advertised. If submitting 2 applications, must hold separate meeting for each project (unless they are phased projects of the same park). If not advertised in a newspaper, need a written explanation as to how, when and where advertised, along with a copy of notice/advertisement.

23 Select Value... (Label 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 or 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.

24 Select Value... (Label 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 (minutes from the meeting which the project was discussed with date or 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 summary of the results. Letters of support are not acceptable to receive points.

25 Select Value... (Label as Exhibit "C-3") (4 points)



FRDAP APPLICATION PORTAL

APPLICATION GENERAL CRITERIA 4

26. Select your answer for the Operation and Maintenance question 4, **if applicable**. Arrow down, only select one of the listed options under Operation and Maintenance Section, whether the applicant has the capability to develop, operate and maintain the project site.
- a. Please note, you must upload “Exhibit_D” in the Exhibit Upload section of the application to receive points for your response.
27. Select your answer for the Park Partnership question 5. (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. For this evaluation criteria, grant agreements are not park partnership and the donation is not a cost reimbursement.)
- a. Please note, if you answer “Yes” to this question, you must upload “Exhibit_E” in the Exhibit Upload section of the application to receive points for your response.
28. Select your answer for the Trail Connectivity question 6. (The Trail Connectivity evaluation criteria is used if the proposed project creates or enhances the development, extension or connection to a 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 must be shown on the Site Plan.)
- a. Please note, if you answer “Yes” to this question, you must upload “Exhibit_G” in the Exhibit Upload section of the application to receive points for your response.
29. Click the **Update** button
30. The “Evaluation Saved” and “Evaluation Score Refreshed” messages will be displayed.

Next you will enter responses based on the type of project selected in the Evaluation Criteria Section.



APPLICATION EVALUATION CRITERIA

FRDAP APPLICATION GUIDE



FRDAP APPLICATION PORTAL

EVALUATION CRITERIA BY PROJECT TYPE

Project applications are evaluated according to their project type and the criteria outlined in 62D-5.057, F.A.C.

Development Criteria



Acquisition Criteria



Trail Construction Criteria





FRDAP APPLICATION PORTAL

DEVELOPMENT CRITERIA 1

Development Criteria, 62D-5.057(2), F.A.C.

(2) DEVELOPMENT CRITERIA.	
(a) The project provides for new development of entirely undeveloped park property:	5 points
(b) The project provides facilities identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density 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, and incorporated herein by reference:	
1. First priority ranked cluster:	6 points for each facility
2. Second priority ranked cluster:	5 points for each facility
3. Third priority ranked cluster:	4 points for each facility
4. Fourth priority ranked cluster:	3 points for each facility
5. Fifth priority ranked cluster:	2 points for each facility
6. Sixth priority ranked cluster:	1 point for each facility
(A project facility not listed in the priority ranked indexes will receive a score of a similar facility included in the indexes, as determined by Department staff).	(30) maximum points
(c) The 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 population density identified in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida," identified in paragraph (2)(b), above:	
Higher priority or combination of new construction and renovation.	13 points
Lower priority.	8 points





FRDAP APPLICATION PORTAL

DEVELOPMENT CRITERIA 2

31. Select the Development Criteria tab. This tab will only be displayed if you have selected "Development" as the project type. Please note: Every question requires a response. If a question does not apply, select "No" or enter "N/A"
32. Enter your response to the New Development question 1. (The New Development evaluation criteria is used for the proposed projects that provide for the new development of an entirely undeveloped park property.) Type "undeveloped", or if developed list any existing facilities.
 - Please note, you must upload "Exhibit G" in the Exhibit Upload section of the application to receive points for your response.

▼ Evaluation

FRDAP Application Evaluation

Part II - Evaluation Criteria

In this section you will enter your evaluation responses. You must respond to both the General Criteria tab and project type criteria to enter evaluation responses.

The "Update" button must be selected at the end of each criteria section in order to save responses.

Please note, the exhibits indicated are to be uploaded to receive points for your responses. You will upload the exhibits in the "Exhibit Upload" section of this application.

General Criteria

DEVELOPMENT CRITERIA

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). The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. Identify and color code different funding phases from the existing facilities.

32

Enter Value...

(Label as Exhibit "G") (5 points, if undeveloped)



FRDAP APPLICATION PORTAL

DEVELOPMENT CRITERIA 3

33. Enter your response to the Infrastructure Assessment question 2.A. This next evaluation criteria is for the Applicant provide us with a list the proposed project elements whether renovation and/or new construction as identified at the link for the Priority Ranked Index Clusters within the applicant's population density set forth in the Rule and hereafter referred as the Infrastructure Assessment study for this presentation. A project element not listed in the priority ranked indexes will receive points of similar facilities included in the indexes, as determined by the Department staff. For example, a splash pad will be scored as a playground since it is not specifically listed in the clusters. Pickleball will be scored as tennis.
34. Select your response to the Infrastructure Assessment question 2.B. The last evaluation in the Development Criteria 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 population density identified in the Infrastructure Assessment study. See the population Densities as referenced in the table to determine under which **priority funding need ranking** the project falls. (Select only one.)
35. Select the **Update** button. The "Evaluation Saved" and "Evaluation Score Refreshed" messages will be displayed.
- a. *Please Note: The **Update** button must be selected for each tab in order to save scores for that specific tab. Ensure all questions are answered, even if they don't apply. All questions must be answered in order for the system to score this section.*
36. Once you have answered all of the evaluation questions on both tabs, click the "Exhibit Upload" section of the application.

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

A) List the facilities which are addressed on page 7 & 8 of this application 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 entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida" effective December 1995. (See attached pages 22-26) for Priority Ranked Index Clusters. A project facility not listed in the priority ranked indexes will receive a score of a similar facility included in the indexes, as determined by the Department staff) (If developing trails, must have separate trails to receive separate points. (Maximum 30 points)

33 Enter Value...

B) Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled "1995 INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA"? Use the table below to determine in which priority funding need ranking the project falls.

34 Select Value...

Name	Phone	Phone
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

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

You must respond to every question on both tabs. Do not leave any questions blank. Click "Update" to save your responses for this tab.

35 Update

36 Exhibit Upload



FRDAP APPLICATION PORTAL

ACQUISITION CRITERIA 1

Acquisition Criteria, 62D-5.057(3), F.A.C.

(3) ACQUISITION CRITERIA.

(a) The 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 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, and incorporated herein by reference:	15 points
(b) The project provides needed recreational acreage pursuant to the applicant's adopted local comprehensive plan:	15 points
(c) The applicant has identified development of the property in their capital improvement plan (CIP) or schedule during the current or next 3 fiscal years:	6 points
or	
applicant has included development of the property 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:	3 points





FRDAP APPLICATION PORTAL

ACQUISITION CRITERIA 2

1. INFRASTRUCTURE ASSESSMENT STUDY

Select your response to the Infrastructure Assessment question

This evaluation provides for the development portion of the acquisition project for the proposed project elements identified at the link for the top three priority ranked index clusters of outdoor facilities needs for **all new construction** within the applicant's population density set forth in the Rule and hereafter referred as the Infrastructure Assessment study for this presentation. In this section identify all of the project elements that will be developed for this acquisition project.

2. NEEDED RECREATIONAL ACREAGE EVALUATION

Select your response to the Needed Recreation Acreage Evaluation question

For the **needed recreational acreage evaluation**, an **applicant** will describe how the proposed project provides for identified needs for additional park acreage pursuant to the applicant's adopted local comprehensive plan. (Select an Option)

3. CAPITAL IMPROVEMENT PLAN (CIP)

The applicant must identify the development portion of the proposed acquisition project in their capital improvement plan (CIP) or schedule during the current or next 3 fiscal years. (Use the down arrow to make the selection)

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. (Use the down arrow to make the selection). Also, this will be labeled as "Exhibit_A" in the upload section.

1. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA	
List all the facilities that 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 22-26).	
Enter Value... (15 points)	
2. NEEDED RECREATIONAL ACREAGE	
Describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant's adopted local comprehensive plan. Provide the following:	
Select Option	
B. Provide excerpts of the applicant's local comprehensive plan as supporting back-up documentation and highlight the information that pertains to this section.	
Enter Value... (Label as Exhibit "F") (15 points)	
3. CAPITAL IMPROVEMENT PLAN	
A) Is the proposed <u>development</u> of the property identified in the applicant's capital improvement plan (CIP) or schedule during the current or next three (3) fiscal years?	
1). Provide: 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). Provide: 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.	
Select Value... (6 points)	
-OR-	
B) Is the proposed <u>development</u> 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.	
Select Value... (Label as Exhibit "A") (3 points)	



FRDAP APPLICATION PORTAL

TRAIL CONSTRUCTION CRITERIA 1

Trail Construction Criteria, 62D-5.057(4), F.A.C.

(4) TRAIL CONSTRUCTION CRITERIA.	
(a) The project provides for new trail construction on an entirely undeveloped park property:	5 points
(b) The project addresses one or more of the recommendations identified in the Greenways and Trails Plan:	6 points
(c) The project is located on or connects with a Florida Designated Greenway or Trail:	3 points
(d) The project implements an adopted local or regional Greenways or Trails Plan:	4 points
(e) The specific trail design demonstrates that the project will support mixed use/multi-use trail opportunities:	8 points
or	
Single use recreational trail opportunities:	6 points
(f) The project addresses the priority funding needs for new construction, renovation, or a combination of the two for the applicant's population density identified 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, available from the Department's Division of Recreation and Parks, 3900 Commonwealth Boulevard, Mail Station #585, Tallahassee, Florida 32399-3000, (850)245-2501, and incorporated herein by reference for one of the following:	
Higher priority or combination of new construction and renovation:	13 points
Lower priority:	8 points





FRDAP APPLICATION PORTAL

TRAIL CONSTRUCTION CRITERIA 2

31. Click the Trail Construction Criteria tab. This tab will only be displayed if you have selected “Trail Construction” as the project type. Please note: Every question requires a response. If a question does not apply, select “No” or enter “N/A”.
32. Enter your response to the New Development question (1) criteria used for the proposed project to provide for new development of an entirely undeveloped park property. Type “undeveloped” or if developed list any existing facilities.
 - a. Please note, you must upload “Exhibit_G” in the Exhibit Upload section of the application to receive points for your response.
33. Enter your response to the State Greenways and Trails question (2) criteria to explain how the proposed project would address one or more issues or goals as identified in the Florida Greenways and Trail System Plan. Use the current “Florida Greenways and Trails System Plan”.
 - a. Please note, you must upload “Exhibit_H” in the Exhibit Upload section of the application to receive points for your response.
34. Enter your response to the State of Florida Designated Recreational Greenway or Trail question (3). 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.
 - a. Please note, if you answer “Yes” to this question, you must upload “Exhibit_I” in the Exhibit Upload section of the application to receive points for your response.
35. Enter your response to the Regional or Local Greenways and Trails Plan question (4). Explain how the proposed project would implement a Greenway and Trail Plan adopted by either a regional or local governmental entity.
 - a. Please note, you must upload “Exhibit_J” in the Exhibit Upload section of the application to receive points for your response. See the Resource slide at the end of the presentation for additional information on contacting the Office of Greenway & Trails.

General Criteria

31

TRAIL CONSTRUCTION CRITERIA

TRAIL CONSTRUCTION CRITERIA

1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. Include improvements such as trails, trailheads, ball fields, basketball courts, etc. (Bullet lists are encouraged. If undeveloped, state None.) The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. Identify and color code different funding phases from the existing facilities.

32

Enter Value...

(Label as Exhibit “G”) (5 points, if undeveloped)

2. STATE GREENWAYS AND TRAILS PLAN

Explain how the proposed project would address one or more issues or goals as identified in the Florida Greenways and Trails System Plan. Use “Florida Greenways and Trails System Plan- 2013-2017”. Provide quotations or other appropriate references to justify the correlation. Use a separate sheet if necessary.

33

Enter Value...

(Label as Exhibit “H”) (6 points)

3. STATE OF FLORIDA DESIGNATED RECREATIONAL GREENWAY OR TRAIL

The project is located on or connects with a State of Florida designated greenway or trail. Provide a map and documentation (letter from Office of Greenways and Trails) indicating connectivity. Designation Agreements must be fully executed by the end of submission period.

34

Select Value...

(Label as Exhibit “I”) (3 points)

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. Provide quotations or appropriate references with explanations to justify correlation. Enclose a copy of the regional or local governmental adopted Greenway Plan.

35

Enter Value...

(Label as Exhibit “J”) (4 points)



FRDAP APPLICATION PORTAL

TRAIL CONSTRUCTION CRITERIA 3

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?

36 Select Value...

6. INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA
Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled "1995 INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA". Use the table below to determine in which priority funding need ranking the project falls.

37 Select Value...

Name	Phone	Phone
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

You must respond to every question on both tabs. Do not leave any questions blank.
Click "Update" to save your responses for this tab.

38 Update

39 Exhibit Upload

36. Select your response to the Mixed Use or Single Use Trails question (5). 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. (Select arrow down to respond)
37. Select your response to the Infrastructure Assessment question (6). The last evaluation in the Trail Construction Criteria reviews if 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 population density identified in the Infrastructure Assessment study. See the population Densities as referenced in the table to determine which **priority funding need ranking** the project falls. (Select only one.)
38. Select the **Update** button. The "Evaluation Saved" and "Evaluation Score Refreshed" messages will be displayed.
- a. *Please Note: The **Update** button must be selected for each tab in order to save scores for that specific tab. Ensure all questions are answered, even if they don't apply. All questions must be answered in order for the system to score this section.*
39. Once you have answered all of the evaluation questions on both, the General and whether your project type is Development, Acquisition or Trail Construction tabs, click the "Exhibit Upload" section of the application.



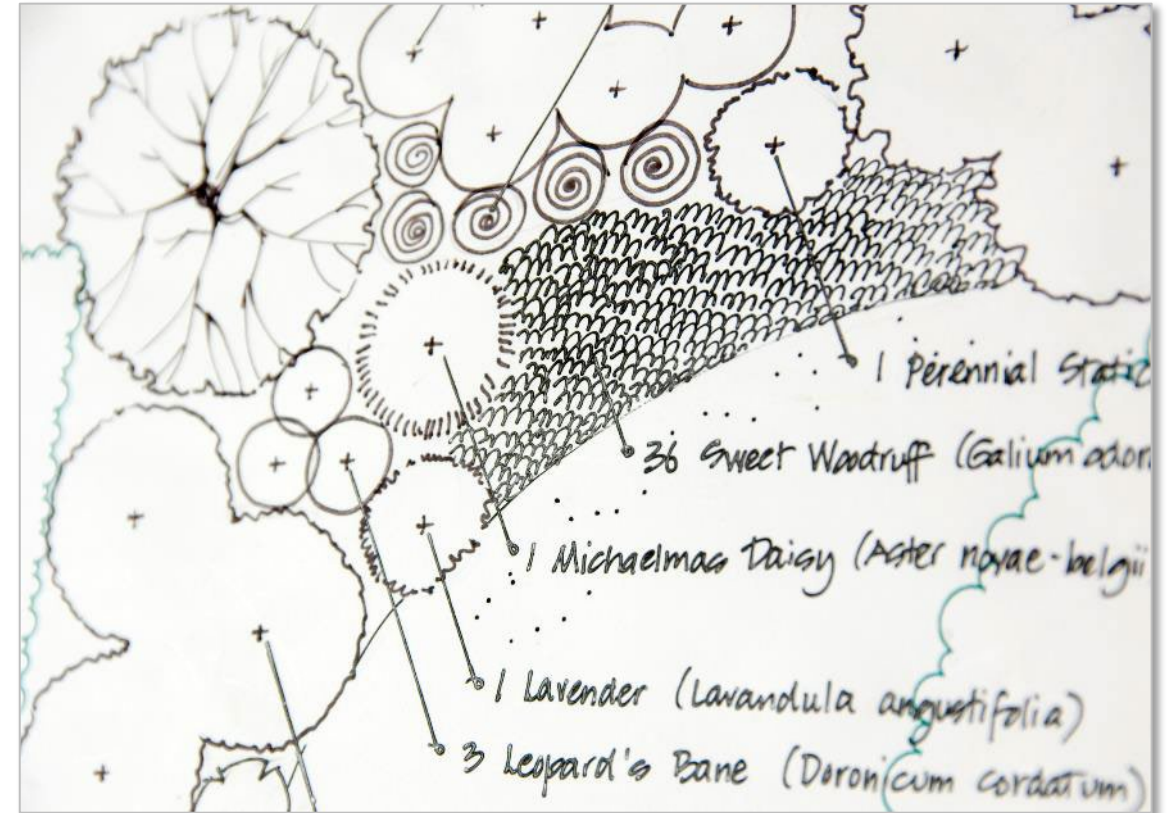
SUBMITTING SUPPORTING DOCUMENTATION

FRDAP APPLICATION GUIDE



FRDAP APPLICATION PORTAL

SUPPORTING DOCUMENTATION – EXHIBITS





FRDAP APPLICATION PORTAL

UPLOADING SUPPORTING DOCUMENTATION

Prior to submitting a FRDAP grant application, interested project sponsors should:

1. Review all of the requirements for supporting documentation.
2. Label, scan and name each supporting document in accordance with its corresponding exhibit.

40. When you open the Exhibit Upload section, a list of required files will be displayed. *Note: The list will include required files only. To receive points for evaluation responses you must upload the corresponding Exhibit. All exhibits must be named "Exhibit_[insert letter]"*.
41. Select the Upload Files button. Select the files that you would like to upload. *Note: All exhibits must be named "Exhibit_[insert letter]". For details on each exhibit and what should be included, select the "Exhibit Descriptions" link.*
42. The name of each required exhibit will be removed from the required exhibit table upon successful upload. Repeat step 41 until all files are uploaded.
43. The next segment will cover the Application Flags.

> Create a New Grant Application

> Existing Draft Applications

> Project Elements

> Evaluation

> Exhibit Upload

Exhibit Descriptions

Application Exhibits Required to be Uploaded

Exhibit	Exhibit Letter	Exhibit Description	Exhibit Prefix
Exhibit_H	H	You must submit a file with a name that starts with Exhibit_H	Exhibit_H
Exhibit_K	K	You must submit a file with a name that starts with Exhibit_K	Exhibit_K
Exhibit_L	L	You must submit a file with a name that starts with Exhibit_L	Exhibit_L
Exhibit_M	M	You must submit a file with a name that starts with Exhibit_M	Exhibit_M
Exhibit_P	P	You must submit a file with a name that starts with Exhibit_P	Exhibit_P

Please Note: The list above include required files only. To receive points for evaluation responses you must upload the corresponding Exhibit. All exhibits must be name "Exhibit_[insert letter]". For example Exhibit A would be "Exhibit_A". See the Application Flags / Self Score Overview section for the required file names for each evaluation question.

View/Upload Files

Upload Files Or drop files

Name	Type
Exhibit_A	PDF

> Application Flags/Self Score Overview

> Submit for Consideration



FRDAP APPLICATION PORTAL

SUPPORTING DOCUMENTATION – EXHIBIT A

Exhibit A: Capital Improvement Plan (CIP)

The CIP must be from the current or the next upcoming 3-fiscal years.

Provide a letter from the agency's chief administrator certifying that the Capital Improvement Plan has been officially adopted.

1. The letter must include the project by name, and state the month, date, and year it was adopted.
2. Include a copy of the Capital Improvement Plan /Schedule as proof.
3. The specific proposed grant project and the amount of money dedicated for the development or acquisition of this project should be easily identifiable in the CIP by highlighting or bolding the area.

If the CIP does not include the required information, the project sponsor may provide a copy of the adopted CIP and a fully executed Resolution that states that the local government has amended the existing CIP to include the proposed project if grant funding is awarded. The Resolution must list the proposed project by name, and state the month, date, and year the it was passed.

The CIP must be amended during this current fiscal year or must be shown in the next 3 fiscal years.

CAPITAL IMPROVEMENT PROJECTS			
PROJECTS	Carryover budget from prior years	Spend	Defer
Street/Traffic/Public Safety			
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.

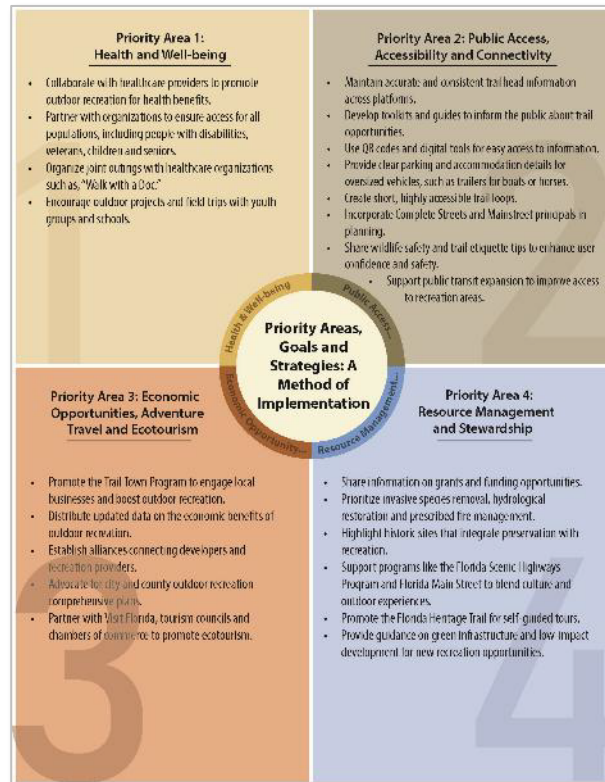
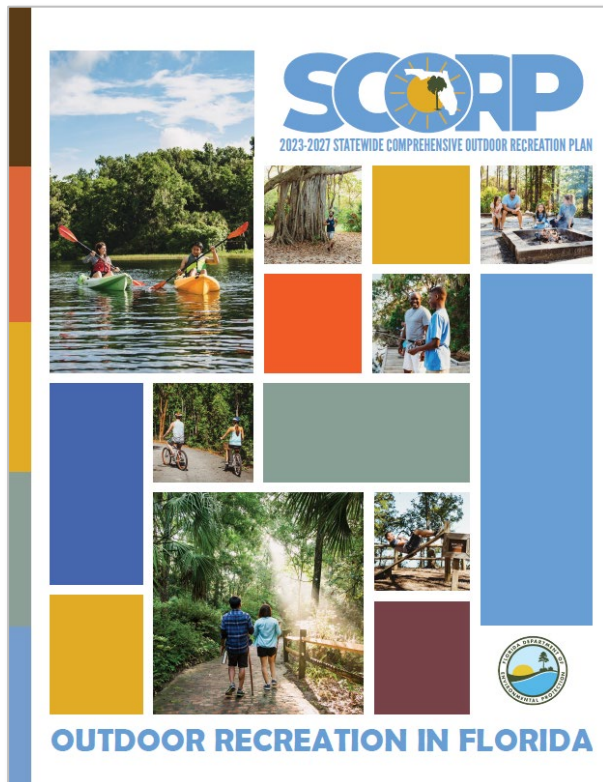


FRDAP APPLICATION PORTAL

SUPPORTING DOCUMENTATION – EXHIBIT B

Exhibit B: Statewide Comprehensive Outdoor Recreation Plan (SCORP)

Submit a written response to Part IV, Item 3, Page 9 of the application. Include narrative explaining how the project implements one or more of the outdoor recreation goals and objectives as listed in the current [SCORP](#).



Florida Recreation Development Assistance Program
Clay County Board of County Commissioners

Exhibit B – Moccasin Slough Park

Constructing a new 7,200 ft trail with nature observation platforms will meet several of the goals listed in the Outdoor Recreation in Florida – 2019 Plan (SCORP, 2019). Goal 1-1 asks recreation providers to "increase the promotion of active and healthy lifestyles in the outdoors." In preparing for the trail and nature observation project at Moccasin Slough, County staff has engaged the community in a survey to promote knowledge and use of the park, a public meeting, and a meeting with the local Bikeways, Blueways, and Trails Committee. Over 140 residents completed the survey, with some indicating that they were not aware of the park previously but would visit if the proposed project was completed. Goal 1-2 requires governments to "increase the number of recreation facilities" available. The proposed project provides an additional 7,200 ft of multi-use trail and observation platforms for watching a variety of birds and manatees. Community members surveyed expressed enthusiasm for having additional trails for birdwatching, a popular outdoor recreation hobby at Moccasin Slough.

The second set of SCORP goals relates to access, accessibility, and connectivity. The Moccasin Slough trail and observation platform project aligns with multiple goals in priority area two. Goal 2-1 encourages organizations to develop "inclusive and welcoming... facilities." The County and project engineers are working to develop a project implementation plan that facilitates equitable access for all parkgoers, regardless of their ability level. The trail will be of sufficient width to accommodate wheelchairs and scooters, and observation platforms will be designed to allow the greatest degree of accessibility possible. Goal 2-2 seeks to "improve universal accessibility on all public lands." The project is being designed with accessibility as a goal. Rather than design for simplicity and then try to retrofit the facility, the County has set accessibility as a priority from the planning stage. Goal 2-3 seeks to "ensure that appropriate conservation lands and waters are open and accessible for public use and are widely promoted." Moccasin Slough Park was purchased through a grant from the Florida Communities Trust (FCT). The purpose of the acquisition was to ensure the proper conservation of the upland and wetland habitat and to provide the public access to enjoy nature watching and learn about conservation. The multi-use path and observation platforms will provide this access to the public and will allow County Parks staff to educate the public about the habitat and the wildlife found there.

An additional SCORP goal relates to promoting "the economic benefits of outdoor recreation and ecotourism in Florida" (Goal 3-1). The County actively promotes ecotourism and outdoor recreation in County parks. The unique nature of the proposed multi-use trail and observation towers will make it a destination for nature lovers. The County's communications team will actively promote the trail and observation towers as a new amenity to be enjoyed in the County through the website, newsletters, social media, and press releases. By spreading the word about this exciting project as it nears completion, the County expects to draw both locals and tourists visiting the area to the park.

The final set of SCORP goals relate to resource management and stewardship. Goal 4-1 seeks to "encourage the conservation and protection of Florida's natural, historical and cultural resources." The purpose of the FCT grant for the purchase of Moccasin Slough Park was to ensure the conservation of a unique upland and wetlands habitat and to provide the public access to the natural beauty found there. If funded, this project will provide increased access to the land for the public and provide a significant opportunity for conservation education through programming at the park. Goal 4-2 calls for agencies to "support natural, historical and cultural resource management to ensure high quality outdoor recreation experiences for Florida's residents and visitors." The multi-use trail will provide increased access, particularly to the wetlands habitat and the St. Johns River. The additional access will be vital in supporting conservation and resource management efforts in the region.



FRDAP APPLICATION PORTAL

SUPPORTING DOCUMENTATION – EXHIBIT C

Exhibit C-1, C-2, and C-3: Public Participation

Public Participation: Exhibit_C_1

Submit a copy of the public meeting advertisement for the **SOLE PURPOSE** of discussing the project.

Public Participation: Exhibit_C_2

Submit a copy of the agenda and/or minutes of a **REGULARLY SCHEDULED** advisory board meeting.

Public Participation: Exhibit_C_3

Submit documentation of a **PRESENTATION** to community groups such as an agenda, letter of thanks, etc.

OR

Submit a copy of the **SURVEY** instrument and a summary of the results as they relate to the proposed project.





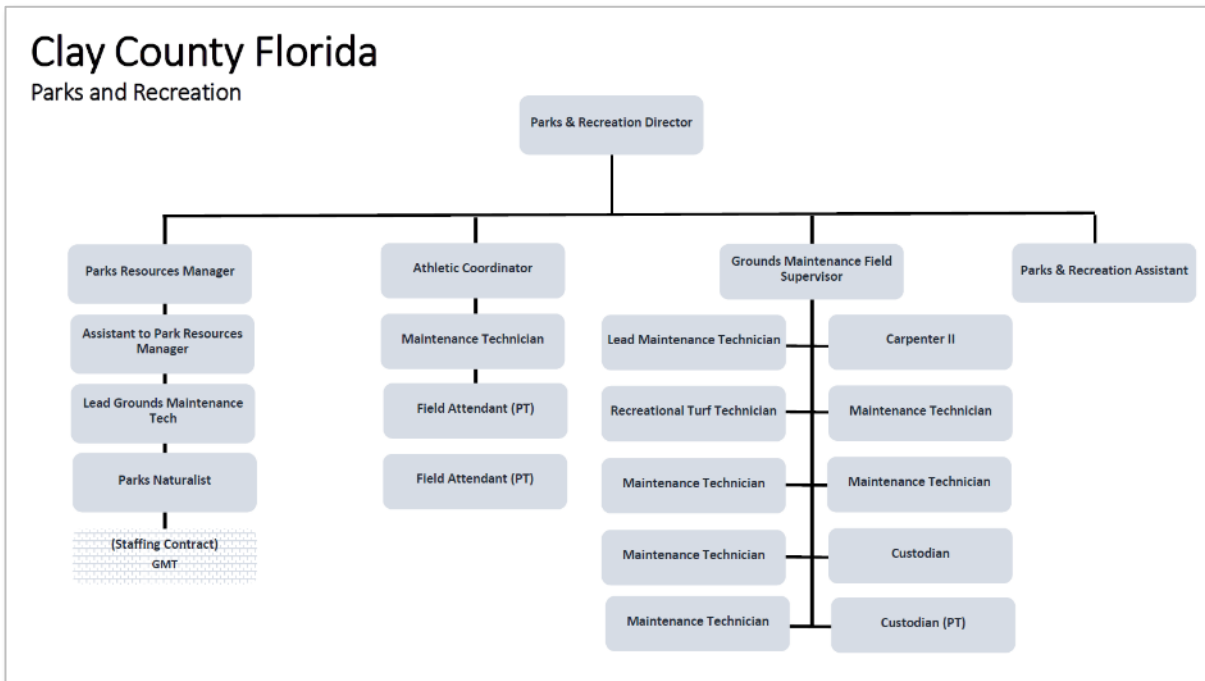
FRDAP APPLICATION PORTAL

SUPPORTING DOCUMENTATION – EXHIBIT D

Exhibit D: Operations and Maintenance

Provide a brief description of how development, programming and maintenance will be provided along with a copy of the sponsoring agency's organizational chart.

Applicants must provide both documents to receive points.



Florida Recreation Development Assistance Program
Clay County Board of County Commissioners

Exhibit D – Moccasin Slough Park

The Clay County Board of County Commissioners employs 22 staff members in the Parks and Recreation Department. The Department's staff has the capacity and qualifications to develop, maintain, and provide programming for the proposed development at Moccasin Slough Park. The roles and responsibilities of key leadership positions identified in the organizational chart include:

- **Parks and Recreation Director**
 - Oversees budgeting, strategic planning, parks development, and initiatives on the organizational level
- **Parks Resources Manager**
 - Coordinates all activities related to Camp Chowenwaw and Moccasin Slough Parks
 - Coordinates interactions with Florida Communities Trust
- **Parks Naturalist**
 - Develops, coordinates, and implements educational programs
 - Promotes proper utilization, protection, and appreciation of the natural resources in County Parks and Open Spaces.
- **Athletic Coordinator**
 - Oversees maintenance of recreational sports fields
 - Coordinates with athletic leagues for field scheduling
- **Parks and Recreation Office Coordinator**
 - Initiates purchase orders; works with supplies/vendors to obtain quotes for goods & services
 - Prepares, processes and submits department payables
 - Schedules use of open-air pavilions, multi-purpose fields, and events/activities
- **Grounds Maintenance Superintendent**
 - Directs and supervises County Grounds Maintenance personnel in the maintenance of County Parks and Recreational Facilities



FRDAP APPLICATION PORTAL

SUPPORTING DOCUMENTATION – EXHIBIT E

Exhibit E: Park Partnership

If a project sponsor is interested in receiving points for this exhibit, applicants must provide an agreement and/or an official letter of commitment demonstrating that the proposed project is thoroughly supported through a fully executed written cooperative agreement between you, the applicant and the private, public, or not-for-profit entity, in which the entity agrees to furnish 10% of the total project's cost – in cash, materials, land, and/or labor services.

- The applicant must hold the lead managing responsibility.
- The monetary amount must be identified in your letter.

Ineligible Partnerships or Contributions

- ✗ Other grant funds are NOT permissible.
- ✗ Volunteer contributions and/or prison labor agreements are NOT eligible.
- ✗ The cooperative agreement cannot be with a project consultant deciding to charge a particular amount for services.



FRDAP APPLICATION PORTAL

SUPPORTING DOCUMENTATION – EXHIBIT F

Exhibit F: Needed Recreational Acreage

Acquisition Projects Only

Applicants must describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant's adopted local comprehensive plan. This description must be supported by:

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

GOALS, OBJECTIVES AND POLICIES

RECREATION AND OPEN SPACE ELEMENT

Goal: To ensure the provision and maintenance of parks, recreational areas and open space to meet the needs of the existing and future residents of Wakulla County.

Objective 1: Implement and maintain a system of parks and recreation program that meets the needs of the County's population by maintaining a level of service (LOS) standard of five (5) acres of developed recreation per thousand (1000) population (or fraction thereof).

Policy 1.1: The County may establish and collect impact fees to raise revenues to purchase land and develop or improve parks.

Policy 1.2: The County shall preserve and maintain existing parks and recreation facilities through the use of adequate operating budgets and proper management techniques.

Policy 1.3: Developed recreation land, for purposes of meeting the LOS standard, shall include any land containing playgrounds, playfields, fields for organized sports, recreation halls, tennis courts, swimming pools, and similar facilities, boat ramps, multiuse bike trails and necessary parking and service uses and surrounding passive open space.

Policy 1.4: The County shall implement a bicycle, pedestrian and blueways master plan for the unincorporated areas of the County to adequately plan for future recreational needs and to facilitate the acquisition of funding from non-County sources.

Objective 2: Ensure that adequate open spaces are provided.

Policy 2.1: The County shall maintain Land Development Codes which include recreation areas and specific open space definitions and standards.

Policy 2.2: The County shall, at least annually in connection with the preparation of the annual budget, review the availability of land which can be acquired to increase open space. The review of land development proposals shall include the evaluation of open space areas which exhibit unique natural character and which can be acquired through dedication.

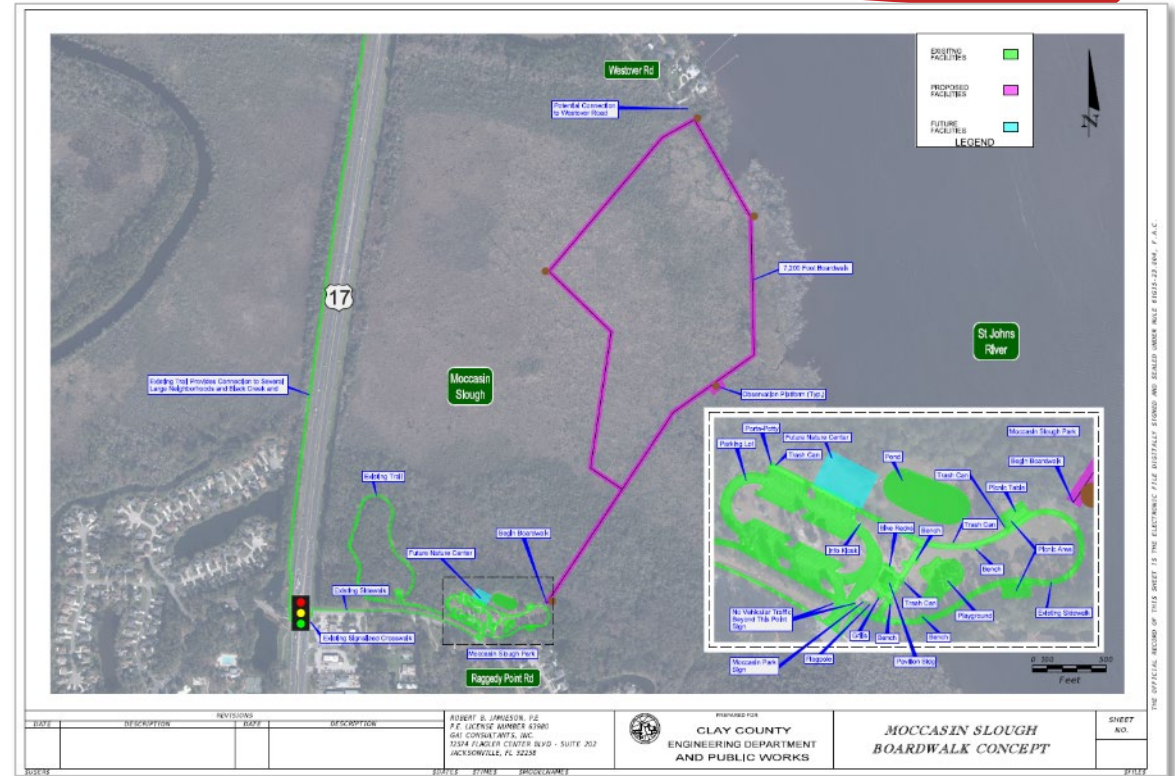
Policy 2.3: The County shall revise its Land Development Codes to require that the land uses and activities involved in areas adjacent to beaches and water bodies shown on the Future Land Use Map be arranged so as to facilitate access by the public to such beaches and waterbodies. Where private development occurs, public access or preservation of access to such beaches or waterbodies shall be dedicated to a private organization established for the purpose of maintaining the access.

Objective 3: All public recreation facilities will have automobile, bicycle and pedestrian facilities access and will provide access for the elderly and for individuals with disabilities.



If the project provides for increased trail access by connecting an existing, publicly owned and designated recreational trail which is outside the project boundary, applicants must indicate on the site plan the project trail/connection and name and location of existing trail(s) outside the boundaries.

REQUIRED





FRDAP APPLICATION PORTAL

SUPPORTING DOCUMENTATION – EXHIBITS H, I, J

Trail Construction Projects Only

Exhibit H: State Greenways and Trails Plan

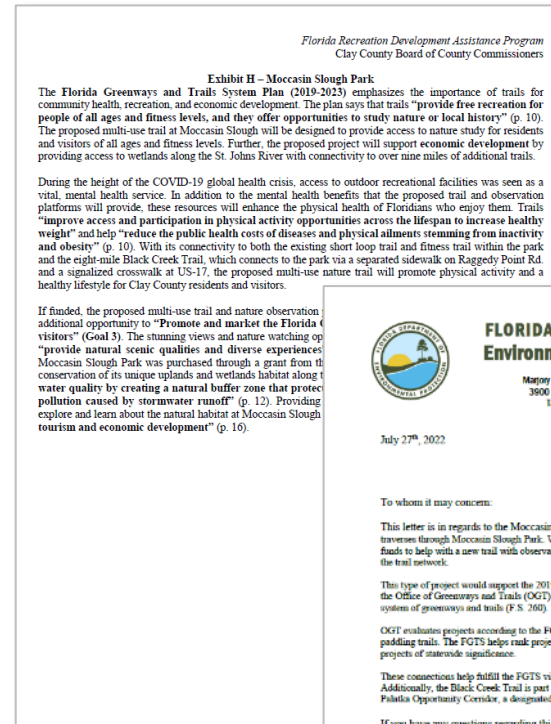
Project applications should provide an excerpt from the [Greenways and Trails System Plan](#), and a concise description of how the project addresses the assessed needs and connectivity.

Exhibit I: State of Florida Designated Recreational Greenway or Trail

Applicants will need to provide a Letter from the Office of Greenways and Trails documenting how this project is located on or connects with a designated State of Florida Greenway or Trail. The project's scope must be directly related to and have direct connectivity to receive points.

Exhibit J: Regional or Local Greenways and Trails Plan

Provide a copy and proof of a regional and/or local governmental adopted Greenway Plan showing how your project currently correlates with a regional trail/plan or greenway or how it will after development.

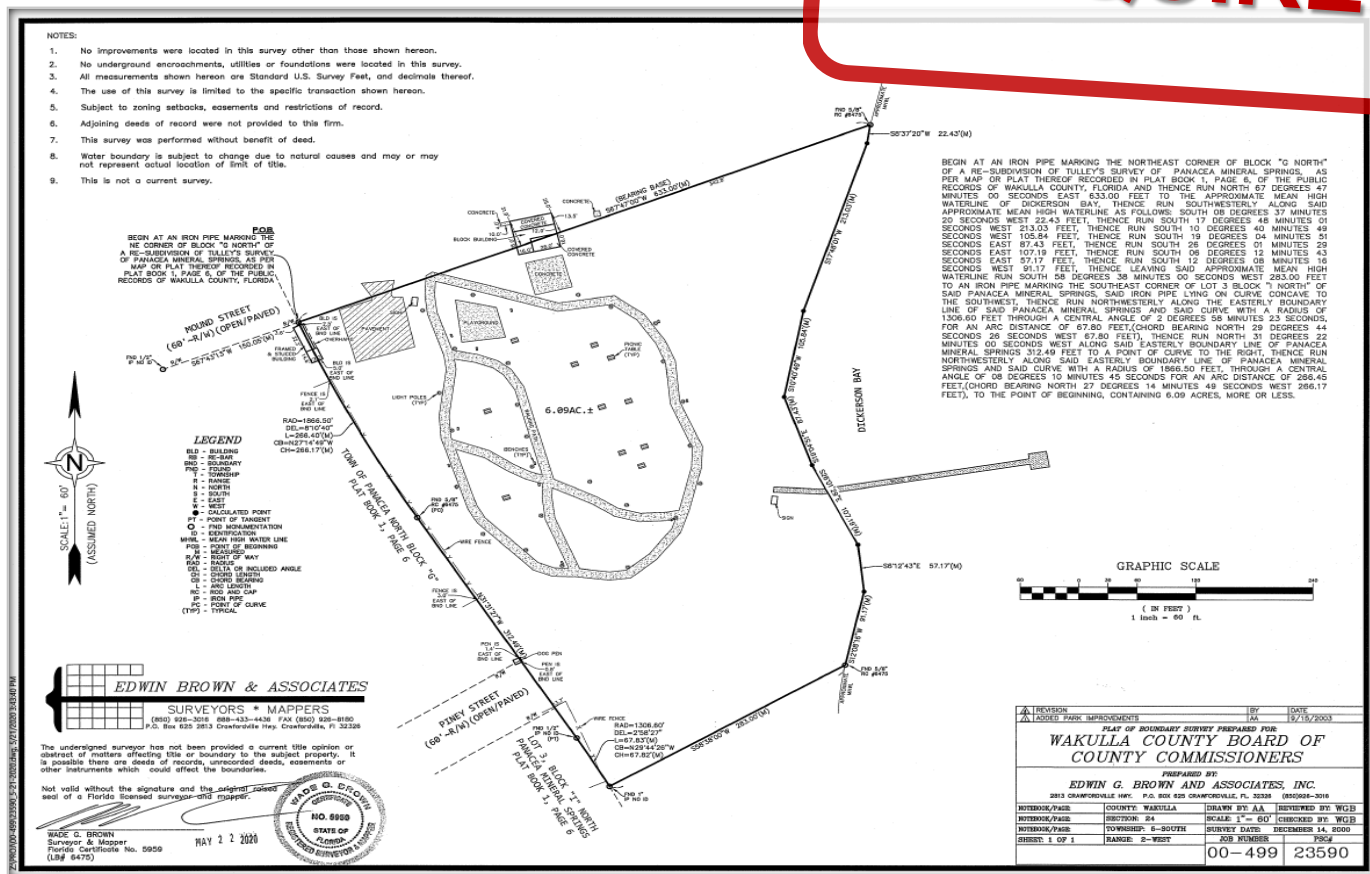




REQUIRED

The map must provide a legal description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Plat maps may be accepted if the above criteria are identified. The boundary map survey MUST encompass the entire site area which will be the same area dedicated in perpetuity once the proposed project is deemed complete.

Aerial photographs are not accepted.





FRDAP APPLICATION PORTAL

SUPPORTING DOCUMENTATION – EXHIBIT L

Exhibit L: On-Site Photographs

Submit color, on-site photographs sufficient to depict the **current** physical characteristics of the project area. Aerial photographs are requested, but not required. Please mark an approximate boundary of the project site and note major roads and/or landmarks on the aerial photo.

Note: This will not be accepted as the boundary map.

If you are requesting funding for an acquisition project, you must submit pictures of the property to be acquired and include conceptual pictures of the facilities that will be developed on site following the purchase.



REQUIRED



FRDAP APPLICATION PORTAL

SUPPORTING DOCUMENTATION – EXHIBIT M

Exhibit M: Location Map and Directions

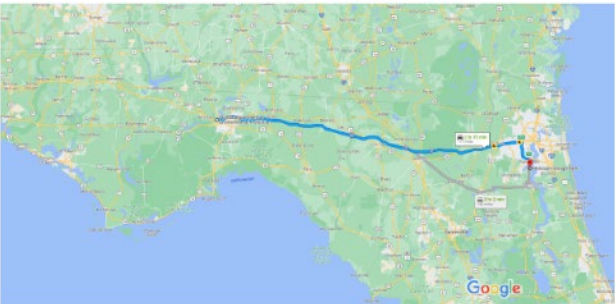
Submit a detailed street, road or highway map precisely locating the project site. Also, provide clear and concise written driving instructions from the nearest federal or state highway.

Confirm that street names listed in the written directions are the same as those posted on street signs in the area.

REQUIRED

8/9/2022 Florida Department of Environmental Protection to Moccasin Slough Park - Google Maps

Google Maps Florida Department of Environmental Protection, Drive 177 miles, 2 hr 35 min
3900 Commonwealth Blvd, Tallahassee, FL 32399 to Moccasin Slough Park,
4393 Raggedy Point Rd, Fleming Island, FL 32003



Map data ©2022 Google, INEGI 10 mi

Florida Department of Environmental Protection
3900 Commonwealth Blvd, Tallahassee, FL 32399

Get on I-10 E

- 1. Head west on Commonwealth Blvd toward Capital Cir NW 2 min (0.7 mi)
- 2. Use the right lane to turn right after Dairy Queen Grill & Chill (on the right) 0.3 mi
- 3. Use the right 2 lanes to merge onto I-10 E via the ramp to Lake City 0.1 mi

Follow I-10 E to US-17 S/Hwy 17 S/Park Ave. Take exit 10 from I-295 S

- 4. Merge onto I-10 E 2 hr 26 min (171 mi)

Parts of this road may be closed at certain times or days

160 mi

<https://www.google.com/maps/dir/Florida+Department+of+Environmental+Protection,+Marjory+Stoneman+Douglas+Building,+Commonwealth+Boulev...> 1/2

8/9/2022 Florida Department of Environmental Protection to Moccasin Slough Park - Google Maps

Use the right lane to take exit 356 for I-295 toward St. Augustine/Tallahassee

- 6. Keep right at the fork, follow signs for Interstate 295 S/Orange Park/St Augustine and merge onto I-295 S 0.1 mi
- 7. Take exit 10 for US-17/Park Ave toward Roosevelt Blvd 10.8 mi
- 8. Keep right at the fork, follow signs for Orange Park/Green Cove Sprgs and merge onto US-17 S/Hwy 17 S/Park Ave 0.3 mi

Follow US-17 S/Hwy 17 S to your destination in Clay County

- 9. Merge onto US-17 S/Hwy 17 S/Park Ave 9 min (5.0 mi)
 - Continue to follow US-17 S/Hwy 17 S
 - Pass by Wendy's (on the left in 0.6 mi)
- 10. Turn left onto Raggedy Point Rd 4.8 mi
- 11. Turn left 0.2 mi
 - Destination will be on the left

177 ft

Moccasin Slough Park
4393 Raggedy Point Rd, Fleming Island, FL 32003

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

<https://www.google.com/maps/dir/Florida+Department+of+Environmental+Protection,+Marjory+Stoneman+Douglas+Building,+Commonwealth+Boulev...> 2/2



FRDAP APPLICATION PORTAL

SUPPORTING DOCUMENTATION – EXHIBIT N

Exhibit N: Site Control Documentation

Submit a copy of the site control documentation (deed, lease, etc.) for the project site. If submerged lands are included in the development area, provide a legal document (permit, management agreement, etc.) which indicates permission to use and develop the submerged lands.

Site control must be effective by the close of the submission period.

Ownership Document	Supporting Documentation
Warranty Deed	Boundary Map, Certified Survey ² or Plat and dedication, legal description must match deed
Quit-Claim Deed	Boundary Map, Certified Survey or Plat and dedication, legal description must match deed Title Report (see description below)
Special Warranty Deed	Boundary Map, Certified Survey or Plat and dedication, legal description must match deed Title Report (see description below)
Lease Agreement	Boundary Map, Certified Survey or Plat and dedication, legal description must match lease

REQUIRED

16

Rec'd 01/09/2004
10:56 AM
Filed 200401095
James B. Jett
Clerk of Courts
Clay County, FL
FEE: \$73.50

This Instrument Prepared By:
Peter Fodor
The Trust for Public Land
305 North Monroe Street
Tallahassee, Florida 32301

Property Appraiser's Parcel
Identification Number: 28-04-26-013158-000-00
27-04-29-013091-000-00

WARRANTY DEED
(STATUTORY FORM - SECTION 689.02, F.S.)

THIS INDENTURE, made this 19th day of December, A.D. 2003, between THE TRUST FOR PUBLIC LAND, a non-profit California corporation, whose address is 306 N. Monroe St., Tallahassee, FL 32301, Grantor, and CLAY COUNTY, a political subdivision of the State of Florida, whose address is 477 Houston St., Green Cove, Springs, FL 32043, Grantee.

(Wherever used herein the terms "grantor" and "grantee" include all the parties to this instrument and their heirs, legal representatives, successors and assigns. "Grantor" and "grantee" are used for singular and plural, as the context requires and the use of any gender shall include all genders.)

WITNESSETH: That the said grantor, for and in consideration of the sum of Ten Dollars and other good and valuable considerations, to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said grantee, and grantee's successors and assigns forever, the following described land situate, lying and being in Clay County, Florida, to-wit:

See Exhibit "A" attached hereto and by this reference made a part hereof.

By acceptance of this warranty deed, the Grantee hereby agrees that the use of the Property described herein shall be subject to the covenants and restrictions as set forth in the Grant Award Agreement attached hereto as Exhibit "B" and recorded in the Public Records of Clay County, Florida. These covenants and restrictions shall run with the Property herein described. If any term or condition of the Grant Award Agreement is violated by the Grantee or by some third party with the knowledge of the Grantee and the Grantee does not correct the violation pursuant to the Grant Award Agreement, fee simple title to all interest in the Project Site shall be conveyed to the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida in accordance with Chapter 380, Part III, Florida Statutes.

AND the said grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

THIS INSTRUMENT IS EXEMPT FROM DOCUMENTARY STAMP TAXES PURSUANT TO CHAPTER 201.02(6), FLORIDA STATUTES.

WD TPL to Clay County
Page 1 of 2



FRDAP APPLICATION PORTAL

SUPPORTING DOCUMENTATION – EXHIBIT O

Exhibit O: Rural Economic Development Initiative

This exhibit is required if a project sponsor is seeking a waiver or reduction of match for projects exceeding \$50,000.

Rural Economic Development Initiative

The Florida Department of Commerce
Office of Rural Initiatives
107 East Madison Street
Tallahassee, Florida 32399
Phone: (850) 717-8506

The Rural Economic Development Initiative (REDI) was developed for economically distressed counties, cities and communities within the State of Florida.

If you are an eligible Rural Area of Opportunity (RAO) you can submit a request for a Match Waiver. To determine if you are an eligible candidate for the Rural Economic Development Initiative “Match Waiver” or “Reduction of Match” by visiting the Dept. of Economic Commerce’s “Is My Community Eligible?” linked above.

RURAL ECONOMIC DEVELOPMENT INITIATIVE AND FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM REQUEST FOR MATCH WAIVER	
LOCAL GOVERNMENT: <u>Wakulla County Board of County Commissioners</u> COUNTY: <u>Wakulla County</u> CONTACT: <u>Michelle Metcalf</u> Name, Address and Phone Number for Contact: <u>3093 Crawfordville Highway, Crawfordville, FL 32327</u> <u>(850) 926-0919 ext. 703</u> STATE SENATOR: <u>Loranne Ausley</u> DISTRICT: <u>3</u> STATE REPRESENTATIVE: <u>Jason Shoaf</u> DISTRICT: <u>2</u>	
PROJECT INFORMATION	
PROJECT INFORMATION DESCRIPTION in brief: <u>Wakulla County is seeking funding to support the following improvements at Azalea Park:</u> <u>Renovation of the existing restrooms to be ADA compliant and update both the interior and exterior; install a covered</u> <u>Picnic pavilion and install a play structure with resilient surface.</u>	
PROJECT LOCATION: <u>155 Azalea Drive, Crawfordville, FL 32327</u>	
Is the project located in a "Rural Area of Critical Economic Concern"? Yes ☒ No ☐	
Has this project been approved as a priority for your community? If so, through what process? <u>Yes, the County just updated and approved its Adopted Infrastructure Plan and Azalea Park is listed as a priority.</u>	
How will this project benefit your community? <u>New improvements will allow for families and citizens to enjoy this beautiful public access park located in central Wakulla County. Provides a safe place to enjoy events and connect all members of the community/neighbors to enjoy nature.</u>	
What is the projected cost for this project? <u>\$189,678</u> (Please attach a general budget summary)	
Is this request for a waiver of all match requirements? Yes ☐ No ☒	
If no, how much are you willing to match? <u>\$189,678</u>	
Signature of Authorized Representative <u>J. David Edwards, County Administrator</u> Signature Typed or Printed	



FRDAP APPLICATION PORTAL

SUPPORTING DOCUMENTATION – EXHIBIT P

Exhibit P: Description of Physical Characteristics

Development and Trail Construction 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. Indicate if a natural spring is located on project site. Describe the site's public access and indicate if there is an entrance to the park through an existing street or easement.

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.

REQUIRED

*Florida Recreation Development Assistance Program
Clay County Board of County Commissioners*

Exhibit P - Physical Characteristics of the Project

The proposed project entails construction of a 7,200 ft multi-use **nature trail** at Moccasin Slough Park in Fleming Island, Clay County. The trail will allow **walking, running, exercise, biking, and hiking**. The project also calls for construction of observation platforms along the trail. The platforms will provide views of the marshlands and the St. Johns River and foment **nature watching**.

There are currently no buildings on the site. The park's existing features include a fitness loop with fitness stations. There is also a second short loop sidewalk trail around existing amenities, which include a picnic pavilion, a playground, and handicap accessible paved parking. Existing trails total 4,245 ft. The proposed trail will connect to the short loop trail and bring total trail spans within the park to 11,445 ft in length. Trails within the park also connect to a sidewalk on Raggedy Point Road, separated from the road, which has a signaled cross walk at US-17 to provide connectivity to the Black Creek Trail. Future phases of the park project will include construction of an environmental education center and permanent bathroom facilities.

The park was acquired through grant funding from the Florida Communities Trust. Plans for the project and for future projects follow the Florida Communities Trust Management Plan (October 20, 2003) to ensure preservation of natural resources. According to the Management Plan, the area likely was home to a "short-term hunting and gathering campsite." (p. 13) In completing the proposed improvements, the County will work with the Division of Historic Resources to comply with Florida Statutes if evidence is found of historical resources.

Moccasin Slough Park is located at the junction of US Highway 17 and Raggedy Point Road in Fleming Island, Florida. Access to the park is available via a paved entrance on Raggedy Point Road. With its proximity to US-17, Moccasin Slough is highly accessible to both residents and visitors of Clay County.



APPLICATION FINAL STEPS

FRDAP APPLICATION GUIDE



FRDAP APPLICATION PORTAL

Submit for Consideration

47. Final application scores will be determined by DEP's team of reviewers. All applications will be evaluated and scored based on the information and exhibits submitted by the project sponsor by the application submission deadline of 5 pm on September 30, 2025.
- If all application fields have been filled out, all evaluation questions have been answered and all required exhibit files have been uploaded, the **Submit Application for Consideration** button will be displayed.
 - If you do NOT see the **Submit Application for Consideration** button, please return to each section of the application and ensure all fields have been completed, all information filled out, all evaluation questions have answered, and all required/mandatory exhibits uploaded.

48. Select the **Submit Application for Consideration** button. The "Application Submitted" confirmation message will be displayed.

49. Finally, return to your official e-mail inbox, the address which was provided at time of registration. There you will receive a confirmation e-mail for your application's successful submission.

A screenshot of the FRDAP Application Portal interface. The top navigation bar includes links for HOME, FRDAP HOME, FRDAP APPLICATION, VIEW FRDAP EXISTING APPLICATIONS, and FRDAP AGREEMENT DOCUMENT UPLOAD. Below the navigation bar, a message states: "The fields denoted with red asterisk (*) must be completed in order to create new application." The main content area is titled "The Florida Recreation Development Assistance Program (FRDAP) Grant Application" and contains a list of application steps: "Create a New Grant Application", "Existing Draft Applications", "Project Elements", "Evaluation", "Exhibit Upload", "Application Flags/Self Score Overview", and "Submit for Consideration". The "Submit for Consideration" link is highlighted with a red circle containing the number 47. At the bottom right, there is a red circle with the number 48 and a blue button labeled "Submit Application for Consideration". Above the button, it says "Applicant Self Score - 82".



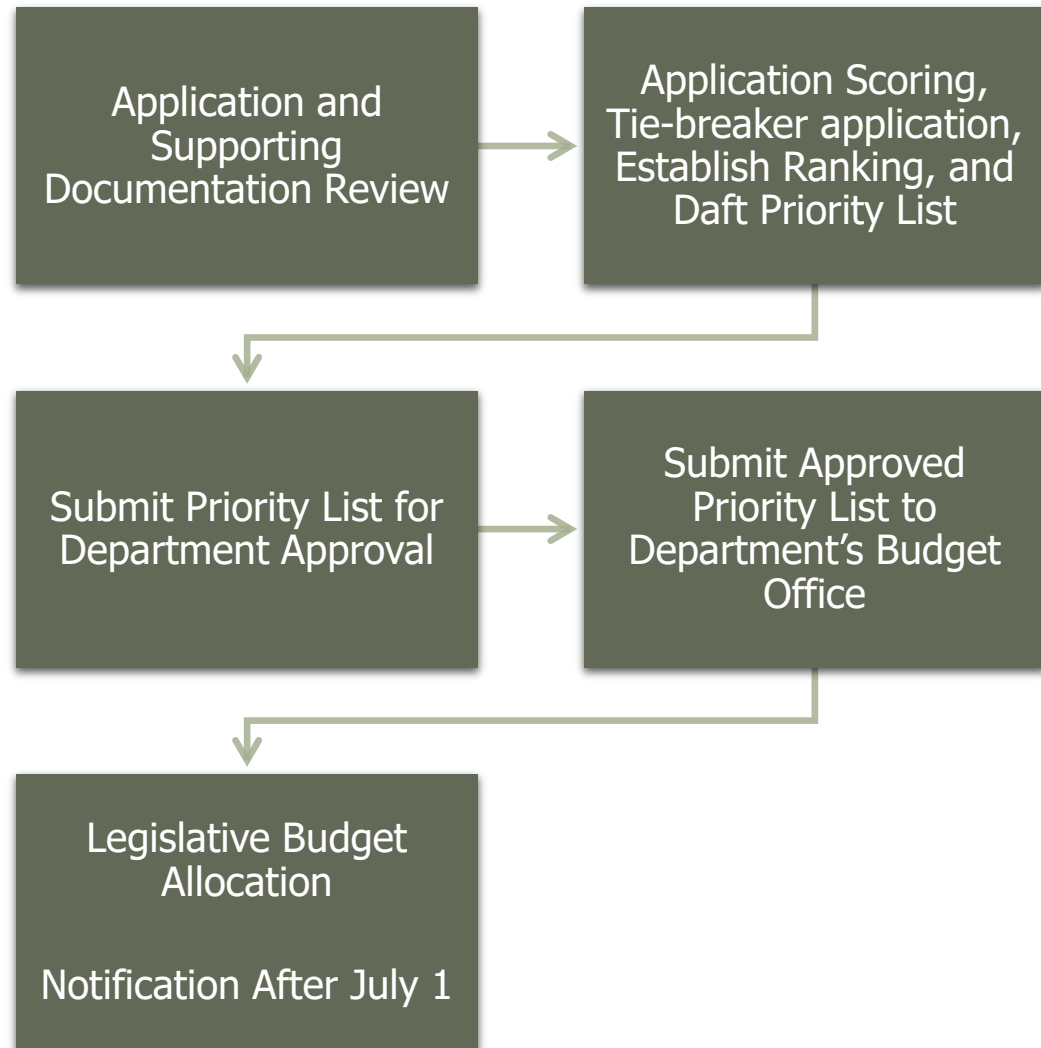
ADDITIONAL RESOURCES

FRDAP APPLICATION GUIDE



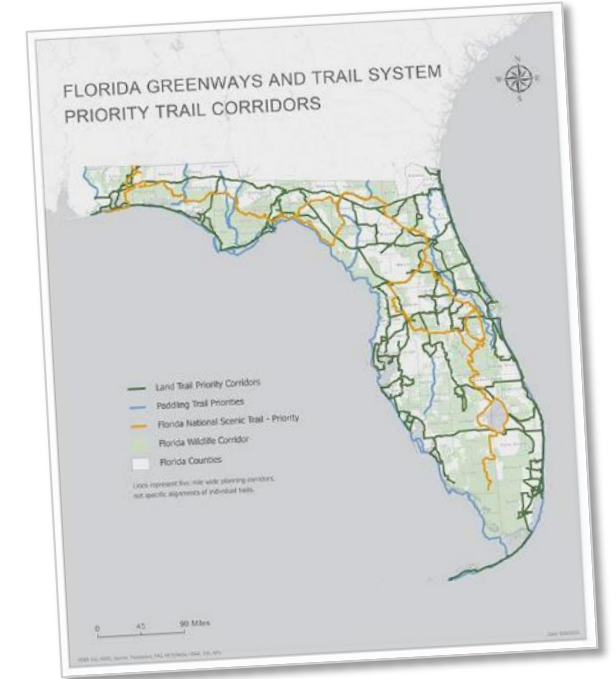
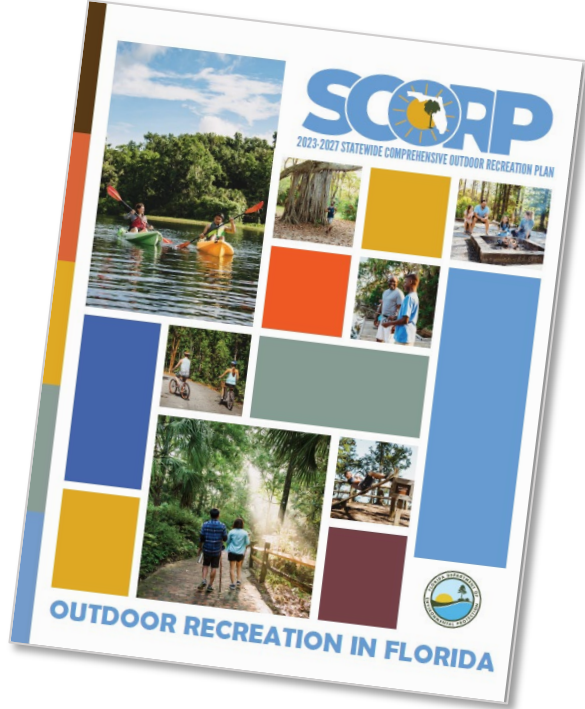
FRDAP APPLICATION CYCLE

APPLICATION EVALUATION PROCESS





RESOURCE INFORMATION



SUPPORTING DOCUMENTATION

WEBSITE

CONTACT INFORMATION

FRDAP Program Information and Assistance

<https://floridadep.gov/Grants>

850-245-2501

Florida Statewide Greenways and Trails Plan

<https://floridadep.gov/ogt>

850-245-2052

Outdoor Recreation in Florida

<https://floridadep.gov/Parks/florida-scorp-outdoor-recreation-florida>

850-245-3069



FRDAP CONTACT INFORMATION

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FRDAP Community Assistance Consultants:

La'Datrea Manatee

Counties: Alachua, Bradford, Calhoun, Citrus, Collier, Escambia, Franklin, Gadsden, Gilchrist, Gulf, Hardee, Hernando, Hillsborough, Indian River, Jefferson, Lake, Lee, Leon, Levy, Martin, Miami-Dade, Nassau, Okaloosa, Okeechobee, Pasco, Pinellas, Putnam, Seminole, Suwannee, Taylor, and Wakulla

Zharia McKinney

Counties: Baker, Bay, Brevard, Broward, Charlotte, Clay, Columbia, Desoto, Dixie, Duval, Flagler, Glades, Hamilton, Hendry, Highlands, Holmes, Jackson, Lafayette, Liberty, Madison, Manatee, Marion, Monroe, Orange, Osceola, Palm Beach, Polk, Santa Rosa, Sarasota, St. Johns, St. Lucie, Sumter, Union, Volusia, Walton, and Washington

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