

**Florida Department of Environmental Protection
Land and Water Conservation Fund Program**

2023-2024 LWCF State Application Instructions & Federal Forms Requirements

GENERAL APPLICATION INFORMATION

- Applicants receiving LWCF funds will be required to have a copy of the Federal Financial Assistance Manual (LWCF Grants Manual). This manual may be downloaded from NPS and our website: [https://publicfiles.dep.state.fl.us/DSL/LRGWeb/LWCF/FEDERAL FORMS/LWCF-FA-Manual-Vol.72_2023-10-01.pdf](https://publicfiles.dep.state.fl.us/DSL/LRGWeb/LWCF/FEDERAL_FORMS/LWCF-FA-Manual-Vol.72_2023-10-01.pdf).
- The LWCF Federal Financial Assistance Manual v.72 (2023) contains additional guidance on the federal application process. Specific guidance on the federal application process and the documentation that comprise a complete federal application for LWCF grant assistance consideration can be found in Chapter 6.B. of the Manual. Additional citations are noted within the checklist below. All projects submitted for consideration must be self-supporting, viable recreation areas either already existing or to be acquired.
- Applicants must submit (1 original) of the completed application and all supporting documents during the announced submission. **Please use a soft covered binder, not a HARD 3-ring binder.** To facilitate the review and scoring process, tab all support documents or attachments according to the application instruction checklist provided for both the State and Federal portions of the grant application.
- **Before you finish your application package, make sure you have all necessary support documents prepared, both State and Federal. Use this checklist to ensure that all applicable and all required documentation is included. To facilitate review and scoring, tab all supporting documents at the end of the application.**
- Any applications submitted without exhibits being tabbed, will be sent back to the applicant as deficient and asked to be tabbed.
- Applications must be postmarked NO LATER THAN **January 31, 2024** and submitted to:

**Florida Department of Environmental Protection
Land and Recreations Grants Section
3900 Commonwealth Blvd., MS 585
Tallahassee, FL 32399-3000**

- Attach supporting documents as follows:

Application Item - If Applicable	Development Projects	Acquisition Projects	Tab as Exhibit
A. Capital improvements schedule and letter from the City or County Manager certifying the five-year capital improvement schedule is officially adopted OR A copy of a resolution amending the existing schedule to include the proposed project.	✓	✓	A
B. SCORP objectives support documentation written response to Part II, Item 2A on page 11 of this application. Include narrative explaining how the project implements one or more of the outdoor recreation goals and objectives as listed in the CURRENT SCORP . Provide quotations or other appropriate references with explanations to justify the correlation.	✓	✓	B

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Link to SCORP Website: https://floridadep.gov/parks/florida-scorp-outdoor-recreation-florida			
C. Public participation documentation: 1. Copy of public meeting advertisement for SOLE PURPOSE of discussing the project.	✓	✓	C1
2. Agenda and minutes of REGULARLY SCHEDULED advisory board meeting.	✓	✓	C2
3. Documentation of presentation to community groups (minutes or letter of thanks, from organization, association etc.) OR A copy of the survey instrument and a summary of the results as they relate to the proposed project. (Support letters are not acceptable for points).	✓	✓	C3
4. Public outreach must be met. If none of the public participation points above are met, applicants must still provide documentation to support community involvement and show that the public outreach and/or public input was sought for this project.	✓	✓	C4
D. Documentation to support preservation purposes. Provide a copy of the issued letter from the Department of State, National Park Service or other reputable source.	✓	✓	D
E. Documentation of ability to support programming, operation and maintenance of project site. Provide a copy of an agency organizational chart AND a written explanation of ability to provide development, programming and maintenance.	✓	✓	E
F. Documentation to support resource protection. Attach a letter from the Florida Natural Areas Inventory including supporting inventory information.		✓	F Acquisition Only
G. Provide excerpts from the Local CIP showing the demand for Recreation and Open Space identifying the needed acreage. Also, provide excerpts which indicates how		✓	G Acquisition Only

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much existing acreage your local governmental entity already has control of.			
<p>H. 1. Conceptual site plan for development of the project area: Submit a conceptual site plan displaying the areas 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).</p>	✓	✓	H1
<p>H.2. Timeline for Development Projects - submit a timeline for development completion.</p> <p>Timeline for Acquisition Projects - submit a timeline for acquisition purchase completion (1-year granted). In addition, submit a time for development completion following the purchase of property (3-years granted).</p> <p>Timelines must be specific, measurable, attainable, relevant and time-bound (SMART).</p>	✓	✓	H2
<p>I. LWCF Boundary Survey or Map of the Entire Park Boundary: Submit a boundary map of the entire park, including the project area. The map must provide a name, an address, a legal description, acreage, delineated sketch of the park and project area boundaries, north directional arrow, display known easements, outparcel any non-recreation structures that do not support outdoor recreation, and map must be legally sufficient to identify the park and project area. Also, be sure to identify and outparcel onsite buildings (e.g. gymnasiums, meeting rooms, recreation centers, visitor centers, multi-purpose spaces, park office</p>	✓	✓	I

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<p>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 Survey Map requirements. Map may be no larger than 11x17.</p>			
<p>J. Color photographs of the park site and project area: Submit color, on-site photographs sufficient to depict the physical characteristics of the park, project area and elements for renovation or replacement. Aerial photographs are requested, but not required. Mark an approximate boundary of the project site and note major roads and/or landmarks on the aerial photo (note - this is not the boundary map).</p>	✓	✓	J
<p>K. Location map and directions: Submit a detailed street, road or highway map precisely locating the project site. (Map Quest is not acceptable.) 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.</p>	✓	✓	K
<p>L. Site Control (e.g., deed, lease):</p> <p>1. Submit a copy of the site control documents. (e.g., deed, lease, etc.)</p> <p>2. If you only have a Quit Claim Deed, submit the deed and a 30-year title search by the grantee's attorney proving the grantee owns the property. <u>Site control must be effective by the close of the submission period (January 31, 2024).</u></p> <p>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.</p>	✓		L

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M. 1. Provide a project narrative of the proposed project which includes existing and future uses, existing and proposed physical improvements, natural and historical resources, any proposed resource protection/conservation and any existing buildings on site.	✓	✓	M1
M. 2. If the proposed project consists of acquiring multiple parcels, identify the specific order in which the parcels will be acquired to ensure that if all parcels cannot be acquired, the purpose of the project can still be achieved. Also submit the estimated value of the property being acquired.		✓	M2 Acquisition Only
Federal Form Requirements and Documentation – For All Projects			N N1 thru N12
Federal Permits	<ul style="list-style-type: none"> ▪ All Federal Permits must be applied for prior to application (e.g. U.S. Army Corps of Engineer Permits, and other federal permits as required). Permits must be in place now or sponsor must show where all applicable federal permits have been applied for. ▪ County and/or State permits can be applied for later. 		N1
Federal Environmental Compliance Reviews & Reports: US FWS – Consistency Letter and Environmental Review; US FWS - Endangered Species List; US FWS - Coastal Barrier Resource System Mapping; NHPA - Project Review State Historic Preservation Office (SHPO) project review and/or Tribal Historic Preservation Office (THPO) project review (LWCF Manual Chapter 4.C)	<ul style="list-style-type: none"> ▪ US FWS – Consistency Letter and Environmental Review and if applicable the Endangered Species List https://www.fws.gov/guidance/ ▪ If a detailed species list is provided from the above review then, info. must also be provided in your application packet that addresses mitigation to lessen the negative impacts upon species. ▪ US FWS - Coastal Barrier Resource System Mapping Access the CBRS Validation Tool https://www.fws.gov/cbra/Documentation.html. ▪ Provide park’s boundary map, location address, project narrative AND the project’s proposed scope to SHPO/THPO Project must have a completed reviewed by SHPO and/or THPO by close of application cycle. 		N2

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	<p>Applicants must provide a copy of their issued letter of Final Determination.</p>	
<p>Federal Application & Review (A&R) Form</p>	<ul style="list-style-type: none"> ▪ Federal Application-and-Revision-Form (A&R Form) ▪ Complete ALL Sections and Questions, as applicable. ▪ Cover Page - all projects ▪ Section 1.0 - all projects ▪ Section 2.0 - all projects ▪ Section 2.1 - acquisition projects only ▪ Section 2.2 - all projects ▪ Section 3.0 - all projects ▪ *If in Section 3.0, Step 3 you check Categorical Exclusion (aka: CE or Cat Ex), you must also provide the CE number identifier, as well as a written explanation detailing why the project meets the exclusionary criteria selected. 	<p align="center">N3</p>
<p>Required NEPA Documentation Environmental Reviews and/or Assessments (LWCF Manual Chapter 4.B)</p>	<ul style="list-style-type: none"> ▪ (See Chapter 4.B. - LWCF Federal Financial Assistance Manual v.72 (2023)) ▪ Environmental Assessment(s) (EA Phase I and/or Phase II) - If the proposed grant project/proposed actions of the grant's scope of work cannot be categorically excluded and/or cannot qualify for a single (not multiple) CE, an EA may be needed. Please see the A&R Form and Categorical Exclusion. List above. ▪ Cultural Resource Assessment Survey (CRAS) or a Biological Survey Assessment (BSA) – May be needed and should be determined by either the US FWS environmental review and/or the state's clearinghouse/biologists. ▪ It is our understanding that an ESA/EA/Biological Assessment are not required for all projects, but if the applicant knows of potential hazards, impacts to wildlife or species, environmental effects or if the property is being acquired, has just been newly acquired, and/or has NEVER previously been a park or has no previous recreational usages, then NPS is expecting an ESA/EA be 	<p align="center">N4</p>

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	<p>provided on those projects. Also, it is our understanding that if the park is an established park or an established “LWCF park” and they, the local sponsor, are incorporating new acreage/parcel(s) into the existing boundary... then the new parcels being added need an ESA/EA completed. Further, in some case the applicant will also have to provide a ESA/EA/or Biological Survey Assessment to tell the potential effects, if any, on the flora & fauna, based on the USFWS Environmental Review report findings whether or not it’s established or new. There is an exception here: NPS compliance has informed us that if there has been significant ground disturbance from previous development (ex. an area that has nothing there now but previous buildings were raised or an area that was once used for something other than recreation, like a former industrial area, may NOT need an EA and might qualify for a CE). But this depends on information provided in the A&R Form.</p>	
<p>Financial Assurance Proof of Match</p>	<ul style="list-style-type: none"> ▪ Financial Assurance: provide an explanation from Chief Financial Officer stating the following: ▪ Match funding has been allocated for the project and is currently available to be expended. ▪ Explain how the cost estimate was derived. ▪ What date and when will funds be available for use? ▪ State when in-kind funding will be used, if applicable. ▪ Describe any project elements/facilities or costs that will improve site resiliency and facility longevity, if any. ▪ Explain how this project will address Americans with Disabilities Act (ADA) and how this project will address the Buy American Build American Act (BABA). Applicants must acknowledge that they are aware that their projects (e.g. contracts, sub-contracts, supplies and materials) will be subject to the “Build America/Buy America (BABA) Act” requirements and that these provision will be added to all LWCF Agreements and must be adhered to. 	<p style="text-align: center;">N5</p>

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Federal Project Abstract Summary	<ul style="list-style-type: none"> ▪ Must NOT be repetitious information and duplicative of the application's Project Narrative. ▪ Must be one paragraph. ▪ Must give statistical data. Who will the park serve (socio-economic background)? ▪ What is the demographic make-up of the park users (age, race, etc.) demography data. ▪ Must tell what location and surroundign areas the park will serve (city, county, neighboring cities or towns for regional parks). ▪ Is this an acquisition project fulfilling green space for "a park desert in an urban area"? ▪ Detail what the project's scope of work is and how it will help the community once purchased, developed, renovated or replaced? ▪ Explain What will the upgrades or new developments mean for the public. ▪ Give a good description and tell how the park will help the community. How will getting this grant meet the needs of the public? Explain how the park will make a difference or how it is making a difference in the lives of the users it serves. ▪ SF Federal Project Abstract Summary 	N6
Federal Budget Narrative/Cost Estimates	<ul style="list-style-type: none"> ▪ Provide a budget narrative cost estimate in addition to the applicable form below depending on your project. ▪ SF 424A – Acquisition Projects ▪ SF 424C – Development Construction Projects 	N7
Parcel map and acreage for acquisition project parcel(s)	<ul style="list-style-type: none"> ▪ Provide parcel map(s) showing acreage and legal description of property. ▪ Property Appraiser Parcel ID Report Cards 	N8 Provide for Acquisition projects Only
Buyer-Seller Agreement	<ul style="list-style-type: none"> ▪ Provide letter of intent. ▪ Willing seller agreements 	N9 Provide for Acquisition projects Only

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<p>Acquisition Schedule</p>	<ul style="list-style-type: none"> Awardee gets one (1) year for acquisition purchase from date of NSP award approval. 	<p align="center">N10 Provide for Acquisition projects Only</p>
<p>Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) “Yellow Book Standard” Appraisals</p>	<ul style="list-style-type: none"> An appraisal prepared to UASFLA/ Yellow Book standards must be submitted with application. The UASFLA cannot be older than 6-months. Depending on fair market valuation more than one UASFLA Appraisal will be required for the project. Additionally, the appraiser(s) must be on the approved State of Florida, Division of State Lands’ official listing and must meet the uniform appraisal standards for federal land acquisitions. All appraisals submitted must be reviewed and approved by the State of Florida Division of State Lands. The State Valuation and Appraisal Review Process is Mandatory. Depending on fair market valuation more than one UASFLA Appraisal may be required for the project. 	<p align="center">N11 Provide for Acquisition projects Only</p>
<p>Waiver of Retroactivity – Acquisition Project</p>	<ul style="list-style-type: none"> MUST be requested through DEP, Land and Recreation Grants Section staff and approved by NPS prior to the closing of the announced LWCF submission cycle. Issuance of a waiver and the appliance of such waiver and the submission of a grant proposal, is NOT a guarantee for funding. See LWCF Federal Financial Assistance Manual v.72 (2023). Waiver of Retro Activity & NPS Acknowledgment Letter of Approval. 	<p align="center">N12 Provide for Acquisition project if applicable</p>