

# **Florida Department of Environmental Protection**

## **Application Instructions Guide for**

### **Florida Communities Trust Parks and Open Space Grant**

#### **WHAT IS FLORIDA COMMUNITIES TRUST'S (FCT) PARKS AND OPEN SPACE PROGRAM?**

Florida Communities Trust's (FCT) Parks and Open Space grant program is a state land acquisition grant program that provides funding to Local Governments and eligible Nonprofit Environmental Organizations for acquisition of community-based parks, open spaces and greenways that further outdoor recreation and natural resource protection needs identified in Local Government comprehensive plans. The program was created by statutory authority in Chapter 380, Florida Statutes (F.S.) and is governed by Chapters 62-818 and 62-819, Florida Administrative Code (F.A.C.).

Pursuant to the above referenced Florida Statutes and Florida Administrative Codes, along with, Chapter 2020-111, Section 5, Laws of Florida, the Florida Legislature intends that FCT emphasize funding projects in low-income or otherwise disadvantaged communities and projects that provide areas for direct water access and water-dependent facilities that are open to the public and offer public access by vessels to waters of the state, including boat ramps and associated parking and other support facilities. Also emphasized is the acquisition of lands for recreational trail systems.

The FCT Application, Resources, Rules and Statutes can be available for download at <https://floridadep.gov/lands/land-and-recreation-grants/content/fct-florida-communities-trust-home>

#### **FISCAL YEAR 2020-2021 FUNDING**

The Legislature has appropriated \$10 million in funds for the 2020-2021 submission cycle. Under the provisions of subsection 62-818.003(7), F.A.C., the total amount of any award or combination of awards applied for by any local government or nonprofit environmental organization under any application(s) or partnership application(s) for any project(s) shall not exceed five million dollars (\$5,000,000.00) during any one cycle.

Awards requested in a partnership application are divided equally among the partners for the purposes of calculating individual applicant limits. However, the project will not be funded if the Applicant has 3 or more active Grant Agreements at the time of project selection. The Applicant may close out active Grant Agreements prior to project selection to regain eligibility pursuant to Rule 818.003(5), F.A.C.

#### **WHO MAY APPLY FOR FCT PARKS AND OPEN SPACE FUNDS?**

FCT Parks and Open Space Florida Forever program is a state land acquisition grant program that provides funding to:

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

## **INELIGIBLE APPLICANTS**

If any applicant has three or more active Grant Agreements at the time of the project selection meeting, the Applicant shall not be funded for additional grant Applications until the Applicant has closed out one or more of the active Grant Agreements so there are no more than two active Grant Agreements.

The Governing Board will not consider any Applications submitted by an Applicant with an overdue stewardship report. A stewardship report is considered overdue when it has not been received or approved by the Trust within the one-year period immediately preceding the grant application deadline. Applicants may cure the overdue status if the overdue stewardship report is received and approved by the Trust at least 21 days prior to the scheduled Trust Governing Board project selection meeting.

## **HOW DO I APPLY?**

Applications for funding must be made on Application Form (Form FCT-5) following procedures outlined in Rule 62-818.003(1), F.A.C. This Guide contains instructions for completing Application Form FCT-5. 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.

Applicants must submit four (4) complete sets of Application materials. One set shall contain original text and non-text items. The remaining three sets shall contain legible copies of text and non-text items, unless otherwise specified in the Application form.

Applicants must submit the completed application and all supporting documents during the announced submission period of **October 1 – December 15, 2020**. 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 December 15, 2020 at 5:00 PM (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 Application 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 Environmental Organization letterhead that binds the applicant to fulfill commitments made in the application and identifies a key contact person. All partners to the application are required to provide an original signature letter including the binding statement. An Application Completeness Checklist and a Project Self-Score Check Sheet are available on the Application Preparation Resources webpage to assist applicants in reviewing the completed application prior to submitting.-  
<https://floridadep.gov/lands/land-and-recreation-grants/content/parks-and-open-space-program-application-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. Application Form FCT-5 and the instructions for Fiscal Year 2020-21 submissions, as well as copies of the rule chapter may be obtained at <https://floridadep.gov/lands/land-and-recreation-grants/content/fct-florida-communities-trust-home> 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 knowing what's directly going on with the project(s) and will be held accountable.

## **ACQUISITION GUIDE**

### **Acquisition Types:**

- **Pre-acquired:** Check this block if the entire Project Site has been acquired by the Applicant through a voluntarily-negotiated transaction within 24 months prior to the application deadline. Provide copies of signed closing statements and recorded deed for each parcel on Page 4. If a closing statement is not available by the application deadline, include a copy of the contract for each parcel. FCT must receive copies of closing statements within 14 days after the application deadline. Note – the due diligence projects noted below must accompany pre-acquired project applications.
- **Partial Pre-acquired:** Check this block if a portion of the Project Site has been acquired by the Applicant through a voluntarily-negotiated transaction within 24 months prior to the application deadline. Provide copies of signed closing statements and recorded deed for each parcel on Page 4. If a closing statement is not available by the application deadline, include a copy of the contract for each parcel. FCT must receive copies of closing statements within 14 days after the application deadline pursuant to Rule 62-818.004(7)(p), F.A.C. If you check this block, please remember to check either the reimbursement or joint acquisition blocks depending on how the rest of the Project Site will be acquired. Note – the due diligence projects noted below must accompany partial pre-acquired project applications.
- **Reimbursement Acquisition:** Check this block if the entire Project Site or remaining portion of the Project Site will be acquired by the Applicant through a voluntarily-negotiated transaction after the application deadline and will request reimbursement from FCT after the acquisition is completed. Note – the due diligence projects noted below must accompany reimbursement project applications.
- **Joint:** Check this block if the entire Project Site or remaining un-acquired parcel(s) will be acquired by the Applicant and FCT together through a voluntarily-negotiated transaction and provide the number of separate ownerships within the Project Site. Rule 62-818.003(10)(b), F.A.C. requires the Applicant to act as the party responsible for acquisition activities for Project Sites that consist of eleven or more ownerships to be jointly acquired with FCT.

The use of condemnation or the threat of condemnation is not considered a Voluntarily-Negotiated Transaction. Parcels proposed to be acquired under these conditions do not qualify for Acquisition under the FCT program.

### **Required due diligence products:**

The following documents must be submitted and approved by DEP in order for grant funds to be dispersed. Include in Exhibit E:

1. Copy of all closing statements. Label Exhibit E1
2. Copy of all recorded deeds. Label Exhibit E2

3. Copy of all title insurance commitments, including supporting documents; and title insurance policies, including any endorsements. Label Exhibit E3
4. Copy of a Certified Survey for each parcel, dated within ninety (90) days of the date of acquisition of the parcel. See <https://www.fsms.org/?page=ConsumerInfo> for additional information. Label Exhibit E4
5. Copy of all appraisals (or two appraisals if the value is over \$1 million). Appraisals must be completed by a DEP Division of State Lands' approved appraiser. The Approved Appraiser List can be found at <http://publicfiles.dep.state.fl.us/DSL/BAWeb/Current%20Approved%20Appraiser%20List.pdf>. Label Exhibit E5
6. Copy of an environmental site assessment of the parcel certified to the Recipient, dated within ninety (90) days of the date of acquisition of the parcel. Label Exhibit E6
7. Provide a statement that neither condemnation nor the threat of condemnation was used in the purchase of the property. Label Exhibit E7

### **Estimated Project Costs**

Identify the eligible costs associated with acquiring the Project Site. While these costs may be estimates in some instances, they are the basis for the requested grant award amount and should be as realistic as possible. Consult with FCT staff or other knowledgeable persons for help with estimating these costs.

- a. **Land purchase price:** This is the actual or estimated purchase price for the site. FCT does not encourage an appraisal of Joint acquisition project types at the time the application is submitted. Possible sources for this price include the local property appraiser's office, the applicant's acquisition staff, local appraisers or other real estate professionals. The final negotiated purchase price of non-pre-acquired will be based on market value appraisals.
- b. **Acquisition costs:**
  1. Cost of certified surveys: Sources of information for non-pre-acquired property include local surveyors, engineers, or applicant staff.
  2. Cost of appraisal(s): Sources of information for non-pre-acquired property include the Property Appraiser's Office, local appraisers or FCT staff. In addition, two appraisals are required if a parcel has a value equal to or greater than \$1,000,000.
  3. Cost of title report(s), title insurance commitment(s) and policy(ies): Sources of information for non-pre-acquired property include local title companies, a Local Government's real estate department or real estate professionals/attorneys. This estimate should be the promulgated title insurance rate based on the estimated purchase price of all parcels.
  4. Cost of environmental audit(s): Sources of information for non-pre-acquired property include environmental site assessment companies and engineers.
  5. Acquisition agent fees or commissions: Reasonable acquisition fees and commissions, not to exceed \$10,000, paid by the applicant are eligible project costs. Obtain estimates or information for non-pre-acquired property for these expected costs from FCT staff.
- c. **Total Project Costs:** Add the land purchase price and acquisition costs to obtain the total project costs.

### **Source(s) of Match**

Eligible sources of match may include funds from Local Governments, Nonprofit Environmental Organizations, state or federal grants, private cash donations, environmental mitigation funds, or value of real property donated by the landowner provided said property has been acquired in a documented bargain sale or by a Donation agreement.

Any real property used as match must be included as part of the Project Site and will be subject to the same conditions as the entire Project Site at the time the FCT grant is awarded. Provide a copy of the Donation agreement letter. Label Exhibit C1.

Indicate whether the applicant has applied, or plans to apply, to other federal, state, regional, county, or municipal land acquisition programs to buy land within the Project Site. Identify the date of application, the name of the land acquisition program, and whether the Project Site has been selected for funding, if applicable. Outline the actual or estimated project funds provided by the applicant, funds provided by other sources and the appraised value, if known. If applicable, provide a letter from the agency clearly committing to the funds. Label Exhibit C2.

**Applicants may not use funds from the Florida Forever Trust Fund for any part of the Match.**

### **Award Amount and Match**

- **FCT grant award amount**: That portion of the total project costs requested from FCT (provide both the dollar amount and the percentage of total project costs). To calculate the percentage, divide the award amount requested from FCT by the total project costs. Carry out and round down to two decimal places.
- **Total Project Costs**: Add the FCT award amount to the match amount. This total must equal 100%. **Note**: The maximum reimbursement amount cannot exceed the highest appraised value of the property. Try to work out the total project costs in a way that eliminates fractional percentages.

### **Ownership and Acquisition Plan**

An Acquisition Plan is required for project sites with multiple parcels or owners. The Plan should identify the priority parcel(s) and the general acquisition order of the parcels to ensure that, in the event that all parcels cannot be acquired, the purposes of the project can be achieved.

List all property owners and parcel tax identification numbers for all parcels within the Project Site. If the project has been Pre-acquired, provide the closing date and a copy of the signed closing statement. Label Exhibit E1. List the specific order in which the parcels in the project will be acquired. Acquisition of the Project Site will begin with the priority one parcel(s). Parcels may be grouped by priority and more than one parcel may be categorized as priority 1, 2, 3, etc.

**Note**: The use of condemnation or the threat of condemnation is not considered a Voluntarily-Negotiated Transaction. Parcels acquired under these conditions do not qualify for Acquisition or Reimbursement under the FCT program.

## **Project Summary**

The project summary provides an overview of the Project Site's purpose. The summary should provide a discussion of the purposes of the project, existing and future uses, existing and proposed physical improvements, natural and historic resources, and resource protection and enhancement activities. The summary should include the size of any existing or proposed buildings and indicate if any easements, concessions, or leases exist or are proposed.

## **Project Excellence**

The project excellence section provides the Applicant with an opportunity to further describe the project excellence based on matters not adequately addressed by the evaluation criteria, such as whether the proposed project exhibits strong community-based support, possesses exemplary characteristics, highlights regional coordination in the protection of natural resources, assists an otherwise disadvantaged community, or voluntarily helps resolve land use conflicts. Label Exhibit R.

## **REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION**

Each of the following exhibits may 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."

Place the exhibits behind the project evaluation criteria section of the Application.

### **Cover Letter - Front Cover, Required**

A cover letter on local government or nonprofit letterhead signed by the appropriate official or administrator. The cover letter must include the following information:

1. Key contact person including contact number and email address.
2. The address and driving directions to the project site.
3. A statement binding the applicant to fulfill all the commitments made in the application.
4. Applicant's FEID Number.
5. Mailing Address for reimbursement; this address must match active account in My Florida Market Place.

[https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace/mfmp\\_vendors](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors)

### **Nonprofit Environmental Organization Status – Tab Exhibit A, if applicable**

If the Applicant is a Non-profit Environmental Organization, provide evidence of status of the organization, including documentation from the Internal Revenue Service that the organization is recognized as a 501(c) organization, a copy of the Bylaws, and a copy of the Articles of Incorporation. The required documentation is available online from the Department of State, Division of Corporations-  
<http://dos.myflorida.com/sunbiz/>.

### **Nonprofit Environmental Organization Management Commitment - Tab Exhibit B, if applicable**

1. If the Applicant is a Non-profit Environmental Organization which anticipates being designated as the management entity, the Non-profit Environmental Organization shall provide documentation that they have funds on hand, or letters of commitment to provide the funds prior to closing on the Project Site. The amount equal to ten percent of the Project Cost to be set aside as a management endowment fund for the Project Site. Label Exhibit B1
2. The Non-profit Environmental Organization shall provide a guaranty or pledge by a Local Government, the Water Management District, the Florida Division of Forestry, the Florida Fish and Wildlife Conservation Commission, or the Florida Department of Environmental Protection to act as a backup manager to take over the responsibility for management of the Project Site in the event the Non-profit Environmental Organization is unable to manage. Label Exhibit B2

### **Source of Match – Tab Exhibit C, if applicable**

Third Party; Application question #10, page 3. Label Exhibit C1.

Other Sources; Application question #11, page 3. Label Exhibit C2.

### **Willing Owner Letter(s) – Tab Exhibit D, Required**

Letter from the owner(s) of each parcel(s), as identified in the Application, indicating their willingness to consider an offer. If a portion of the property is proposed for acquisition under a conservation easement, provide a letter from the owner stating their willingness to consider an offer for a sale of a conservation easement.

If the Project Site is being acquired via less-than-fee or through a donation, the willing owner letter should state so clearly and should include a percentage and amount.

## **GENERAL CRITERIA SECTION**

### **Pre-Acquired Documentation – Tab Exhibit E, if applicable**

1. Copy of all closing statements. Label Exhibit E1
2. Copy of all recorded deeds. Label Exhibit E2
3. Copy of all title insurance commitments, including supporting documents; and title insurance policies, including any endorsements. Label Exhibit E3
4. Copy of a Certified Survey for each parcel, dated within ninety (90) days of the date of acquisition of the parcel. See <https://www.fsms.org/?page=ConsumerInfo> for additional information. Label Exhibit E4
5. Copy of all appraisals (or two appraisals if the value is over \$1 million). Appraisals must be completed by a DEP Division of State Lands' approved appraiser. The Approved Appraiser List can be found at <http://publicfiles.dep.state.fl.us/DSL/BAWeb/Current%20Approved%20Appraiser%20List.pdf>. Label Exhibit E5
6. Copy of an environmental site assessment of the parcel certified to the Recipient, dated within ninety (90) days of the date of acquisition of the parcel. Label Exhibit E6

7. Provide a statement that neither condemnation nor the threat of condemnation was used in the purchase of the property. Label Exhibit E7

### **Land Use and Zoning – Tab Exhibit F, if applicable**

1. Provide a letter from the local government planning department stating that the Project Site has not been the subject of a land use or zoning change that would allow an increase of either allowable density or intensity within the last three (3) years prior to the application deadline. Label Exhibit F1
2. A letter from the local planning department that verifies the proposed uses of the Project Site are in compliance with the future land use designation and local zoning regulations. Label Exhibit F2
3. Identify the project number of the previously funded FCT project and describe the phased nature of the project. Provide an exhibit that shows the Project Site and the parcel(s) that were previously acquired with FCT funds. Indicate parcels on Conceptual Site Plan to include FCT project number. Label Exhibit F3

### **Phased Project - Tab Exhibit G, if applicable**

Identify the project number of the previously funded FCT project and describe the phased nature of the project. Provide an exhibit that shows the Project Site and the parcel(s) that were previously acquired with FCT funds. Indicate parcels on Conceptual Site Plan to include FCT project number.

Label Exhibit G

### **Conceptual Site Plan – Tab Exhibit G, All Required**

1. Physical improvements map of an appropriate scale that clearly delineates all existing physical improvements, alterations, or disturbances occurring on the Project Site; including but not limited to all cleared areas, buildings, roads, fences, docks, power lines, billboards, boat ramps, parking areas and known easements and rights-of-ways, and the approximate acreage of the foregoing. Label Exhibit G1 - Map may be as large as necessary. Include following elements:
  - Approximate location of all proposed facilities and improvements. Clearly indicate as proposed improvements.
  - Approximate location of connections indicated under (2) OUTDOOR RECREATION, NATURAL AND CULTURAL RESOURCES SECTION (b) Connectivity, as applicable. Label as indicated. (e.g. Exhibit K1, K2, etc.)
  - Approximate location of elements indicated under (3) COMMUNITY PLANNINGSECTION (a) Comprehensive Plan Implementation, as applicable. Label as indicated. (e.g. Exhibit Q3, Q5, etc.)
2. Aerial photograph (1 inch = 2,000 feet or greater detail) with the Project Site boundary clearly delineated. Maximum size 11x17. Label Exhibit G2
3. United States Geological Survey 7 1/2-minute quadrangle map with the boundary of the Project Site clearly delineated. Maximum size 11x17. Label Exhibit G3
4. A map that identifies lands within a three-mile radius of the Project Site that are used for natural resource conservation and Outdoor Recreation, such as parks, preserves, wildlife management areas, Greenways, recreational Trail Systems, etc. Clearly delineate the location of the Project Site on the map. Label Exhibit G4



5. County Property Appraiser's Tax Map – Clearly delineate the Project Site boundary, easements, access points, and names of property owners, parcel tax identification numbers, road names and ownership boundaries using an appropriate scale. Label Exhibit G5, Required

## **OUTDOOR RECREATION, NATURAL AND CULTURAL RESOURCES SECTION**

### **Future Land Use – Tab Exhibit H, if applicable**

1. Provide a map covering the Project Site and surrounding area that indicates future land use designations and clearly delineates the Project Site boundaries. Indicate the designated Urban Service Area, if applicable. If the Future Land Use Map is color, please provide a color copy with the application. Label Exhibit H1
2. Provide a copy of the future land use map that clearly identifies the Project Site, an aerial photograph of the Project Site and the surrounding area, and photographs of the surrounding built- up commercial or industrial area. On either the future land use map or the aerial photograph, include a scale that clearly shows that the Project Site is within one half mile of built-up commercial or industrial Urban Area. Label Exhibit H2
3. A letter from the local planning department that verifies the proposed uses of the Project Site are in compliance with the future land use designation and local zoning regulations. Label Exhibit H3

### **Connectivity – Tab Exhibit I, if applicable**

Submit one map showing the following elements, if applicable:

1. Show on the map the connection to a sidewalk network area. Also, submit pictures of the existing sidewalk or a letter from local government confirming that has proposed sidewalk that will be constructed within 5 years of the acquisition of the Project Site. Label Exhibit I1.
2. Show on the map or aerial photograph the publicly owned infrastructure facility and submit photograph of the facility. Label Exhibit I2.
3. Show on the map the adjacent, publicly owned conservation or recreation lands and submit photos. Label Exhibit I3.
4. Show on the map the adjacent publicly-owned lands and the trail system on those lands and identify the location of the Project Site. Label Exhibit I4.
5. Show on the map the local, regional or statewide Ecological Corridor and its relationship to the Project Site. Label Exhibit I5.
6. Shown on the map of the State Designated Paddling Trail and identify the location of the Project Site. Provide documentation (letter from OGT) that the trail has been designated by the Office of Greenways and Trails (OGT). Label Exhibit I6.

Above connections must be referenced on Site Plan (Exhibit G). Indicate locations on Site Plan as J1, J2, etc. Please title and clearly label each photograph per each criterion.

### **Photographs – Tab Exhibit J, Required**

#### **Ensure all photographs are include in Exhibit J and properly labeled.**

Provide one set of labeled photographs of the Project Site, to be included in the original Application that documents on-site features including existing structures, disturbed areas, Natural Communities, and

historical or archaeological features. Include a legend that identifies the site location and subject matter of each photograph. Provide sufficient photographs to support all application responses. Consider providing at least 12 photographs for small projects and 24 photographs for medium and large projects. Please provide photographs of all existing structures or facilities, sidewalks, trail connections, disturbed areas, upland/wetland planting areas, etc.

### **Educational Opportunities – Tab Exhibit K, if applicable**

1. Provide a letter from the Applicant's senior administrator committing to the construction of the building. Locate the proposed new building on Exhibit G, the Conceptual Site Plan. Provide photographs of the building under Exhibit K. Label Exhibit K1.
2. Provide a letter from the Applicant's senior administrator committing to construct the building to meet the U.S. Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEEDTM) Green Building Rating System for New Construction and Major Renovations Version 2.2. Locate the proposed new building on Exhibit G, the Conceptual Site Plan. Label Exhibit K2.
3. Provide a letter from the Applicant's senior administrator committing to the needed repairs or renovations. Locate the proposed new building on Exhibit G, the Conceptual Site Plan. Provide photographs of the building under Exhibit K. Label Exhibit K3.
4. Provide a letter from the Applicant's senior administrator committing to retrofit the building to meet the U.S. Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEEDTM) Green Building Rating System for New Construction and Major Renovations Version 2.2. Locate the proposed new building on Exhibit G, the Conceptual Site Plan. Provide photographs of the building under Exhibit K. Label Exhibit K4.

### **Natural and Biological Resources – Tab Exhibit L, if applicable**

1. Provide map and letter from the Florida Natural Areas Inventory (FNAI) that the Project Site contains a Locally Significant Natural Area. Show location of natural communities and disturbed areas on a map. Include approximate acreage of each area. Label Exhibit L1.  
<http://fnai.org/naturalcommguide.cfm>
2. Show location of Listed Species Habitat on map. Include approximate acreage. Label Exhibit L2.  
<https://myfwc.com/media/1945/threatend-endangered-species.pdf>.
3. Provide map and letter from Florida Natural Areas Inventory showing Locally Significant Natural Area. Include approximate acreage. Label Exhibit L3. <http://fnai.org/contact.cfm>
4. Provide a map and letter from the Florida Fish and Wildlife Conservation (FWC) Commission stating that the Project Site contains a Strategic Habitat Conservation Area. Label Exhibit L4.  
[GISRequests@MyFWC.com](mailto:GISRequests@MyFWC.com)
5. Provide a letter from the Florida Forest Service that the Project Site will be managed in cooperation with the Forest Stewardship Program. Label Exhibit L5. <https://www.freshfromflorida.com/Divisions-Offices/Florida-Forest-Service/For-Landowners/Programs/Forest-Stewardship-Program>
6. Provide a letter from the Florida Fish and Wildlife Conservation Commission stating that the Project Site contains priority habitat and will be managed in cooperation with the Landowner Assistance Program (LAP). Label Exhibit L6. <http://myfwc.com/conservation/special-initiatives/lap/>

### **Vegetative Enhancements - Tab Exhibits G and J, if applicable**

Provide supporting documents in Exhibits G and J (Label Native Vegetation area), if applicable.

### **Water Quality – Tab Exhibit M, if applicable**

1. Identify the proposed improvements or activity that will improve the quality of surface waters or address current flooding problems on the conceptual site plan in Exhibit G.
2. Provide a letter from the Department of Environmental Protection verifying that the project is located adjacent to an Outstanding Florida Water. Also include reference to a Class I Water, if applicable. Label Exhibit M2. <https://floridadep.gov/dear/water-quality-standards/content/outstanding-florida-waters>
3. Provide a map showing that the boundary of the Project Site is located adjacent to a Class I Water. <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=62-302>. Call your local planning office to determine whether the FCT project is located in a wellfield or wellfield protection zone. You may also contact the DEP Water Resource Management Program at (850) 245-8336. Label Exhibit M3.

### **Historic Resources – Tab Exhibit N, if applicable**

1. Identify any archaeological or historical features on the Conceptual Site Plan (Exhibit G) and provide documentation from the Division of Historical Resources verifying that the resource is listed in the Florida Master Site File. Label Exhibit N1 <http://dos.dos.myflorida.com/historical/contact-us/>.
2. Identify the resource features on the Conceptual Site Plan (Exhibit I) and provide documentation from the Division of Historical Resources verifying that the resource meets the criteria for listing in the National Register of Historic Places. Label Exhibit N2 <http://dos.dos.myflorida.com/historical/preservation/national-register/>.
3. Identify the resource features on the Conceptual Site Plan (Exhibit G) and provide documentation from the Division of Historical Resources verifying that the resource is listed on the National Register of Historic Places. Label Exhibit N3

## **COMMUNITY PLANNING SECTION**

### **Local Comprehensive Plan implementation- Tab Exhibit O, if applicable**

Cite the objective or policy number (no more than 5 per response) and paraphrase the plan directive, provide a brief discussion of how acquiring the site will further the cited objective or policy.

1. Provides acreage or outdoor recreational facilities necessary to maintain or improve adopted levels of service standards. Label Exhibit O1
2. Promotes public Acquisition of natural areas or open space. Label Exhibit O2
3. Provides new or enhanced public access to existing water bodies or saltwater beaches. Show facilities on Conceptual Site Plan (Exhibit G). Label Exhibit O3.
4. Provides for creating new or enhanced Greenways, Ecological Corridors or Recreational Trail Systems, including but not limited to the Florida National Scenic Trail system. Label Exhibit O4. Also provide applicable map.
5. Ensures the preservation of Natural Communities or Listed Animal Species Habitat. Show communities or habitat on Conceptual Site Plan (Exhibit G). Label Exhibit O5.

6. Provides for restoring or enhancing degraded natural areas such as restoration of Natural Communities, restoration of natural hydrology or removal of non-native vegetation. Label Exhibit O6. Show the degraded natural communities on Conceptual Site Plan (Exhibit G)
7. Ensures the protection or enhancement of surface water quality. Label Exhibit O7
8. Ensures the preservation of historical, cultural or archaeological features. Label Exhibit O8.
9. Locally designated as an urban infill, urban redevelopment or downtown revitalization area as defined in Section 163.3164, F.S. Label Exhibit O9. Show boundaries on Conceptual Site Plan (Exhibit G)

**Hazard Mitigation – Tab Exhibit P, if applicable**

1. Provides a map depicting the 100-year flood plain, the coastal high-hazard area or a wellfield protection zone with the Project Site boundary clearly delineated. Indicate on the map the percentage of the site impacted. Maximum size 11x17. Label Exhibit P1
2. Provides recreational opportunities or open space within a state designated brownfield area. Provide a map from the Department of Environmental Protection showing the designated brownfield area and locate the Project Site in relationship to the designated area. If the Project Site has known contaminants, discuss how site contamination will be remediated to allow for the provision of open space or Outdoor Recreation activities. Label Exhibit P2
3. Show on a map the Project Site in relationship to the Major Military Installation. Provide a letter from the base commander stating distance from the Major Military Installation Label Exhibit P3.

**Priority Investment Areas- Tab Exhibit Q, if applicable**

Project Site will provide new or enhanced Outdoor Recreation or open space within one or more the following areas:

1. Project site is located within a designated Front Porch Community. Provide a map that locates the Project Site within the boundary of the designated Front Porch Community. Label Exhibit Q1.
2. Project Site located within an active Florida Main Street Community. Provide a letter and a map from the Department of State verifying that the project is located in an active Florida Main Street Community. Label Exhibit Q2. <http://dos.myflorida.com/historical/preservation/main-street-program/>.
3. Project Site located within a current or previously designated Waterfront Florida Community. Provide a letter and a map from the Department of Economic Opportunity, Waterfronts Florida Partnership Program verifying that the Project Site is located within a “Waterfronts Florida Partnership Community”. Label Exhibit Q3. <http://www.floridajobs.org/community-planning-and-development/programs/community-planning-table-of-contents/waterfronts-florida-program>.
4. Project Site located within a designated Low-income Community. Provide a map and documentation that locates the Project Site within the boundary of a U.S. Census tract in which the median family income is less than half that of the state median family income. Directions on locating your Census Tract and a table listing average household income are located on the FCT Application Resources Page. Label Exhibit Q4. <https://floridadep.gov/lands/land-and-recreation-grants/content/parks-and-open-space-program-application-resources>
5. Project Site located within a designated Rural Area of Critical Economic Concern. Provide a map that locates the Project Site within the boundary of the designated area. Label Exhibit Q5. <http://www.floridajobs.org/community-planning-and-development/rural-community-programs/rural-areas-of-opportunity>.

6. Project Site located within a locally designated Community Redevelopment Area, as defined in Section 163.340, F.S., and furthers the adopted redevelopment plan. Provide a map that locates the Project Site within the boundary of the designated Community Redevelopment Area. Provide a copy of the adopted community redevelopment plan and discuss how the acquisition of the Project Site will further the adopted plan. Label Exhibit Q6.
7. Project Site located within a current or previously designated Area of Critical State Concern, pursuant to Section 380.05, F.S. Provide a map that locates the Project Site within the boundary of the designated area. Label Exhibit Q7. <http://floridajobs.org/community-planning-and-development/programs/community-planning-table-of-contents/areas-of-critical-state-concern>.

**Project Excellence – Tab Exhibit R, Optional**

Describe how the project provides for other community needs in a manner that was not adequately evaluated by the criteria established elsewhere in this Application and as outlined in 62-818.007(4), F.A.C. Include documentation if needed.