Florida Recreation Development Assistance Program (FRDAP)

Application Instructions Guide

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Key Information

What is a Grant?

A grant is a financial support agreement that is generally with a local governmental entity to complete a locally prioritized project with the department's financial assistance. Grants are typically funded with FCO appropriation, and usually support capital improvements and related activities, including land acquisition.

What is the Florida Recreation Development Assistance Program (FRDAP)?

The Florida Recreation Development Assistance Program (FRDAP) is a competitive program which provides grants, subject to legislative appropriation, to local governmental entities for acquisition and development of land for public outdoor recreation use or to construct recreational trails. At this time, the FRDAP program is the only grant application accepted through the FDEP Grants website.

What is the FDEP Grants Community?

Through this website, you will be able to access DEP grant information and apply for DEP grants. The purpose of this document is to provide instructions completing the **FRDAP grant application** through the FDEP Grants community.

The chart below provides summary information for each of the pages contained within the FDEP Grants community.

| Community Page Name	Page Summary	Is Login Required?	Visibility
FDEP Grants	This page provides high level information regarding the FDEP Grants community.	No	Always
FRDAP Home	This page provides high level information regarding FRDAP grants at FDEP.	No	Always
Login	This page allows registered users to enter login credentials.	No	Always
Registration	This page allows new users to register for the system.	No	Always
My Profile	This page allows a registered user to review their contact details and update their information as needed.	Yes	Always
My Settings	This page allows a registered user to update their user account details (username, password, and notification settings).	Yes	Always
My Account	This page allows a registered user to review the details of the account for which they are registered.	Yes	Always
FRDAP Application	This page allows a registered user to apply for a FRDAP grant. It is only available during the FRDAP grant application cycle (Oct 1-15).	Yes	October 1-15
View FRDAP Existing Applications	This page allows a registered user to view existing grant applications.	Yes	Always
Post Application Document Upload	This page allows a registered user to upload documents for approve grant projects.	Yes	Always

Step by Step Instructions

The following pages provide step by step instructions for each screen of the website.

Request Setup of an Account

In order to register as a user of the system or apply for a grant, an account must be setup on behalf of the entity. If you do not find your entity when registering as a user, you must request a new account.

1. Visit the FDEP Grants URL. https://fdep.force.com/grants/s/.
2. Navigate to the FRDAP Home page.
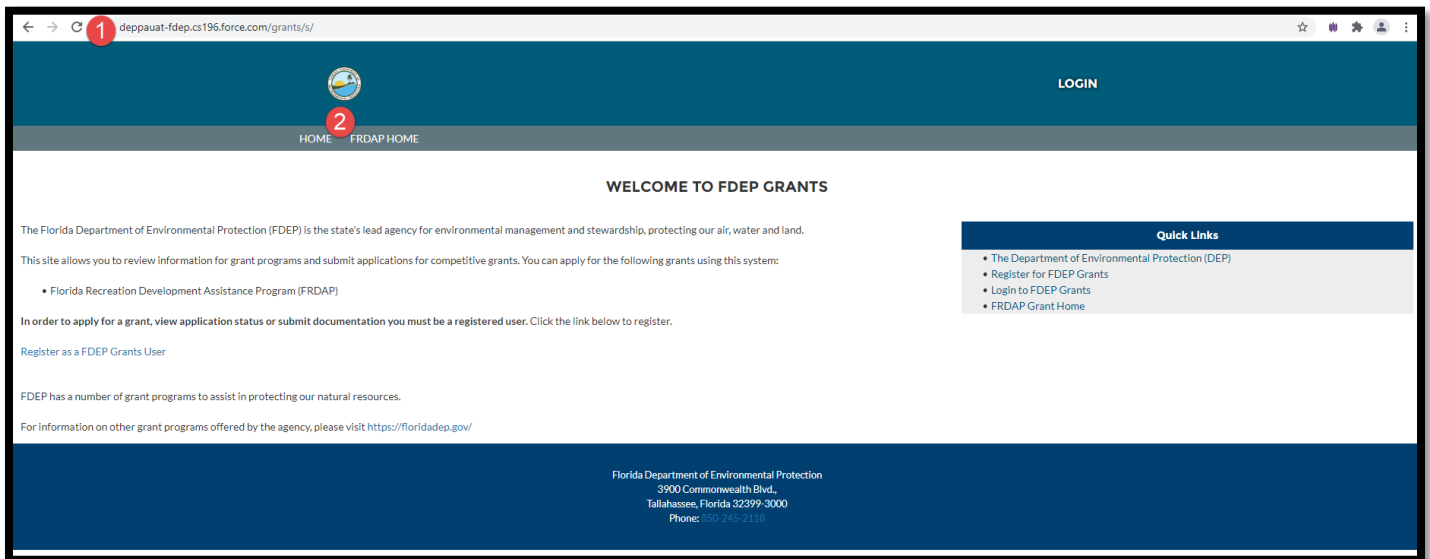
3. On the right hand side of the screen, select the "Send an email to request new Account".
4. A draft e-mail shall display on your screen. It will be addressed to the FRDAP team.
5. Enter "New Account Request" as the subject of the e-mail.
6. Enter the following details into the body of the e-mail:
    a. Account Name
    b. Mailing Address
    c. FEID
    d. Website (if available)
7. Next, send the email.

Congrats! You have requested a new account. The FRDAP team will review your request and contact you if additional information is needed. Please note, until the account is created, you will not be able to:

- Register as a user
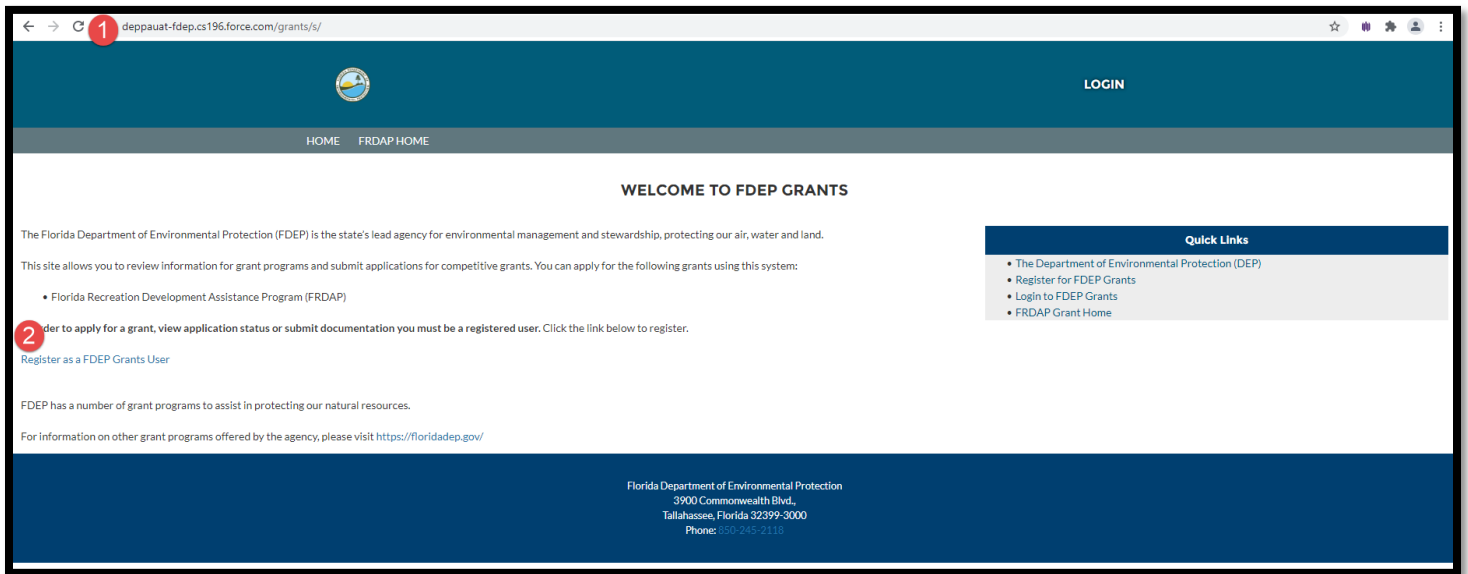- Request a new contact for an account
- Apply for a Grant

Once approved, you will be notified that the account has been created.

Register as a FDEP Grants User

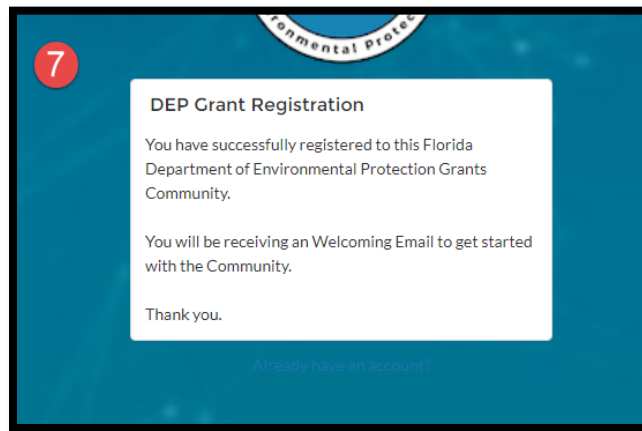Follow the direction below to register for the FDEP Grants system.

1. Visit the FDEP Grants URL. https://fdep.force.com/grants/s/
2. Select the "Register as an FDEP Grants User" link.

3. The registration screen will display. Enter First Name, Last Name and E-mail Address. Then, click on the Account field to search for an existing Account.
4. Enter the name of the existing Account. The list of account shall display.
5. Select the name of the account.
6. Select the **Next** button. The confirmation page will display.
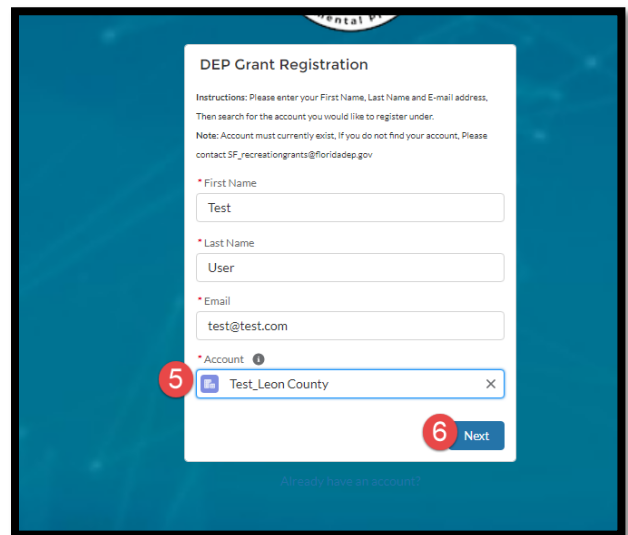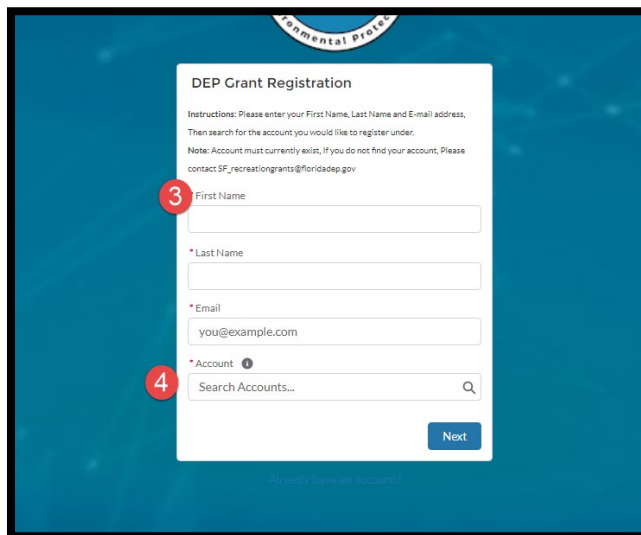
7. Check your e-mail inbox to review your user information. Follow the directions in the e-mail notification to set your password.

Congrats! You have successfully registered for FDEP Grants. *Please note, if you see the message below, your registration was not successful. Please contact the FRDAP team for additional assistance.*
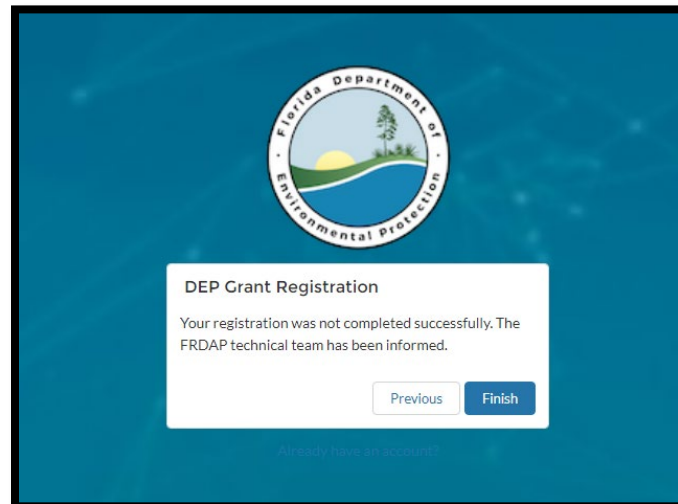
Login to the System

Follow the directions below to login to the FDEP Grants system.

1. Visit the FDEP Grants URL. https://fdep.force.com/grants/s/
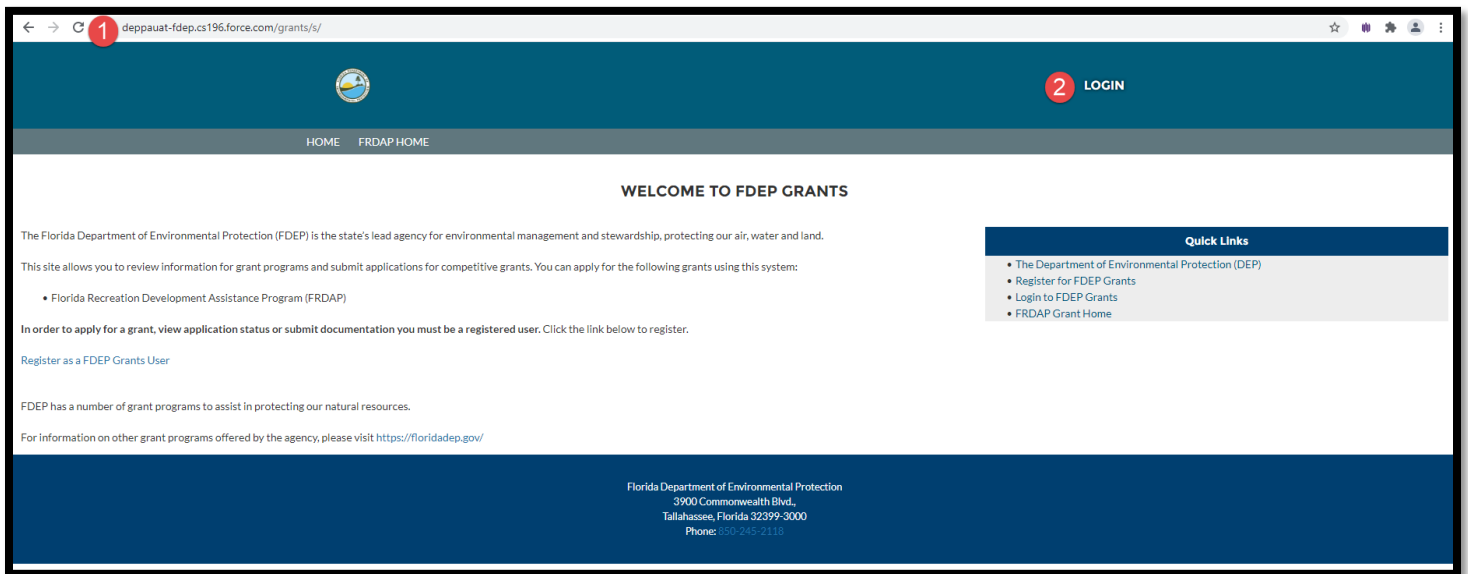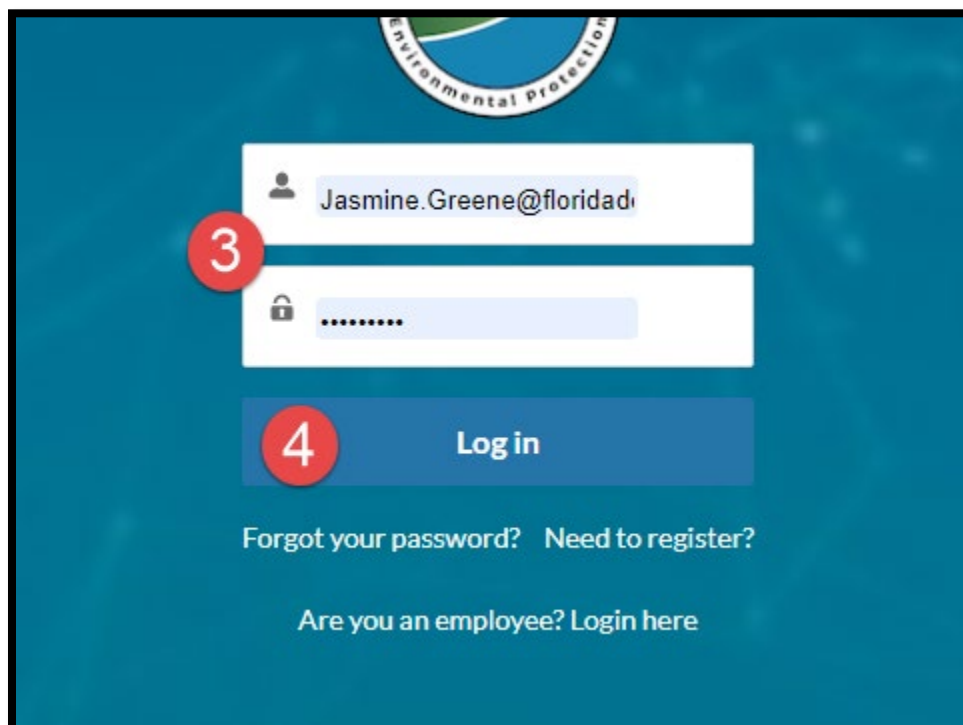2. Select the "Login" button at the top of the screen.

3. The "Login" screen will display.
4. Enter your username and password. Then select the Log In button.

5. You will be redirected to the home screen. Your username will be displayed in the top right corner of the screen.
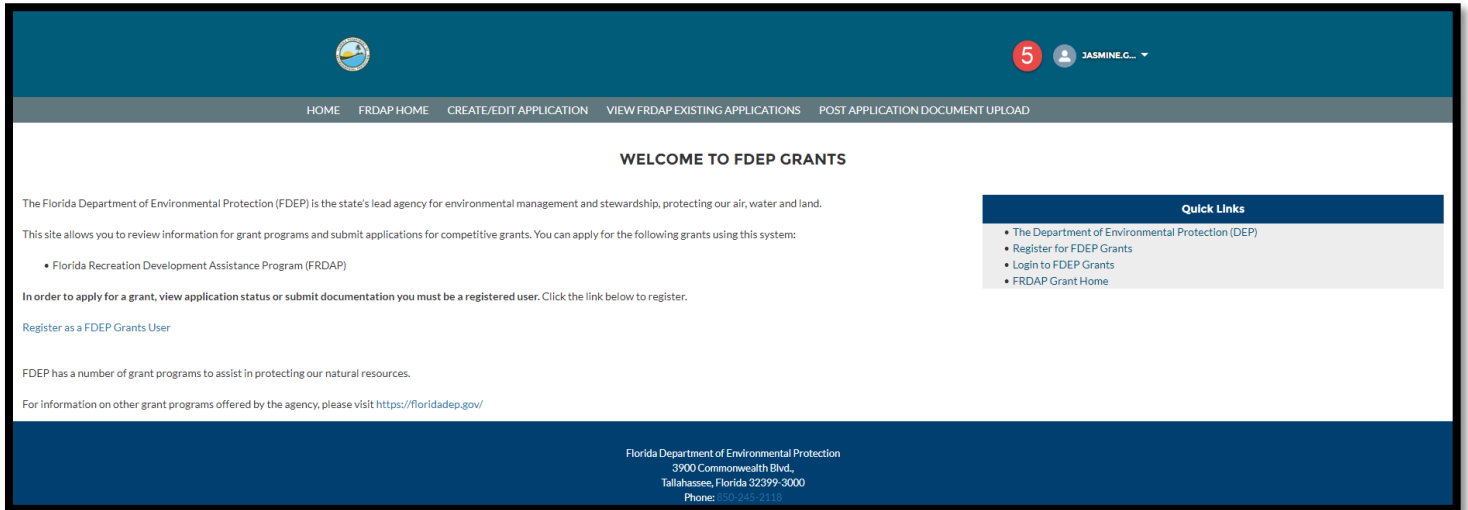
Congrats! You have successfully logged into the system. *Please note, if you have forgotten the password, select the "Forgot your password?" link. You will be directed to the password reset page. There, you will enter your username to request a new password. Only one password reset is allowed within a 24hr period. If you have questions or need assistance, contact SF_recreationgrants@floridadep.gov.*
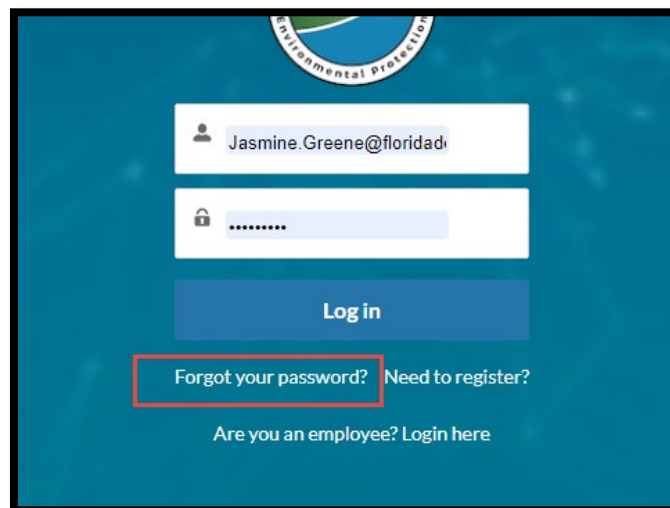
Update Contact Information

After logging into the system for the first time, you will need to update the contact information on your profile.

To update your profile contact information, login and follow the directions below:

1. Click your username at the top right hand corner of the page.
2. Select the "My Profile" option in the list. The "My Profile" screen will open.
3. Select the **Edit** button. Then update all fields on the screen.
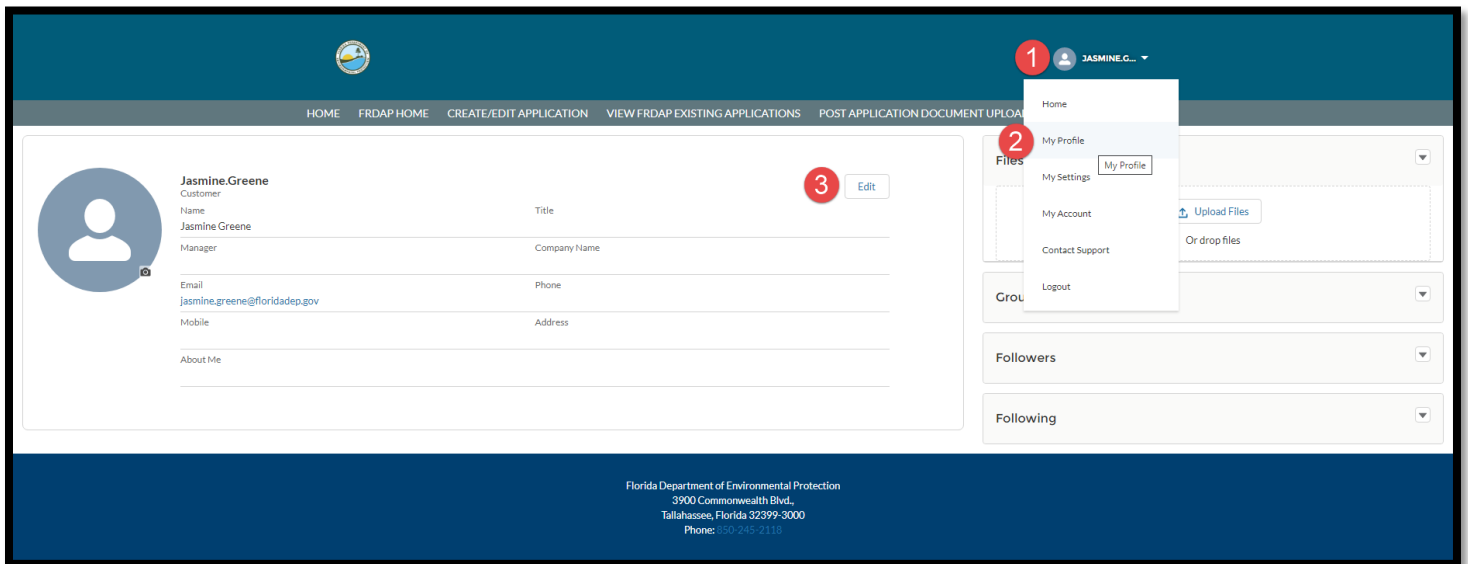
Congrats! You have updated your contact information in the system.

Request Setup of a Contact

In order to select an applicant contact, the contact person must be on file. If you have already registered as a user, you are already listed in our system. If no search results are returned when you search for the applicant contact name, you must request a new contact.

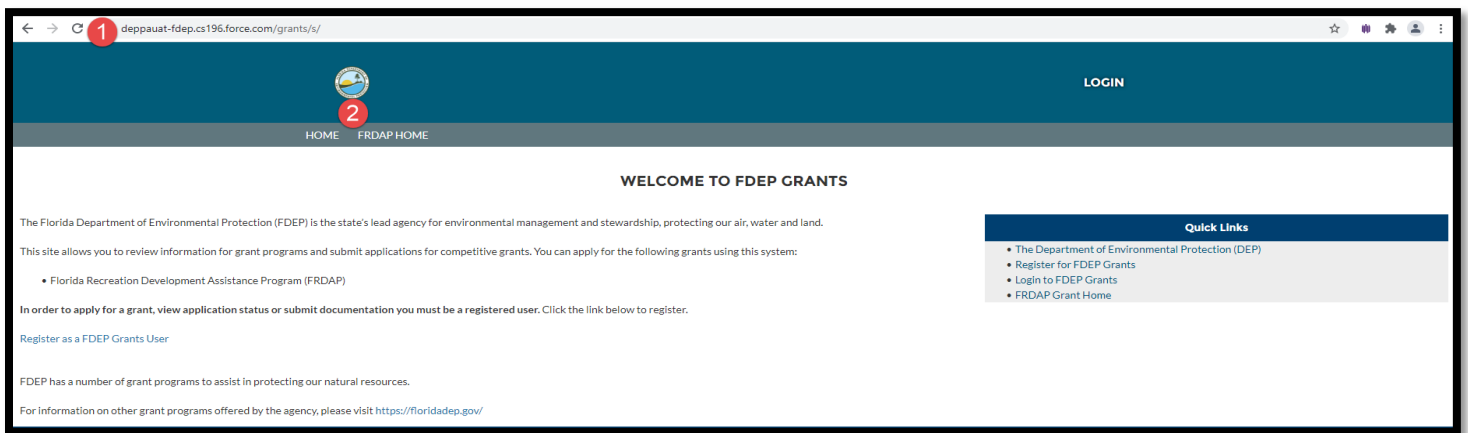To request setup of a contact, follow the directions below:

1. Visit the FDEP Grants URL. https://fdep.force.com/grants/s/.
2. Navigate to the FRDAP Home page.

3. On the right hand side of the screen, select the "Send an email to request new Contact".
4. A draft e-mail shall display on your screen. It will be addressed to the FRDAP team.
5. Enter "New Contact Request" as the subject of the e-mail.
6. Enter the following details into the body of the e-mail:
   a. Contact Name
   b. Contact Email Address
   c. Contact Phone Number
   d. Contact Mailing Address
   e. Name of Account the Contact is Associated with
7. Next, send the email.

Congrats! You have requested a new contact. The FRDAP team will review your request and contact you if additional information is needed. Please note, until the contact is created, you will not be able to select the applicant contact. Once approved, you will be notified that the contact has been created.

Creating an Application

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

1. Visit the FDEP Grants URL. https://fdep.force.com/grants/s/
2. Select the "Login" button at the top of the screen.
3. The "Login" screen will display.
4. Enter your username and password. Then select the Log In button.
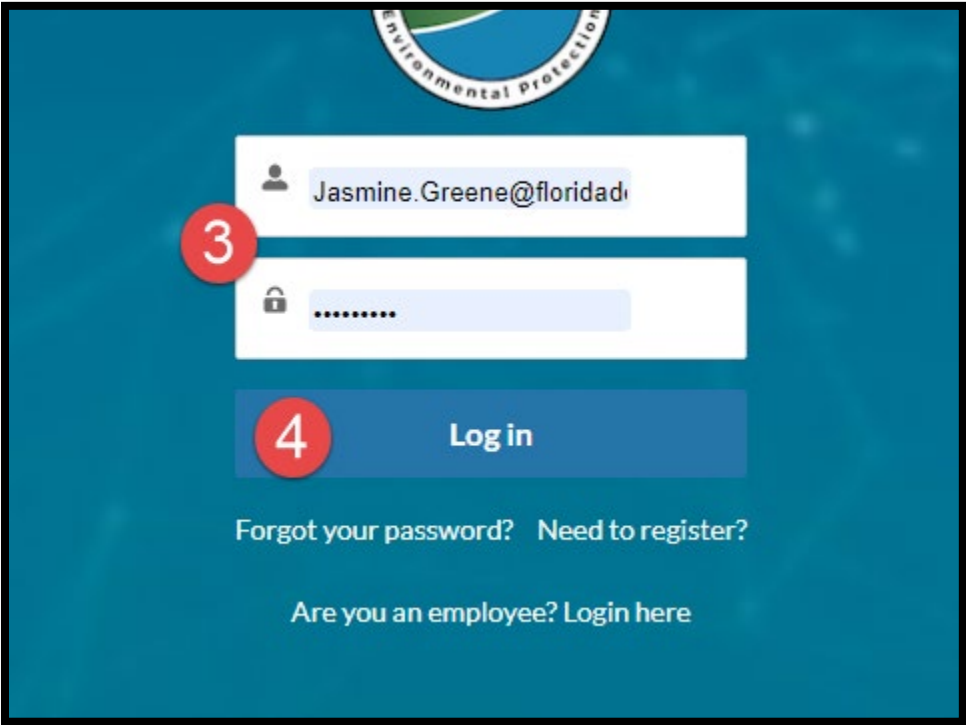
5. You will be redirected to the home screen. Click the "Create/Edit Application" tab at the top of the screen.
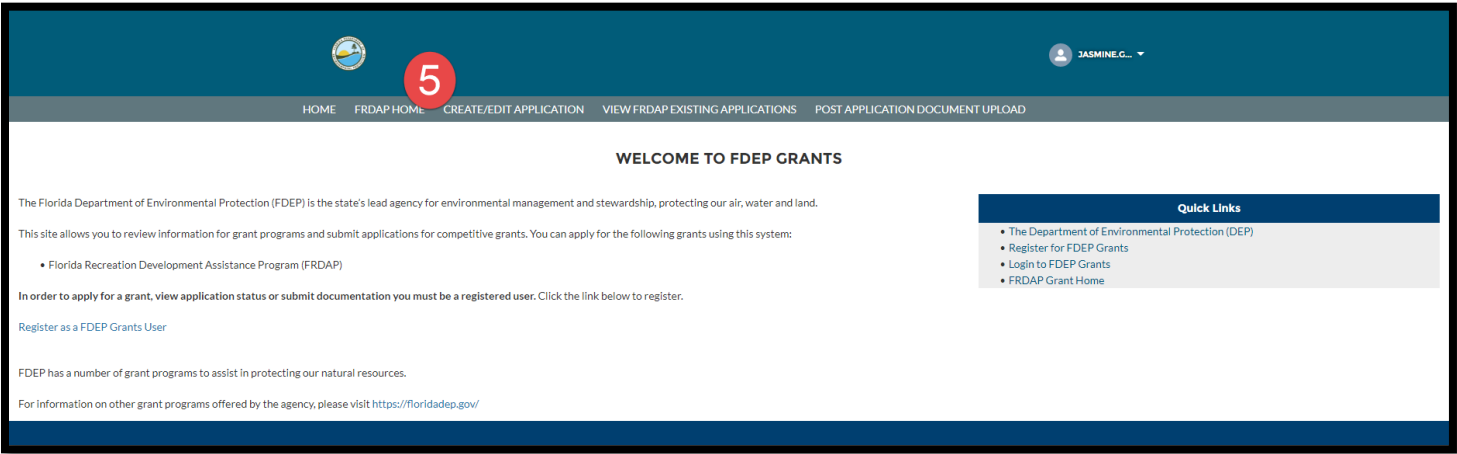
6. The application will open. Click the "Create a New Grant Application" link.
7. The eligibility questions will be displayed. Answer the eligibility questions. Then select the "Determine Eligibility" button.

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

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

∨ Create a New Grant Application

Eligibility

Are you a local government with the legal responsibility to provide outdoor recreation to the public?
ⓘ
--None--

Will the project be developed on school board property?
ⓘ
--None--

Is this project for one of the following: (1) acquisition of land for public outdoor recreational purposes; (2) development or renovation of land for public outdoor recreational purposes; or (3) construction or renovation of a public recreational trail
ⓘ
--None--

Do you own the land in fee-simple-title to be developed or will have a minimum 25-year lease from the project completion date?
ⓘ
--None--

Does this project include any duplicative elements or facilities submitted for funding under the Land and Water Conservation Fund Program and/or Recreational Trails Program?
ⓘ
--None--

Do you currently have more than 2 active FRDAP projects?
ⓘ
--None--

7 Determine Eligibility

〉 Existing Draft Applications

Instructions for Requesting a New Account

Select the link below to contact the FRDAP team. When requesting a New Account, please provide the following information.
- Account Name
- Mailing Address
- FEID
- Website (if available)

- Send an email to request new Account

Instructions for Requesting a New Contact

Select the link below to contact the FRDAP team. When requesting a New Contact, please provide the following information.
- Contact Name
- Contact Email Address
- Contact Phone Number
- Contact Mailing Address
- Name of Account the Contact is Associated with

- Send an email to request new Contact

8. If you are determined eligible, the application will open up. If you are not eligible, you will not be able to proceed.

9. Once the application is open, search for the applicant account by entering the applicant name and clicking the search icon. The "Applicant Account" is the name of the entity applying for the grant.

10. The search screen will be displayed and your applicant account should be listed. *Please note: The applicant account must exist in the system. If you do not see the applicant name in the search results, follow the directions in the **Request Setup of an Account** section of these instructions to request a new applicant account.*

11. Click the link of your applicant account. You will be returned to the Application screen. The details of the applicant will be displayed on screen.

12. Enter the applicant population.
13. Enter the current operating budget.
14. Next, search for the "Applicant Contact". The applicant contact is the person that should be contacted in the event there are questions with the application. <mark>The applicant contact cannot be a consultant.</mark> The search screen will be displayed and your applicant contact should be listed. *Please note: The applicant contact must exist in the system. If you do not see the applicant name in the search results, follow the directions in the **Request Setup of a Contact** section of these instructions to request a new applicant contact.*
15. Enter the Applicant Contact Title.
16. Select the "Certification" checkbox to confirm you are authorized to apply for the grant on behalf of the applicant.
17. Enter the "Name of Project".
18. Select the "Project Type"
19. Select the type of "Site Control".
20. Enter the "Date Site Control Expires" if applicable.

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

29. Enter the number of "Acres Acquired". This is the number of acres being acquired or developed with FRDAP funding.
30. Enter the "Proposal Description". If your description exceeds 255 characters, you will be able to upload a supporting document in the Exhibit section later in the application.
31. Indicate whether or not there is a "Natural Spring on Site" of the project.
32. Indicate whether or not "Public Access Provided" to the project.
33. Fill in the "Describe Public Access" field. If there will be no public access provided, enter "N/A".
34. The "Acquiring Multiple Parcels" requires an answer.
    a. If you are applying for a Development or Trail Construction project grant, enter "N/A" in the field.
    b. If you are applying for an Acquisition project grant where only one parcel is being acquired, enter "N/A" in the field.
    c. If you are acquiring multiple parcels for an Acquisition project, enter the specific order in which the parcels will be acquired to ensure that in the event that all parcels cannot be acquired, the purposes of the project can be achieved. Also address the ability to have public access to the park either through an existing street or easement. If your description exceeds 255 characters, you will be able to upload supporting document in the Exhibit section later in the application.

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

Acres Acquired ⓘ   **(29)**

F. DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT.
1) For Development Projects: (a) Provide a description of the proposed project which includes existing and future uses, existing and proposed physical improvements, natural and historical resources, any proposed resource protection/conservation and any existing buildings on site.

Proposal Description ⓘ   **(30)**

Natural Spring on Site ⓘ   **(31)**   --None--   ▼

Public Access Provided ⓘ   **(32)**   --None--   ▼

Describe Public Access ⓘ   **(33)**

2) For Acquisition Projects: (In addition to the above information) (a) If the proposed project consists of acquiring multiple parcels or from multiple owners, identify specific order in which the parcels will be acquired to ensure that in the event that all parcels cannot be acquired, the purposes of the project can be achieved. Also address the ability to have public access to the park either through an existing street or easement.

Acquiring Multiple Parcels ⓘ   **(34)**

35. Review the "Financial Information" table.
36. Then enter an amount for "FRDAP Funds Requested Line A".
37. Enter the amount of "Local Funds Available (Grantee Share).
38. Enter the amount of "In-Kind: Line C".
39. Enter the amount of "Land Value: Line D".
    Please note: Total Local Match and Total Cost of Proposed Project fields will be populated when the application is saved.
40. Next, review the "Submitting Ready Waiver" field.
    a. If you are submitting the waiver, click the checkbox.
    b. If you are not submitting a waiver, do not click the checkbox.
41. Select the **Create New Application** button.

Financial Information
Grant Match Ratios: (Based on the grant cap of $200,000)

(35)

Project Cost	State Share	Grantee Share
$50,000 or less	100%	0%
$50,001 to $150,000	75%	25%
$150,001 up to $400,000	50%	50%

Project Cost = State Share + Grantee Share

Refer to Chapter 62D-5.055(4), F.A.C. for complete information on match requirements and match types. The Total Project Cost (Line F) must equal the grant request (Line A) plus the total local match (Line E). This figure (Line F) should not total more than $400,000 for the purpose of this application.
A. FRDAP Funds Requested (State Share) Line A
ⓘ
(36)

B. Local Funds Available: (Grantee Share)
ⓘ
(37)

C. In-Kind: Line C
ⓘ
(38)

D. Land Value: Line D
ⓘ
(39)
If property is developed, land value CANNOT be used as a match.

E. Total Local Match: Line E (Sum of lines B, C and D)
ⓘ
$0.00

F. Total Cost of Proposed Project
ⓘ
$0.00
Sum of Lines A and E (Should not total more than $400,000)

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

Submitting Ready Waiver? ⓘ   **(40)** ☐

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

(41) [Create New Application]

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

Congrats! You have created an application. You must edit the application and add required files before you can submit to the agency.

Submitting an Application

In order to submit your application, you must enter project elements, complete the self-evaluation and upload required exhibits. Once you finish these steps, your application will be complete and you can submit it to the agency.

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

Select the Existing Application

1. Click the "Create/Edit Application" tab at the top of the screen.
2. Locate the application you created in the "Existing Draft Applications" list. Select the radio button next to the application you would like to submit.
3. Then select the **Modify Draft Application** button.
4. The application will open. All data previously entered will be populated.
5. Review the details you previously entered to ensure accuracy. Then, select the **Update Existing Application button.** If you do not have updates, you may skip this step.
6. Click the "Project Elements" section link. This section of the screen will be expanded.

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

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

ⓘ

$0.00

F. Total Cost of Proposed Project

ⓘ

$0.00

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

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

Submitting Ready Waiver? ⓘ   ☐

You will upload all exhibits in the "Exhibit Upload" section before submitting your application for consideration. The linked table indicates what exhibits are required to be included in your application.

⑤ [Update Existing Application]

⑥ ＞ Project Elements

＞ Evaluation

＞ Exhibit Upload

＞ Application Flags/Self Score Overview

＞ Submit for Consideration

Project Elements Instructions

7.   Review the "Instructions Tab".

8.   Then, click the "Project Budget Detail" tab. The Project Budget Detail page will display.
9.   Enter the "Project Element".
10. Enter the "Type".
11. Enter the "Costs to be Paid with Grant Funds".
12. Enter the "Costs to be Paid with Match".
13. Select the **Create New Project Element** button.

14. The "Project Element Created" message will be displayed and the project element will be added to the table.
15. Repeat steps 9-13 to add all of your project elements for your application. *Note: If you need to delete a project element, click the down arrow to the right of the project element. Then select "Delete". The element will be removed from the table and a confirmation message will be displayed.*
16. The "Total Cost Grant Funds" and "Total Cost Grant Match" will be updated each time a project element is saved.
17. Once all Project Elements have been entered, click the "Evaluation" section of the application.

> **Existing Draft Applications**

∨ **Project Elements**

(14) ⓘ **Project Element Created**
A project element was created. ☒

Instructions for Completing the Project Work Plan	Project Budget Detail

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

Project Budget Detail

(16)

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

The project reimbursement is limited to one (1) invoice upon completion of all Project Elements listed below and submittal of all Deliverables and required documentation identified in the table below. Completion Documentation required prior to Reimbursement Request.

(15) * Type ⓘ

New Primary ▾

* Project Element ⓘ

Basketball Hoop

* Cost to be Paid with Grant Funds ⓘ

$10,000.00

* Cost to be Paid with Grant Match ⓘ

$1,000.00

Create New Project Element

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

Performance Standard: Approval of deliverables is based upon review for compliance with the requirements for funding under the Florida Recreation Development Assistance Program (FRDAP); approved plans and application approved for funding.

(17) **Evaluation**

> **Exhibit Upload**

> **Application Flags/Self Score Overview**

- Mailing Address
- FEID
- Website (if available)

- Send an email to request new Account

Instructions for Requesting a New Contact

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

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

- Send an email to request new Contact

Enter Answers for General Criteria Questions

18. The evaluation section will open.
19. Select your answer for the Capital Improvement Plan question 1.A.
    a. If you answer "Yes" to this question, you must answer "No" to question 1.B.
    b. Please note, if you answer "Yes" to this question, you must upload "Exhibit_A" in the Exhibit Upload section of the application to receive points for your response.
20. Select your answer for Capital Improvement Plan question 1.B.
    a. If you answer Yes to this question, you must answer "No" to question 1.A.
    b. Please note, if you answer "Yes" to this question, you must upload "Exhibit_A" in the Exhibit Upload section of the application to receive points for your response.
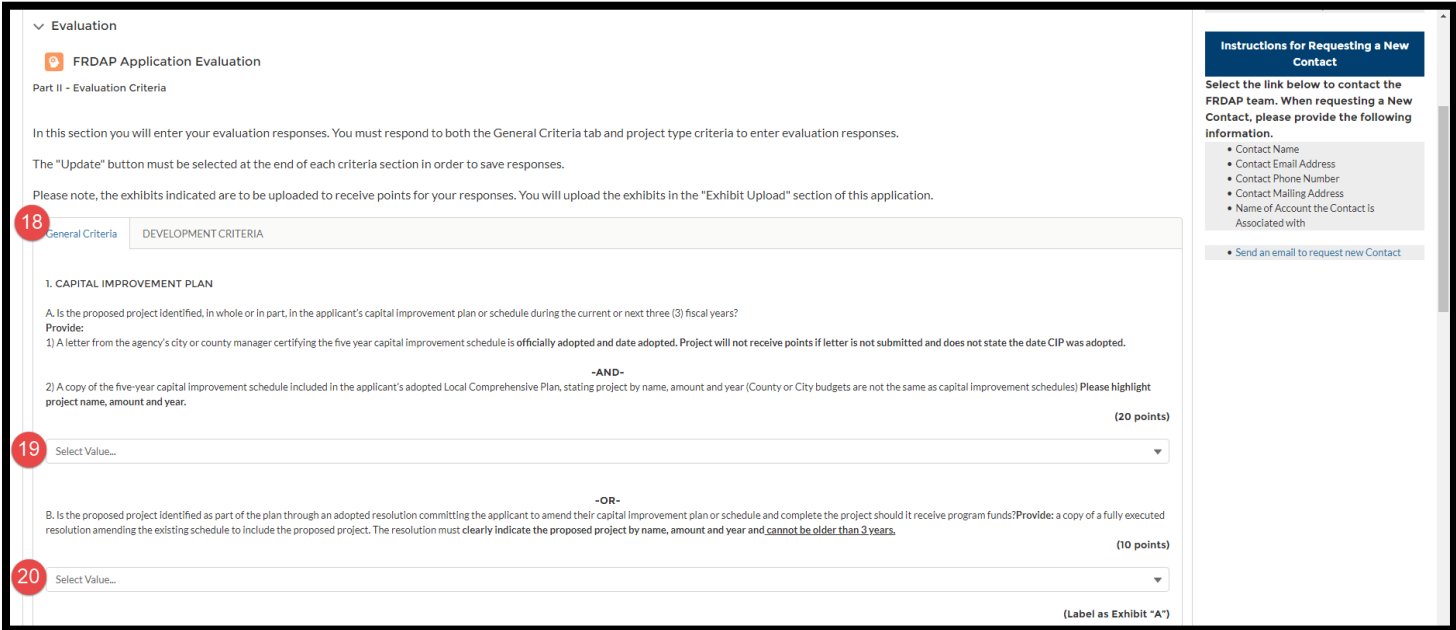
21. Enter your answer for the State Comprehensive Outdoor Recreation Plan question 2.A.
    a. Please note, you must upload "Exhibitable" in the Exhibit Upload section of the application to receive points for your response.
22. Add the "Need By Region" for your project, **if applicable**. You may select more than one. Reference the map to confirm the applicable region. If this question does not apply to your project, you may skip it.
    a. Highlight the available region. Then click the ▶ to add the region.

23. Select your answer for the Public Participation question 3.A.
    a. Please note, if you answer "Yes" to this question, you must upload "Exhibit_C_1" in the Exhibit Upload section of the application to receive points for your response.
24. Select your answer for the Public Participation question 3.B.
    a. Please note, if you answer "Yes" to this question, you must upload "Exhibit_C_2" in the Exhibit Upload section of the application to receive points for your response.
25. Select your answer for the Public Participation question 3.C.
    a. Please note, if you answer "Yes" to this question, you must upload "Exhibit_C_3" in the Exhibit Upload section of the application to receive points for your response.

3. PUBLIC PARTICIPATION

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

A. A pre-advertised public meeting was held solely for the purpose of discussing the proposed project. Attach a copy of ad and proof of publication for the advertisement. Advertisement needs to state where and when advertised. If submitting 2 applications, must hold separate meeting for each project (unless they are phased projects of the same park). If not advertised in a newspaper, need a written explanation as to how, when and where advertised, along with a copy of notice/advertisement.

23 Select Value... ▼

(Label as Exhibit "C-1") (10 points)

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

24 Select Value... ▼

(Label as Exhibit "C-2") (7 points)

C.
Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. Provide documentation (minutes from the meeting which the project was discussed with date or thank-you letter from an organization, association, etc.) showing that presentations regarding this project were made to community organizations or groups OR provide a copy of the survey, who surveyed and summary of the results. Letters of support are not acceptable to receive points.

25 Select Value... ▼

(Label as Exhibit "C-3") (4 points)

26. Select your answer for the Operation and Maintenance question 4, **if applicable**.
    a. Please note, you must upload "Exhibit_D" in the Exhibit Upload section of the application to receive points for your response.
27. Select your answer for the Park Partnership question 5.
    a. Please note, if you answer "Yes" to this question, you must upload "Exhibit_E" in the Exhibit Upload section of the application to receive points for your response.
28. Select your answer for the Trail Connectivity question 6.
    a. Please note, if you answer "Yes" to this question, you must upload "Exhibit_G" in the Exhibit Upload section of the application to receive points for your response.
29. Click the **Update** button.
30. The "Evaluation Saved" and "Evaluation Score Refreshed" messages will be displayed.

C.

Public input on the proposed project was obtained through presentations to community organizations, neighborhood... the meeting which the project was discussed with date or thank-you letter from an organization, association, etc.) showing that presentations **regarding this project** were... surveyed and summary of the results. Letters of support **are not acceptable to receive points.**

(30) **Evaluation Saved**
Evaluation Saved

Evaluation Scoring
Evaluation Scoring Refreshed

(26) Yes ▼

(Label as Exhibit "C-3") (4 points)

4. OPERATION AND MAINTENANCE
Capability to develop, operate and maintain the project site: **(Check ONLY one):**

Provide **a brief description** of how development, programming and maintenance will be provided and **a copy of an agency organizational chart. Must provide both to receive points.**

(27) The applicant has a full-time recreation or park department staffed to provide facility development, programming and maintenance. (6 points) ▼

5. PARK PARTNERSHIP
The proposed project is supported through a fully executed written cooperative agreement between the applicant and a private or public entity **(within the current or past 3 years)** in which said entity agrees to furnish 10% or more of the total project costs in cash, land, or labor services for the **development/construction** of this project with the applicant holding the leading management responsibility. **The written agreement must be executed by the end of the submission period and quantify the donation in monetary units.** This can be a cooperative agreement between either parties or a letter from the entity agreeing to furnish 10% of the total project costs in cash, materials, land, or labor services.(A management or maintenance agreement is not acceptable.)

(28) Yes ▼

(Label as Exhibit "E") (3 points)

6. TRAIL CONNECTIVITY
The project provides for increased trail access by connecting an existing, publicly owned and designated recreational trail which is **outside the project boundary.** Indicate on the site plan the project trail/connection and **name and location of existing trail(s) outside the boundaries.**

Yes ▼

(Label as Exhibit "G") (5 points)

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

(29) Update

Next you will enter answers for the type of project you selected. Instructions for each project type are listed on the following pages.

Enter Answers for Development Criteria Questions

31. Click the Development Criteria tab. This tab will only be displayed if you have selected "Development" as the project type. Please note: Every question requires a response. If a question does not apply, select "No" or enter "N/A".

32. Enter your response to the New Development question 1.

    a. Please note, you must upload "Exhibit_G" in the Exhibit Upload section of the application to receive points for your response.

33. Enter your response to the Infrastructure Assessment question 2.A.

34. Select your response to the Infrastructure Assessment question 2.B.

35. Select the **Update** button. The "Evaluation Saved" and "Evaluation Score Refreshed" messages will be displayed.

    a. *Please Note: The **Update** button must be selected for each tab in order to save scores for that specific tab. Ensure all questions are answered, even if they don't apply. All questions must be answered in order for the system to score this section.*

36. Once you have answered all of the evaluation questions on both tabs, click the "Exhibit Upload" section of the application. Skip to the Exhibit Upload section of this document to continue instructions.

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

A) List the facilities which are addressed on page 7 & 8 of this application which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida" effective December 1995. (See attached pages 22-26) for Priority Ranked Index Clusters. A project facility not listed in the priority ranked indexes will receive a score of a similar facility included in the indexes, as determined by the Department staff.) **(If developing trails, must have separate trails to receive separate points.**

(Maximum 30 points)

(33) | Enter Value... |

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

(34) | Select Value... ▼ |

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

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

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

(35) [Update]

(36) Exhibit Upload

Enter Answers for Trail Construct Criteria Questions

31. Click the Trail Construction Criteria tab. This tab will only be displayed if you have selected "Trail Construction" as the project type. Please note: Every question requires a response. If a question does not apply, select "No" or enter "N/A".

32. Enter your response to the New Development question (1).
    a. Please note, you must upload "Exhibit_G" in the Exhibit Upload section of the application to receive points for your response.

33. Enter your response to the State Greenways and Trails question (2).
    a. Please note, you must upload "Exhibit_H" in the Exhibit Upload section of the application to receive points for your response.

34. Enter your response to the State of Florida Designated Recreational Greenway or Trail question (3).
    a. Please note, if you answer "Yes" to this question, you must upload "Exhibit_I" in the Exhibit Upload section of the application to receive points for your response.

35. Enter your response to the Regional or Local Greenways and Trails Plan question (4).
    a. Please note, you must upload "Exhibit_J" in the Exhibit Upload section of the application to receive points for your response.

36. Select your response to the Mixed Use or Single Use Trails question (5).
37. Select your response to the Infrastructure Assessment question (6).
38. Select the **Update** button. The "Evaluation Saved" and "Evaluation Score Refreshed" messages will be displayed.

a. *Please Note: The* **Update** *button must be selected for each tab in order to save scores for that specific tab. Ensure all questions are answered, even if they don't apply.* All questions must be answered in order for the system to score this section.

39. Once you have answered all of the evaluation questions on both tabs, click the "Exhibit Upload" section of the application. Skip to the Exhibit Upload section of this document to continue instructions.

5. MIXED USE OR SINGLE USE TRAILS
Does the specific trail design demonstrate that the project will support: Mixed use recreational trail opportunities, either motorized or non-motorized, or both?

(36) Select Value...

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

(37) Select Value...

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

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

(38) Update

(39) Exhibit Upload

Exhibit Upload

40. When you open the Exhibit Upload section, a list of required files will be displayed. *Note: The list will include required files only. To receive points for evaluation responses you must upload the corresponding Exhibit. All exhibits must be name "Exhibit_[insert letter]".*

41. Select the Upload Files button. Select the files that you would like to upload. *Note: All exhibits must be name "Exhibit_[insert letter]". For details on each exhibit and what should be included, select the "Exhibit Descriptions" link.*

42. The name of each required exhibit will be removed from the required exhibit table upon successful upload. Repeat step 41 until all files are uploaded.

43. Once you have uploaded all of your files, click the "Application Flags/Self Score Overview" section of the application.

Application Flags/Self Score Overview

44. When you open the "Application Flags/Self Score Overview" section of the application a table will be displayed. You will be able to see the points awarded for each question.

45. Review the Points Possible and Evaluation Response columns of the table. Ensure that it reflects the answers you provided and the files you uploaded. *Please Note: Scores will only update once all evaluation questions have been answered. If scores are not updated check to ensure all evaluation questions have answers."*

46. Once you have reviewed the scores for each evaluation question, click the "Submit for Consideration" section of the application.

Application Scoring

Please click the Refresh Evaluation Button to see the latest self score for each question.

Refresh Evaluation

Points will not update unless the required exhibit has also been uploaded.

| Type	Points Awarded	Points Possible	Question Nu...	Criteria to Receive Points	Evaluation Response
General	0	20	Eval_General_1A	General 1A Capital Improvement Plan must have a value of Yes and an exhibit must be uploaded that has a name that starts with Exhibit_A.	Field Eval General 1A Capital Improvement Plan does not have a Yes value. An exhibit was not uploaded that starts wth Exhibit_A.
General	0	10	Eval_General_1B	Plan must have a value of Yes and an exhibit must be uploaded that has a name that starts with Exhibit_A.	Field Eval General IB Capital Improvement Plan does not have a Yes value. An exhibit with a name that started with Exhibit_A was not uploaded.
General	0	4	Eval_General_2A	Eval General 2A SCORP must have a value and an exhibit must be uploaded that has a name that starts with Exhibit_B.	Field Eval General 2A SCORP does not have a Yes value. An exhibit with a name that started with Exhibit_B was not uploaded.
General	0	7	Eval_General_2B	Eval General 2B SCORP must have a value and an exhibit must be uploaded that has a name that starts with Exhibit_B.	Field Eval General 2 has a value. An exhibit with a name that started with Exhibit_B was not uploaded.
General	0	10	Eval_General_3A	Eval General 3A Public Meeting must have a value of Yes and an exhibit must be uploaded that has a name that starts with Exhibit_C_1.	Field Eval General 3A Public Meeting does not have a Yes value. An exhibit with a name that started with Exhibit_C_1 was not uploaded.
General	0	7	Eval_General_3B	Eval General 3B Advisory Board must have a value of Yes and an exhibit must be uploaded that has a name that starts with Exhibit_C_2.	Field Eval General 3B Advisory Board does not have a Yes value. An exhibit with a name that started with Exhibit_C_2 was not uploaded.
General	0	4	Eval_General_3C	Eval General 3C Public Input must have a value of Yes and an exhibit must be uploaded that has a name that starts with Exhibit_C_3.	Field Eval General 3C Public Input has a Yes value. An exhibit with a name that started with Exhibit_C_3 was not uploaded.
General	0	6	Eval_General_4	Eval General 4 Operation field must be selected and an exhibit must be uploaded that has a name that starts with Exhibit_D.	Operation specified the applicant has a full time recreation or park department staffed to provide facility development. You must upload an exhibit that starts wth Exhibit_D.
General	0	3	Eval_General_5	Eval General 5 Park Partnership must have a value of Yes and an exhibit must be uploaded that has a name that starts with Exhibit_E.	Field Eval General 5 Park Partnership has a Yes value. An exhibit with a name that started with Exhibit_E was not uploaded.
General	0	5	Eval_General_6	Eval General 6 Trail Connectivity must have a value of Yes and an exhibit must be uploaded that has a name that starts with Exhibit_G.	Field Eval General 6 Trail Connectivity has a Yes value. An exhibit with a name that started with Exhibit_G was not uploaded.

Develop...	0	5	Eval_Dev_1	Eval Dev 1 New must have a value and an exhibit must be uploaded that has a name that starts with Exhibit_G.	Field Eval Development New does not have a value. An exhibit with a name that started with Exhibit_G was not uploaded.
Develop...	0	30	Eval_Dev_2A	Value must be Yes and an exhibit must be uploaded that has a name that starts with Exhibit_G.	Field Eval Development Infra Assessment does not have a value. An exhibit with a name that started with Exhibit_G was not uploaded.
Develop...	0	13	Eval_Dev_2B	Based on the picklist an exhibit must be uploaded that has a name that starts with Exhibit_G.	Field Eval Development 2 Priority does not have an available value. An exhibit with a name that started with Exhibit_G was not uploaded.
Acquisit...	0	15	Eval_ACQ_1	An exhibit must be uploaded that has a name that starts with Exhibit_G.	Field Acquisition Infrastructure does not have a value. An exhibit with a name that started with Exhibit_G was not uploaded.
Acquisit...	0	15	Eval_ACQ_2A	Needed Recreational Acreage must be specified and Comp Plan field must have a value and an exhibit must be uploaded that has a name that starts with Exhibit_F.	Needed Recreation Acreage was not specified. Eval Field Acq 2B Comp Plan does not have a value. An exhibit with a name that started with Exhibit_F was not uploaded.
Acquisit...	0	6	Eval_ACQ_3A	Eval ACQ 3A CIP must have a value of Yes and an exhibit must be uploaded that has a name that starts with Exhibit_A. Note: Points are not awarded for both Eval ACQ 3B and Eval ACQ 3A.	Field Eval ACQ 3A CIP does not have a Yes value. An exhibit with a name that started with Exhibit_A was not uploaded.
Acquisit...	0	3	Eval_ACQ_3B	Eval ACQ 3B CIP must have a value of Yes and an exhibit must be uploaded that has a name that starts with Exhibit_A. Note: Points are not awarded for both Eval ACQ 3B and Eval ACQ 3A.	Field Eval ACQ 3B CIP does not have a Yes value. An exhibit with a name that started with Exhibit_A was not uploaded.
Trail	0	5	Eval_Trail_1	Eval Trail 1 New has a value and an exhibit must be uploaded that has a name that starts with Exhibit_G.	Field Eval Trail 1 New does not have a value. An exhibit with a name that started with Exhibit_G was not uploaded.
Trail	0	6	Eval_Trail_2	Eval Trail 2 State Greenway Plan has a value and an exhibit must be uploaded that has a name that starts with Exhibit_H.	Field Eval Trail 2 State Greenway Plan does not have a value. An exhibit with a name that started with Exhibit_H was not uploaded.
Trail	0	3	Eval_Trail_3	Eval Trail 3 Designated Greeway has a value of Yes and an exhibit must be uploaded that has a name that starts with Exhibit_I.	Field Eval Trail 3 Designated Greeway does not have a Yes value. An exhibit with a name that started with Exhibit_I was not uploaded.
Trail	0	4	Eval_Trail_4	Eval Trail 4 Regional Greenway must have a value and an exhibit must be uploaded that has a name that starts with Exhibit_G.	Field Eval Trail 4 Regional Greenway does not have a value. An exhibit with a name that started with Exhibit_G was not uploaded.
Trail	0	8	Eval_Trail_5	Must specify single or mixed use recreation trail and must upload an exhibit that starts wth Exhibit_G.	Single or mixed use recreation trail not specified. An exhibit with a name that started with Exhibit_G was not uploaded.
Trail	0	13	Eval_Trail_6	Must specify priority level and must upload an exhibit that starts wth Exhibit_G.	Funding Priority not specified An exhibit with a name that started with Exhibit_G was not uploaded.

46 Submit for Consideration

Submit for Consideration

47. When you open the "Submit for Consideration" section of the application, the Application Self Score will be displayed.
    a. If all application fields have been filled out, all evaluation questions have been answered and all required files have been uploaded, the **Submit Application for Consideration** button will be displayed.
    b. If you do NOT see the **Submit Application for Consideration** button, return to each section of the application and ensure all fields are filled out, all evaluation questions have been answered, and all required exhibits have been uploaded.

48. Select the **Submit Application for Consideration** button. The "Application Submitted" confirmation message will be displayed.
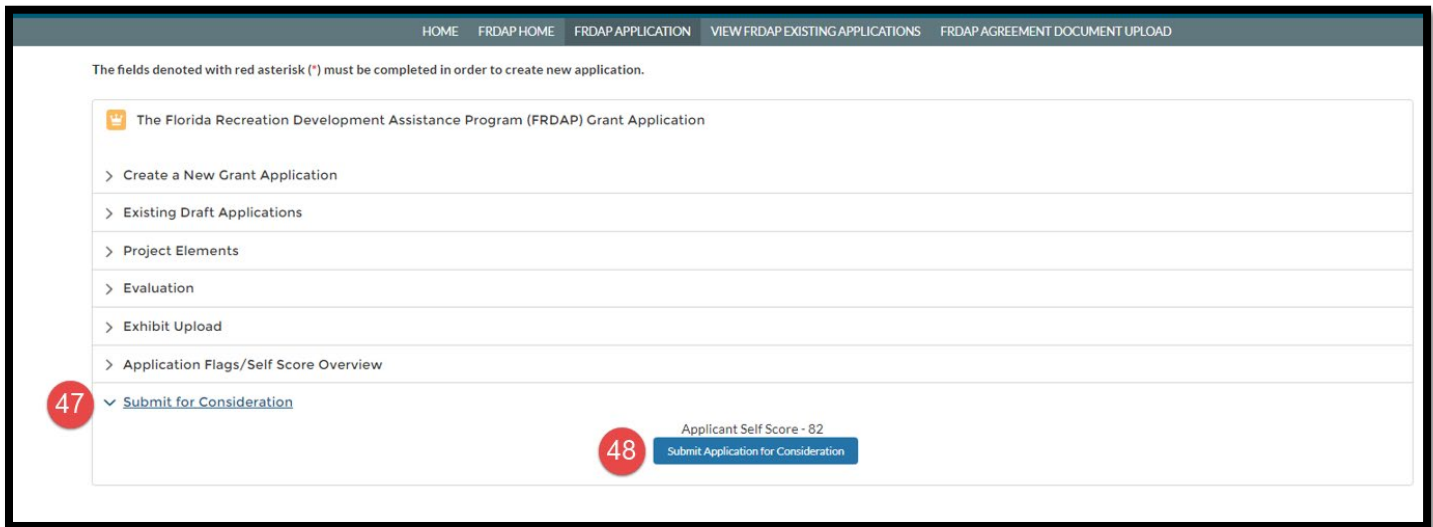
49. Finally, review your e-mail inbox. You will receive a confirmation e-mail for your application submission.

Congrats! You have successfully applied for a FRDAP grant.

Viewing an Exiting Application

You have access to view a copy of any application you have started or submitted in the system. You will not have access to view an application unless you started or submitted the application.

On this screen you can also check the status of the application. You will receive an e-mail notification each time the application status is updated. Here is a list of the possible statuses of your application:

- **Draft** = Has not been submitted to DEP
- **Submitted**= Submitted to DEP and Under Review
- **Ineligible**= DEP review has determined that the project is ineligible
- **Recommended for Funding**= DEP has recommended the project for funding. The final decision will be made by the legislature.
- **Legislatively Funded**= The Florida Legislature has funded the project.
- **Not Legislatively Funded**= The Florida Legislature has NOT funded the project
- **Withdrawn**= The applicant has chosen to withdraw a project from consideration.

To view an application and status, login to FDEP Grants and follow the directions below:

1. Click the "View FRDAP Existing Application" tab at the top of the screen. Each application you have started or submitted will be displayed in the list. The status of the application will be listed in the "Status" column.
2. Locate the application you want to view in the list. Select the radio button next to the application you would like to view.
3. Then select the **View Existing Application** button.
4. The application will open. All data previously entered will be populated in read-only format.

Congratulations! You have successfully viewed an application. You will not be able to edit an application on the "View Application" screen.   To edit an application, you must follow the directions in the "Submitting an Application" section of this document.

Post Application Document Upload

Once your project has been recommended for funding, you will be able to submit documentation to DEP for the grant project through the FDEP Grants system. You must be a registered user of the system and listed as the Grantee's Grant Manager in our file in order to submit documentation for a grant project. Please note, if you do not have a grant project on file, you will see an on-screen message.

To view your application, login to FDEP Grants and follow the directions below:

1. Click the "Post Application Document Upload" tab at the top of the screen.
2. Locate the grant project in the list. Select the radio button next to the project for which you would like to upload a document.
3. Then select the **Select Agreement** button.
4. The View/Upload files section will open. Select the Upload Files button. Then, select the files that you would like to upload.
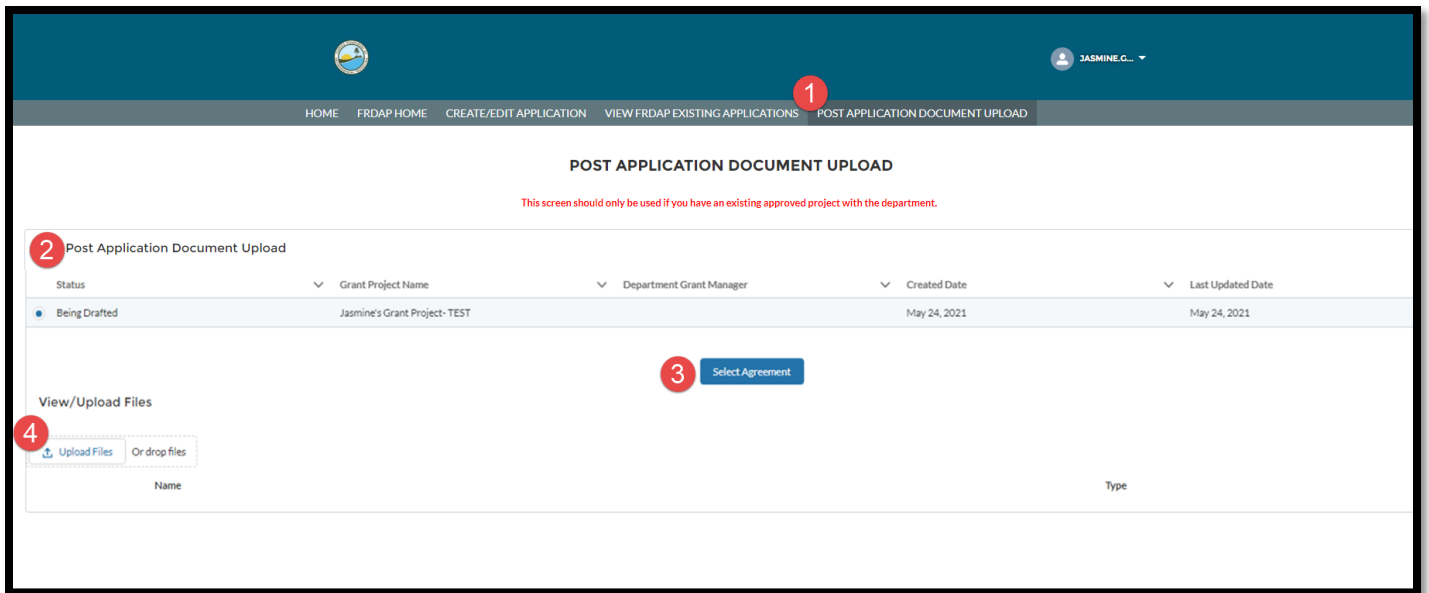
Congrats! You have successfully uploaded a document for a grant project.