



# FY2024-2025 LAND AND WATER CONSERVATION FUND (LWCF) APPLICATION WEBINAR

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

GoTo Webinar | September 19, 2024





# LAND AND WATER CONSERVATION FUND

## APPLICATION WEBINAR AGENDA

### Presentation Agenda

- Land and Recreation Grants Section Introduction
- LWCF Overview and Purpose
- FY24-25 Application Cycle Overview
- Eligibility Requirements
- Application
- Supporting Documentation
- Post-Application and Evaluation Process
- Final Questions







# LAND AND RECREATION GRANTS SECTION

FY24-25 LWCF Application  
Cycle Webinar





# LAND AND RECREATION GRANTS SECTION

## INTRODUCTION

### Land and Recreation Grants Section

The Land and Recreation Grants Section (LRGS) promotes and fosters partnerships to enhance and sustain Florida's natural and cultural resources and provide increased outdoor recreational opportunities for Florida residents and visitors. Housed within the Division of State Lands, LRGS administers state and federally funded grants, including:

- **Florida Communities Trust (FCT)**
- **Florida Recreation Development Assistance Program (FRDAP)**
- **Land and Water Conservation Fund (LWCF)**
- **Recreational Trails Program (RTP)**

These competitive grant programs provide funding assistance for the acquisition of recreation, conservation, and working waterfront properties, and the development of public recreational facilities. The [LRGS Grants website](#) provides information regarding program guidance, application cycles, reporting requirements, and webinar announcements.



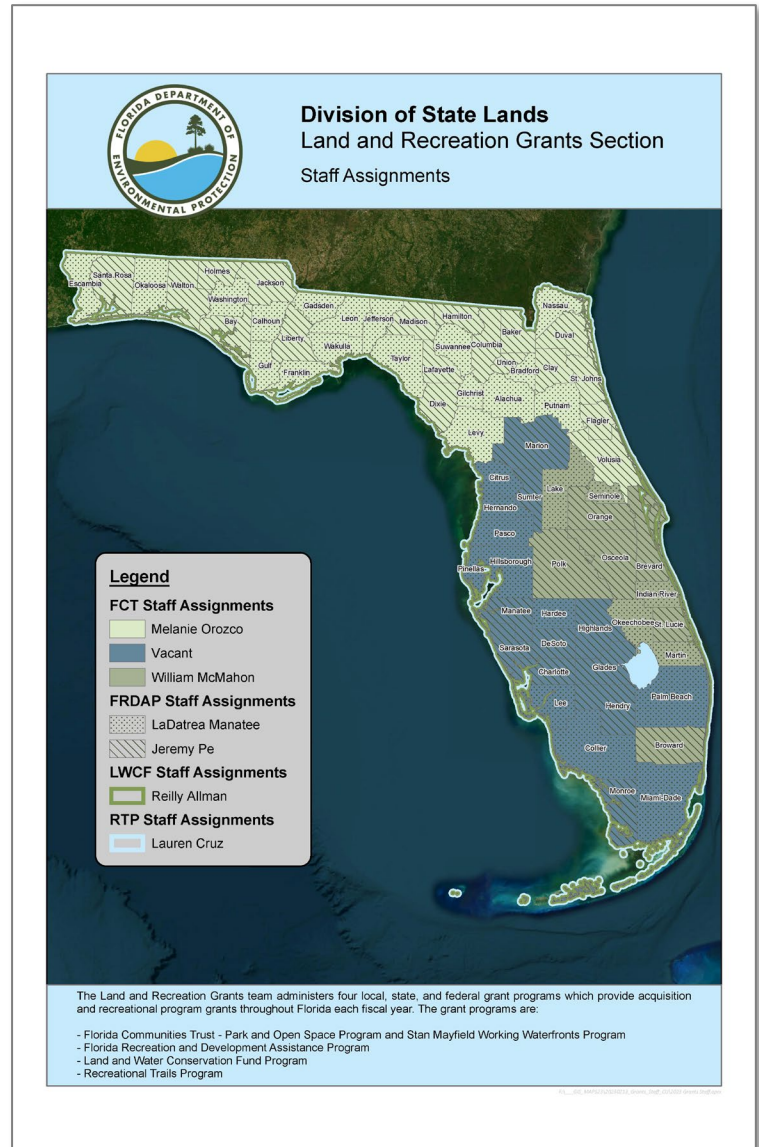


# LAND RECREATION GRANTS SECTION

## STAFF ASSIGNMENTS

### Land and Recreation Grants Section

- Florida Communities Trust (FCT)
  - Parks and Open Space
  - Stan Mayfield Working Waterfronts
- Florida Recreation Development Assistance Program (FRDAP)
- Land and Water Conservation Fund (LWCF)
  - Outdoor Recreation Legacy Partnership (ORLP) Program
  - Readiness and Recreation Initiative Grant Program (RRI)
- Recreational Trails Program (RTP)







# POLL QUESTION

The Land and Recreation Grants Section is located within the Division of Recreation and Parks at the Florida Department of Environmental Protection.

*FALSE; The Land and Recreation Grants Section is located within the Division of State Lands at the Florida Department of Environmental Protection. See slide 5 for additional information.*





# LAND AND WATER CONSERVATION FUND PROGRAM OVERVIEW AND PURPOSE

FY24-25 LWCF Application  
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# LAND AND WATER CONSERVATION FUND

## OVERVIEW AND PURPOSE

### Land and Water Conservation Fund

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

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

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

Florida Department of State  
FLORIDA ADMINISTRATIVE CODE &  
FLORIDA ADMINISTRATIVE REGISTER

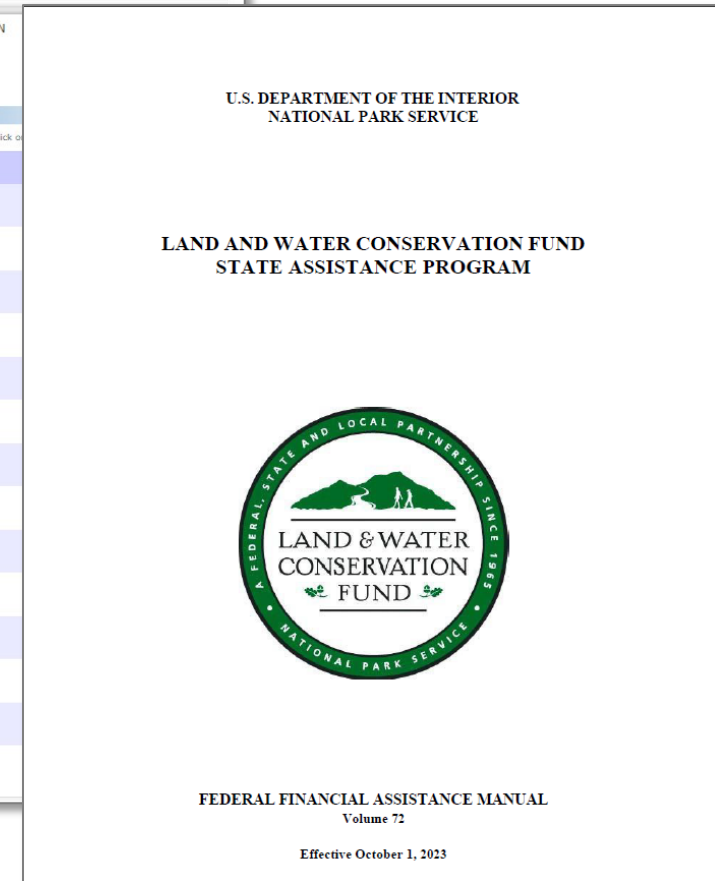
Home | Advanced Search | MyFLRules | Rules Open for Comments

Rule Chapter: 62D-5  
Chapter Title: FINANCIAL ASSISTANCE FOR OUTDOOR RECREATION  
View Chapter: 62D-5

View Individual Rules

Click on the word icon to view the latest rule version. Or click on the word icon to view the latest rule version.

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





# LAND AND RECREATION GRANTS SECTION

## OVERVIEW AND PURPOSE

### LWCF Application Information

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

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

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

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





# LAND AND WATER CONSERVATION FUND

## OVERVIEW AND PURPOSE

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

**There are two eligible project categories:**

**Development**



**Acquisition**







# LAND AND WATER CONSERVATION FUND

## OVERVIEW AND PURPOSE

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

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

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







# LAND AND WATER CONSERVATION FUND

## OVERVIEW AND PURPOSE

### Eligible Development Facilities

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

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

Examples of eligible primary facilities include:

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



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





# LAND AND WATER CONSERVATION FUND

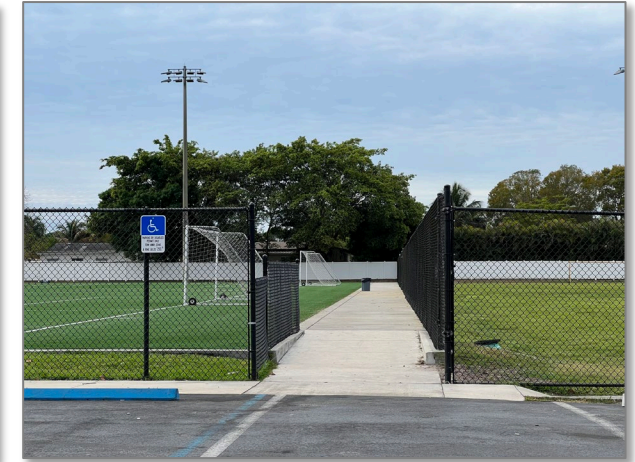
## OVERVIEW AND PURPOSE

### Eligible Development Facilities (cont'd)

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

Examples of eligible support facilities include:

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







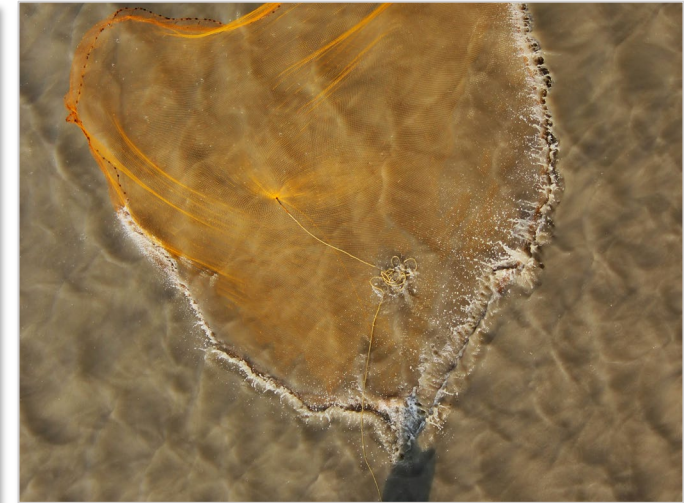
# LAND AND WATER CONSERVATION FUND

## OVERVIEW AND PURPOSE

### Ineligible Development Facilities

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

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







# LAND AND WATER CONSERVATION FUND

## OVERVIEW AND PURPOSE

### Eligible Acquisition Sites

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

These sites include:

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







# LAND AND WATER CONSERVATION FUND

## OVERVIEW AND PURPOSE

### Ineligible Acquisition Sites

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

These sites include:

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







# POLL QUESTION

There are three eligible types of LWCF project categories: Development, Acquisition, and Maintenance.

*FALSE; There are two eligible types of LWCF project categories: development and acquisition. See slide 10 for additional information.*





# FY2024-2025 LWCF APPLICATION CYCLE OVERVIEW

FY24-25 LWCF Application  
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# LAND AND WATER CONSERVATION FUND

## FY2024-2025 LWCF APPLICATION CYCLE OVERVIEW

### **FY2024-2025 LWCF Application Cycle: October 1, 2024 – October 31, 2024**

The FY2024-2025 LWCF Application Webinar presentation will be available on the [program website](#) for reference.

Applicants must submit 1 original copy of the completed application and all supporting documents during the submission period. Applications must be postmarked NO LATER THAN October 31, 2024, and submitted to:

**Reilly Allman, Land and Water Conservation Fund  
Department of Environmental Protection  
3800 Commonwealth Boulevard, MS# 585  
Tallahassee, Florida 32399**

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

**Applications must be post-marked no later than Thursday, October 31, 2024.**





# LAND AND WATER CONSERVATION FUND

## FY2024-2025 LWCF APPLICATION CYCLE OVERVIEW

### FY2024-2025 LWCF Application Cycle Funding Basics

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





# LAND AND WATER CONSERVATION FUND

## FY2024-2025 LWCF APPLICATION CYCLE OVERVIEW

### Match Requirements

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

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

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





# LAND AND WATER CONSERVATION FUND

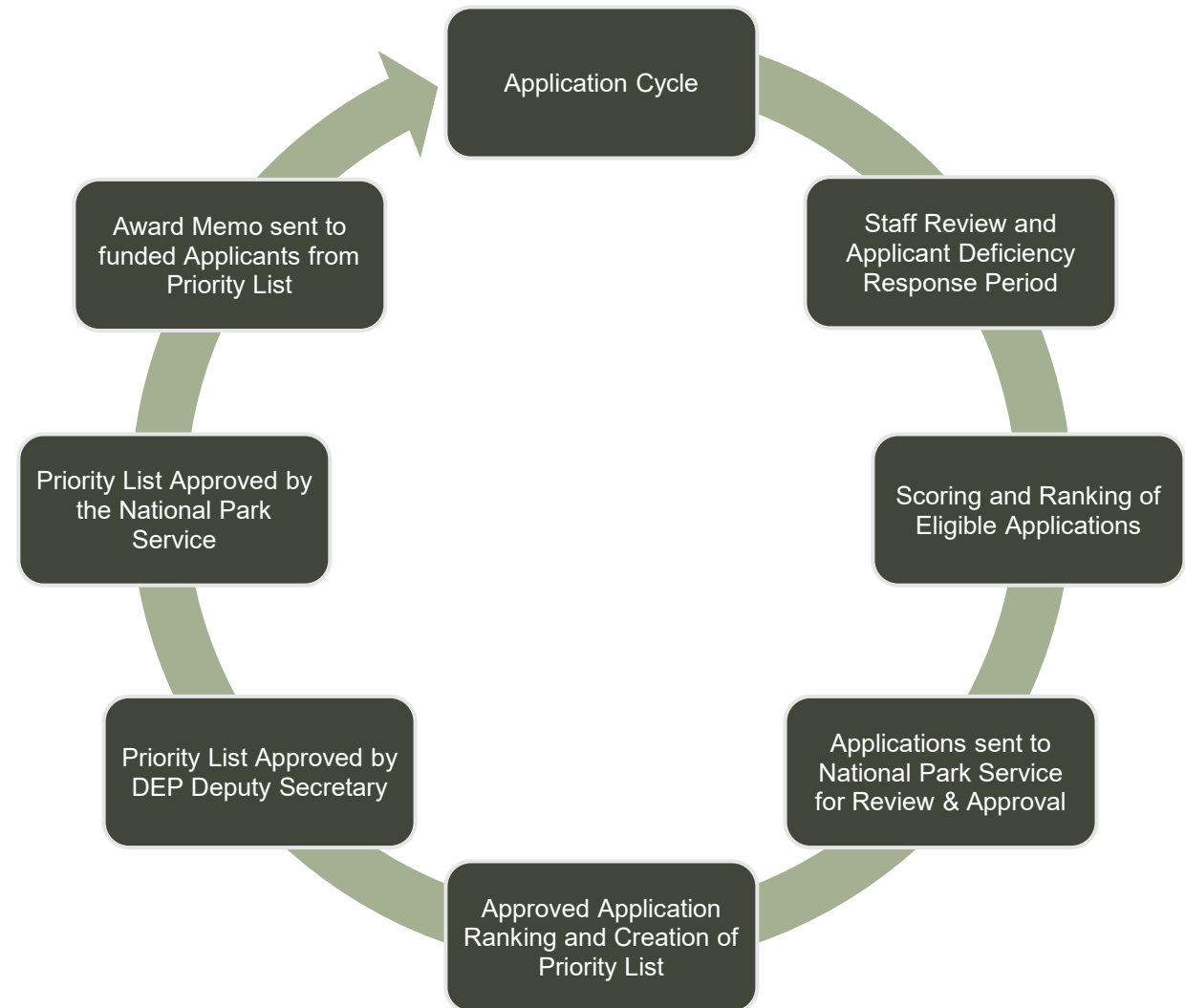
## FY2024-2025 LWCF APPLICATION CYCLE OVERVIEW

### LWCF Grant Application Cycle

Eligible applicants are invited to submit project proposals during the advertised annual application cycle. All project locations must have adequate site control and meet programmatic requirements prior to application submission. Application submittals must be **post-marked no later than Thursday, October 31, 2024.**

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

**Project funding becomes available at the start of the federal fiscal year (October 1), upon the execution of the LWCF Agreement.**







# POLL QUESTION

FY2024-2025 LWCF Applications may be submitted online, via e-mail and/or hand delivered.

*FALSE; FY2024-2025 LWCF Applications must be submitted through the postal mail from October 1, 2024, through October 31, 2024, and post-marked no later than October 31, 2024. See slide 19 for additional information.*





# ELIGIBILITY REQUIREMENTS

FY24-25 LWCF Application  
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# LAND AND WATER CONSERVATION FUND

## ELIGIBILITY REQUIREMENTS

### **FY2024-2025 LWCF Application Cycle Ineligibility Basics**

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





# LAND AND WATER CONSERVATION FUND

## ELIGIBILITY REQUIREMENTS

### LWCF Application Eligibility Requirements

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

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

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

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





# LAND AND WATER CONSERVATION FUND

## ELIGIBILITY REQUIREMENTS

### Application Limit per Submission Cycle

The maximum number of applications an applicant may submit will be as follows:

- **One application per cycle per grantee**
- If applicant has one open project by the end of the cycle, **one application can be submitted.**
- If the applicant has two open projects by the end of the cycle, **no applications can be submitted.**







# LAND AND WATER CONSERVATION FUND

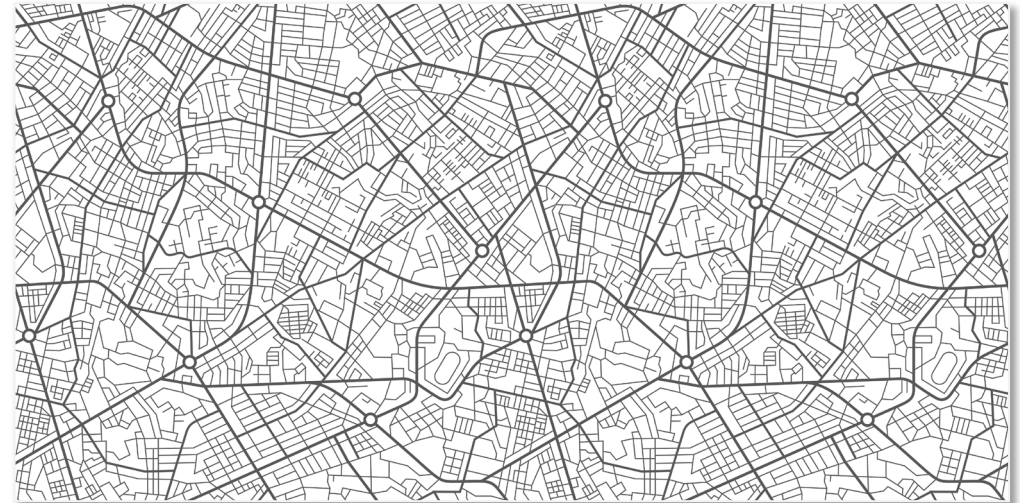
## ELIGIBILITY REQUIREMENTS

### Site Eligibility

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

### Proper Site Control Documentation

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



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





# LAND AND WATER CONSERVATION FUND

## ELIGIBILITY REQUIREMENTS

### Proper Site Control Documentation

#### Warranty Deed

Older deeds may not specify which type they are, and you will need to read the deed to see if it contains language guaranteeing that the person transferring the title has good title to the property. If this language is included, the deed is a warranty deed.

#### Quit-Claim Deed

Means that the person transferring the property didn't guarantee that they had good title to the property. In these cases, the department requires that you submit a thirty-year title search, with copies of all title-related documents, AND an attorney's opinion that the title search establishes good title in the applicant and that none of the encumbrances on the property will interfere with the proposed uses for the property.

#### Special Warranty Deed

If there are **exceptions** listed in the deed, or if the deed is titled a **special warranty deed** it means there are encumbrances on the property. These may be easements, covenants and restrictions, or other recorded documents that affect title to the property. This means that other people have enforceable property rights that could interfere with your proposed use of the property. If this is the case, you need an attorney's opinion that the exceptions listed in the deed won't interfere with the uses planned for the park. You will also need to include copies of those recorded documents in your site control documentation.





# LAND AND WATER CONSERVATION FUND

## ELIGIBILITY REQUIREMENTS

### Proper Site Control Documentation (cont'd)

If you lease the project site, you need to provide the **lease agreement**.

The lease must:

- Extend for perpetuity from the date of application;
- Must not be revocable at will by the grantee;
- Must not prohibit the proposed uses of the site; and
- Must grant the applicant the authority to dedicate the property in perpetuity.

Make sure the lease includes the legal description of the property, and that the legal description matches the boundary map, site plan, survey, and other documentation.

### **Title Commitment or Title Policy**

A title policy and or title commitment is useful if copies of all exceptions are included, along with a title opinion stating that none of the exceptions will preclude the project.





# LAND AND WATER CONSERVATION FUND

## ELIGIBILITY REQUIREMENTS

### Conditional Project Elements

Within eligible project types, certain items have additional restrictions or eligibility requirements, as outlined in 62D-5, F.A.C.

#### Planning Expenses

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

#### Pre-Agreement Expenses

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

#### Staff Salaries and Benefits

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





# LAND AND WATER CONSERVATION FUND

## ELIGIBILITY REQUIREMENTS

### Conditional Project Elements (cont'd)

#### Build America, Buy America Act (BABAA)

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

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



# POLL QUESTION

**Property Appraiser report cards, surveys, and maps are sufficient evidence of site control for LWCF projects.**

*FALSE; Property Appraiser report cards, surveys, and maps are not sufficient evidence of site control. See slide 28 for additional information.*

**The Build America, Buy America Act does not apply to LWCF projects.**

*FALSE; Applicants who enter into an agreement with the State are required to adhere to BABAA requirements through the duration of the agreement. See slide 32 for additional information.*





# PREPARING THE APPLICATION FORM

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# LAND AND WATER CONSERVATION FUND


## PREPARING THE APPLICATION FORM

### Part I – General Information - A. Applicant Information

The initial page of the application requests information on the project sponsor, including:

- Applicant Name: *The applicant's name must match that registered in [MyFloridaMarketPlace](#) (MFMP).*
- Federal Employer Identification Number (FEIN)
- Unique Entity Identifier (UEI)
- Population: *The population must be gathered from the [2020 Census](#).*
- Contact Person: *The contact information provided must be for a staff member of the project sponsor and cannot be listed as a consultant of nonprofit organization member.*

To finalize this page, have an authorized representative sign at the bottom with their title and signature date.

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

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Required Signatures: Adobe Signature \_\_\_\_\_ (DEP USE ONLY)

Received: \_\_\_\_\_  
Postmarked: \_\_\_\_\_  
Application Number: \_\_\_\_\_

**PART I - GENERAL INFORMATION**  
**A. APPLICANT INFORMATION**

- Name of Applicant: City of Park City
- FEIN No. (9-Digits) + (3-Digit Location Code): XX-XXXXXXX-XXX  
(This number must be registered at [My Florida Market Place](#) with the address the warrant will be sent to upon project completion.)
- Unique Entity Identifier (UEI): XXXXXXXXXXXX  
(Must be 12 characters, not including dashes, can be alpha, numeric, or both. Replaced Data Universal Numbering System (DUNS))
- Population: 175,854
- Current Operating budget: \$37,000,000  
(This is the operating budget for the city, county or other legally constituted governmental entity, not just the department budget.)
- Contact Person: Reilly Allman Title: Grant Manager  
(The contact person should be someone who will be in direct contact with DEP and is responsible for administering the grant if awarded.)


Address: Street/PO Box: 3800 Commonwealth Blvd.  
(Needs to be address registered in [My Florida Market Place](#) where warrant will be sent. If contact is [different](#) please specify.)

City/State: Tallahassee, FL Zip Code: 32399

Telephone: (850) 245-2501 FAX: (850) 245-2501

E-mail: Reilly.Allman@FloridaDEP.gov

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

  
\_\_\_\_\_  
Signature of City or County Manager      Title: Grant Manager      Date: 09/05/2024

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# LAND AND WATER CONSERVATION FUND


## PREPARING THE APPLICATION FORM

### Part I – General Information - B. Project Information

The second page of the application includes project specific information, such as the name, acreage, location, and project type (acquisition or acquisition and development combination).

In addition, you should provide all information for any grant funds that have been used within the project boundary to develop existing facilities. An example of this may include an existing development or renovation developed with funding assistance from the Florida Recreation Development Assistance Program.

The bottom portion of this page describes several of the attachments that must be tabbed and included in your submission.

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LAND AND WATER CONSERVATION FUND PROGRAM  
GRANT APPLICATION PACKAGE

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**B. PROJECT INFORMATION**

1. Name of Project: Pine Tree Park  
 a. List all previous projects name(s), phase(s) and grant number(s) funded at this specific project site location and reference funding source(s) (LWCF, FRDAP, RTP and FCT grant programs).

1) \_FRDAP- 2020- A20037  
 2) \_\_\_\_\_  
 3) \_\_\_\_\_  
 4) \_\_\_\_\_

2. Acreage of Project: 10.75

3. Project Type (Check One): Project cannot be a combination of acquisition and development  
 Acquisition: \_\_\_\_\_  
 Development:  On land owned fee simple by applicant  
 \_\_\_\_\_ On land leased to applicant by another public agency  
 Date lease expires: \_\_\_\_\_

Development projects must be under site control (owned by deed or leased from another public agency for a minimum of 30 years from application and renewable in perpetuity. Also, if property is owned by deed or leased from any state agency, provide a letter with permission to develop on the property and place restriction on land in perpetuity) by the close of the submission period, **October 31, 2024**.

- **School board property is ineligible.**
- **Include a copy of the site control documents – see our website for helpful hints (e.g., deed, lease, etc.).**

(Tab as Exhibit "L")

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# LAND AND WATER CONSERVATION FUND

## PREPARING THE APPLICATION FORM

### Part I – General Information - B. Project Information (cont'd)

Page three (3) of the application is a continuation of the project specific information. This section requires information regarding your project's exact address and coordinates. **The address given must be a valid address at it will be used to locate the site during pre-award site inspections.**

This section continues with several of the attachments that must be tabbed and included in your submission. We will further review the required attachments later in our presentation.

Additionally, the section requires information regarding Legislative Districts. If you are unsure of your district(s), use the links below:

- Legislative District: [Find Your Legislators](#)
- Congressional District: [Find Your Representative](#)

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GRANT APPLICATION PACKAGE

4. Project Location: Street Address: 4200 Park Street  
City Park City County Leon Zip Code: 32304  
(If the project is not located in a city, list the city nearest to the project site.) (zip code + 4)

5. GIS Coordinates: Latitude: 00.0000000 Longitude: -00.0000000

a) Submit a boundary map of the project area providing a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Also, depict where and how the public will access the site, parking, etc. Plat maps may be accepted if the above criteria are identified. Use either an 8 1/2 x 11 or 11x17 map. Aerial photographs are accepted as boundary maps, as long as the boundaries are identified. (Tab as Exhibit "I")

b) Submit color, on-site photographs for your application, sufficient to depict the physical characteristics of the project area and any elements and facilities that need renovation or replacement. (Tab as Exhibit "J")

c) Location map and directions: Submit a detailed road map precisely locating the project site along with clear written driving instructions from the nearest federal or state highway. NOTE: Please confirm that street names listed are the same as those posted on street signs in the area. Please do not use Map Quest or any other computer mapping program for this. (Tab as Exhibit "K")

6. Legislative Districts in which the Project Site is located: These should be the districts in which the proposed project site is located. If you are not sure of the districts, contact your local office of the Supervisor of Elections.  
State Senator Senator Magnolia Palmetto Senate District Number 0  
State Representative Representative Sabal Palm House District Number 0

7. Congressional District in which the project is located:  
U.S. Congressman Congressman Pine Gopher Congressional District Number 0

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# LAND AND WATER CONSERVATION FUND

## PREPARING THE APPLICATION FORM

### Part I – General Information - B. Project Information (cont'd)

Page four (4) of the application is a continuation of the project specific information. This section requires information regarding the physical characteristics of the project site. This section outlines several attachments that must be tabbed and included in your submission. Again, we will further review the required attachments later in our presentation.

Indicate on the Application if there is a natural spring and if there is public access to the site.

The last item on the page requires acquisition information.

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

8. Describe the physical characteristics of the project.

1) **For Development Projects:**

(a) Provide a detailed Project Narrative of the proposed project's scope of work and related information 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.  
(Tab as Exhibit "M1")

(b) Please indicate if a natural spring is located on project site: \_\_\_Yes \_\_\_X\_\_\_No

(c) Please indicate if there is public access to the park either through an existing street or easement:  
\_\_\_X\_\_\_Yes \_\_\_No

Please describe access:  
There is an existing public street "Park Street", from which the park entrance is immediately accessible.

2) **For Acquisition Projects: (in addition to the above information)**

(a) If proposed project consists of acquiring multiple parcels or from multiple owners, identify specific order in which the parcels will be acquired to ensure that if all parcels cannot be acquired, the purposes of the project can be achieved. Also, submit an estimated value of the property being acquired. (Ex. Tax assessed value)  
(Tab as Exhibit "M2")

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# LAND AND WATER CONSERVATION FUND

## PREPARING THE APPLICATION FORM

### Part I – General Information

#### C. Financial Information

Continuing with the general information segment, pages five (5) and six (6) request information regarding the project proposal's budget. Applicants should provide the land purchase prices and the development costs to determine the total project cost.

The LWCF Act specifically excludes acquisition support costs from eligibility (see 54 U.S.C. 200305(e)(2)(A)) so such costs should not be proposed to be part of the grant share or to meet the match share.

LWCF funds requested cannot exceed \$1,500,000. A matching share meeting the 1:1 minimum requirement must be secured or firmly committed at the time of application. It must be supported by a signed letter from the funding partner, confirming the type (cash or in-kind) and amount or value of the contribution.

Letter(s) of Support Documenting Secured Contributions of Matching Share must be included as Attachment N15.

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LAND AND WATER CONSERVATION FUND PROGRAM  
GRANT APPLICATION PACKAGE

**C. FINANCIAL INFORMATION**

**DEVELOPMENT PROJECT ONLY**

Refer to Chapter 62D-5.070(6), F.A.C. for complete information on match requirements and match types. LWCF assistance is provided on a 50% matching basis. **Total Project Cost (Line F) must equal the grant request (Line A) plus the total local funds available (Line E).** This figure (Line F) should not total more than \$3,000,000 for the purpose of this application.

1. LWCF Funds Requested:	Line A \$	1,500,000
2. Local Funds Available:	Line B \$	1,500,000
a. Cash:	Line C \$	
b. In-Kind	Line D \$	
c. Land Value	Line E \$	
<small>(Only the value of <u>donated</u> real property is eligible as match and applicant must <b>NOT</b> have taken title yet unless a waiver of retroactivity has been granted by DEP)</small>		
Total Local Funds Available	Line E \$	1,500,000
	Sum of lines B, C, and D	
3. Total Cost of Proposed Project	Line F \$	3,000,000
	Sum of lines A and E	
	(Should not total more than \$3,000,000)	

**ACQUISITION PROJECTS**

Enter an amount on each line and round to the nearest hundred dollars.

a. Land purchase price (estimated or actual)	\$	
b. Acquisition costs (estimated or actual)	\$	
Cost of certified survey(s), appraisal(s), appraisal review(s), title report(s), title insurance premium(s), environmental audit(s), and Applicant's acquisition agent(s) fees or commission(s).	\$	
c. Total Project Costs [Add a. and b.]	\$	

This figure (Line C) should not total more than \$3,000,000 for the purpose of this application.

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**(COMPLETE FOR ALL PROJECTS, DEVELOPMENT AND ACQUISITION PROJECTS)**

Project Elements for this application. The Project Elements are listed with the Project Element Codes. Primary facilities and support facilities should be listed separately. Use as many Project Element Codes as needed to complete the project.

**ACQUISITION PROJECTS:** Submit a conceptual site plan for each element in your conceptual site plan. Submit a conceptual site plan for each element to be developed as proposed on page 7 & 8 of this application. The site plan must include the project boundary map and project elements. The site plan must include the NEATE using color codes between facilities/opportunities currently used for funding (page 7 & 8) in this application and facilities planned for this project is an acquisition project, be sure to submit on the site plan the project elements developed as listed on page 18 of this application. **Also identify different project elements in the plan and any FRDAP phases.**

**PROJECTS:**

**ACQUISITION AREAS AND FACILITIES:** Primary facilities include all recreation facilities. **Primary cost must be equal to or greater than fifty percent (50%) of the total project cost.** Eligible facilities include: beach access, picnic facilities, fishing piers, ball fields, tennis courts, structures for recreational facilities, etc. Enclosed structures are not eligible for funding. Site preparation should be included within the cost of each element. If land should be included under primary cost. If this is a trail project, list the uses or project elements for multi-purposes state multi-purpose trail, but if doing several uses with each use (example: walking trail or bike trail).

**LAND IMPROVEMENTS:** Support facilities are facilities which cannot be developed with one grant. Support facilities include: structures which could have little or no public outdoor recreational value without the primary facilities. Eligible structures include: restrooms, bathhouses or restroom/concession stands, parking, landscaping, and security lighting. Amenities such as benches, or other structures listed above cannot be developed with one grant.

(Tab as Exhibit "H1")  
Conceptual Site Plan

(Tab as Exhibit "H2")  
Timeline for Development

**PROJECTS:**

If acquisition project, on page 7 & 8, list the Project Acquisition Cost for the project.

(Tab as Exhibit "H1")  
Provide Future Development Conceptual Site Plan

(Tab as Exhibit "H2")  
Timeline for Acq. and Timeline for Dev. within the following 3-years of property purchase

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# LAND AND WATER CONSERVATION FUND

## PREPARING THE APPLICATION FORM


### Part I – General Information

### C. Financial Information: Project Tasks, Deliverables, and Required Documentation

Note, if the proposed project is for an acquisition, also list the costs associated with the acquisition.

The requested LWCF funds should be fully expended on the Land Purchase Price.

**Appraisals, surveys, and appraisal reviews are not eligible for reimbursement, but must be shown.**

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(List each Support facility) *All work will be completed in accordance with the approved plans.			
<b>ACQUISITION PROJECT COST</b>			
Land purchase price (estimated or actual)	\$1,575,000	\$1,575,000	
Acquisition costs (estimated or actual) Cost of certified survey(s), appraisal(s), appraisal review(s), title report(s),	\$75,000	75,000	
Title insurance premium(s), environmental audit(s), and Applicant's acquisition agent(s) fees or commission(s).			
<b>Total Project Costs</b>			
<b>TOTALS:</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	
<b>Performance Standard:</b> Approval of deliverables is based upon review for compliance with the requirements for funding under the Land and Water Conservation Fund Program (LWCF); approved plans and application approved for funding.			
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# LAND AND WATER CONSERVATION FUND PREPARING THE APPLICATION FORM

## Part II – Evaluation Criteria

### A. General Criteria, 1. Capital Improvement Plan

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


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

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

1. A letter from the agency’s city or county manager certifying the five-year capital improvement schedule is officially adopted and date adopted.
2. A copy of the five-year Capital Improvement Schedule included in the applicant’s adopted Local Comprehensive Plan, stating project by name, amount and year.

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

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



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**PART II – EVALUATION CRITERIA**

**A. GENERAL CRITERIA**

**I. CAPITAL IMPROVEMENT PLAN**

A. Is the proposed project identified, in whole or in part, in the applicant’s Capital Improvement Plan (CIP) or Schedule during the current or next three (3) fiscal years?  
**Provide:**  
 1) A letter from the agency’s city or county manager certifying the five-year capital improvement schedule is **officially adopted and date adopted**. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

(Tab as Exhibit “A”) (20 points)

\_\_\_\_\_X\_\_\_ Yes      \_\_\_\_\_ No

**-OR-**

B. Is the proposed project identified as part of the plan through an adopted resolution committing the applicant to amend their Capital Improvement Plan or Schedule and complete the project should it receive program funds?  
**Provide:**  
 1) A copy of a fully executed resolution amending the existing schedule to include the development of the proposed project. The resolution must **clearly indicate the development of the proposed project by name, year and amount, and cannot be older than 3 years.**

(Tab as Exhibit “A”) (10 points)

\_\_\_\_\_ Yes    \_\_\_X\_\_\_ No

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# LAND AND WATER CONSERVATION FUND PREPARING THE APPLICATION FORM

## Part II – Evaluation Criteria

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

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

**Section 2A:** Applicants must explain how the proposed project would address one or more of the issues, recommendations or goals identified in the State Comprehensive Outdoor Recreation Plan. Use the [OUTDOOR RECREATION IN FLORIDA – Current SCORP \(Chapter 5\)](#). Provide quotations or other appropriate references with explanations to justify the correlation.

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

The image shows overlapping pages from the application form. The top page is the cover sheet titled "Florida Department of Environmental Protection LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE". It lists activity categories VIII and IX. The middle page is titled "2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN" and contains instructions for Section 2A and 2B. Section 2B includes a "RELATIVE NEED INDEX BY REGION" with a list of activities (I-VII) and a map of Florida divided into regions (I-VII). The bottom page is titled "Page 11 of 28" and contains the same activity list as the top page.



# LAND AND WATER CONSERVATION FUND PREPARING THE APPLICATION FORM

## Part II – Evaluation Criteria

### A. General Criteria, 3. Public Participation

Page 13 of the application requests information regarding public participation for the proposed project. To receive points for this section, any meetings, presentations, or surveys *must be held in the current year or within the previous 3 years of application*. Each of the three meetings must be held separately to receive each set of points. Meetings also must be held prior to the application submittal.

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


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

**3B. Regularly Scheduled Meeting:** Demonstrate that the project was discussed at a regularly scheduled meeting of the applicant’s advisory board responsible for park, recreation and leisure service activities. City or County Commissions are not considered advisory boards. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Planning and Zoning or similar boards may be used if a parks and recreation advisory board does not exist.

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

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

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



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**3. PUBLIC PARTICIPATION**

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

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

(Tab as Exhibit “C1”) (10 points)

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

(Tab as Exhibit “C2”) (7 points)

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

(Tab as Exhibit “C3”) (4 points)

**4. LINEAR PARK**

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

Yes  No (13 points)

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# LAND AND WATER CONSERVATION FUND

## PREPARING THE APPLICATION FORM


### Part II – Evaluation Criteria

#### A. General Criteria, 4. Linear Park

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

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

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

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**3. PUBLIC PARTICIPATION**

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

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

(Tab as Exhibit “C1”) (10 points)

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

(Tab as Exhibit “C2”) (7 points)

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

(Tab as Exhibit “C3”) (4 points)

**4. LINEAR PARK**

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

Yes     No (13 points)

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# LAND AND WATER CONSERVATION FUND PREPARING THE APPLICATION FORM

## Part II – Evaluation Criteria

### A. General Criteria, 5. Preservation Purposes


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

### A. General Criteria, 6. Operation and Maintenance

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

### B. Development Criteria, 1. New Development

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

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**5. PRESERVATION PURPOSES**

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

(Tab as Exhibit “D”) (7 points)

\_\_\_\_\_ Yes     No

**6. OPERATION AND MAINTENANCE**

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

**(Check ONLY one)**

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

(Tab as Exhibit “E”) (8 points)

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

(Tab as Exhibit “E”) (4 points)

**B. DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)**

**1. NEW DEVELOPMENT**

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

(5 points, if undeveloped)

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# LAND AND WATER CONSERVATION FUND PREPARING THE APPLICATION FORM

## Part II – Evaluation Criteria B. Development Criteria


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

**B2. New Facilities or Opportunities:** The project provides for new or additional development of recreational facilities and opportunities.

**B3. Renovation of Existing Facilities:** The project provides renovation of existing recreational facilities.

**B4. Support Facilities:** The project provides new or renovated support facilities (i.e., parking, restrooms, utilities).

**B5. Access to Water Resources:** The project provides developed pedestrian access to or along water resources (i.e., trails, boardwalks, dune walkovers, etc.).

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**2. NEW FACILITIES OR OPPORTUNITIES (Check only one)**  
The project provides for new or additional development of recreational facilities and opportunities:

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

**3. RENOVATION OF EXISTING FACILITIES (Check only one)**  
The project provides renovation of existing recreational facilities for:

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

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

(15 points)

Yes     No

**5. ACCESS TO WATER RESOURCES**  
The project provides developed pedestrian access to or along water resources (i.e. trails, boardwalks, dune walkovers, etc.)

(7 points)

Yes     No

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# LAND AND WATER CONSERVATION FUND

## PREPARING THE APPLICATION FORM


### Part II – Evaluation Criteria

#### B. Development Criteria

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

**B6. Use of Water Resources:** The project provides facilities for recreational use of water resources (boat ramps, swimming docks, fishing piers, etc.).

**B7A. Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs:** List the facilities provided by the project which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study.



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6. USE OF WATER RESOURCES

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

Yes     No

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

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

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# LAND AND WATER CONSERVATION FUND PREPARING THE APPLICATION FORM

## Part II – Evaluation Criteria B. Development Criteria

### B7B. Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs

Reviewing the “Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida” study, similar to the previous question, B7B, determine if the proposed project, in whole or in part, addresses the highest priority of infrastructure funding needs for the applicant’s population density.

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

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

Highest Priority Funding Need (13 points)

Second Highest Priority Funding Need (8 points)

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

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

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# LAND AND WATER CONSERVATION FUND

## PREPARING THE APPLICATION FORM

### Part II – Evaluation Criteria

#### C. Acquisition Criteria


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

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

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

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

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



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**C. ACQUISITION CRITERIA (COMPLETE ONLY FOR ACQUISITION PROJECTS)**

**1. FLORIDA NATURAL AREAS INVENTORY**

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

\_\_\_ Yes \_\_\_ No

**2. WATER FRONTAGE**

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

\_\_\_ Yes \_\_\_ No (6 points)

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

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

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

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

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

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

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

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# LAND AND WATER CONSERVATION FUND PREPARING THE APPLICATION FORM


## Part II – Evaluation Criteria

### C. Acquisition Criteria, 4. Needed Recreational Acreage

Continuing with the acquisition criteria segment, the next section reviews the needed recreational acreage.

**C4A. Additional Park Acreage:** Describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant’s adopted local comprehensive plan. Provide the needed amount of acreage as listed in the local comprehensive plan and the total acreage the local government already has under its control. When providing a response to this prompt, applicants should provide excerpts from the local comprehensive plan with project relevant information highlighted. Responses should include data on current park acreage, standards and identified needs.

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

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**C. ACQUISITION CRITERIA (COMPLETE ONLY FOR ACQUISITION PROJECTS)**

**1. FLORIDA NATURAL AREAS INVENTORY**

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

\_\_\_ Yes \_\_\_ No

**2. WATER FRONTAGE**

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

\_\_\_ Yes \_\_\_ No (6 points)

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

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

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

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

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

Needed acres/Person and \_\_\_\_\_ Total Acreage Under Local Control

Provide a copy of the applicant’s local comprehensive plan as supporting back-up documentation and highlight the information that pertains to this section.

(Tab as Exhibit “C”) (15 points)

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

(8 points)

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# LAND AND WATER CONSERVATION FUND PREPARING THE APPLICATION FORM

## Part II – Evaluation Criteria

### C. Acquisition Criteria, 5. Capital Improvement Plan


The final segment of the fillable LWCF application requests additional information on the local Capital Improvement Plan (CIP). Documentation must be submitted to demonstrate that the proposed project has been identified, in whole or in part, within the sponsor’s CIP. For this segment, an attachment a copy of the discussed materials must be included as “Attachment A”. *Responses must pertain to the **acquisition** portion of the project.*

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

1. A letter from the agency’s city or county manager certifying the five-year capital improvement schedule is officially adopted and date adopted.
2. A copy of the five-year Capital Improvement Schedule included in the applicant’s adopted Local Comprehensive Plan, stating project by name, amount and year.

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

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



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

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**5. CAPITAL IMPROVEMENT PLAN**

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

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

-AND-

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

(Tab as Exhibit “A”) (6 points)

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**-OR-**

B. Is the proposed **development** of the property included as part of the plan through an adopted resolution committing the applicant to amend their CIP and develop the property should it receive program funds?  
**Provide:** A copy of a fully executed resolution amending the existing schedule to include the development of the proposed project. The resolution must clearly indicate the development of the proposed project by name, year, and amount and **cannot be older than 3 years.**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

(Tab as Exhibit “A”) (3 points)

DRP-121 (Effective 08-07-2015)
Page 19 of 28





# LAND AND WATER CONSERVATION FUND PREPARING THE APPLICATION FORM

## Outdoor Facility Needs Ranked by Priority Index: Population Density

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

To find the appropriate population density for your project, applicants must use the population information contained in the [2020 Census](#).

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

The collage displays five pages from the 'Outdoor Facility Needs Ranked by Priority Index' application package, each corresponding to a different population density category. Each page lists 25 ranked facility needs, such as Rest Rooms, Support Facilities, Playgrounds, Tennis Courts, Soccer Fields, Basketball Courts, Swimming Pools, Picnic Facilities, and various trails. The facilities are grouped into six clusters (Cluster I to Cluster VI) based on their priority ranking. The population density categories are: 1 (Population Density 1), 3 (Population Density 3), 11 (Population Density 11), 4 (Population Density 4), and 5 (Population Density 5). Each page includes the Florida Department of Environmental Protection logo and the title 'LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE'.



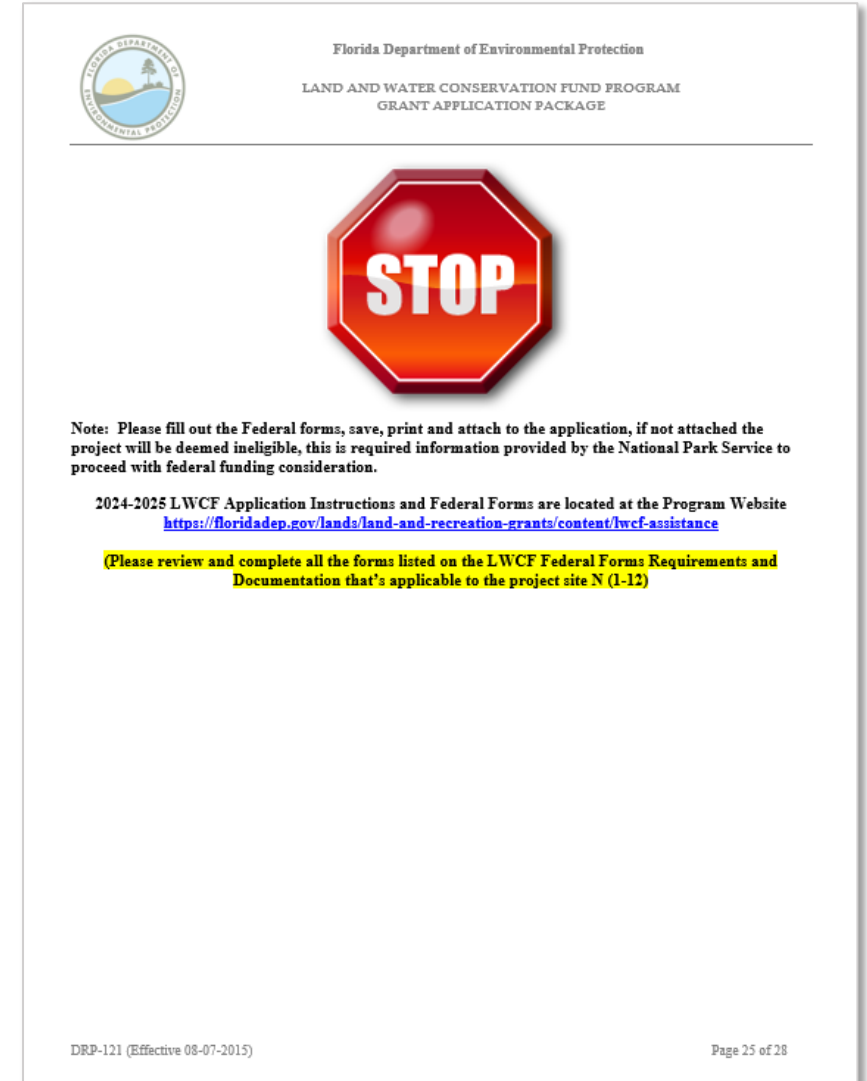
# LAND AND WATER CONSERVATION FUND PREPARING THE APPLICATION FORM

**At page 25, you have reached the end of the fillable portion of the FY2024-2025 State Application.**

Next applicants will fill out the federal forms then save, print, and attach them to the application. *Attachments must be tabbed in the order outlined in the 2024-2025 LWCF State Application Instructions and Federal Form Requirements.*

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

The FY2024-2025 LWCF State Application Instructions and Federal Form Requirements can be located on [LWCF Application Process, Submission Cycles, and Funded Projects webpage](#) for additional information.

A screenshot of the end of the LWCF State Application form. At the top left is the Florida Department of Environmental Protection logo. To the right, the text reads "Florida Department of Environmental Protection" and "LAND AND WATER CONSERVATION FUND PROGRAM GRANT APPLICATION PACKAGE". In the center is a large red octagonal "STOP" sign. Below the sign, a note states: "Note: Please fill out the Federal forms, save, print and attach to the application, if not attached the project will be deemed ineligible, this is required information provided by the National Park Service to proceed with federal funding consideration." Below the note, it says: "2024-2025 LWCF Application Instructions and Federal Forms are located at the Program Website <https://floridadep.gov/lands/land-and-recreation-grants/content/lwcf-assistance>". A yellow highlighted box contains the text: "(Please review and complete all the forms listed on the LWCF Federal Forms Requirements and Documentation that's applicable to the project site N (1-12))". At the bottom left, it says "DRP-121 (Effective 08-07-2015)" and at the bottom right, "Page 25 of 28".





# LAND AND WATER CONSERVATION FUND PREPARING THE APPLICATION FORM

## Contacts for Additional Information, pages 26-27

The remaining pages of the application provide useful information regarding helpful contacts, guidelines and state standards.



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

**CONTACT FOR ADDITIONAL INFORMATION:**

Contact	Phone
A. LWCF Application Information & Help	850/245-2501
B. LWCF Administrative Rule <a href="https://floridadep.gov/Lands/Land-And-Recreation-Grants">https://floridadep.gov/Lands/Land-And-Recreation-Grants</a>	850/245-2501
C. Statewide Comprehensive Outdoor Recreation Plan (SCORP) <a href="https://floridadep.gov/parks/florida-scorp-outdoor-recreation-florida">https://floridadep.gov/parks/florida-scorp-outdoor-recreation-florida</a>	850/245-3051
D. State Lands, Bureau of Appraisal	850/245-2555
E. Recreation Accessibility and Safety Program Manager, Florida Park Service	850/245-3031
F. Office of Greenways & Trails and the Florida Statewide Greenways & Trails Plan	850/245-2052

**Planning Facilities for Public Recreation**

G. Making Facilities Accessible: All facilities funded by LWCF must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applicants are encouraged to include the costs of access routes to the accessible facilities in the grant application. For design guidelines, go to:

ADA Standard – index  
[https://www.ada.gov/2010ADAstandards\\_index.htm](https://www.ada.gov/2010ADAstandards_index.htm)

About ADA Standards  
<https://www.access-board.gov/ada/>

Guidelines for Recreation Facilities  
<https://www.federalregister.gov/documents/2002/09/03/02-21805/americans-with-disabilities-act-ada-accessibility-guidelines-for-buildings-and-facilities-recreation>

H. Universal Design can further enhance the usefulness to all park users. Please refer to guidance provided in Universal Design in Public Park Settings.  
<https://playgroundprofessionals.com/parks-and-recreation/landscape/universal-design-and-social-equity-our-parks-playgrounds>

I. Playground Safety Guidelines: All applicants are encouraged to adhere to the guidelines established by the U.S. Consumer Product Safety Commission's (CPSC) Handbook for **Public Playground Safety Checklist** | [CPSC.gov](http://CPSC.gov) (publication #325).

J. Place Utility Lines Underground: All utility lines funded with a grant from LWCF must be placed underground.

Page 26 of 28

DRP-121 (Effective 08-07-2015)



# LAND AND WATER CONSERVATION FUND PREPARING THE APPLICATION FORM

## Land and Recreation Grants Section Staff Assignments, page 2

The final page of the application includes a map of all Land and Recreation Grants Section staff assignments.

For the most up-to-date contact information, visit the Land and Recreation Grants Section website at: <https://floridadep.gov/Grants>.







# LAND AND WATER CONSERVATION FUND

## PREPARING THE APPLICATION FORM

### Part VI – Supporting Documentation

ATTENTION!



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

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

Remember that 1 original copy of the completed and signed application with all supporting documents must be postmarked no later than October 31, 2024.



# POLL QUESTION

Project sponsors may select a match ratio of 100:0 of Part III, Financial Information.

*FALSE; sponsor match must be provided at a 50:50 ratio and there is no waiver. See slide 21 for additional information.*





# SUPPORTING DOCUMENTATION

FY24-25 LWCF Application  
Cycle Webinar





# LAND AND WATER CONSERVATION FUND

## STATE SUPPORTING DOCUMENTATION

### Exhibit A: Capital Improvement Schedule

Sponsors for both an acquisition or acquisition and development combination project should submit supporting documentation from their Capital Improvement Schedule (CIP) to demonstrate that the proposed project has been identified, in whole or in part. For this segment, attach a copy of the discussed materials must be included as “Exhibit A”.

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

1. A letter from the agency’s city or county manager certifying the five-year capital improvement schedule is officially adopted and date adopted.
2. A copy of the five-year Capital Improvement Schedule included in the applicant’s adopted Local Comprehensive Plan, stating project by name, amount and year.

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

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

CITY OF OAKLAND PARK CAPITAL IMPROVEMENT PROGRAM FY2024 - FY2028					
PROJECT INFORMATION					
<b>Project Name:</b> Dewey Hawkins Boat Ramp					
<b>Department/Division:</b> Public Works		<b>Project Manager:</b> Public Works			
<b>Strategic Plan Performance Area(s):</b> Community Wellness & Recreation					
<b>Design Start Fiscal Year:</b> FY 23		<b>Construction Start Fiscal Year:</b> TBD			
<b>Project Location:</b> J.Dewey Hawkins Landing Boat Ramp , 2960 NE 12 Terrace					
<b>Project Description:</b> The project will be to remove and replace the existing boat dock, kayak/canoe launch, and adjacent seawall.					
<b>Need, Justification, Benefit:</b> Boat dock and kayak/canoe launch are damaged beyond repair and have been recently closed due to safety concerns. The adjacent seawall needs to be replaced and raised to current city code.					
<b>Funding Overview:</b> The 2023 planning level cost estimate is \$1.6M including design, permitting and construction. Grant funding is being requested for construction of both the boat dock/canoe/kayak launch and the seawall.					
<b>Grant/Other Name</b>	<b>Agency</b>	<b>Amount</b>	<b>Status</b>	<b>FY Available</b>	<b>Grant Use</b>
Florida Boating Improvement Program	Florida Fish and Wildlife	\$250,000	Applied	FY 24	ramp, launch, seawall
Waterways Assistance Program	Florida Inland Navigation	\$250,000	Applied	FY 24	ramp, launch, seawall
Seawalls citywide	State Appropriations				seawalls
Seawalls citywide	Federal Appropriations				seawalls
<b>Location &amp; Area Map</b>			<b>Project Graphic</b>		
<p>J Dewey Hawkins Landing Map</p>					
<b>Description of Utility, Landscaping, and Other Maintenance Costs:</b> Replacement of existing facility, maintenance costs already part of operating budget.					





# LAND AND WATER CONSERVATION FUND STATE SUPPORTING DOCUMENTATION

## Exhibit B: Statewide Comprehensive Outdoor Recreation Plan (SCORP)

Applicants must explain how the proposed project would address one or more of the issues, recommendations or goals identified in the 2023-2027 State Comprehensive Outdoor Recreation Plan.

Use the [OUTDOOR RECREATION IN FLORIDA – 2023-2027 SCORP \(Chapter 5\)](#).

Provide quotations or other appropriate references with explanations to justify the correlation.

The collage features a document titled "City of Oakland Park J. Dewey Hawkins Landing Exhibit B: SCORP" with the following text:

**STATE COMPREHENSIVE OUTDOOR RECREATION PLAN**

City of Oakland Park  
J. Dewey Hawkins Landing  
from  
State Comprehensive Outdoor Recreation Plan

**Priority Area 1: Health and Safety**

Goal 1-1: Increase the promotion of active and healthy living.

- The renovation of the boating facilities and fishing pier will engage residents with a passion for water sports to the J. Dewey Hawkins Landing.
- The renovation of the kayak launch will engage park and the newly upgraded facilities.

Goal 1-2: Increase the number of the recreation facilities in urban areas and rural communities.

- The City of Oakland Park is considered part of the largest metropolitan area in Florida. By improving the kayak launch, the City will increase the number of recreation facilities in the urban area.

**Priority Area 2: Public Access, Accessibility, and Inclusivity**

Goal 2-1: Promote the diversity of recreation participants and welcoming programs and facilities.

- The renovated boating facilities will bring people to the J. Dewey Hawkins Landing. Fishing, boating, and water recreational activities that appeal to many people. Many benefits of water sports include exercise, fresh air, and connecting with nature on a boat. The project will engage the community through many opportunities that will appeal to many different members of the community and also will meet

The collage also includes the SCORP logo (2023-2027 STATEWIDE COMPREHENSIVE OUTDOOR RECREATION PLAN) and the text "OUTDOOR RECREATION IN FLORIDA" at the bottom. It features several images: kayakers on a river, a person on a bicycle, a person on a boat, a person on a path, and a person on a playground.



# LAND AND WATER CONSERVATION FUND

## STATE SUPPORTING DOCUMENTATION

### Exhibit C: Public Participation

To receive points for the Public Participation segment of the application, any meetings, presentations, or surveys *must be held in the current year or within the previous 3 years of application*. Each of the three meetings must be held separately to receive each set of points. Meetings also must be held prior to the application submittal.

**C-1. Sole-purpose Meeting:** Demonstrate that a pre-advertised public meeting was held solely for the purpose of discussing the proposed project.

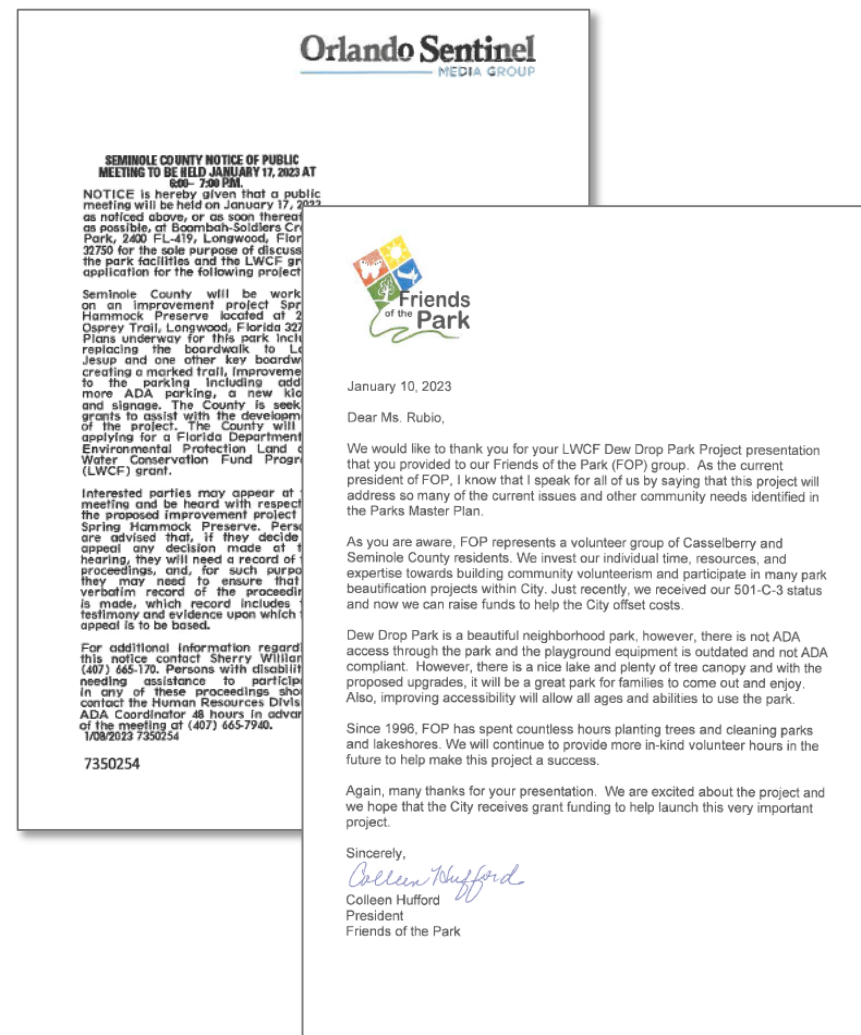
- Attach a copy of the ad and proof of publication for the advertisement. Advertisement needs to state where and when advertised.

**C-2. Regularly Scheduled Meeting:** Demonstrate that the project was discussed at a regularly scheduled meeting of the applicant’s advisory board responsible for park, recreation and leisure service activities. City or County Commissions are not considered advisory boards. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Planning and Zoning or similar boards may be used if a parks and recreation advisory board does not exist.

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

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

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





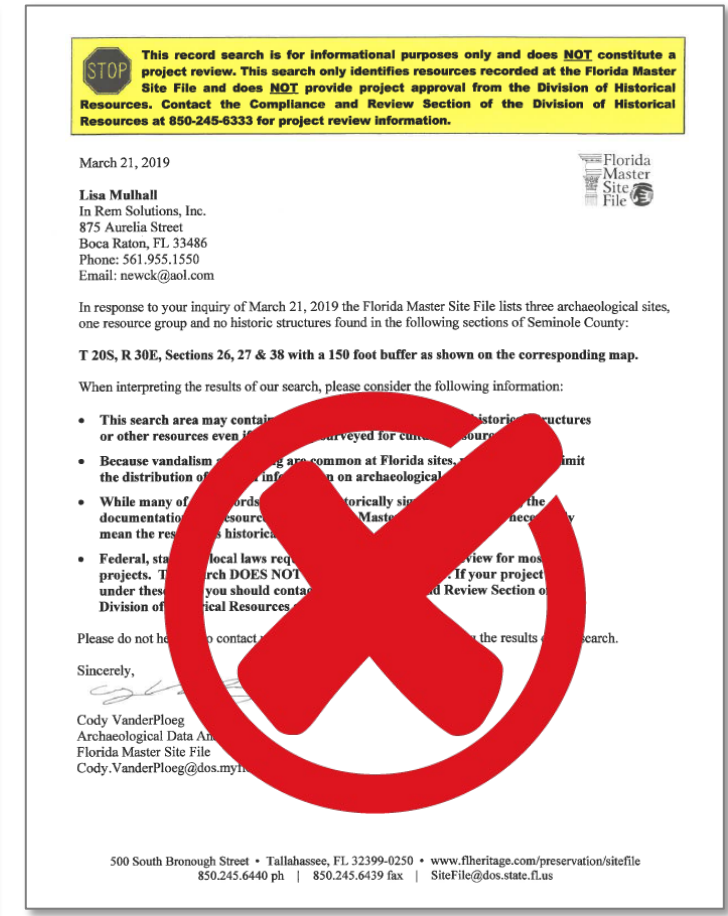
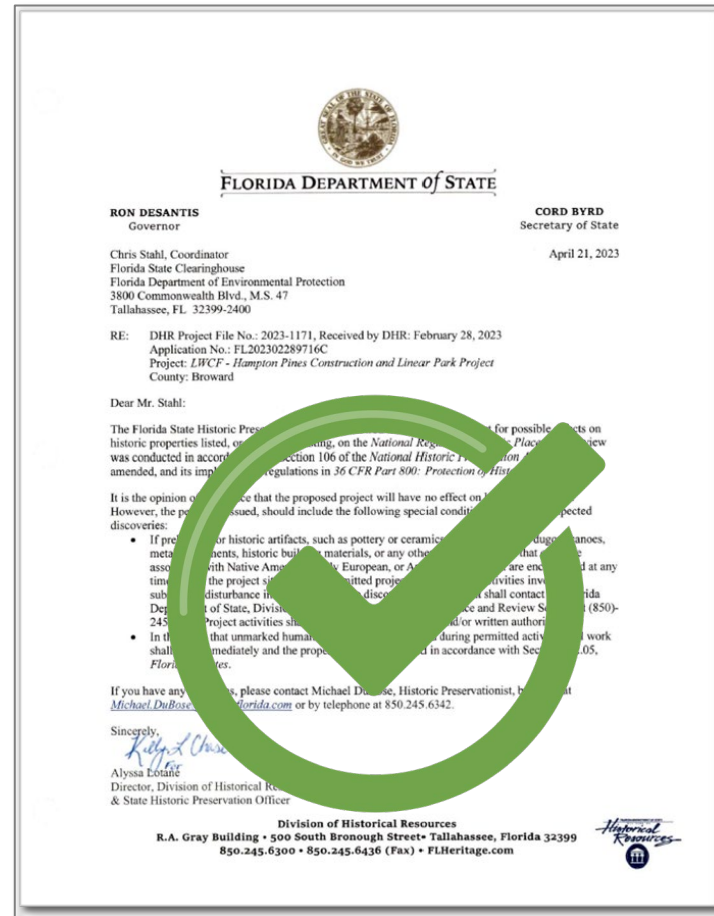


# LAND AND WATER CONSERVATION FUND STATE SUPPORTING DOCUMENTATION

## Exhibit D: State Historic Preservation Officer (SHPO) Letter

Exhibit D addresses preservation of historic, archaeological and/or cultural sites. If the proposed project is also for preservation purposes (historical, archaeological, cultural etc.), a letter from the State Historic Preservation Office (SHPO) should be included supporting this selection.

Florida Master Site File reports are not sufficient documentation to receive points for this segment.



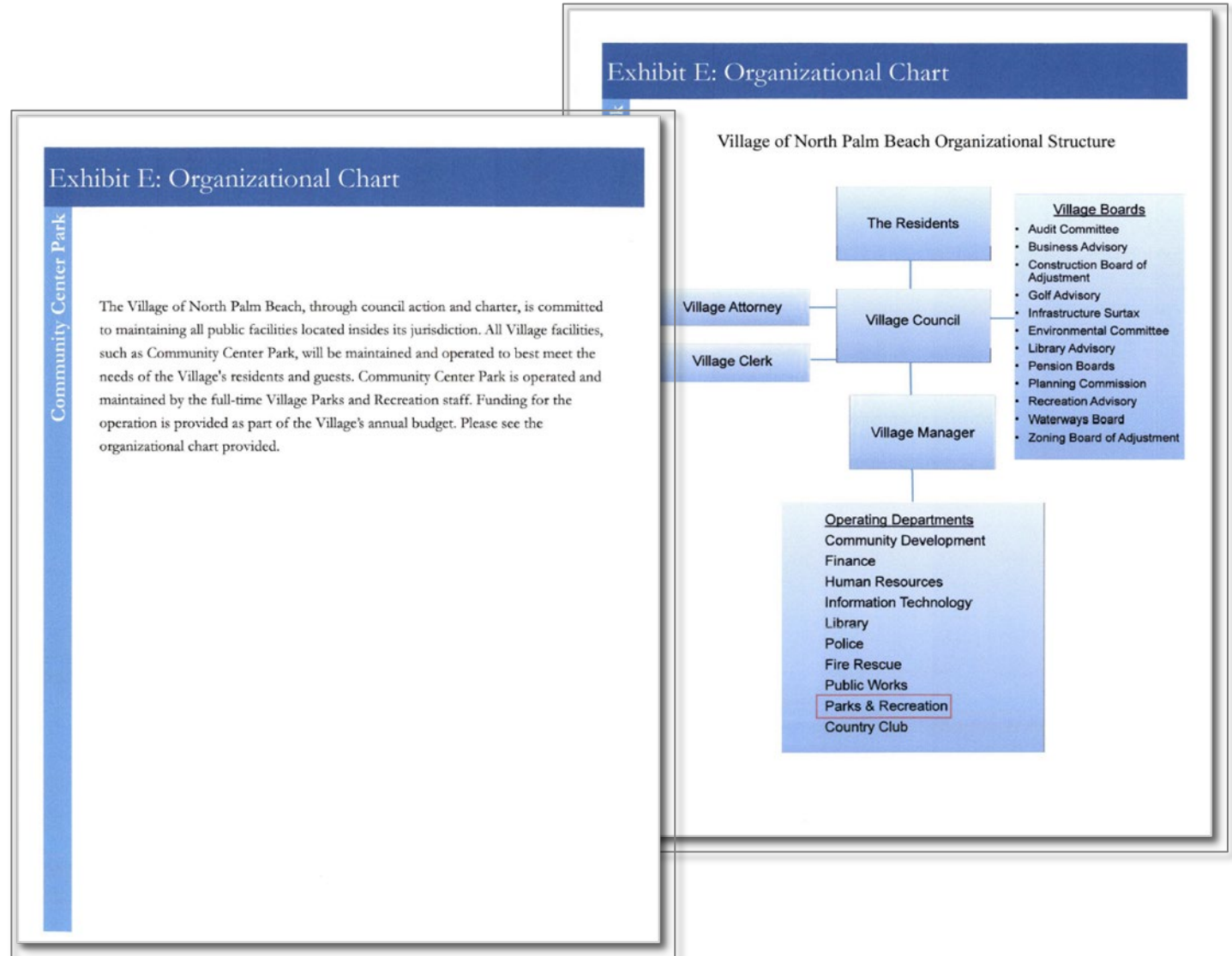


# LAND AND WATER CONSERVATION FUND

## STATE SUPPORTING DOCUMENTATION

### Exhibit E: Operation and Maintenance Documentation

For Exhibit E, project sponsors should provide a brief description of how development, programming and maintenance will be provided AND an agency organizational chart.









# LAND AND WATER CONSERVATION FUND STATE SUPPORTING DOCUMENTATION

## Exhibit G: Local Comprehensive Plan Excerpt

Applicants should describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant's adopted local comprehensive plan. Provide the needed amount of acreage as listed in the local comprehensive plan and the total acreage the local government already has under its control. When providing a response to this prompt, applicants should provide *excerpts from the local comprehensive plan with project relevant information highlighted*. Responses should include data on current park acreage, standards and identified needs.

Additionally, project sponsors should describe how the project provides for needed distribution of park acreage pursuant to the applicant's adopted local comprehensive plan.

### ACQUISITION ONLY

DIVISION 3.500 - RECREATION AND OPEN SPACE ELEMENT

Footnotes:  
--(f)--  
Division 3.5 renumbered to letter "F" due to the adoption of Division 3.6 Public School Facility Element in November 2007.

SECTION 3.501 - INTRODUCTION.

A. **Recreation and Open Space Themes.** The purpose of the Recreation and Open Space Element is to provide opportunities to enhance recreation and open space resources to meet the needs of residents and visitors of the County. Through its goals, objectives, and policies, this element establishes criteria for recreation and open spaces to meet the needs of Polk County's residents and visitors.

The combined goals, objectives, and policies constitute an appropriate framework for the development of recreation and open space programs, the requirements of development regulations, and other related programs.

1. **Preserve and Protect Unique Environmental Features.** Preserve and protect unique environmental features, including historic resources, and characteristics. The northern area is known for the central area for the Kissimmee River, the central areas for corridors and the many pristine lakes and rivers. These areas are home to a variety of biological species. The County needs to respect and preserve these resources when planning for recreation and open space.
2. **Encourage High-Quality Recreation Resources.** In addition to providing recreation resources, the County should promote proper utilization of parklands, facilities, and open spaces. Recreation facilities and open spaces that are maintained are essential to the success of a good recreation program. The County should take a long-term perspective since the recreation and open space system is a long-term investment.

The project provides for an additional 649 acres of recreational land that is open to the public. As stated in the County's comprehensive plan there is a need of 6.95 acres for 1,000 persons. This additional acreage will follow the guidelines in the comprehensive plan and allow for more minimum recreation level-of-service standard to continue to be met.

649 additional acreages / 6.95 acres = 93.38 acres x 1,000 persons = 93,381 people met.

- a. United States Government (with regard to the Avon Park Wild-Life-Management Area).
- b. Florida Fish and Wildlife Conservation Commission.
- c. Florida Department of Environmental Protection.
- d. Appropriate Florida Water Management Districts.
- e. Florida Department of Transportation.
- f. Florida Division of Forestry.
- g. Polk County Transportation Planning Organization.
- h. Polk County Economic Development Council.
- i. Polk County Tourist Development Council.
- j. Polk County School Board.
- k. Seventeen municipalities within the County's jurisdiction.
- l. Municipal utility departments (with regard to use of available easements and open spaces), and
- m. Appropriate private utility companies (with regard to use of available easements and open spaces).

OBJECTIVE 3.502-E: Polk County shall establish a long-range parkland acquisition program to provide safe and adequate open space, and recreation facilities to all residents and visitors.

POLICY 3.502-E1: Polk County shall identify areas for future recreation and open space land acquisitions based on existing and projected demand for community and regional parks.

POLICY 3.502-E2: Polk County shall maintain a minimum recreation level-of-service standard of 6.95 acres per 1,000 persons.

\*Note: This figure is calculated using a static aggregate total of passive and active recreational land of 5,017 acres divided by the population projection for 2020. Regardless of a static total of passive and active recreational land being used, county parks and open space lands LOS standards in 2020 should be adequate. It is expected that passive and active recreational space will increase in relation to further development and population increase.

POLICY 3.502-E3: Polk County shall acquire recreation lands to satisfy the County's adopted minimum recreation level-of-service standard (Policy 3.502-E2).





# LAND AND WATER CONSERVATION FUND STATE SUPPORTING DOCUMENTATION

## Exhibit H: Conceptual Site Plan

Submit a **conceptual site plan** displaying the areas to be acquired and facilities to be developed as proposed in the scope of the application. The site plan must correlate with the project area identified in the project boundary map and cost estimate. The site plan must **CLEARLY DELINEATE** between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development.

**Color code your site plan to indicate facilities that are existing, proposed for funding and planned for future development (not in this project).**





# LAND AND WATER CONSERVATION FUND

## STATE SUPPORTING DOCUMENTATION

### Exhibit H2: Development Timeline

Submit a **timeline** displaying the areas to be acquired and/or facilities to be developed as proposed in the scope of the application.

**Development Projects:** Submit a **detailed** timeline including the bidding, construction, and completion of the project.

**Acquisitions:** Submit a **detailed** timeline for the purchase completion (1-year granted). Timeline must also include the development completion following the purchase (3- years granted).

Timelines must be specific, measurable, attainable, relevant and timely (**SMART**).

Project Name: Hampton Pines Park ADA & Park Enhancements Critical Path by Patrick Cann, CPRP  
 Project Goal: Enhance ADA Access and Park Amenities at Hampton Pines Park in 180 Days

1. Task	2. Sub-Task	3. Start	4. End	5. Status	6. Comments
Staff & Consultant Detail Design	Conceptual Park Master Plan	June 2024	July 2024		include all Grant elements including ADA trail throughout existing trail and parking lot. Replace playgrounds and fitness zones/equipment, renovate security lighting and fishing piers. Add new bridge near linear park.
	Complete HPP Park Site Master Plan	Aug 2024	Sept 2024		Consultant complete Park Site Master Plan.
Financing					
Pre-Construction	1. Site Survey				
Complete Bid Specifications	Research Broward County Price Agreement or RFP. Complete Bid Solicitation Form.				
Competitive Bid Process	Piggyback off of Broward County Price Agreement or Advertise RFP				
	RFI's / Q&A's				

Project Name: Hampton Pines Park ADA & Park Enhancements Critical Path by Patrick Cann, CPRP  
 Project Goal: Enhance ADA Access and Park Amenities at Hampton Pines Park in 180 Days

1. Task	2. Sub-Task	3. Start	4. End	5. Status	6. Comments
Staff & Consultant Detail Design	Conceptual Park Master Plan	June 2024	July 2024		include all Grant elements including ADA trail throughout existing trail and parking lot. Replace playgrounds and fitness zones/equipment, renovate security lighting and fishing piers. Add new bridge near linear park.
	Complete HPP Park Site Master Plan	Aug 2024	Sept 2024		Consultant complete Park Site Master Plan.
Financing		Sept 2024	Oct 2024		City Staff waiting on Award to budget Match.
Pre-Construction	1. Site Survey	Oct 2024	Oct 2024		Specifications for soil testing, site surveys and demolition.
Complete Bid Specifications	Research Broward County Price Agreement	Oct 2024	Oct 2024		Prepare detailed specifications and plans to include in bid documents for Broward County Price Agreement or RFP. Complete Bid Solicitation Form.
Competitive Bid Process	Piggyback off of Broward County Price Agreement or Advertise RFP	Nov 2024	Dec 2024		Seek Commission approval to piggyback off of BC price agreement or publish ad in local newspaper to seek bids for project to enhance Hampton Pines Park.
	RFI's / Q&A's	Jan 2025	Jan 2025		Respond to questions and publish amendments to RFP as requested.





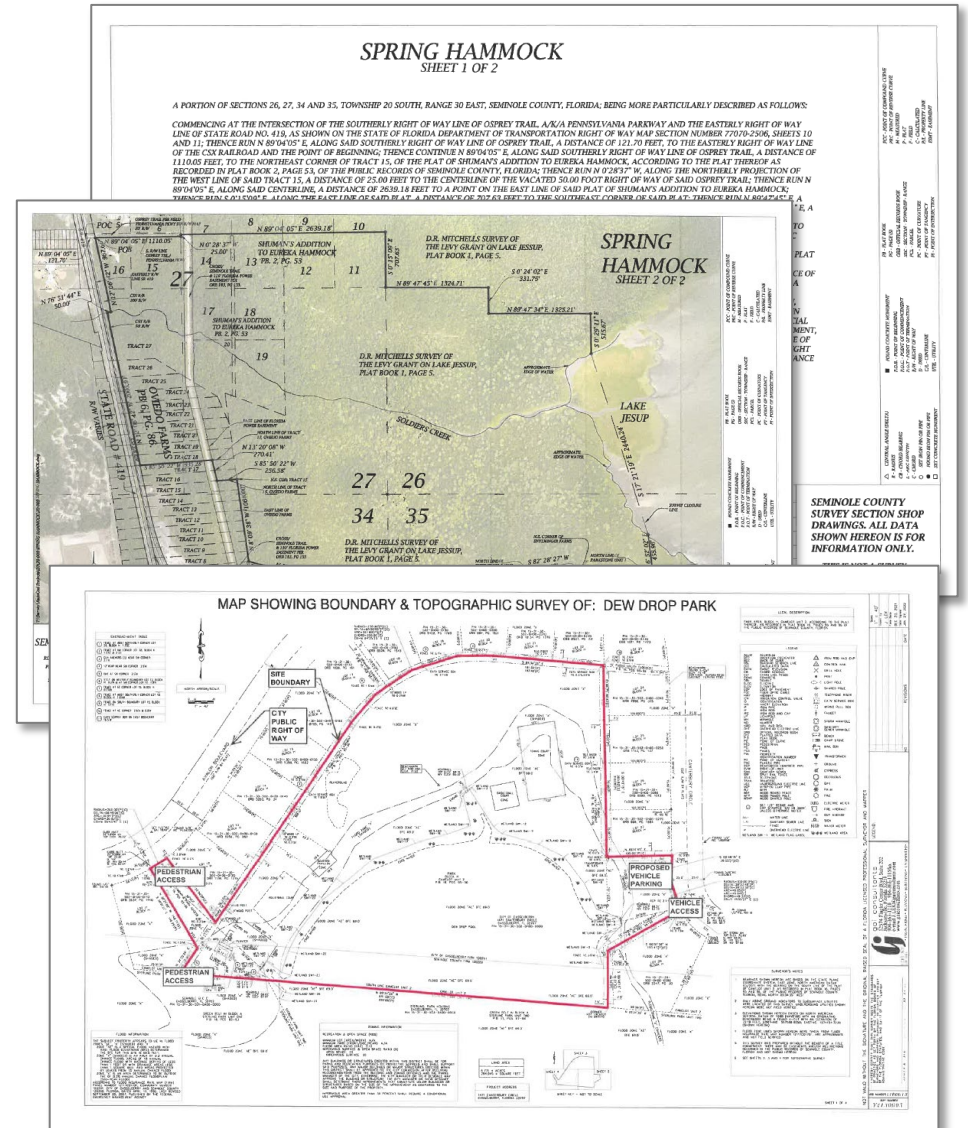
# LAND AND WATER CONSERVATION FUND

## STATE SUPPORTING DOCUMENTATION

### Exhibit I: Boundary Map

Submit a Section 6f Boundary, colored boundary map of the project area. **The map must provide a legal description and sketch of the project area boundaries, north directional arrow, display known easements, and be legally sufficient to identify the project area.** Also, be sure to identify and outparcel onsite buildings (i.e., gymnasiums, meeting rooms, recreation centers, visitor centers, multi-purpose spaces, park office space, interpretive centers, maintenance buildings, etc.). The map must also depict where and how the public will access the site, parking, etc.

Plat maps may be accepted if the above criteria are identified. See website <https://floridadep.gov/lands/land-and-recreation-grants/content/land-and-water-conservation-fund-program> for Boundary Map requirements. **Use either an 8 ½ x 11 or 11x17 map. Map may be no larger than 11x17.**





# LAND AND WATER CONSERVATION FUND

## STATE SUPPORTING DOCUMENTATION

### Exhibit J: Color Photos of the Project Site

Submit color, on-site photographs sufficient to depict the **current** physical characteristics of the project area.

Aerial photographs are beneficial, but not required.

Mark an approximate boundary of the project site and note major roads and/or landmarks on the aerial photo.







# LAND AND WATER CONSERVATION FUND

## STATE SUPPORTING DOCUMENTATION

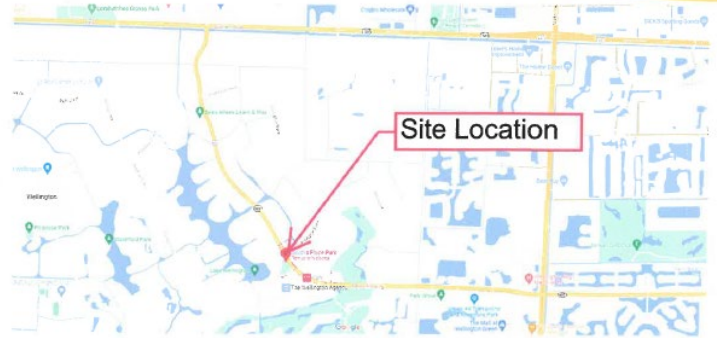
### Exhibit K: Location Map and Directions

Submit a detailed street, road or highway map precisely locating the project site.

Also, provide clear and concise written driving instructions from the nearest federal or state highway.

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

Exhibit K - Location Map and Driving Directions



Site Location

Scott's Place Park  
12190 Forest Hill Blvd  
Wellington, FL 33414

Driving Directions via Florida's Turnpike from Tallahassee

- 1) Take I-10 East
- 2) Take exit 296A to merge onto I-75 South towards Tampa
- 3) Take I-75 South to Florida's Turnpike
- 4) Take Florida's Turnpike South
- 5) Take exit 97 toward US-98/FL-80/Southern Blvd
- 6) Turn Left on Pike Road



# LAND AND WATER CONSERVATION FUND

## STATE SUPPORTING DOCUMENTATION

**DEVELOPMENT ONLY**

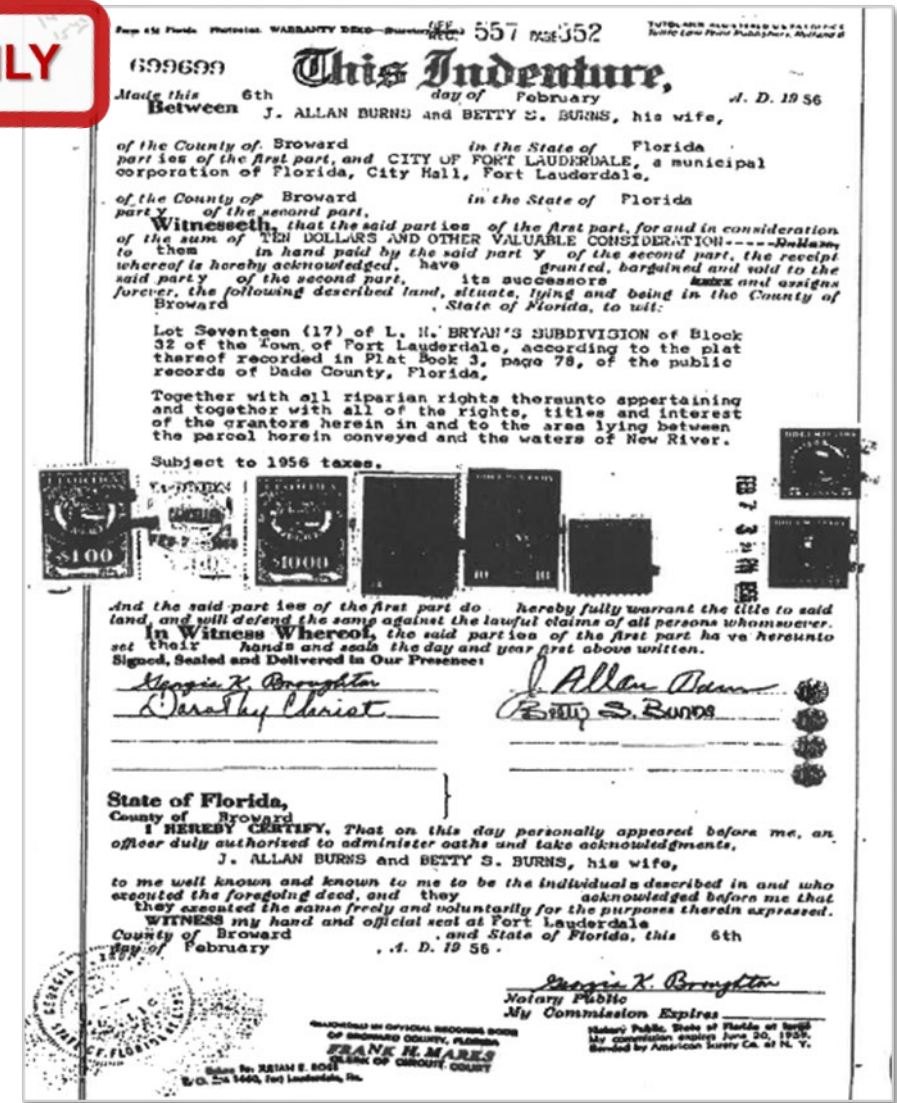
### Exhibit L: Site Control

If the property is owned by the applicant, submit a copy of the site control documents (i.e., warranty deed).

If the applicant only has a Quit Claim Deed, submit the deed **and** a 30-year title search by the applicant's attorney project the applicant owns the property.

If submerged lands are included in the development area, provide a legal document (i.e., permit, management agreement, etc.) which indicates permission to use and develop the submerged lands.

**Site Control must be effective by the close of the submission period, October 31, 2024.**







# LAND AND WATER CONSERVATION FUND

## STATE SUPPORTING DOCUMENTATION

### Exhibit M1: Project Narrative

### Description of the physical characteristics of the existing park or the proposed park:

A written response is required to describe the project site and proposed development or renovations in more detail. Illuminate the existing natural or historical resources, talk about the public access, any easements, and the and future uses that are planned for the site if it's an acquisition project.

***The Project Overview must be limited to 2 pages.***

Exhibit M-1  
Project Narrative

Lyons Park comprises of 3.7036 acres located at 100 NE Avenue H in Belle Glade, FL purchased on June 2, 1955 from JW and Bessie Lyons by the City and on June 28, 1955 this property was designated as an outdoor recreational park. This park is easily accessible and offers public access from North Main Street/SR-15/SR-80 between NE Ave. H, NE 2<sup>nd</sup> St., NE Ave. F, and NE 1<sup>st</sup> St. Lyons Park is surrounded by single family homes and there are no existing buildings, natural or historical resources, protection or conservation initiatives. Belle Glade is a rural, predominately minority agricultural community that is historically financially disadvantaged (in Census Tract 82.01, Palm Beach County, FL) where there is 14.9% unemployment and the median household income is \$28,028.

Lyons Park has served this community for 67 years and needs upgrades and improvements. Currently, the park consists of two (2) tennis/pickleball courts (a current popular trend), two (2) swing sets, three (3) jungle gym/slide assemblies (small, medium, and large), one (1) horizontal ladder assembly, one (1) small vertical wall climb, one (1) horizontal bar dome, one (1) little free library book exchange box, one (1) approximate 1,500-LF asphalt exercise walking trail, approximately 80,000-SF of open field, and a small asphalt parking lot. All of the above are aging and is disrepair.

The proposed scope of work that the grant funds will address to improve/renovate/upgrade Lyons Park are described below:

#### Primary Elements:

- One Picnic Pavilion: Construction will include de-mucking for foundation stabilization, and concrete slab and a 17-ft. x 17-ft, 8-ft. tall standing seam metal roof pavilion structures.
- Exercise Walking Trail Resurfacing: Improvements include the milling and resurfacing of the park's existing approximately 1,500-LF, 6-ft. wide asphalt exercise walking trail. A combination of leveling courses, milling and sealants shall be utilized to eliminate and fill any existing cracks or visible depressions that will include a minimum 2-inch asphalt overlay.
- Exercise Walking Trail Loop: Construction includes approximately 245-LF of 6-ft. wide, 2-inch-thick asphalt exercise walking trail with a minimum 8-inches of base-rock stabilization, which will connect to the existing trail at both ends creating a loop.
- Exercise Stations: Adding eight (8) new static exercise/workout stations located along the park's existing and proposed asphalt exercise walking trails. The stations range in size from as small as 8-ft. x 8-ft. to as large as 14-ft. x 25-ft. and include: step up beam, warm up bench, vault beam, decline sit-up bench, parallel bars, horizontal ladder, calf stretch pole, and cool down bench. Construction will include 12-inches of base-rock stabilization, 8-inch square timber boarders and a mulched in workout area.

#### Secondary Elements:

- Add Playground ADA sidewalks: Construction to include 8-inches of base-rock stabilization and truncated domes that include approximately 460-LF of 6-ft. wide, 4-inch-thick concrete sidewalks around the existing playground equipment.
- Six shade structures with lighting over the playground area units
- Two playground bleachers with shade coverings
- Parking Lot Resurfacing: Construction includes the milling and resurfacing of the park's only existing parking lot. A combination of leveling courses, milling, and sealants shall be utilized to

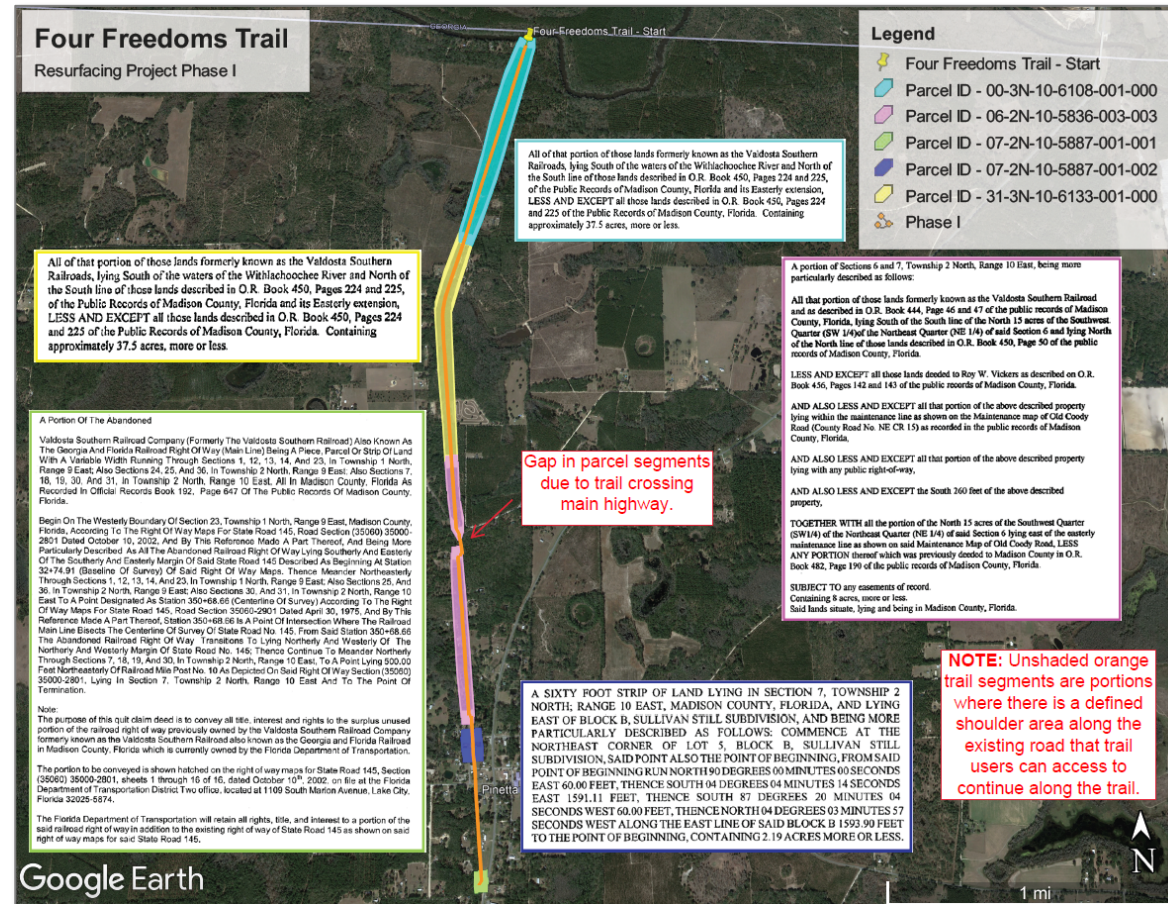


# LAND AND WATER CONSERVATION FUND STATE SUPPORTING DOCUMENTATION

**ACQUISITION ONLY**

## Exhibit M2: Parcel Acquisition

If the proposed project consists of acquiring multiple parcels, identify the specific order in which the parcels will be acquired. In the event that all parcels cannot be acquired, applicants must demonstrate that the purpose of the project can still be achieved. Also submit the estimated value of the property being acquired.







# LAND AND WATER CONSERVATION FUND

## FEDERAL SUPPORTING DOCUMENTATION

### Federal Supporting Documentation

ATTENTION!



Now we will move into the Federal Supporting Documents. **It is important to note that ALL federal forms are required.** Fill out all forms in their entirety.

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



# LAND AND WATER CONSERVATION FUND

## FEDERAL SUPPORTING DOCUMENTATION

### Exhibit N1: Federal Permits

Submit all Federal Permits as required by the scope of the project.

**All Federal Permits must be applied for prior to application.** Permits must either be in place or applicant able to show where applicable permits have been applied for.

County/State permits can be applied for post-application.

#### Information Required for a WOTUS Determination in State-assumed Waters

##### I. General Information

The following information is required if an applicant is requesting that the Department perform a Waters of the United States (WOTUS) jurisdictional determination pursuant to the Navigable Waters Protection Rule (40 C.F.R. 120) during review of a State 404 Program permit application, a Formal Determination under Chapter 62-340, F.A.C., or a request for verification that no permit is required under the State 404 Program. This form is provided as a service to applicants and petitioners. Use of form may assist efficient review.

##### II. Findings

###### A. Summary

Check all that apply. At least one box from the following list MUST be selected. Complete the corresponding sections/tables and summarize data sources.

- The review area is comprised entirely of dry land (i.e., there are no waters or water features, including wetlands, of any kind in the entire review area).  
Rationale: (N/A or describe rationale)
- There are "waters of the United States" within Clean Water Act Jurisdiction within the review area (complete appropriate tables in Section II.B).
- There are waters or water features excluded from Clean Water Act Jurisdiction within the review area (complete table in Section II.C)

###### B. Clean Water Act Section 404 Jurisdiction (40 C.F.R. 120)

Please expand tables or use additional sheets as needed. Include measurement units in size column (acres, linear feet, etc.)

###### Traditional Navigable Waters ((a)(1) waters)

(a)(1) Name	(a)(1) Size	(a)(1) Criteria	Rationale for (a)(1) Determination
NA			

Note: All Territorial Seas and any Traditional Navigable Water listed in Appendix B of the 404 Handbook (Retained Waters List) are not assumable under the State 404 Program. If your project site contains or borders one of these waters and you are proposing or plan to prop dredge or fill activities within 300 feet of the mean high tide line or ordinary high water mark, please apply to the US Army Corps of Engine for a permit or jurisdictional determination under Section 404 of the Clean Water Act.

###### Tributaries ((a)(2) waters)

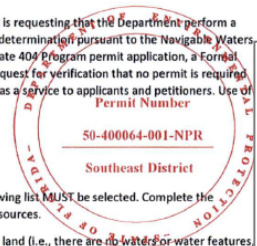
(a)(2) Name	(a)(2) Size	(a)(2) Criteria	Rationale for (a)(2) Determination
NA			

###### Lakes and ponds, and Impoundments of Jurisdictional waters ((a)(3) waters)

(a)(3) Name	(a)(3) Size	(a)(3) Criteria	Rationale for (a)(3) Determination
NA			

###### Adjacent wetlands ((a)(4) waters)

(a)(4) Name	(a)(4) Size	(a)(4) Criteria	Rationale for (a)(4) Determination
NA			



#### South Florida Water Management District Individual Environmental Resource Permit No. 50-11463-P

Date Issued: April 26, 2022      Expiration Date: April 26, 2027

**Project Name:** Sandhill Crane Maintenance Facility Expansion

**Permittees:** City Of Palm Beach Gardens  
10500 North Military Trail  
Palm Beach Gardens, FL 33410  
Avenir Development, LLC  
550 Biltmore Way Suite 1110  
Coral Gables, FL 33146

**Operating Entity:** City Of Palm Beach Gardens  
10500 North Military Trail  
Palm Beach Gardens, FL 33410  
Avenir Community Development District  
2501 Burns Road, Suite A  
Palm Beach Gardens, FL 33410

**Location:** Palm Beach County

**Permit Acres:** 14.31 acres

**Project Land Use:** Commercial

**Special Drainage District:** Avenir Community Development District

**Water Body Classification:** CLASS I

**FDEP Water Body ID:** 3234

**Wetland and Surface Water Impacts:** 11.58 acres

**Conservation Easement to District:** No

**Sovereign Submerged Lands:** No

#### Project Summary

This Environmental Resource Permit (ERP) authorizes construction and operation of a stormwater management (SWM) system serving 14.31 acres of recreational development for a project known as Sandhill Crane Maintenance Facility and Parking Expansion.

This permit originally authorized the construction and operation a SWM system serving a 12,000-sf maintenance building, a 10,320 sf golf cart barn, parking lot, lake, and related utilities on 5.07 acres of the 14.31 acres of ownership. The permit is being modified to expand the maintenance facility and parking lot to the west and north over the remaining 11.44 acres of the property. Proposed improvements include construction of utilities, storm drainage Infrastructure expansion of the wet detention lake and dry detention areas with control structure for water quality treatment and stormwater attenuation. Ultimate discharge is proposed to the Palm Beach Gardens Avenir Golf Club (Permit No. 50-101632-P, Application No. 220324-33679) before ultimate outfall to the C-18 Canal.






# LAND AND WATER CONSERVATION FUND FEDERAL SUPPORTING DOCUMENTATION

## Exhibit N2: Federal Environmental Compliance Reviews & Reports


Submit all Federal Environmental Compliance Reviews and Reports, including:

- U.S. Fish & Wildlife Service Consistency Letter and Environmental Review
- U.S. Fish & Wildlife Service Endangered Species List (if applicable)
- U.S. Fish & Wildlife Service Coastal Barrier Resource System Mapping  
Access the CBRS Validation Tool
- National Historic Preservation (NHPO) Office Project Review Final Determination
- State Historic Preservation (SHPO) Office Project Review Final Determination **OR** Tribal Historic Preservation (THPO) Office Project Review Final Determination



United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Florida Ecological Services Field Office  
1339 20th Street  
Vero Beach, FL 32960-3559  
Phone: (772) 562-3909 Fax: (772) 562-4288  
Email Address: [fw4filesregs@fws.gov](mailto:fw4filesregs@fws.gov)  
<https://www.fws.gov/office/florida-ecological-services>



In Reply Refer To: November 06, 2023  
Project Code: 2024-0012925  
Project Name: Hampton Pines Construction and Linear Park Project


Subject: List of threatened and endangered species that may occur in your proposed project location or may be affected by your proposed project

To Whom It May Concern:

The enclosed species list identifies threatened, endangered, proposed and candidate species, as well as proposed and final designated critical habitat, that may occur within the boundary of your proposed project and/or may be affected by your proposed project. The species list fulfills the requirements of the U.S. Fish and Wildlife Service (Service) under section 7(c) of the Endangered Species Act (Act) of 1973, as amended (16 U.S.C. 1531 *et seq.*).

New information based on updated surveys, changes in the abundance and distribution of species, changed habitat conditions, or other factors could change this list. Feel free to contact us if you need more current information or assistance regarding the potential impacts to federally proposed, listed, and candidate species and federally designated and proposed critical habitat. **Please include your Project Code, listed at the top of this letter, in all subsequent correspondence regarding this project.** Please note that under 50 CFR 402.12(e) of the regulations implementing section 7 of the Act, the accuracy of this species list should be verified after 90 days. This verification can be completed formally or informally as desired. The Service recommends that verification be completed by visiting the IPaC website at regular intervals during project planning and implementation for updates to species lists and information. An updated list may be requested through the IPaC system by completing the same process used to receive the enclosed list.

The purpose of the Act is to provide a means whereby threatened and endangered species and the ecosystems upon which they depend may be conserved. Under sections 7(a)(1) and 7(a)(2) of the Act and its implementing regulations (50 CFR 402 *et seq.*), Federal agencies are required to utilize their authorities to carry out programs for the conservation of threatened and endangered species and to determine whether projects may affect threatened and endangered species and/or designated critical habitat.



FLORIDA DEPARTMENT OF STATE

CORR BYRD  
Secretary of State

March 31, 2023

Historical Preservation  
17

3-1175, Received by DHR: February 28, 2023  
2289721C  
Park

tion Officer reviewed the referenced project for possible effects on  
s for listing, on the *National Register of Historic Places*. The review  
Section 106 of the *National Historic Preservation Act of 1966*, as  
ulations in *36 CFR Part 800: Protection of Historic Properties*.

he proposed project will have no effect on historic properties.  
uld include the following special condition regarding unexpected

ffects, such as pottery or ceramics, projectile points, dugout canoes,  
building materials, or any other physical remains that could be  
merican, early European, or American settlement are encountered at any  
area, the permitted project shall cease all activities involving  
he vicinity of the discovery. The applicant shall contact the Florida  
ion of Historical Resources, Compliance and Review Section at (850)-  
s shall not resume without verbal and/or written authorization.  
human remains are encountered during permitted activities, all work  
the proper authorities notified in accordance with Section 872.05.

contact Michael DuBose, Historic Preservationist, by email at  
m or by telephone at 850.245.6342.

Alyssa Lotane  
Director, Division of Historical Resources  
& State Historic Preservation Officer

Division of Historical Resources  
R.A. Gray Building • 500 South Brough Street • Tallahassee, Florida 32399  
850.245.6300 • 850.245.6436 (Fax) • [FLHeritage.com](http://FLHeritage.com)





# LAND AND WATER CONSERVATION FUND FEDERAL SUPPORTING DOCUMENTATION

## Exhibit N3: Federal Application & Review (A&R) Form

Submit ALL sections and questions in their entirety, as applicable.

Cover Page – All Projects

Section 1.0 – All Projects

Section 2.0 – All Project

Section 2.1 – Acquisition Projects Only

Section 2.2 – All Projects

Section 3.0\* – All Projects

\* If in Section 3.0, a Categorical Exclusion is identified, applicant must provide the CE Number identifier as well as a written explanation of detailing how the project meets the exclusionary criteria.

NPS Form 10-904 (Rev. 11/2019)  
National Park Service

OMB Control No. 1024-0031  
Expiration Date 10/31/2023

**LWCF**

National Park Service  
U.S. Department of the Interior  
State and Local Assistance Programs

**Application and Revision (A&R) Form**

Grant Name: Keating Park

For amendments, include the amendment number (e.g. ##-#####.#)

LWCF Grant Number (if known): None

LWCF Grant Number(s) for prior: \_\_\_\_\_

LWCF Assistance (if applicable): None

FBMS Grant Number (if known): (e.g., P##AP#####) None

Date of Preparation: 01/31/2024

New project grant application (fill out section 1.0, 2.0 with relevant sub-section(s), and 3.0):

- Acquisition (fill out section 2.1)
- Development/Renovation (fill out section 2.2)
- Combination Acquisition & Development/Renovation (fill out both sections 2.1 and 2.2)

New Planning Grant Application (attach narrative – see manual)

Amendment during active period of performance (fill out section 4.0) – check all that apply, below

- Scope change (fill out section 4.1)
- Cost increase (fill out section 4.2)
- Time extension (fill out section 4.3)

Other administrative change (fill out this page and include explanation in transmittal)

Brief Description of Proposal (for amendments, describe only the changes proposed):

The City of Hollywood is requesting \$750,000 in grant funding from the Florida Department of Environmental Protection Land and Water Conservation Fund (LWCF) grant and will locally match with \$750,000 to improve beach access and the beach experience for all residents and visitors. This project includes upgrading beach access and renovating the public restrooms to current ADA standards, providing a community educational space for environmental-based programming, installing a new playground, renovating the parking area, and planting new native landscaping.

RECORDS RETENTION – PERMANENT ACTIVE. (NPS Records Schedule, National Assistance Programs (Item 8.A.2) (N1-79-08-7)) 1 of 15

OMB Control No. 1024-0031  
Expiration Date 10/31/2023

**COMBINATION GRANTS**

as part of this project?  
ground will be part of the project.  
d or replaced (specify which) as part of this project?  
ovated.  
remolition, site preparation, landscaping, habitat  
as part of this project?

facilities that will be funded as part of this project?  
(25 years or longer.  
s that are also eligible for Dingell-Johnson or Wallop-  
is)?

ertification is included (see manual)

opment of a sheltered/enclosed swimming pool or ice  
of an existing outdoor pool or rink?

mined that the site meets the cold climatic criteria  
manual. Provide a copy of the cold climatic data used to  
mination with the application (see manual).

project – is this a new sheltered facility, or construction  
e pool or ice rink already exists, was it LWCF-funded? If  
it and how much LWCF assistance was provided?

the sheltered facility and what amount of grant funding al  
shelter/enclosure structure itself (if any)?

increased public use that will be made possible by the  
ify the construction of such a facility.

Americans with Disabilities Act (ADA) and Architectural  
is project?  
with Disabilities Act and Architectural Barriers Act (ABA) guidelines. The scope  
all residents have access to the park regardless of physical abilities. The  
new playground will be ADA friendly to promote children of all abilities to  
enjoy the park.

2. What design elements are included that contribute to preserving environmental resources as  
part of ensuring a quality outdoor recreation experience for present and future generations?  
New landscaping will be installed and will be designed with a sustainable landscaping approach, which will nurture wildlife;  
reduce air, soil, and water pollution; and make healthy recreation spaces. 7 of 15





# LAND AND WATER CONSERVATION FUND

## FEDERAL SUPPORTING DOCUMENTATION

### Exhibit N4:NEPA Documentation Environmental Reviews and/or Assessments

Submit the required environmental reviews and assessments:

- Environmental Assessment(s) (Phase I and/or Phase II)
- Cultural Resource Assessment Survey (CRAS) **OR** Biological Survey Assessment (BSA)

EW Consultants, Inc.  
Natural Resource Management, Wetland, and Environmental Permitting Services

Executive Summary –

As discussed in further detail in the following Environmental Assessment, the Avenir property has a long history of agricultural and silvicultural activity. For more than 50 years there have been a variety of agricultural uses on the site including vegetable farms, timber harvest, and cattle operations. As a result there are no areas of the site that have not been altered from their natural state in some fashion. The following Environmental Assessment Report has been prepared specifically addressing a parcel of approximately 23.5 +/- acres owned by the City of Palm Beach Gardens and proposed for development as a nature trail and interpretive park.

Historically, the wetland resources on the site were characterized on a continuum from very poor ecological quality (heavily invaded by non-native and/or nuisance vegetation and altered hydrology) up through excellent wetland functional quality with only minor occurrences of non-native vegetation or hydrologic impacts. The upland resources on the site were much less diverse, primarily as a result of severe invasion by non-native vegetation. The uplands on the site were dominated by West Indian dropsseed, a non-native grass that has little if any value as forage for wildlife or cattle. The uplands were also invaded to a significant degree by Brazilian pepper, also an invasive non-native plant with little or no value to wildlife.

The subject property was improved in accordance with environmental permits issued by the U.S. Army Corps of Engineers, the South Florida Water Management District, and the City of Palm Beach Gardens. The current conditions are characterized as disturbed lands that have been filled, graded, and grassed as part of previous improvements on the surrounding properties. There are also parts of several excavated lakes that occur on the site, also constructed as part of improvements on the surrounding properties.

1000 SE Monterey Commons Blvd, Suite 208 • Stuart, FL 34996 772-287-8771 • Fax 772-287-2988  
www.ewconsultants.com

nd, and Environmental Permitting Services

occurring Listed Faunal Species

Preferred Habitat	Sampling Method	Occurrence*	Listed Status**
			State/Federal
Wetland and aquatic habitat	Pedestrian and vehicular transects	O <sup>2</sup>	T/SA
Open prairies and upland	Pedestrian and vehicular transects	L	FT
Nest in tall trees (usually pine) near coasts, rivers, lakes and wetlands	Pedestrian and vehicular transects	L	No longer listed
Sandhills, ruderal communities, dry prairies	Pedestrian and vehicular transects	L	ST
A diversity of upland/low land habitat	Pedestrian and vehicular transects	L	FT
Open prairies and upland	Pedestrian transects and playback tapes	L	FE
Large wilderness areas	Pedestrian and vehicular transects	L	FE
Breed in emergent saline wetlands; forage in pastures/prairies	Pedestrian and vehicular transects; aerial nest survey	M	ST
Long hydroperiod wetlands/aquatic systems with Pomacea snails	Pedestrian and vehicular transects	L	FE
Sandhills, xeric oak scrub, sand pine scrub, scrubby flatwoods; agricultural lands	Burrow survey ≥ 15% of suitable habitat	L	ST

Suite 208 • Stuart, FL 34996 772-287-8771 • Fax 772-287-2988  
www.ewconsultants.com

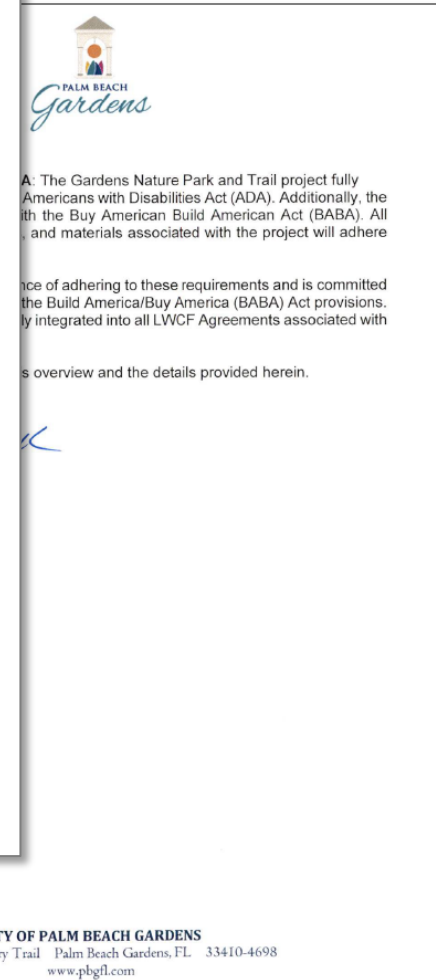
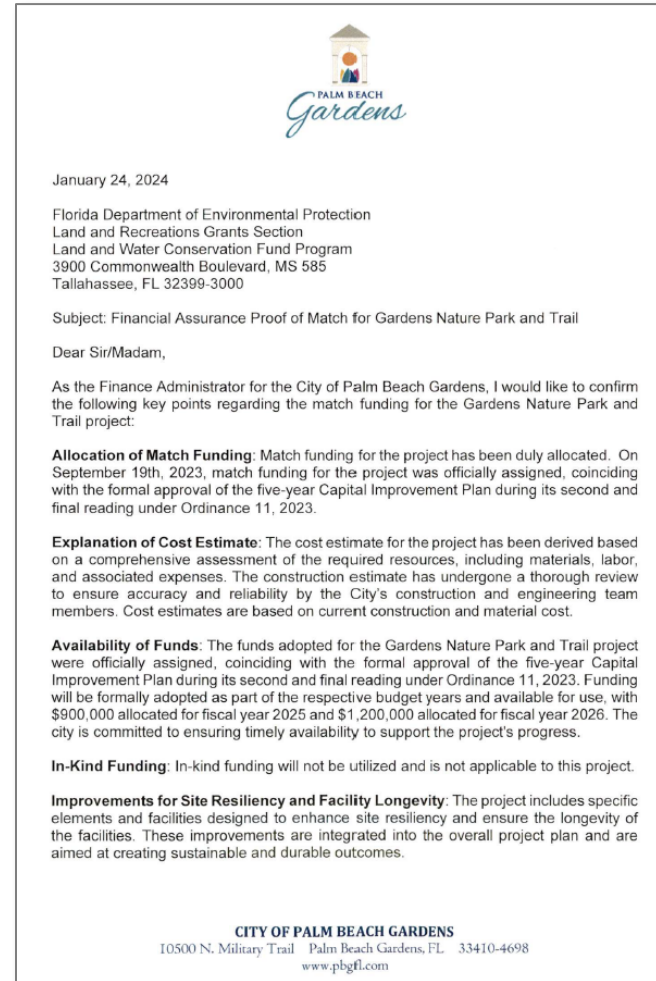


# LAND AND WATER CONSERVATION FUND FEDERAL SUPPORTING DOCUMENTATION

## Exhibit N5: Financial Assurance Proof of Match

Submit an explanation from the Chief Financial Officer stating the following:

- Match funding has been allocated for the project and is currently available to be expended.
- Explanation of how cost estimate was derived.
- The date funds will be available for use.
- State if any in-kind services will be used.
- Describe any project elements/facilities or costs that will improve site resiliency and facility longevity, if any.
- Explain how the project will address the Americans with Disabilities Act (ADA).
- Explain how the project will address the Buy American Build American Act (BABA).
  - Applicants must acknowledge they are aware that their projects (i.e., subcontracts, supplies, and materials) will be subject to the BABA requirements and the provisions must be adhered to.







# LAND AND WATER CONSERVATION FUND

## FEDERAL SUPPORTING DOCUMENTATION

### Exhibit N6: Federal Project Abstract Summary

Submit a written explanation of the park, what demographic it serves, the socio-economic background of users, the location and surrounding park areas, how the scope of work will positively impact the communities, and how any development will make a difference.

**The Summary must not be repetitious information and duplicative of the Project Narrative (M1). Summary should be only one paragraph.**

OMB Number: 4040-0019  
Expiration Date: 02/28/2025

#### Project Abstract Summary

*This Project Abstract Summary form must be submitted or the application will be considered incomplete. Ensure the Project Abstract field succinctly describes the project in plain language that the public can understand and use without the full proposal. Use 4,000 characters or less. Do not include personally identifiable, sensitive or proprietary information. Refer to Agency instructions for any additional Project Abstract field requirements. If the application is funded, your project abstract information (as submitted) will be made available to public websites and/or databases including USAspending.gov.*

Funding Opportunity Number

Land and Water Conservation Fund Program

CFDA(s)

Applicant Name

City of Palm Beach Gardens, Florida

Descriptive Title of Applicant's Project

Gardens Nature Park and Trail

#### Project Abstract

The proposed Gardens Nature Park and Trail linear park project represents a goal aimed at enriching the well-being and providing nature educational opportunities for the local community and surrounding areas. Proposed on previously undeveloped parkland, this project is designed to cater to diverse ethnic, cultural, and demographic communities, including families, single and older adults, youth, and school groups. This 24-acre project connects an adjacent municipal golf course with thousands of acres of conservation land and natural areas. The adjacent cities of West Palm Beach, Loxahatchee Groves, Lake Park, Riviera Beach, Jupiter, and the unincorporated areas of Palm Beach County, have a combined population of more than 250,000 residents, and feature a mix of housing types, ranging from rural to multi-family and single-family residential, accommodating residents with varying socio-economic backgrounds. With a median family income of \$109,152, the project has the potential to positively impact a broad spectrum of the surrounding community. The Gardens Nature Park and Trail seeks to stand out by offering open access without fees, encouraging community engagement in nature-based activities such as hiking, fishing, and nature observation. The park's strategic location positions it as a potential focal point along the integrated, multi-agency Florida trail system, fostering connections among individuals from different regions. In addition to the recreational benefits, the project addresses a notable gap in the local park system, traditionally dominated by high-activity sports complexes. The planned amenities, including trails, a butterfly habitat, a fishing pier, and an educational pavilion, are designed to cater to both the individual and the community's diverse needs and abilities. The Gardens Nature Park and Trail project aims to bridge the educational gap by introducing nature education programs and camps provided by the city's Recreation Department. By doing so, the project seeks to cultivate a deeper connection between the community and the rich flora and fauna of South Florida. These programs will provide valuable knowledge and experiences, fostering environmental awareness and a sense of stewardship among youth and adults alike. Beyond its local impact, the Gardens Nature Park and Trail project has the potential to contribute to the broader Florida trail system, positioning itself as an integral component of the regional recreation landscape. With the commitment to enhancing community well-being, promoting environmental awareness, and providing inclusive recreational and educational experiences, this true nature project serves as a compelling candidate for grant funding as it aligns with the goals of the Land and Water Conservation Fund.



# LAND AND WATER CONSERVATION FUND

## FEDERAL SUPPORTING DOCUMENTATION

### Exhibit N7: Federal Budget Narrative Cost Estimates

Submit a budget narrative estimate using one of the below applicable forms:

- [SF 424A - Acquisitions](#)
- [SF 424C - Development Projects](#)

BUDGET INFORMATION - Construction Programs			
<i>NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.</i>			
COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ .00	\$ .00	\$ .00
2. Land, structures, rights-of-way, appraisals, etc.	\$ .00	\$ .00	\$ .00
3. Relocation expenses and payments	\$ .00	\$ .00	\$ .00
4. Architectural and engineering fees	\$ .00	\$ .00	\$ .00
5. Other architectural and engineering fees	\$ .00	\$ .00	\$ .00
6. Project inspection fees	\$ .00	\$ .00	\$ .00
7. Site work	\$ .00	\$ .00	\$ .00
8. Demolition and removal	\$ .00	\$ .00	\$ .00
9. Construction	\$ 3,000,000 .00	\$ 0 .00	\$ 3,000,000 .00
10. Equipment	\$ .00	\$ .00	\$ .00
11. Miscellaneous	\$ .00	\$ .00	\$ .00
12. SUBTOTAL (sum of lines 1-11)	\$ 3,000,000 .00	\$ 0 .00	\$ 3,000,000 .00
13. Contingencies	\$ .00	\$ .00	\$ .00
14. SUBTOTAL	\$ 3,000,000 .00	\$ 0 .00	\$ 3,000,000 .00
15. Project (program) income	\$ .00	\$ .00	\$ .00
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ 3,000,000 .00	\$ .00	\$ 3,000,000 .00
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X <u>50.00</u> %		\$ 0.00



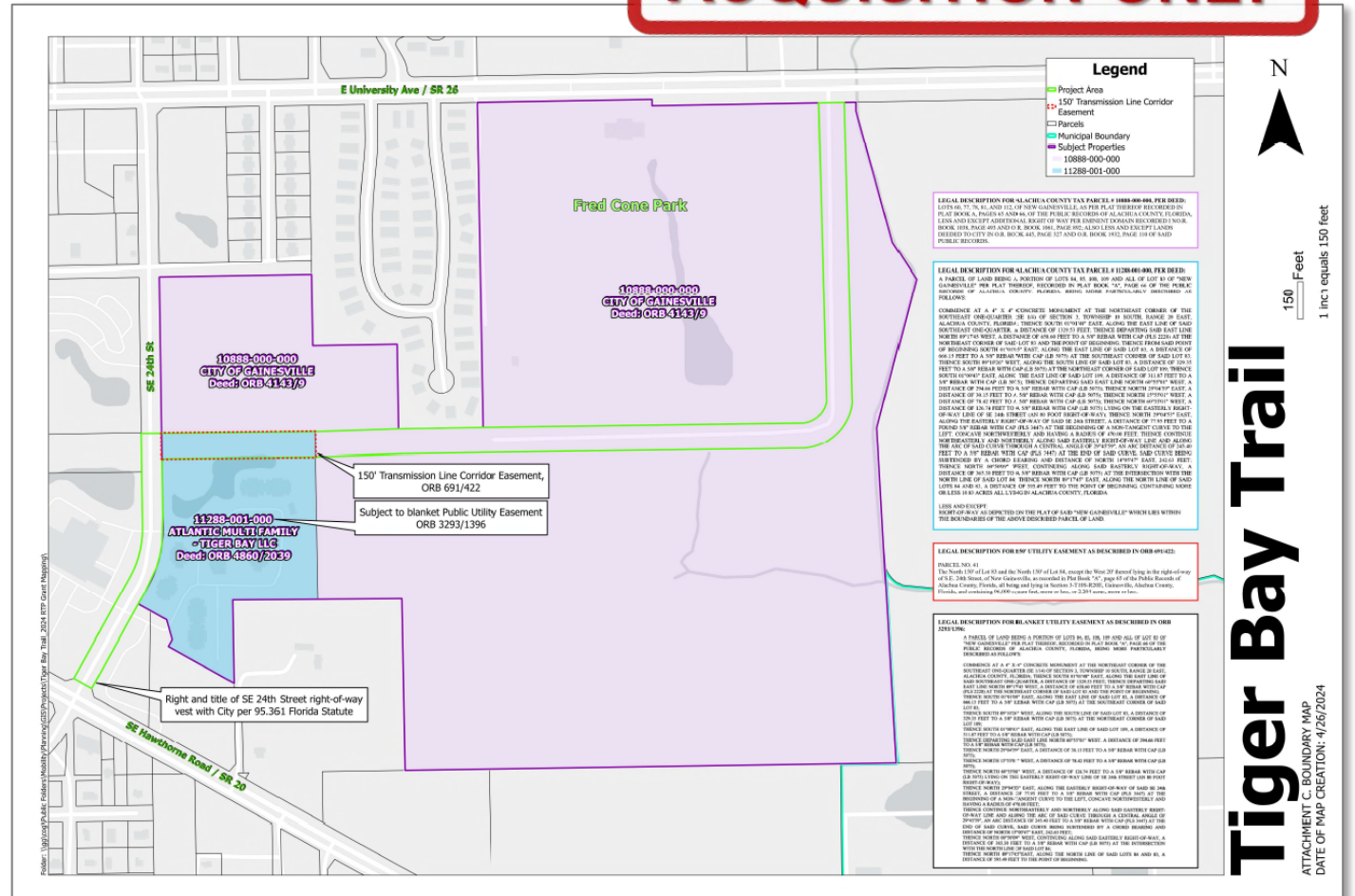


# LAND AND WATER CONSERVATION FUND FEDERAL SUPPORTING DOCUMENTATION

## Exhibit N8: Parcel Map and Acreage

Provide parcel map(s) showing the acreage and legal description of the property to be acquired.

**ACQUISITION ONLY**





# LAND AND WATER CONSERVATION FUND FEDERAL SUPPORTING DOCUMENTATION

## Exhibit N9: Buyer-Seller Agreement

Provide a letter of intent and willing seller agreement(s).

**ACQUISITION ONLY**

**THE VILLAGE OF WELLINGTON** **A GREAT HOMETOWN**  
 20 YEARS OF EXCELLENCE  
 Council: Anne Gerwig, Mayor; John T. McFowen, Vice Mayor; Michael Drabos, Councilman; Michael J. Napoleone, Councilman; Tanya Skind, Councilwoman; Manager: Paul Schofield

**Willing Owner Statement**

TO: Village of Wellington  
Florida Communities Trust

RE: 160th Ave N - 24-44-40, S 1400 FT OF N 2391 FT OF E 1400 FT OF SEC  
(Property description, either lot and block, brief legal description, or some other identifying information)

TAX PARCEL #: 73-40-44-24-00-000-1070  
(Fill in tax parcel number here)

I do hereby state that as the property owner(s) of the above-referenced property, I am willing to entertain a purchase offer from the Village of Wellington and Florida Communities Trust.

By: Moncada Rogelio M. Trust 25707 Ave Labour  
Print Name Owner Address  
Patricia Moncale Oak Brook, IL 60523 1085  
Signature of Property Owner City, State, Zip  
(415) 608-2126  
Telephone Number  
08/14/2020  
Date Signed by Owner

A second signature line is provided for your use if your property is jointly owned.

Please return this form to:  
Village of Wellington  
Tanya W. Quickel  
Director of Administrative and Financial Services  
12300 Forest Hill Blvd.  
Wellington, FL 33414  
tquickel@wellingtonfl.gov, Direct: (561) 791-4113

12300 Forest Hill Boulevard • Wellington, Florida 33414 • (561) 791-4000 • Fax (561) 791-4045  
www.wellingtonfl.gov

Brian Burket  
Waterfront Project Manager  
City of Jacksonville  
214 N. Hogan Street, 4th Floor  
Jacksonville, FL 32202

RE: Willing Seller Letter for Sherman Creek Property- 3390 A1A

The current asking price is \$1,990,000. We understand that half of the appraised price, \$1,320,000 will come from LWCF, with the other half coming from the U.S. Navy and anything over the appraised price will need to be negotiated directly with the City.

**Property Detail**

- Address: Sherman Creek Park, 3390 A1A
- Lot Size: 57 acres
- Building Size: Includes a small shed and water well
- Year Built: Not applicable (Natural land)
- Zoning: Agriculture (AGR)
- Asking Price: \$1,990,000

**Location and Accessibility**

- Overview: The site is ideally located with access to major roadways and proximity to Naval Station Mayport, enhancing its appeal for both public recreation and military collaboration.
- Transportation: The property is easily accessible via State Route A1A, providing direct connectivity to local and regional traffic networks.
- Local Amenities: The property is close to community essentials and offers a range of recreational possibilities including kayaking, picnicking, and nature watching.

**Property Features**

- Interior Features: Mostly undeveloped, natural south Atlantic salt marsh.
- Exterior Features: Waterfront along Sherman Creek, potential sites for kayak launches and picnic areas.
- Utilities: Existing utilities hookups include electricity, water, and sewer systems.

**Condition and Improvements**

- Current Condition: Undeveloped, natural state with minimal built structures.
- Improvements: Future improvements planned post-acquisition include development of recreational facilities like trails, scenic overlooks, and a kayak launch.

**Financial Analysis**

- Current Market Analysis: with increasing demand
- Investment Potential: considering the unique location to a major military installation

**Legal Considerations**

- Ownership: Offered for
- Compliance: All future state, and federal regulations
- Restrictions: No known agreements.

**Conclusion**  
The property located at 3390 A1A is a prime location for recreational development and equally between the Land and strong governmental support

**Contact Information**  
Sellers: Obi Dorsey  
Address: 100 N L  
Phone Number:  
Email Address:

Obi Dorsey  
No Passkiewicz





# LAND AND WATER CONSERVATION FUND

## FEDERAL SUPPORTING DOCUMENTATION

### Exhibit N10: Acquisition Schedule

Provide a detailed timeline for the acquisition of the parcel(s).

- Awardee gets one (1) year for acquisition purchase from the date of the NPS award approval.

### ACQUISITION ONLY

#### Exhibit N-10

##### Acquisition Schedule for Sherman Creek Park

Date	Milestone
January 2025	Grant Award Announcement
March 2025	Execute Grant Agreement
April – May 2025	Title Report & Environmental Site Assessment
June - October 2025	Acquisition Negotiations with Landowner
November 2025	Closing



# LAND AND WATER CONSERVATION FUND

## FEDERAL SUPPORTING DOCUMENTATION

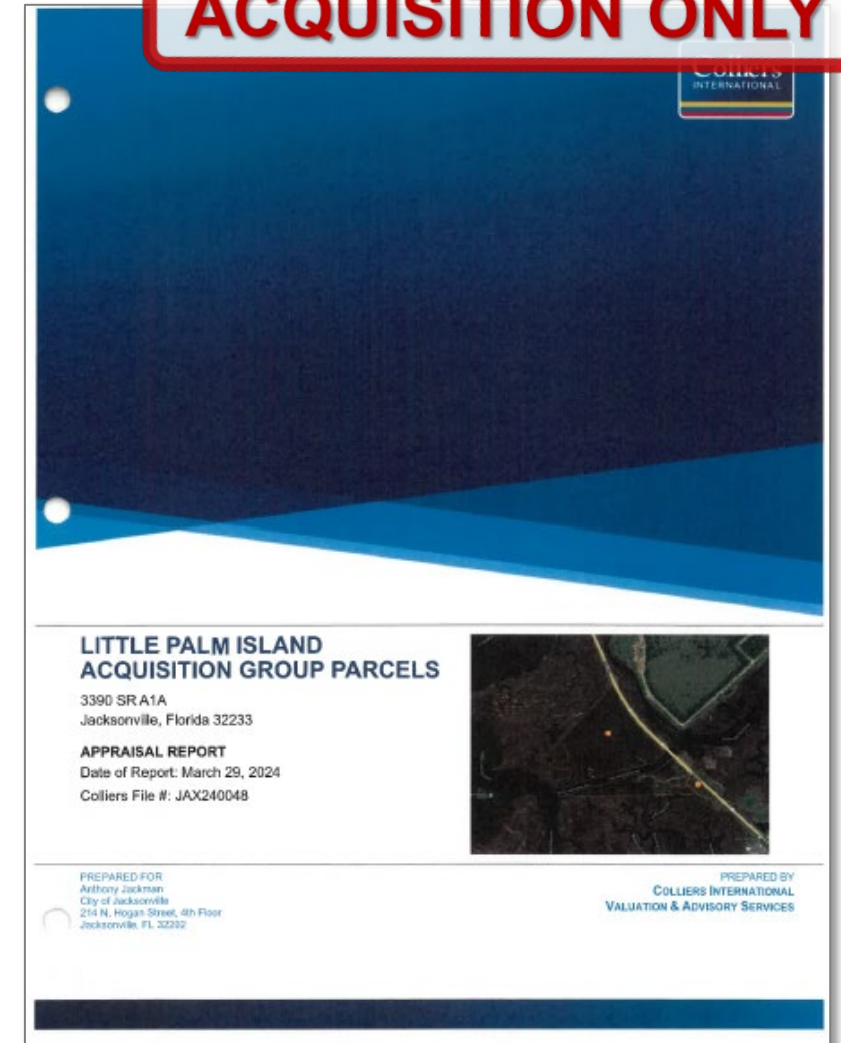
### Exhibit N11: Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA)

Provide an appraisal prepared to UASFLA/Yellow Book Standards.

The appraiser must be on the State of Florida, Division of State Lands Official Listing and must meet uniform appraisal standards for federal land acquisitions.

**The UASFLA cannot be older than six (6) months.**

**ACQUISITION ONLY**







# LAND AND WATER CONSERVATION FUND

## FEDERAL SUPPORTING DOCUMENTATION

### **Exhibit N12: Waiver of Retroactivity**

Provide a request for waiver of retroactivity for parcels acquired within six (6) months.

**ACQUISITION ONLY**



# POLL QUESTION

There is no required supporting documentation for the LWCF Application.

*FALSE; While some supporting documentation is elective to receive additional points, many documents are required to compete for funding, such as the boundary map, site control, and conceptual site plan. See slides 60-87 for additional information.*





# POST-APPLICATION AND EVALUATION PROCESS

FY24-25 LWCF Application  
Cycle Webinar





# LAND AND WATER CONSERVATION FUND

## POST-APPLICATION AND EVALUATION PROCESS

Following closure of the application submission period, Department staff will review applications for missing or incomplete information. Once notified of deficiencies, applicants may retain eligibility by submitting all documentation missing from or not clear in the application within fifteen (15) working days from the date of the Department's written notification. Failure to provide a response to an issued deficiency report will result in an application being deemed ineligible, as staff will be unable to accurately assess the project's qualifications.

If Department staff determines your project does not meet the intent of the program or you fail to provide adequate documentation during the deficiency period, you will be provided, in writing, with a formal ineligible determination letter.





# LAND AND WATER CONSERVATION FUND

## POST-APPLICATION AND EVALUATION PROCESS

As the deficiency response period closes, qualified applications are scored and ranked per [Rule 62D-5, F.A.C.](#) Eligible projects are forwarded to the State Clearinghouse for review. Because the LWCF program provides federal assistance and projects may have a significant impact on Florida's environment, each application must undergo a state-level environmental review. Once completed, a clearance letter or state process recommendation letter is issued.

All qualified applications are then forwarded to the National Park Service (NPS) for review. The Land and Recreation Grants Section Staff perform site inspections on all sites.



# LAND AND WATER CONSERVATION FUND

## POST-APPLICATION AND EVALUATION PROCESS

After all reviews are complete, the Recommended Priority List is drafted. The approved Priority List will comprise of ranked scores for each category: development and acquisition. Applications will be ranked on the priority list according to assigned point scores. The application with the highest score will receive the highest rank. The remaining applications will be arranged in descending order according to their assigned point scores.

If two or more applications receive the same score, a tie-breaker system will be used to decide the priority ranking among them. Two aspects are considered during a tie breaker: funding history and per capita operating budget. Priority goes to the applicant with the lowest amount of funding history and the lowest per capita operating budget.







# LAND AND WATER CONSERVATION FUND

## POST-APPLICATION AND EVALUATION PROCESS

As the recommended Priority List is finalized, the document is presented to the FDEP's Department Secretary or their designee. It is reviewed, revised as necessary, and executed through signature.

The final Priority List is then forwarded to the National Park Service (NPS) for final review. NPS's endorsement of the final Priority List prompts Department staff to issue award memos for applicants with corresponding projects.

 DEPARTMENT OF ENVIRONMENTAL PROTECTION LAND AND WATER CONSERVATION FUND FY 2023-2024 RECOMMENDED PRIORITY LIST									
PROGRAM FUNDS AVAILABLE									\$ 14,323,172.00
DEVELOPMENT CATEGORY									
RANK	APPLICANT	PROJECT	COUNTY	TIE	SCORE	AMOUNT REQUESTED	AMOUNT RECOMMENDED	AMOUNT REMAINING	
1	City of North Lauderdale	Hampton Park	Broward	0	150	\$ 1,500,000.00	\$ 1,500,000.00	\$ 12,823,172.00	
2	City of Palm Beach Gardens	Gardens Nature Park and Trail	Palm Beach	0	148	\$ 1,500,000.00	\$ 1,500,000.00	\$ 11,323,172.00	
3	City of Hollywood	Keating Park	Broward	0	134	\$ 750,000.00	\$ 750,000.00	\$ 10,573,172.00	
4	City of Sebastian	Riverview Park	Indian River	1	132	\$ 1,500,000.00	\$ 1,500,000.00	\$ 9,073,172.00	
5	City of Oakland Park	J. Dewey Hawkins Landing	Broward	2	132	\$ 300,000.00	\$ 300,000.00	\$ 8,773,172.00	
6	City of Panama City	Joe Moody Harris Park	Bay	0	131	\$ 666,600.00	\$ 666,600.00	\$ 8,106,572.00	
7	City of Homestead	Homestead Sport Complex	Miami-Dade	0	124	\$ 1,500,000.00	\$ 1,500,000.00	\$ 6,606,572.00	
8	Palm Beach County	Canyon District Park II	Palm Beach	0	122	\$ 1,500,000.00	\$ 1,500,000.00	\$ 5,106,572.00	
9	Village of Wellington	Wellington Aquatics Complex	Palm Beach	0	120	\$ 1,500,000.00	\$ 1,500,000.00	\$ 3,606,572.00	
10	Village of North Palm Beach	Community Center Park	Palm Beach	0	119	\$ 250,000.00	\$ 250,000.00	\$ 3,356,572.00	
11	City of Fort Lauderdale	Hardy Park	Broward	0	118	\$ 1,500,000.00	\$ 1,500,000.00	\$ 1,856,572.00	
12	City of Tallahassee	Meadow Field	Leon	1	109	\$ 500,000.00	\$ 500,000.00	\$ 1,356,572.00	
13	City of Miami Springs	Aquatic Center Renovation Project	Miami-Dade	2	109	\$ 300,000.00	\$ 300,000.00	\$ 1,056,572.00	
14	City of Riviera Beach	Dan Calloway Park	Palm Beach	3	109	\$ 1,500,000.00	\$ 1,056,572.00	\$ -	
15	City of North Miami	Claude Pepper Park	Miami-Dade	0	108	\$ 1,500,000.00	-	\$ -	
16	City of Weston	Tequesta Trace Park	Broward	0	106	\$ 1,000,000.00	-	\$ -	
17	City of Port Richey	Nicks Boat and Dock Park	St. Lucie	0	88	\$ 325,000.00	-	\$ -	
18	Village of Royal Palm Beach	Katz Soccer Complex	Palm Beach	0	87	\$ 750,000.00	-	\$ -	
<b>Total Funds Requested:</b>						<b>\$ 18,341,600.00</b>			



Mara Camilleri, Deputy Secretary, Land and Recreation

7/17/24

Date

**TOTAL FUNDED: \$ 14,323,172.00**

Funding availability pending project approval and allocation released by the Department of the Interior, National Park Service.

Pursuant to Florida's Open Project Selection Process, the Florida Department of Environmental Protection may resubmit unfunded projects for future award considerations.



# LAND AND WATER CONSERVATION FUND

## POST-APPLICATION AND EVALUATION PROCESS

Post issuance of an award memo, the Department and Grantee will enter into a grant agreement that sets forth the responsibilities of each part regarding administration of the approved project as outlined in the Application, pursuant to Rule 62D-5, F.A.C.

The grant agreement will contain terms and conditions particular to each project. This document is forwarded to the grant manager for review and approval by the appropriate signatory authority. Upon its signature, the grant agreement is returned to the Department and executed through a secondary signature from the Department's Secretary or designee.

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Standard Grant Agreement**

---

This Agreement is entered into between the Parties named below, pursuant to section 215.971, Florida Statutes:

1. Project Title (Project): <b>Southeast Park</b>	Agreement Number: <b>LW761</b>															
2. Parties State of Florida Department of Environmental Protection, 3900 Commonwealth Boulevard Tallahassee, Florida 32399-3000 (Department)	Grantee Name: <b>City of Margate</b> City of Margate 5790 Margate Boulevard, Margate, FL 33063 (Grantee)															
3. Agreement Begin Date: <b>Upon Execution</b>	Date of Expiration: <b>September 30, 2026</b>															
4. Project Number: <b>LW761</b> (If different from Agreement Number)	Project Location(s): <b>655 SW 50th Avenue, Margate, FL 33063</b>															
Project Description: <b>*Project Completion Date: June 30, 2026. The City of Margate will renovate existing facilities at Southeast Park, including two (2) soccer fields, picnic area facilities, ADA pathways, and install a new parking lot and landscaping.</b>																
5. Total Amount of Funding: <b>\$ 1,000,000.00</b>	<table border="1"> <thead> <tr> <th>Funding Source?</th> <th>Award #s or Line-Item Appropriations:</th> <th>Amount per Source(s):</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> State <input checked="" type="checkbox"/> Federal</td> <td><b>Line Item No. 1795, GAA, FY 2023-2024</b></td> <td><b>\$ 1,000,000.00</b></td> </tr> <tr> <td><input type="checkbox"/> State <input type="checkbox"/> Federal</td> <td></td> <td><b>\$</b></td> </tr> <tr> <td><input checked="" type="checkbox"/> Grantee Match</td> <td></td> <td><b>\$ 1,000,000.00</b></td> </tr> <tr> <td colspan="2">Total Amount of Funding + Grantee Match, if any:</td> <td><b>\$ 2,000,000.00</b></td> </tr> </tbody> </table>	Funding Source?	Award #s or Line-Item Appropriations:	Amount per Source(s):	<input type="checkbox"/> State <input checked="" type="checkbox"/> Federal	<b>Line Item No. 1795, GAA, FY 2023-2024</b>	<b>\$ 1,000,000.00</b>	<input type="checkbox"/> State <input type="checkbox"/> Federal		<b>\$</b>	<input checked="" type="checkbox"/> Grantee Match		<b>\$ 1,000,000.00</b>	Total Amount of Funding + Grantee Match, if any:		<b>\$ 2,000,000.00</b>
Funding Source?	Award #s or Line-Item Appropriations:	Amount per Source(s):														
<input type="checkbox"/> State <input checked="" type="checkbox"/> Federal	<b>Line Item No. 1795, GAA, FY 2023-2024</b>	<b>\$ 1,000,000.00</b>														
<input type="checkbox"/> State <input type="checkbox"/> Federal		<b>\$</b>														
<input checked="" type="checkbox"/> Grantee Match		<b>\$ 1,000,000.00</b>														
Total Amount of Funding + Grantee Match, if any:		<b>\$ 2,000,000.00</b>														
6. Department's Grant Manager Name: <b>Angela Bright</b> or successor Address: <b>3900 Commonwealth Blvd.</b> <b>MS #585</b> <b>Tallahassee, FL 32399-3000</b> Phone: <b>850-245-2501</b> Email: <b>angie.bright@dep.state.fl.us</b>	Grantee's Grant Manager Name: <b>Michael A. Jones, Parks &amp; Rec. Director</b> or successor Address: <b>5790 Margate Boulevard,</b> <b>Margate, FL 33063</b> Phone: <b>954-972-6458</b> Email: <b>majones@margatefl.com</b>															
7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:																
<input checked="" type="checkbox"/> Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements <input checked="" type="checkbox"/> Attachment 2: Special Terms and Conditions <input checked="" type="checkbox"/> Attachment 3: Grant Work Plan <input checked="" type="checkbox"/> Attachment 4: Public Records Requirements <input checked="" type="checkbox"/> Attachment 5: Special Audit Requirements <input checked="" type="checkbox"/> Attachment 6: Program-Specific Requirements <input checked="" type="checkbox"/> Attachment 7: Grant Award Terms (Federal) *Copy available at <a href="https://facts.ldfs.com">https://facts.ldfs.com</a> , in accordance with section 215.985, F.S. <input checked="" type="checkbox"/> Attachment 8: Federal Regulations and Terms (Federal) <input type="checkbox"/> Additional Attachments (if necessary): <input checked="" type="checkbox"/> Exhibit A: Progress Report Form <input type="checkbox"/> Exhibit B: Property Reporting Form <input checked="" type="checkbox"/> Exhibit C: Payment Request Summary Form <input type="checkbox"/> Exhibit D: Quality Assurance Requirements <input type="checkbox"/> Exhibit E: Advance Payment Terms and Interest Earned Memo <input type="checkbox"/> Exhibit F: Common Carrier or Contracted Carrier Attestation Form PUR1808 (State) <input type="checkbox"/> Exhibit H: Non-Profit Organization Compensation Form (State)																

DEP Agreement No. **LW761** Rev. 9/7/23





# LAND AND WATER CONSERVATION FUND

## RECREATIONAL TRAILS PROGRAM OVERVIEW AND PURPOSE

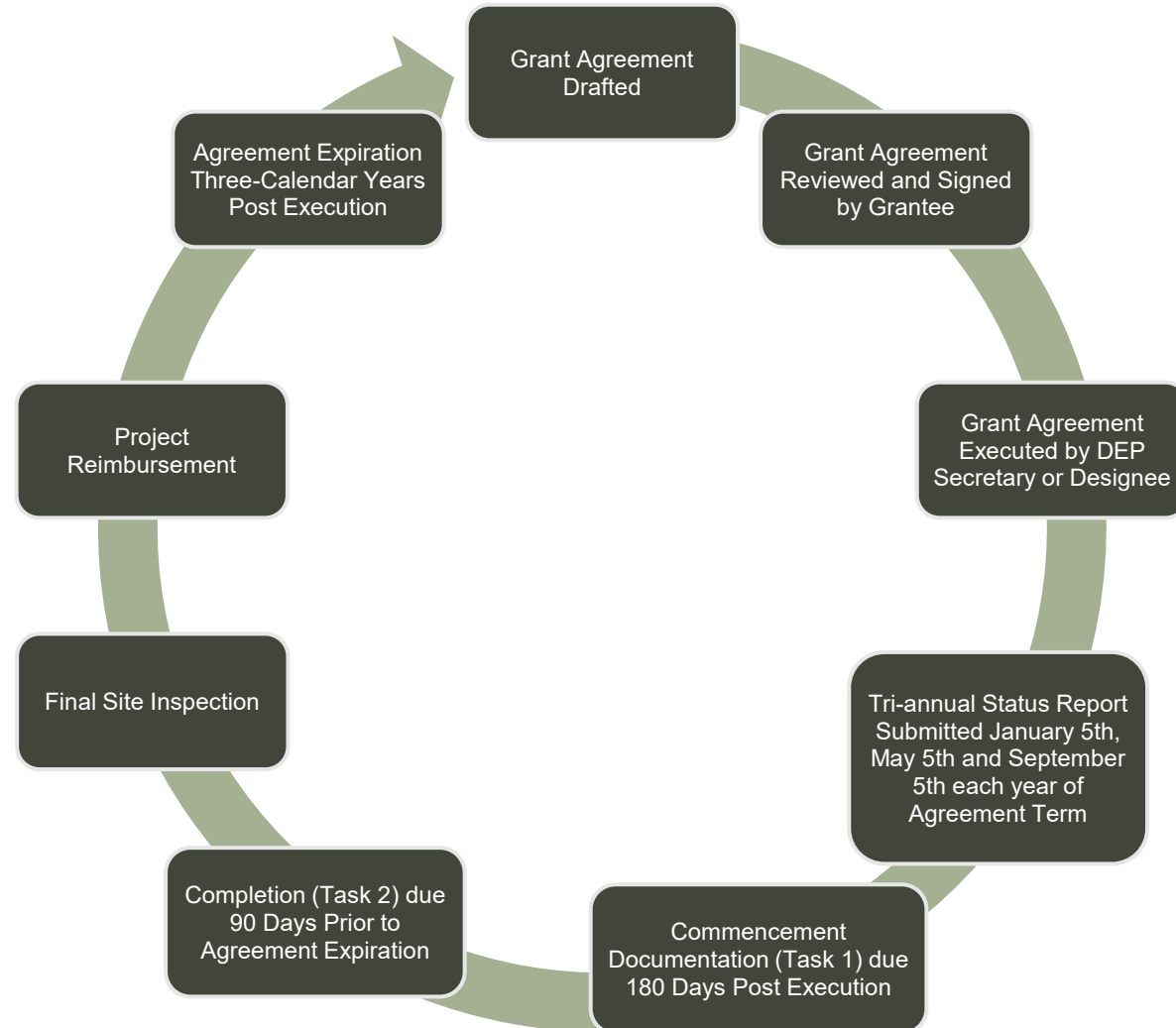
### LWCF Grant Agreement Lifecycle

Florida's **LWCF grant agreements include a three-year term**, starting upon the execution date. As the agreement is executed, new grantees will:

- (a) have one hundred and eighty (180) calendar days to **complete and submit required Commencement Documentation.**
- (b) Approval results in the issuance of the Notice to Commence. No ground-breaking construction can occur before the NTC is issued.

Tri-annual status reports are due on January 5th, May 5th and September 5th of the grant agreement term.

Project completion must be finalized sixty (90) calendar days prior to the expiration date of the agreement.





# POLL QUESTION

**Project sponsors must respond to an issued Deficiency Report within 15 working days or the submitted application will be ineligible to compete for funding.**

***TRUE;** Applicants must respond to issued Deficiency Reports within 15 working days, as outlined in the program's guidance. See slide 90 for additional information.*





# ADDITIONAL RESOURCES

FY24-25 LWCF Application  
Cycle Webinar

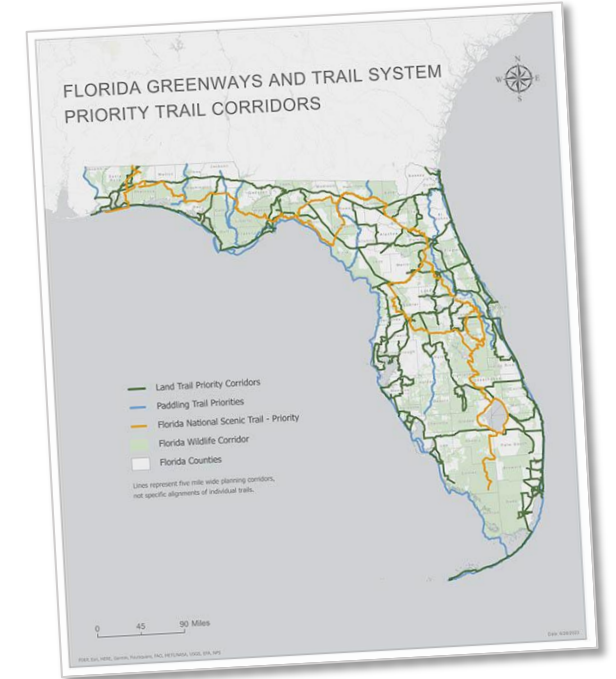
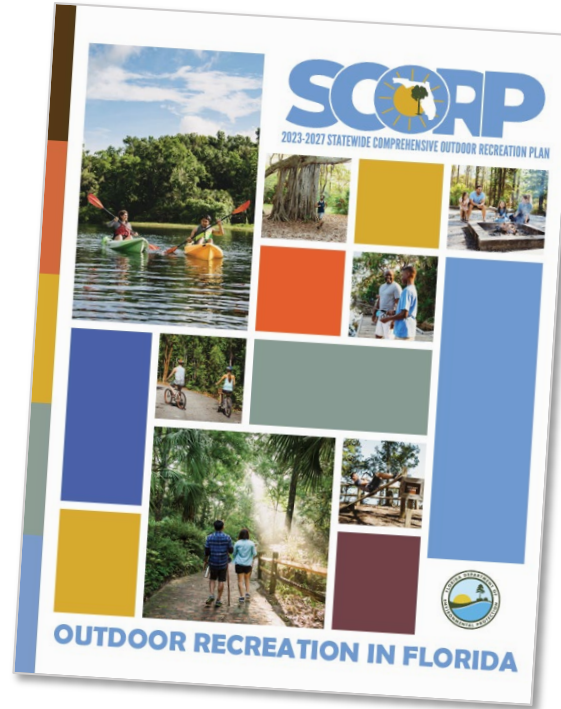






# LAND AND WATER CONSERVATION FUND

## ADDITIONAL RESOURCES



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





# LAND AND WATER CONSERVATION FUND

## ADDITIONAL RESOURCES

### Additional Contact Information

PROGRAM/AGENCY	PHONE	WEBSITE
Florida Department of Environmental Protection	850-245-2118	<a href="https://floridadep.gov/">https://floridadep.gov/</a>
Land and Water Conservation Fund (LWCF)	850-245-2783	<a href="https://floridadep.gov/lands/land-and-recreation-grants/content/land-and-water-conservation-fund-program">https://floridadep.gov/lands/land-and-recreation-grants/content/land-and-water-conservation-fund-program</a>
Florida Office of Greenways & Trails (OGT)	850-245-2052	<a href="https://floridadep.gov/ogt">https://floridadep.gov/ogt</a>
Statewide Comprehensive Outdoor Recreation Plan (SCORP)	850-245-2078	<a href="https://floridadep.gov/Parks/florida-scorp-outdoor-recreation-florida">https://floridadep.gov/Parks/florida-scorp-outdoor-recreation-florida</a>
Florida Fish and Wildlife Conservation Commission (FWC)	850-488-4676	<a href="https://myfwc.com/wildlifehabitats/">https://myfwc.com/wildlifehabitats/</a>
U.S. Fish & Wildlife Service	1-800-344-9453	<a href="https://www.fws.gov/">https://www.fws.gov/</a>
Northwest Florida Water Management District	850-539-5999	<a href="http://www.nfwwater.com/">http://www.nfwwater.com/</a>
Suwannee River Water Management District	386-362-1001	<a href="http://www.mysuwanneeriver.com/">http://www.mysuwanneeriver.com/</a>
St. Johns River Water Management District	386-329-4500	<a href="http://www.sjrwmd.com/">http://www.sjrwmd.com/</a>
Southwest Florida Water Management District	352-796-7211	<a href="http://www.swfwmd.state.fl.us/">http://www.swfwmd.state.fl.us/</a>
South Florida Water Management District	561-686-8800	<a href="https://www.sfwmd.gov/">https://www.sfwmd.gov/</a>
Florida Department of State	850-245-6500	<a href="https://dos.myflorida.com/">https://dos.myflorida.com/</a>
Florida Natural Areas Inventory (FNAI)	850-224-8207	<a href="https://www.fnai.org/">https://www.fnai.org/</a>
U.S. Forest Service (National Scenic Trail)	850-523-8500	<a href="https://www.fs.usda.gov/main/fnst/">https://www.fs.usda.gov/main/fnst/</a>
U.S. Department of the Interior (National Recreation Trails)	850-523-8586	<a href="https://www.nps.gov/subjects/nationaltrailssystem/national-recreation-trails.htm">https://www.nps.gov/subjects/nationaltrailssystem/national-recreation-trails.htm</a>



# LAND AND WATER CONSERVATION FUND

## ADDITIONAL RESOURCES

The Application Instructions & Federal Form Requirements for the FY2024-2025 Land and Water Conservation Fund Application Cycle provides a summary of today's presentation.

- General Application Information
- Application Checklist
- Helpful Contact Information
- NPS Federal Agency Categorical Exclusions

**Florida Department of Environmental Protection  
Land and Water Conservation Fund Program  
2024-2025 LWCF State Application Instructions & Federal Forms Requirements**

**APPLICATION CHECKLIST**

Before you finish your application package, make sure you have all necessary support documents. Questions on DRP-121 *and* must provide appropriate back up documentation. Use this list to ensure all required documents are included. **To facilitate review and scoring, tab all supporting documents at the end of the application.**

Attach supporting documents as follows:

APPLICATION ITEM – As Applicable	STATE FORM REQUIREMENTS AND SUPPORTING DOCUMENTS		
	TAB AS EXHIBIT	DEVELOPMENT PROJECTS	ACQUISITION PROJECTS
<b>A. Capital Improvements Schedule</b> and letter from the City or County Manager certifying the five-year capital improvement schedule is officially adopted  <b>OR</b>  A copy of a <b>resolution</b> amending the existing schedule to include the proposed project.	<b>A</b>	✓	✓
<b>B. Statewide Comprehensive Outdoor Recreation Plan (SCORP)</b> objectives support documentation written response to Part II, Item 2A on page 11 of this application.	<b>B</b>	✓	✓
<b>C. Public participation documentation:</b> <b>C1.</b> Copy of public meeting advertisement for <b>SOLE PURPOSE</b> of discussing the project.	<b>C1</b>	✓	✓

Page 5 of 14

**Florida Department of Environmental Protection  
Land and Water Conservation Fund Program  
2024-2025 LWCF State Application Instructions & Federal Forms Requirements**

**FACTS ABOUT THE LWCF**

**WHAT IS THE LAND AND WATER CONSERVATION FUND PROGRAM?**  
The Land and Water Conservation Fund Program (LWCF) is a competitive program that provides grants for acquiring or developing land for public outdoor recreational use. LWCF is a reimbursement grant program.

**HOW IS THE LWCF ADMINISTERED?**  
The program is administered by the Florida Department of Environmental Protection (DEP) on behalf of the U.S. Department of the Interior, National Park Service (NPS). The Program is governed according to Florida Statutes (F.S.), Florida Administrative Code (F.A.C.) and the LWCF Grants Manual. In accordance with the LWCF Act, available program funds are contingent upon an annual appropriation to each state by Congress.

**WHO IS ELIGIBLE TO APPLY FOR LWCF FUNDS?**  
All local governmental entities with the legal responsibility for the provision of outdoor recreational sites and facilities for the use and benefit of the public.

**HOW DO I APPLY?**  
Applicants must submit a completed LWCF grant application, contain both the required State and Federal documentation, during an announced submission period. Applicants may submit only one application during the submission period and the application may contain no more than one project site except for sandy beach access sites.

**WHAT IS THE MAXIMUM GRANT AMOUNT?**  
The maximum grant amount ACQUISITION PROJECTS not to exceed \$1.5 million.  
The maximum grant amount DEVELOPMENT PROJECTS not to exceed \$1.5 million.

**WHAT IS THE LWCF MATCHING RATIO?**  
The matching ratio is one applicant dollar to one federal dollar for all LWCF grant awards (50% / 50%).

**WHAT CAN I USE TO MATCH AN LWCF GRANT?**  
Cash; In-kind services; Value of donated real property in the ratio required to be added to the LWCF funds by the grantee for the project cost which must be pre-approved by DEP.

**WHAT MAY LWCF FUNDS BE USED FOR?**  
Development: Outdoor recreation areas and facilities such as beaches, picnic areas, trails, ball fields, tennis and basketball courts and playgrounds, along with associated support facilities such as lighting, parking, restrooms and landscaping. Enclosed buildings and structures (except restrooms, restroom/concession buildings and bathhouses) are ineligible.  
Acquisition: Land for outdoor recreation purposes. No pre-acquired site.

**MUST AN APPLICANT OWN THE PROJECT SITE?**  
For development projects, the applicant must own the project site or lease it from a public agency by the closing date of the application submission period. Land owned or leased by the applicant must be dedicated in perpetuity as a public outdoor recreation area.

**SITE CONTROL:**  
1) **For land owned by the applicant,** submit a copy of the recorded warranty deed that conveyed title to the property, including any attachments. If the property was dedicated via plat, submit a copy of the recorded plat. If there are multiple parcels, submit the deed for each parcel, a map of the parcels, and connect the deeds and the map with reference numbers linking the deed to the relevant parcel. If the property or a portion of it was conveyed by quit claim deed, you will also need to submit an attorney's opinion of title with a title search covering a minimum of 30 years.

Page 1 of 14

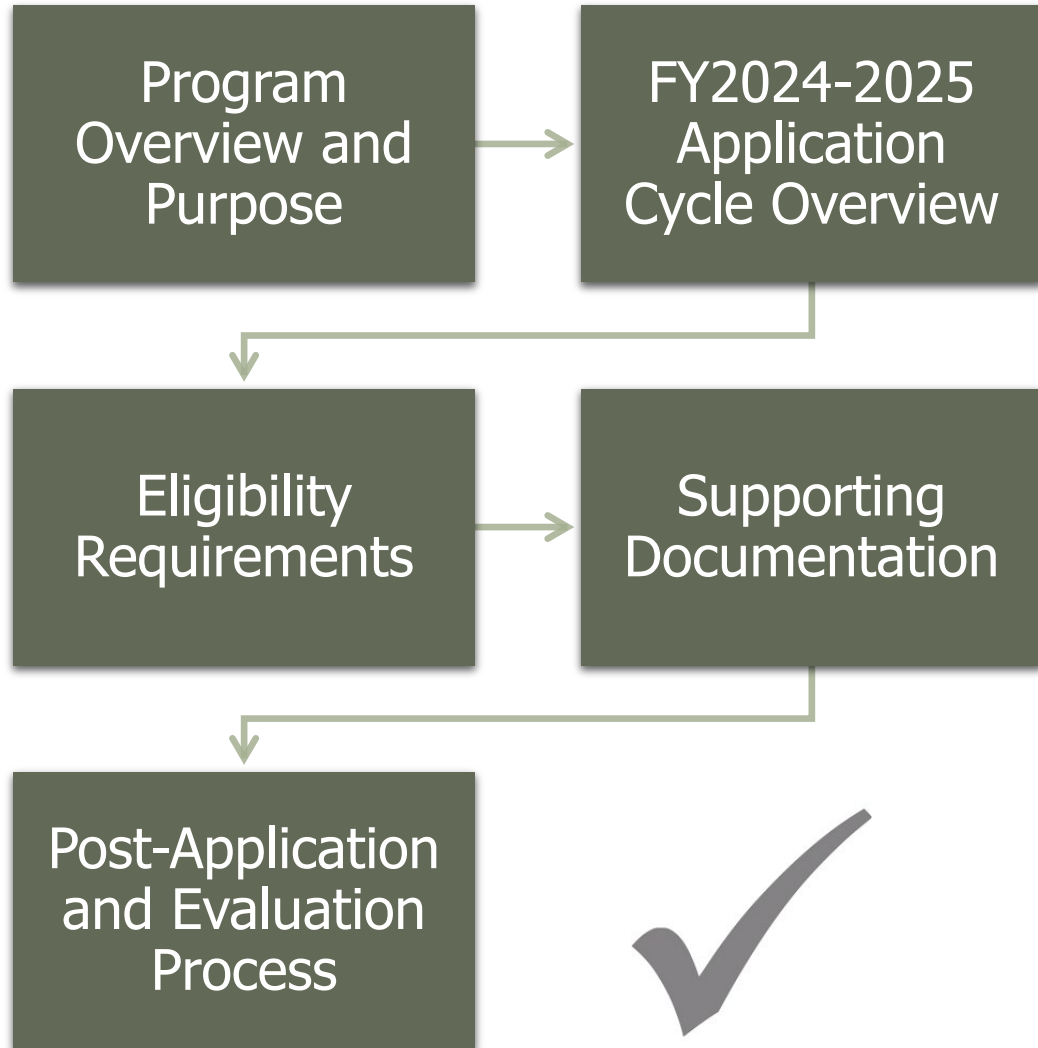
documentation should demonstrate that the proposed project as outlined in the application was the sole purpose of the meeting, with posted announcements 72 hours prior to the meeting at a minimum. Applicants may submit the agenda and minutes if





# LAND AND WATER CONSERVATION FUND

## ADDITIONAL RESOURCES



**FINAL QUESTIONS?**





QUESTIONS?







# THANK YOU

**Lauren Cruz**

*Federal Programs Manager*

Phone: 850-245-2681

Email: [Lauren.Cruz@floridadep.gov](mailto:Lauren.Cruz@floridadep.gov)

**Reilly Allman**

*Land and Water Conservation Fund Program Coordinator*

Phone: 850-245-2783

Email: [Reilly.Allman@floridadep.gov](mailto:Reilly.Allman@floridadep.gov)