

# Florida Department of Environmental Protection Application Instructions Guide for

## Stan Mayfield Working Waterfronts Grant

### **What is the Stan Mayfield Working Waterfronts Program?**

The SMWW program provides grant funds for the acquisition of interests in land for the restoration and preservation of working waterfronts directly used for the purposes of the commercial harvest of marine organisms or saltwater products by state-licensed commercial fishermen, aquaculturists, or business entities, including piers, wharves, docks, or other facilities operated to provide waterfront access to licensed commercial fishermen, aquaculturists, or business entities. The program was created by the Florida Legislature and is administered by the Florida Communities Trust (FCT) pursuant to Sections 380.5105 and 259.105, Florida Statutes (F.S.) and is governed by Chapters 62-820 and 62-821, Florida Administrative Code (F.A.C.).

SMWW grant funds may also be used for the acquisition of interests in land for exhibitions, demonstrations, educational venues, civic events, and other purposes that promote and educate the public about the economic, cultural, and historic heritage of Florida's traditional working waterfronts, including the marketing of the seafood and aquaculture industries.

The acquisition of land used for recreational waterfront activities is not considered within the SMWW program.

The SMWW Application, Resources, Rules and Statutes can be downloaded at <https://floridadep.gov/lands/land-and-recreation-grants/content/stan-mayfield-working-waterfronts-florida-forever-grant-0>.

### **Fiscal Year 2023-2024 Funding**

A total of \$4.3 million is available in funding for this application cycle. Under the provisions of subsection 62-820.003(6), F.A.C., the total amount of any Award or combination of Awards applied for by any applicant(s) under any application(s) for any project(s) shall not exceed five million dollars or the amount appropriated by the legislature, whichever is lower. The maximum grant request for this fiscal year is \$4.3 million.

### **Who may apply for SMWW funds?**

Eligible applicants for the SMWW grant program include:

- Local Governments,
- Eligible Nonprofit Working Waterfronts Organizations, or
- A partnership between a Local Government and Nonprofit Working Waterfronts Organization.

### **What is a Working Waterfront?**

A Working Waterfront is defined in section 380.503(18), F.S. as:

- a) A parcel or parcels of land directly used for the purposes of the commercial harvest of marine organisms or saltwater products by state-licensed commercial fishers, aquaculturists, or business entities, including piers, wharves, docks, or other facilities operated to provide waterfront access to licensed commercial fishers, aquaculturists, or business entities; or

- b) A parcel or parcels of land used for exhibitions, demonstrations, educational venues, civic events, and other purposes that promote and educate the public about the economic, cultural, and historic heritage of Florida’s traditional working waterfronts, including the marketing of the seafood and aquaculture industries.

**SMWW Project Requirement**

The project proposed for funding in the grant application must clearly further the purposes of a working waterfront as defined above.

A Project Site is defined as a specific area(s), defined by a boundary map or legal description and Certified Survey, where Florida Forever Funds are proposed in an application to be used for all or a portion of the acquisition. The Project Site may include up to three ownerships. The Project Site may include non-contiguous parcels, so long as the non-contiguous areas are part of a unified scheme of development and management within the same working waterfronts and within 300 feet of each other. Applicants are encouraged to inventory available properties and determine which sites are most competitive (score the highest) by self-scoring the potential sites.

To minimize the possibility of encountering a prolonged or complicated site acquisition, it is strongly recommended that applicants also take into consideration any serious impediments to a successful real estate closing such as known environmental hazards, an unreasonable number of parcels to be acquired, or an unwilling seller.

**How do I apply?**

Applications for funding must be made on Application Form (SMWW-2) following procedures outlined in subsection 62-820.003(1), F.A.C. You may request an electronic application form by e-mailing: [FloridaCommunitiesTrust@FloridaDEP.gov](mailto:FloridaCommunitiesTrust@FloridaDEP.gov) The form is also available for download at the FCT website: <https://floridadep.gov/lands/land-and-recreation-grants/content/stan-mayfield-working-waterfronts-florida-forever-grant-0>.

This Guide contains instructions for completing Form SMWW-2. Please review all instructions before preparing the application. Do not alter the application’s original language or format. Do not separate pages. Type responses directly on the form using “insert” mode to prevent lines from shifting. If you plan to prepare this document by retyping or downloading it to your computer, the language and format used must exactly match this application.

Applicants must submit one complete set of application materials containing original text and non-text items.

Applicants must submit the completed application and all supporting documents during the announced submission period of **March 1, 2024 – April 1, 2024**. To facilitate review and scoring, FCT asks that applications be submitted in soft covered binders with all exhibits clearly tabbed. Applications must be received on or before the published application deadline, **BUT NO LATER THAN April 1, 2024, at 5 p.m. (EST)**. Please submit applications to:

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
LAND AND RECREATION GRANTS SECTION  
3900 COMMONWEALTH BOULEVARD, MAIL STATION 115  
TALLAHASSEE, FLORIDA 32399-3000

**Applications received after the published deadline shall be deemed late and will not be considered by the Trust.**

The application must be transmitted with an original signature cover letter on Local Government or Nonprofit Working Waterfronts Organization letterhead that binds the applicant to fulfill

commitments made in the application and identifies a key contact person. All grant application submissions from a Nonprofit Working Waterfront Organization must include a letter of commitment from a local government entity. All partners in the application are required to provide an original signature letter including the binding statement. The Application Preparation Resources webpage has additional materials to assist applicants in preparing their applications: <https://floridadep.gov/lands/land-and-recreation-grants/content/smww-application-development-resources>.

If you plan to prepare this document by retyping or downloading it to your computer, the language and format used must exactly match this application. Form SMWW-2 and the instructions for Fiscal Year 2023-24 submissions. Copies of the governing rule chapter may be obtained at <https://floridadep.gov/lands/land-and-recreation-grants/content/fct-governing-statutes-and-rules> or you may contact FCT staff via email at [FloridaCommunitiesTrust@FloridaDEP.gov](mailto:FloridaCommunitiesTrust@FloridaDEP.gov), by phone 850-245-2501, or by mail to Department of Environmental Protection, Land and Recreation Grants Program, 3900 Commonwealth Boulevard, Mail Station 115, Tallahassee, Florida 32399.

We understand that some recipients depend on consultants to assist with their projects. However, please understand that the Grantee/Recipient is responsible for the grant and all that it encompasses. The grant agreements are between the Grantee and the State of Florida - Department of Environmental Protection, so the Grantee is ultimately responsible for and will be held accountable for all project materials, communication and activities. The submitted application must include an authorized local government contact name and email address for the proposed project. Consultants are not considered authorized to enter into the grant award agreement between the Grantee and the State of Florida.

### **How are SMWW Grants Awarded?**

The evaluation of applications is based on the criteria set forth in section 62-820.006, F.A.C., and the information in Form SMWW-2. FCT staff utilizes the information contained in the application (including exhibits) and all information obtained during its review of the application, including information obtained during site visits, to draft an evaluation report and ranking report to present to the FCT Governing Board. At a publicly noticed meeting, the FCT Governing Board will evaluate the reports and approve the recommended ranking report that will be presented to the Board of Trustees.

An application will receive all the points assigned to a particular criterion if the criterion is met. No partial scores will be given for a criterion. If a criterion does not apply to the proposed Project Site, the applicant should state "No" in the response to the criterion.

### **Acquisition Types – Form SMWW-2, page 2**

**Fee Simple** – The Project Site will be a joint acquisition with both FCT and the applicant participating in the acquisition process. FCT shall be responsible for all acquisition activities.

**Less-than-Fee-Working Waterfront Covenants** – FCT and the applicant will acquire a less than fee interest in the site – acquiring the development rights off the property while still allowing the owner to continue operation of the site as a working waterfront.

### **Award Amount and Match – Form SMWW-2, page 2**

A match is not required but points are awarded for match provided. The minimum match to receive additional points is 10 percent. Refer to Form SMWW-2, page 12 and subsection 62-820.006(4), F.A.C. for complete information on matching and Small Local Governments as defined in subsection 62-820.002(22), F.A.C.

Eligible sources of match may include, but are not limited to, the following sources: Local Government or other government revenue; Existing cash from Nonprofit Working Waterfronts Organization; or Donations as defined in Chapter 62-820, F.A.C.

### **Business Summary eligibility requirement – Form SMWW-2, page 5**

A Business Summary that provides information on the applicable criteria outlined in the Business Summary section of Form SMWW-2 must be provided by the applicant. The Business Summary and other relevant information shall be the basis for the Management Plan that will guide the management and operation of funded projects.

The Business Summary is evaluated for sufficiency based on information provided in Form SMWW-2. Staff from the issuing agency, and other state agencies as deemed necessary by FCT, will review each Business Summary and provide comments to the FCT Governing Board. FCT will shall prepare a recommended Business Summary sufficiency determination that takes into consideration comments received from the Department of Agriculture and Consumer Services and other agencies for consideration by the FCT Governing Board. Applications submitted without the required Business Summary will not be considered by FCT for recommendation to the Board of Trustees of the Internal Improvement Trust Fund.

### **Required Exhibits and Supporting Documentation – Form SMWW-2, page 15**

Required exhibits and documentation are referenced within the application and must be submitted with the grant application. Provide a label and tab for each exhibit and please ensure that all exhibits are legible and of an appropriate scale. If two or more exhibits are consolidated, make sure this is reflected on the exhibit label. If a specific exhibit is not applicable, include an exhibit page with a statement that it is “Not Applicable.” Include the exhibits behind the project evaluation criteria section of the application.

### **Required Due Diligence products**

Although SMWW parcels may not be pre-acquired, the following documents must still be approved by FCT in order for grant funds to be dispersed:

- Title insurance commitments, including supporting documents; and title insurance policies, including any endorsements.
- Certified Survey of the parcel(s) dated within 90 days of the date of acquisition of the parcel.
- An appraisal (or two appraisals if the value is over \$1 million). Appraisals must be completed by a DEP Division of State Lands approved appraiser.
- Environmental Site Assessment of the parcel dated within ninety (90) days of the date of acquisition of the parcel.

### **For More Information**

For additional questions or concerns not addressed in this guide, please contact FCT staff via email at [FloridaCommunitiesTrust@FloridaDEP.gov](mailto:FloridaCommunitiesTrust@FloridaDEP.gov), by phone 850-245-2501, or by mail to the Department of Environmental Protection, Land and Recreation Grants Program, 3900 Commonwealth Boulevard, Mail Station 115, Tallahassee, Florida 32399.