



Please visit the [Land and Water Conservation Fund website](https://floridadep.gov/Grants) to download a copy of the application and related materials.

<https://floridadep.gov/Grants>



FY2025-2026 LAND AND WATER CONSERVATION FUND (LWCF) APPLICATION WEBINAR

Division of State Lands / Land and Recreation Grants Section
Florida Department of Environmental Protection

October 29, 2025



LAND AND WATER CONSERVATION FUND

FY2025-2026 APPLICATION MATERIALS

[Application Instructions](#)

[Application Form](#)

RESOURCES

[Administrative Rule 62D-5](#)

[Land and Water Conservation \(LWCF Manual](#)





LAND AND WATER CONSERVATION FUND

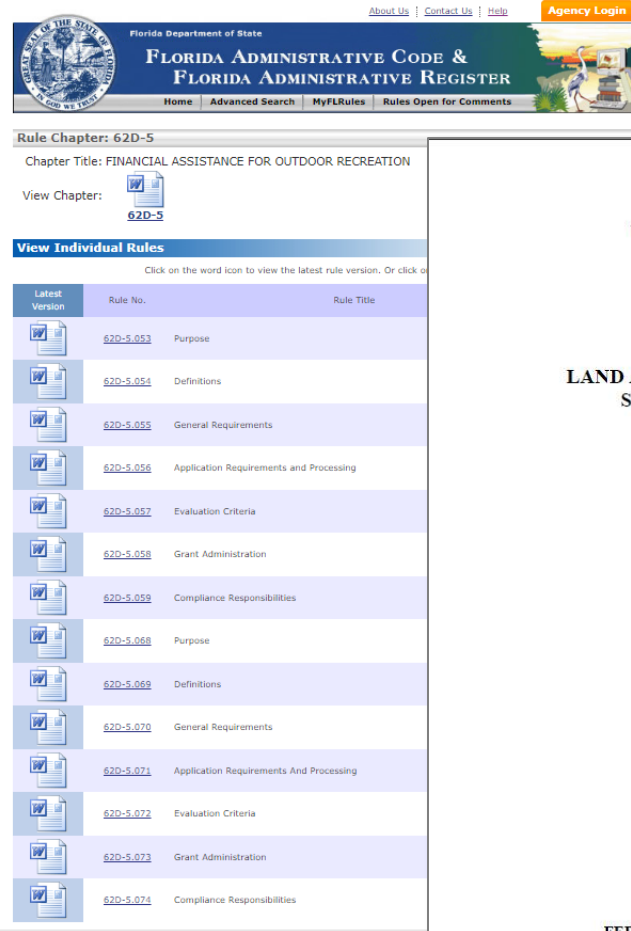
OVERVIEW AND PURPOSE

Land and Water Conservation Fund

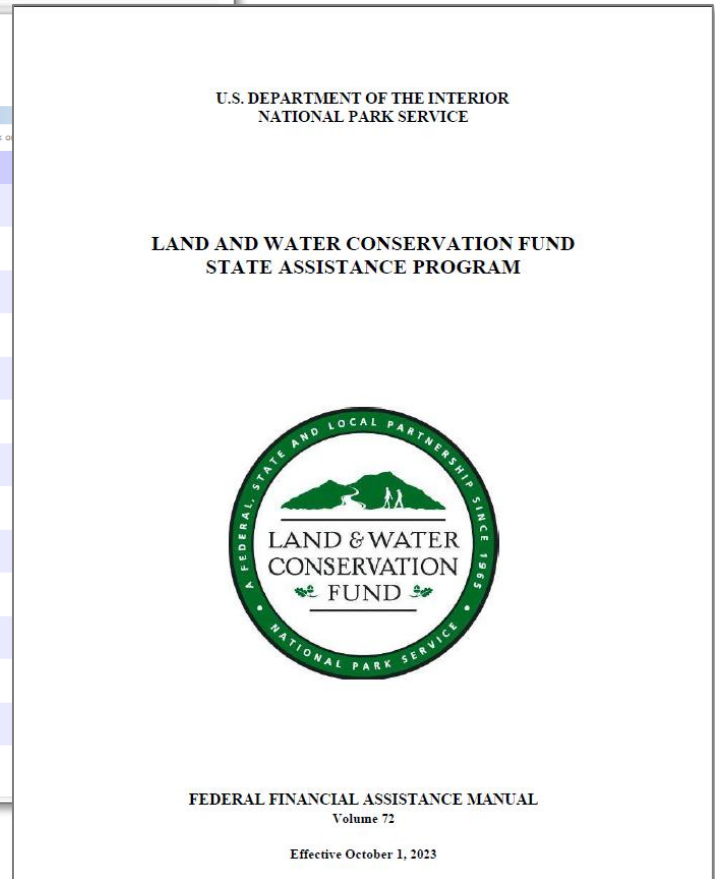
The Land and Water Conservation Fund (LWCF) Program is a competitive, federal program authorized by Congress that provides for the **acquisition or development of land for public outdoor recreation**. LWCF funds are appropriated by Congress to the U. S. Department of the Interior, National Parks Service (NPS), and NPS allocates the funds through state agencies as a grant program to state and local governments. It is administered at the state level by the Florida Department of Environmental Protection.

[Rule Chapter 62D-5, F.A.C.](#) outlines all of the rules that govern the LWCF. It is a great resource of programmatic information, including application requirements and scoring criteria.

The [LWCF Manual](#) sets forth administrative procedures and requirements for the program. It's intended to serve as a basic reference for those engaged in the administration of the grant.



Latest Version	Rule No.	Rule Title
	62D-5.053	Purpose
	62D-5.054	Definitions
	62D-5.055	General Requirements
	62D-5.056	Application Requirements and Processing
	62D-5.057	Evaluation Criteria
	62D-5.058	Grant Administration
	62D-5.059	Compliance Responsibilities
	62D-5.068	Purpose
	62D-5.069	Definitions
	62D-5.070	General Requirements
	62D-5.071	Application Requirements And Processing
	62D-5.072	Evaluation Criteria
	62D-5.073	Grant Administration
	62D-5.074	Compliance Responsibilities





LAND AND WATER CONSERVATION FUND

OVERVIEW AND PURPOSE

LWCF Application Information

Eligible applicants include county governments and incorporated municipalities of the state of Florida and other legally constituted local governmental entities with the legal responsibility for the provision of outdoor recreational sites and facilities for the use and benefit of the general public.

Grant thresholds are established annually, and dependent upon funding allocation by the NPS. Project sponsors are required to meet a 1:1 match ratio.

Applicants demonstrate adequate site control of proposed project sites, including the ability to construct, operate, and maintain the area for the period of time sufficient to satisfy the dedication period as required [62D-5, F.A.C.](#) and the [LWCF Program Manual](#).

Permissible uses of funds include the acquisition of land and waters, or public access to them, for recreational purposes, the development of outdoor recreation and supporting facilities, or a combination of both categories.



LAND AND WATER CONSERVATION FUND

OVERVIEW AND PURPOSE

The LWCF seeks to foster outdoor recreation throughout the State of Florida.

There are two eligible project categories:

Development



Acquisition





LAND AND WATER CONSERVATION FUND

OVERVIEW AND PURPOSE

How does the LWCF define “development” and “acquisition”?

Referencing 62D-5, F.A.C., **development** is defined as “the act of physically improving an area, facility, resource, or site to increase its ability or capacity to serve public outdoor recreation.”

Acquisition is defined as “the act of obtaining real property or interests and rights therein by various legal means to serve public outdoor recreation purposes.”





LAND AND WATER CONSERVATION FUND

OVERVIEW AND PURPOSE

Eligible Development Facilities

LWCF development projects have two types of facilities: **Primary** and **Support**.

Primary facilities those that could stand alone and still provide outdoor recreation.

Examples of eligible primary facilities include:

- Playgrounds
- Energy Conservation Elements
- Kayak/Canoe Launches
- Boat Launches
- Beach Access
- Observation Decks/Boardwalks
- Exercise Stations
- Pavilions
- Outdoor Education Centers
- Outdoor Pools
- Sports Fields/ Courts (baseball, football, basketball, etc.)



Primary facility cost must be equal to, or greater than, 50% of the total project cost.



LAND AND WATER CONSERVATION FUND

OVERVIEW AND PURPOSE

Eligible Development Facilities (cont'd)

Support facilities those that enhance the recreation experience alongside primary facilities.

Examples of eligible support facilities include:

- Sidewalks
- Parking Areas
- Landscaping
- Water Fountains
- Security Lighting
- Restrooms
- Restroom/Concession Stands
- Fencing
- Access Roads





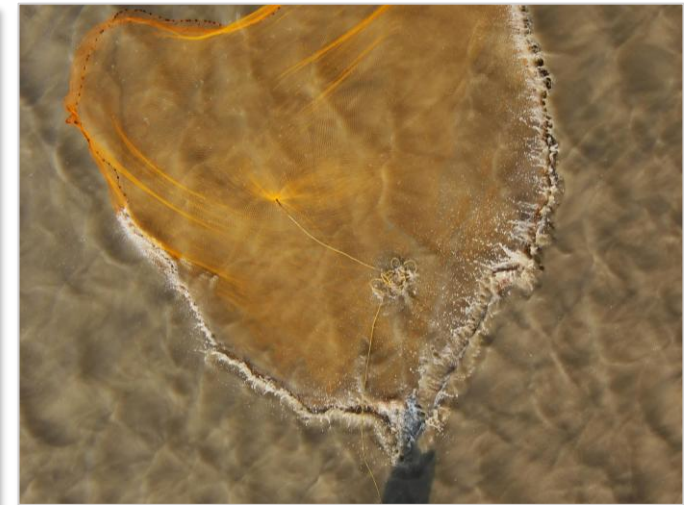
LAND AND WATER CONSERVATION FUND

OVERVIEW AND PURPOSE

Ineligible Development Facilities

Ineligible facilities are not eligible for reimbursement. These facilities include:

- Security Cameras
- Enclosed Buildings
- Stand-Alone Concession Stands
- Lodges, Restaurants, Food Prep Equipment
- Employee Residences or Furnishings
- Informational Leaflets
- Mobile Recreation Units (porta-bleachers)
- Facilities for Professional Arts/Athletics
- Gardens for Commercial Enterprise
- Buoys, Ropes, Lifejackets, or Boats





LAND AND WATER CONSERVATION FUND

OVERVIEW AND PURPOSE

Eligible Acquisition Sites

Eligible acquisition sites or sites with the below characteristics are eligible for acquisition assistance.

These sites include:

- Any Lands, Waters, or Wetlands to be Used for Outdoor Recreation
- Additions to Existing Areas
- Physical Connections between Areas (i.e., waterways, trails, corridors, etc.)





LAND AND WATER CONSERVATION FUND

OVERVIEW AND PURPOSE

Ineligible Acquisition Sites

Ineligible acquisition sites or sites with the below characteristics are not eligible for acquisition assistance.

These sites include:

- No public access available to site
- Less than fee simple/ Leasehold Agreements
- If the land has an Unwilling seller
- Registered Historic Sites & Structures, Museums
- Meet Public School Minimum Site Size
- Lodges, Motels, and Restaurants





Questions



FY2025-2026 LWCF APPLICATION CYCLE OVERVIEW



LAND AND RECREATION GRANTS SECTION

FY2025-2026 LWCF APPLICATION CYCLE OVERVIEW

FY2025-2026 LWCF Application Cycle: November 15, 2025 – December 15, 2025

The FY2025-2026 LWCF Application Webinar presentation will be available on the [program website](#) for reference.

Applicants must submit 1 original copy of the completed application and all supporting documents during the submission period. Applications must be **postmarked** NO LATER THAN December 15, 2025, and submitted to:

LaCheryl Scurry, Land and Water Conservation Fund
Department of Environmental Protection
3800 Commonwealth Boulevard, MS# 100
Tallahassee, Florida 32399



Please submit the application in a SOFT COVER three prong binder.

Applications must be post-marked no later than Monday, December 15, 2025.



LAND AND RECREATION GRANTS SECTION

FY2025-2026 LWCF APPLICATION CYCLE OVERVIEW

FY2025-2026 LWCF Application Cycle Funding Basics

- Funding is **competitive**.
- Grant payments are provided as **cost reimbursements** upon project completion.
- Grant Term (project period): **three (3) years**, with two one-year extensions, contingent to National Park Service's approval.
- **Grantees with two incomplete LWCF projects** by the closing date of the application submission period **are not eligible to apply**.
- LWCF funds **cannot be applied to duplicate or incomplete projects**, including phased projects at the same site.
- **Maximum funding request** is \$1,500,000.
- **Match funding** is required, at a **50:50 ratio** of the **total project cost**.



LAND AND RECREATION GRANTS SECTION

FY2025-2026 LWCF APPLICATION CYCLE OVERVIEW

Match Requirements

Referencing 62D-5, F.A.C., applicants are required to match requested funds. The **match ratio must be 50:50**. There are no match waivers in this program.

Eligible Match Sources	Ineligible
Cash	Real Property obtained with LWCF, LWCF, or LWCF funds
In-Kind Services*	Donated value of real property acquired prior to DEP approval
	Other State or Federal Land Acquisition Programs

**The use of in-kind services is not an eligible match source for acquisition projects.*



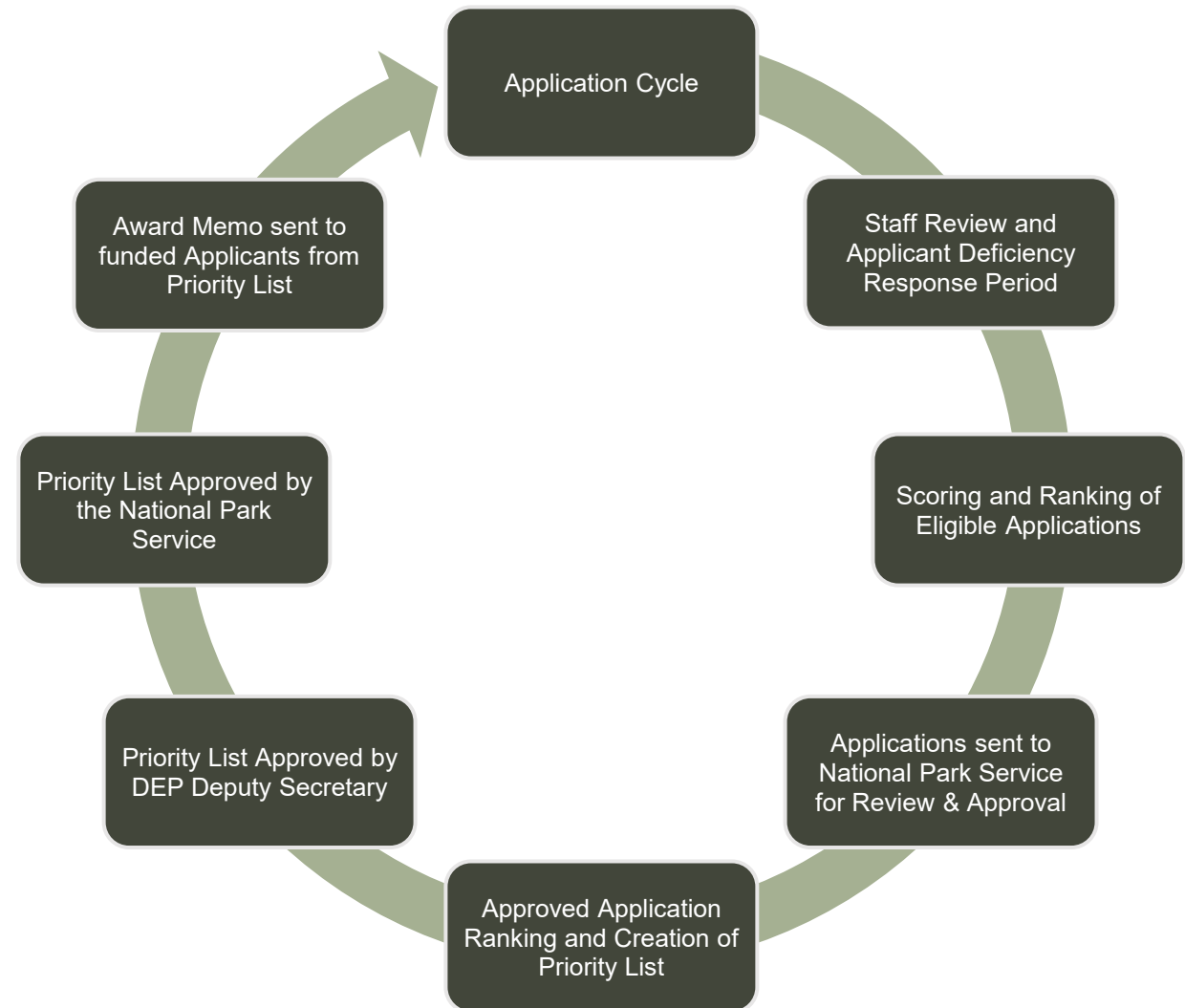
LAND AND RECREATION GRANTS SECTION

FY2025-2026 LWCF APPLICATION CYCLE OVERVIEW

LWCF Grant Application Cycle

Eligible applicants are invited to submit project proposals during the advertised annual application cycle. All project locations must have adequate site control and meet programmatic requirements prior to application submission. Application submittals must be **post-marked no later than Monday, December 15, 2025**.

At the close of the application cycle, submitted proposals are reviewed for deficiencies, scored and ranked by DEP staff. Eligible applications are presented to the National Park Service for comment, and a Recommended LWCF Priority List is drafted.





QUESTIONS



ELIGIBLE REQUIREMENTS



LAND AND WATER CONSERVATION FUND

ELIGIBILITY REQUIREMENTS

Eligible applicants for LWCF funds include all local governmental entities with the legal responsibility for the provision of outdoor recreational sites and facilities for the use and benefit of the public may submit LWCF applications during the application submission period.

Project sponsors are required to meet match ratios listed in [62D-5, F.A.C.](#) (50:50).

Applicants must demonstrate adequate site control of proposed project sites, including the ability to construct, operate, and maintain the area for the term required by LWCF and the grant agreement. For LWCF projects on land owned by the applicant and leased, that term is in perpetuity. For sites owned by someone other than the applicant, an agreement must be in place between both parties ensuring the perpetual use of the site will be outdoor recreation.

Permissible uses of funds include development, renovation, or acquisition for the purpose of outdoor recreation. Facilities eligible for development include but are not limited to development of sports facilities, restroom-concession stands, boating and fishing facilities; and acquisition of lands, wetlands, or waterways.



LAND AND WATER CONSERVATION FUND

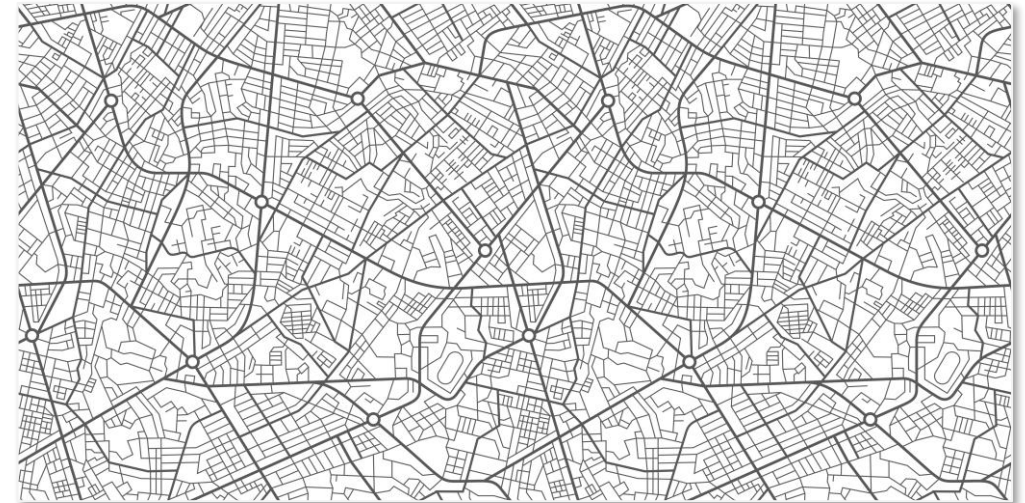
ELIGIBILITY REQUIREMENTS

Site Eligibility

Applicants must demonstrate adequate site control of proposed project sites, including the ability to construct, operate, and maintain the area for the term required by LWCF and the grant agreement. For LWCF projects on land owned by the applicant and leased, that term is in perpetuity. For sites owned by someone other than the applicant, an agreement must be in place between both parties ensuring the perpetual use of the site will be outdoor recreation.

Proper Site Control Documentation

- Warranty Deed
- Quit-Claim Deed
- Special Warranty Deed
- Lease Agreement
- Title Commitment or Title Policy



Property Appraiser report cards, surveys, and maps are not sufficient evidence of site control.
Use agreements are also insufficient.



LAND AND WATER CONSERVATION FUND

ELIGIBILITY REQUIREMENTS

Conditional Project Elements

Within eligible project types, certain items have additional restrictions or eligibility requirements.

Planning Expenses

- Limited to 15% of the total project cost
- Includes design, surveying, engineering, land use or building permits, environmental or cultural resource review

Pre-Agreement Expenses

- Limited to planning costs incurred between the approval of the Recommended Priority List by NPS and the execution of the grant agreement.
 - *These expenses must receive prior approval by Department staff and will be reviewed on an individual basis.*

Staff Salaries and Benefits

- Limitations to eligible staff positions and duties, must be responsible for construction of project
- Hours must be tracked and documented, with official documentation submitted



LAND AND WATER CONSERVATION FUND

ELIGIBILITY REQUIREMENTS

Conditional Project Elements (cont'd)

Build America, Buy America Act (BABAA)

LWCF State Agreement, Attachment 1 Standard Terms and Conditions, 24. Build America, Buy America Act- Infrastructure Projects with Federal Funding

- All iron and steel used in the project must be produced in the U.S.
 - From initial melting state through application of coatings occurred in the U.S.
- All manufactured products used in the project must be produced in the U.S.
 - Cost of *components* of product should be greater than 55% of the total cost of the product.
- All construction materials must be manufactured in the U.S.
 - Manufacturing processes for all construction material must occur in the U.S.



INELIGIBLE REQUIREMENTS



LAND AND WATER CONSERVATION FUND

INELIGIBILITY REQUIREMENTS

- **Disqualified Project Sponsor or Unsuitable Scope of Work**
- Project Site is **School Board Property**
- **No Site Control** of the Project Boundary
- Project Site is **not a Viable Recreation Area**
- Project Site with **Documented and Unresolved Environmental Violations**
- Project Site **Deemed Ineligible by the State Clearinghouse**
- **Active Projects or Duplicate Projects**





QUESTIONS



PREPARING THE APPLICATION FORM



LAND AND RECREATION GRANTS SECTION

PREPARING THE APPLICATION FORM

Part II – Evaluation Criteria

A. General Criteria, 1. Capital Improvement Plan

The next section of the application, Part II – Evaluation Criteria, begins on page 10.

Documentation must be submitted to demonstrate that the proposed project has been identified, in whole or in part, within the sponsor's Capital Improvement Plan (CIP). For this segment, an attached copy of the discussed materials must be included as "Attachment A". *Responses must pertain to the **development** portion of the project.*

If the project has been identified in the CIP, sponsors must provide:

1. A letter from the agency's city or county manager certifying the five-year capital improvement schedule is officially adopted and date adopted.
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.

If the project identified as part of the plan through an adopted resolution committing the applicant to amend their CIP, sponsors must provide:

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



Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM
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PART II – EVALUATION CRITERIA

A. GENERAL CRITERIA

I. CAPITAL IMPROVEMENT PLAN

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

Provide:

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

-AND-

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

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

☒ Yes ☐ No

-OR-

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

Provide:

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

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

☐ Yes ☒ No



LAND AND RECREATION GRANTS SECTION

PREPARING THE APPLICATION FORM

Part II – Evaluation Criteria

A. General Criteria, 2. State Comprehensive Outdoor Recreation Plan

Part II – Evaluation Criteria, continues page 11, beginning with the State Comprehensive Outdoor Recreation Plan (SCORP).

Section 2A: Applicants must explain how the proposed project would address one or more of the issues, recommendations or goals identified in the State Comprehensive Outdoor Recreation Plan. Use the [OUTDOOR RECREATION IN FLORIDA – Current SCORP \(Chapter 5\)](#). Provide quotations or other appropriate references with explanations to justify the correlation. To receive points, the applicant must give a detailed explanation as to how the project meets these goals; a list of goals is insufficient.

Section 2B: Project applicants must locate their region and circle each priority resource/facility need as proposed in the project. These elements must match those listed within the budget information on pages 7 & 8 of this application.

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—VIII Picnicking * RV / Trailer Camping * Baseball or Softball * Football * Outdoor Swimming Pool Use * Saltwater Beach Activities * Golf * Outdoor Basketball * Outdoor Tennis * Soccer or Rugby

—IX Picnicking * Saltwater Beach Activities * Outdoor Swimming Pool Use * Baseball or Softball * Outdoor Tennis * Soccer or Rugby

Florida Department of Environmental Protection
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2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

A. Explain how the proposed project would address one or more of the issues, recommendations or goals identified in the State Comprehensive Outdoor Recreation Plan. Use the STATE COMPREHENSIVE OUTDOOR RECREATION PLAN – Current SCORP (Chapter 5). Provide quotations or other appropriate references with explanations to justify the correlation. To receive points, must give a detailed explanation as to how the project meets the goals, cannot only list the goals.

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

B. RELATIVE NEED INDEX BY REGION
Locate the applicant's region and circle each priority resource/facility need as proposed in the project cost on page 7 & 8 of this application which is included in the applicant's planning region: (7 points)

—I Saltwater Beach Activities * Baseball or Softball * Picnicking * Football * Outdoor Swimming Pool Use * Saltwater Non-Boat Fishing * Golf * RV / Trailer Camping * Freshwater Boat Ramp Use * Soccer or Rugby

—II Saltwater Beach Activities * Nature Study * Historical or Archeological Sites * Baseball or Softball * Picnicking * Freshwater Boat Ramp Use * Football * Hunting * Horseback Riding * Outdoor Swimming Pool Use

—III Football * Picnicking * Nature Study * Soccer or Rugby * Baseball or Softball * Horseback Riding * Outdoor Basketball * RV / Trailer Camping * Freshwater Boat Ramp Use * Bicycle Riding - Unpaved Trails

—IV Historical or Archeological Sites * Baseball or Softball * Football * Saltwater Beach Activities * Picnicking * Outdoor Swimming Pool Use * Outdoor Basketball * Nature Study * Golf * Soccer or Rugby

—V Picnicking * Football * RV / Trailer Camping * Nature Study * Baseball or Softball * Bicycle Riding - Unpaved Trails * Outdoor Basketball * Soccer or Rugby * Horseback Riding * Outdoor Swimming Pool Use

—VI Picnicking * RV / Trailer Camping * Football * Baseball or Softball * Outdoor Swimming Pool Use * Nature Study * Historical or Archeological Sites * Outdoor Basketball * Saltwater Beach Activities * Soccer or Rugby

—VII RV / Trailer Camping * Picnicking * Baseball or Softball * Outdoor Swimming Pool Use * Nature Study * Freshwater Boat Ramp Use * Football * Golf * Horseback Riding * Outdoor Basketball

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LAND AND RECREATION GRANTS SECTION

PREPARING THE APPLICATION FORM

Part II – Evaluation Criteria

A. General Criteria, 3. Public Participation

Page 13 of the application requests information regarding public participation for the proposed project. 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*. 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.

3A. Sole-purpose Meeting: Demonstrate that a pre-advertised public meeting was held solely for the purpose of discussing the proposed project.

- Attach a copy of the ad and proof of publication for the advertisement. Advertisement needs to state where and when advertised.

3B. Regularly Scheduled Meeting: Demonstrate that the project was discussed at a regularly scheduled meeting of the applicant's advisory board responsible for park, recreation and leisure service activities. City or County Commissions are not considered advisory boards. 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.

- Provide a copy of the minutes of the advisory board meeting(s) where this project was discussed.

3C. Public Input: Demonstrate that public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey.

- Provide documentation (dated minutes from the meeting where the project was discussed, or a thank-you letter from an organization, association, etc.) showing that presentations regarding this project were made to community organizations or groups OR provide a copy of the survey, who was surveyed, AND a summary of the results.



Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM
GRANT APPLICATION PACKAGE

3. PUBLIC PARTICIPATION

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

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

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

(Tab as Exhibit "C1") (10 points)

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

(Tab as Exhibit "C2") (7 points)

- ☒ **C.** Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. Provide documentation (dated minutes from the meeting where the project was discussed, or a thank-you letter from an organization, association, etc. No Form Letters) showing that presentations regarding this project were made to community organizations or groups OR provide a copy of the survey, who surveyed, AND a summary of the results. Letters of support are not acceptable to receive points.

(Tab as Exhibit "C3") (4 points)

4. LINEAR PARK

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

☐ Yes ☒ No

(13 points)



LAND AND RECREATION GRANTS SECTION

PREPARING THE APPLICATION FORM

Part II – Evaluation Criteria

A. General Criteria, 4. Linear Park

Continuing on page 13, the Linear Park portion of the application requests information regarding the proposed project's purpose and design.

A linear park is defined in the [LWCF Administrative Rule, 62D-5, F.A.C.](#), as an active or passive outdoor recreation area of linear design that provides or connects recreation, park land, or open-space areas.

If this applies to your project, and the proposed site is for linear park purposes, select “yes”. This selection should be supported through the project's conceptual site plan.



Florida Department of Environmental Protection
LAND AND WATER CONSERVATION FUND PROGRAM
GRANT APPLICATION PACKAGE

3. PUBLIC PARTICIPATION

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

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

(Tab as Exhibit "C1") (10 points)

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

(Tab as Exhibit "C2") (7 points)

☐ C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. Provide documentation (dated minutes from the meeting where the project was discussed, or a thank-you letter from an organization, association, etc., No Form Letters) showing that presentations regarding this project were made to community organizations or groups OR provide a copy of the survey, who surveyed, AND a summary of the results. Letters of support are not acceptable to receive points.

(Tab as Exhibit "C3") (4 points)

4. LINEAR PARK

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

☐ Yes ☒ No (13 points)

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LAND AND RECREATION GRANTS SECTION

PREPARING THE APPLICATION FORM

Part II – Evaluation Criteria

- General Criteria, 5. Preservation Purposes

This section addresses preservation of historic, archaeological and/or cultural sites. If the proposed project is also for preservation purposes (historical, archaeological, cultural etc.), applications should select “yes” response under this prompt. A letter from the State Historic Preservation Office (SHPO) should be included supporting this selection.

- General Criteria, 6. Operation and Maintenance

Applicants should review their capability to develop, operate and maintain the proposed project site. Sponsors should provide a brief description of how development, programming and maintenance will be provided AND an agency organizational chart.

B. Development Criteria, 1. New Development

List the existing facilities and improvements on the project site. Include improvements such as baseball fields, basketball courts, trails, boat ramps, etc. If the site is currently undeveloped, state “none”.



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5. PRESERVATION PURPOSES

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

(Tab as Exhibit “D”) (7 points)

☐ Yes ☒ No

6. OPERATION AND MAINTENANCE

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

(Check ONLY one)

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

(Tab as Exhibit “E”) (8 points)

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

(Tab as Exhibit “E”) (4 points)

B. DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)

1. NEW DEVELOPMENT

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

(5 points, if undeveloped)

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LAND AND RECREATION GRANTS SECTION

PREPARING THE APPLICATION FORM

Part II – Evaluation Criteria

B. Development Criteria

The remaining portion of the Development Criteria section focuses on facilities and access to be provided through the project. All questions should receive *only one selection*. Each selection for the prompts below must mirror the information provided in the scope of work, budget information and conceptual site plan.

- 2. New Facilities or Opportunities:** The project provides for new or additional development of recreational facilities and opportunities.
- 3. Renovation of Existing Facilities:** The project provides renovation of existing recreational facilities.
- 4. Support Facilities:** The project provides new or renovated support facilities (i.e., parking, restrooms, utilities).
- 5. Access to Water Resources:** The project provides developed pedestrian access to or along water resources (i.e., trails, boardwalks, dune walkovers, etc.).



Florida Department of Environmental Protection
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GRANT APPLICATION PACKAGE

2. NEW FACILITIES OR OPPORTUNITIES (Check only one)

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

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

3. RENOVATION OF EXISTING FACILITIES (Check only one)

The project provides renovation of existing recreational facilities for:

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

4. SUPPORT FACILITIES

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

☒ Yes ☐ No

(15 points)

5. ACCESS TO WATER RESOURCES

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

☒ Yes ☐ No

(7 points)

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LAND AND RECREATION GRANTS SECTION

PREPARING THE APPLICATION FORM

Part II – Evaluation Criteria

B. Development Criteria

The final section of the Development Criteria section continues on page 16. Similar to previous prompts, *all selections must mirror the information provided in the scope of work, budget information and conceptual site plan.*

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

Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs:

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



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6. USE OF WATER RESOURCES

The project provides facilities for recreational use of water resources (boat ramps, swimming docks, fishing piers, etc.). (12 points)

☒ Yes ☐ No

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

A. List the facilities provided by the project which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study. The study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida" has an effective date of December 1995. (See attached pages 20-24 for Priority Ranked Index Clusters.) (12 points)

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PREPARING THE APPLICATION FORM

Reviewing the “**Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida**” study, similar to the previous question, determine if the proposed project, in whole or in part, addresses the highest priority of infrastructure funding needs for the applicant’s population density.

This prompt should receive only one selection. An applicant’s selection must mirror the information provided in the scope of work, budget information and conceptual site plan.



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

☐

Highest Priority Funding Need

(13 points)

☒

Second Highest Priority Funding Need

(8 points)

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

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

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LAND AND RECREATION GRANTS SECTION

PREPARING THE APPLICATION FORM

Part II – Evaluation Criteria

C. Acquisition Criteria

The next portion of the application requests information regarding acquisition criteria.

C1. Florida Natural Areas Inventory: Applicants selecting “yes” must provide a letter from the Florida Natural Areas Inventory and an official Standard Data Report supporting their selection.

C2. Water Frontage: If the project provides frontage on wetlands or water bodies such as rivers, lakes or oceans, select “yes”. This selection must be supported by the conceptual site plan.

- For all projects providing water frontage, submit a [Federal Emergency Management Agency \(FEMA\) Flood Map or Flood Insurance Rate Map \(FIRM\)](#).
- If project frontage includes wetlands, provide a project site map using the [Wetlands Mapper](#) from the National Wetlands Inventory.
- Submit a map from the [Nationwide Rivers Inventory \(NRI\) interactive map](#) if the project affronts a cataloged river.

C3. Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs: List the facilities provided by the project which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant’s population density as set forth in the Department’s study (See attached pages 20-24 for Priority Ranked Index Clusters).



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C. ACQUISITION CRITERIA (COMPLETE ONLY FOR ACQUISITION PROJECTS)

1. FLORIDA NATURAL AREAS INVENTORY

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

____ Yes ____ No

2. WATER FRONTAGE

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

____ Yes ____ No (6 points)

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

List all the facilities which will be developed for this project. Only facilities identified in the top three priority ranked index clusters of outdoor facilities needs for new construction identified within the applicant’s population density as set forth in the Department’s study entitled “Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida”, effective December 1995, will receive these points. (Priority ranked index clusters are attached as pages 19-23). Along with the site plan submitted as Exhibit H1, submit a timeline for the planned development of the acquisition project Exhibit H2.

(Tab as Exhibit “H1 and H2”) (15 points)
Conceptual Site Plan and Timeline

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

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

____ Needed acres/Person and ____ Total Acreage Under Local Control
Provide a copy of the applicant’s local comprehensive plan as supporting back-up documentation and highlight the information that pertains to this section.
(Tab as Exhibit “G”) (15 points)

B. Describe how the project provides for needed distribution of park acreage pursuant to the applicant’s adopted local comprehensive plan.
(8 points)

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LAND AND RECREATION GRANTS SECTION

PREPARING THE APPLICATION FORM

Part II – Evaluation Criteria

C. Acquisition Criteria, 4. Needed Recreational Acreage

C4A. Additional Park Acreage: Describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant's adopted local comprehensive plan. When providing a response to this prompt, applicants should provide excerpts from the local comprehensive plan with project relevant information highlighted. Responses should include data on current park acreage, standards and identified needs.

C4B. Distribution of Park Acreage: Describe how the project provides for needed distribution of park acreage pursuant to the applicant's adopted local comprehensive plan.



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C. ACQUISITION CRITERIA (COMPLETE ONLY FOR ACQUISITION PROJECTS)

1. FLORIDA NATURAL AREAS INVENTORY

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

____ Yes ____ No

2. WATER FRONTAGE

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

____ Yes ____ No (6 points)

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

List all the facilities which will be developed for this project. Only facilities identified in the top three priority ranked index clusters of outdoor facilities needs for new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida", effective December 1995, will receive these points. (Priority ranked index clusters are attached as pages 19-23). Along with the site plan submitted as Exhibit H1, submit a timeline for the planned development of the acquisition project Exhibit H2.

(Tab as Exhibit "H1 and H2") (15 points)
Conceptual Site Plan and Timeline

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

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

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

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

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

(8 points)

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LAND AND RECREATION GRANTS SECTION

PREPARING THE APPLICATION FORM

Part II – Evaluation Criteria

5. Capital Improvement Plan

The final section of the fillable LWCF application requests additional information on the local Capital Improvement Plan (CIP). Documentation must be submitted to demonstrate that the proposed project has been identified, in whole or in part, within the sponsor's CIP. "Exhibit A". *Responses must pertain to the **acquisition** portion of the project.*

If the project has been identified in the CIP, sponsors must provide:

1. A letter from the agency's city or county manager certifying the five-year capital improvement schedule is officially adopted and date adopted.
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.

If the project identified as part of the plan through an adopted resolution committing the applicant to amend their CIP, sponsors must provide:

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



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5. CAPITAL IMPROVEMENT PLAN

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

Provide:

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

-AND-

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

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

_____ Yes _____ No

-OR-

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

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

_____ Yes _____ No

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



Pages 20-24 include the Outdoor Facility Needs Ranked by Priority Index, as established through the 1995 study entitled **“Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida”**.

This information will be used to assist with responding to questions posed on pages 16, 17 and 18.

[illegible]



LAND AND RECREATION GRANTS SECTION

PREPARING THE APPLICATION FORM

At page 25, you have reached the end of the fillable portion of the FY2025-2026 State Application.

Next applicants will fill out the federal forms then save, print, and attach them to the application. *Attachments must be tabbed in the order outlined in the 2025-2026 LWCF State Application Instructions and Federal Form Requirements.*

If all required forms and attachments are not included within the application submission, the proposal will be deemed ineligible to compete for funding. These items are required by the National Park Service and the Department of Interior to proceed with federal funding consideration.

The FY2025-2026 LWCF State Application Instructions and Federal Form Requirements can be located on [LWCF Application Process, Submission Cycles, and Funded Projects webpage](#) for additional information.



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Note: Please fill out the Federal forms, save, print and attach to the application, if not attached the project will be deemed ineligible, this is required information provided by the National Park Service to proceed with federal funding consideration.

2024-2025 LWCF Application Instructions and Federal Forms are located at the Program Website
<https://floridadep.gov/lands/land-and-recreation-grants/content/lwcf-assistance>

(Please review and complete all the forms listed on the LWCF Federal Forms Requirements and Documentation that's applicable to the project site N (1-12))

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LAND AND WATER CONSERVATION FUND

PREPARING THE APPLICATION FORM

Part VI – Supporting Documentation

ATTENTION!



Before you submit an application package, ensure that all necessary support documents have been prepared and attached.

Use the [Application Instructions & Federal Form Requirements](#) of the application to make sure that all applicable documentation is included.

Remember that 1 original copy of the completed and signed application with all supporting documents must be postmarked no later than December 15, 2025.

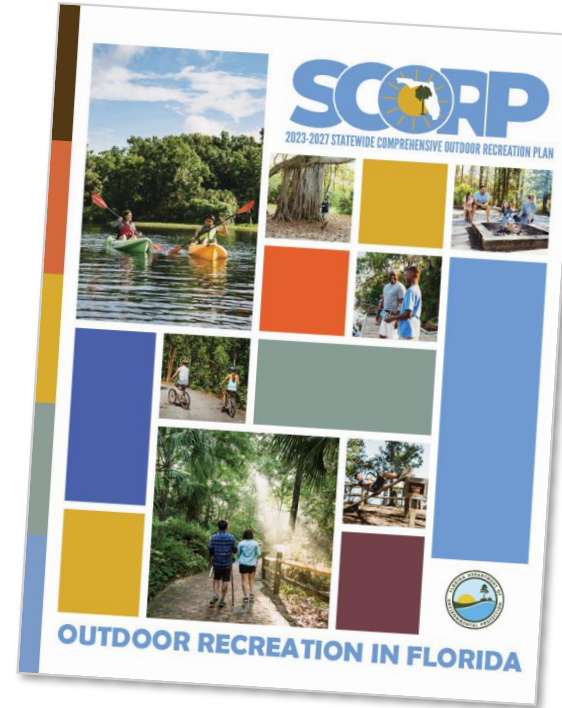


QUESTIONS



LAND AND WATER CONSERVATION FUND

ADDITIONAL RESOURCES



SUPPORTING DOCUMENTATION	WEBSITE	CONTACT INFORMATION
LWCF Program Information and Assistance	https://floridadep.gov/lands/land-and-recreation-grants/content/land-and-water-conservation-fund-program	850-245-2501
Florida Statewide Greenways and Trails Plan	https://floridadep.gov/ogt	850-245-2052
Outdoor Recreation in Florida – (2023 SCORP)	https://floridadep.gov/Parks/florida-scorp-outdoor-recreation-florida	850-245-3069



THANK YOU

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