

**Parks and Open Space Post-Completion Webinar**  
**Questions and Answers**  
**November 15, 2023**

<u>Question Asked</u>	<u>Answer</u>
I might be misunderstanding the question to the first scenario – I would assume that I’d communicate to the Board for guidance regardless of authority in order to get me pointed in the right direction?	The first point of contact for all changes to the Dedication to Public Use and Declaration of Restrictive Covenants (DDRC) and Management Plan (MP) will be your FCT Planner. Your Planner will determine whether the change should be referred to our FCT Governing Board per policy.
Who changes the Management Plan?	The management plan is created and maintained by the Grantee. Generally, FCT recommends plans to be revised every 10 years or when new changes or events necessitate a revision to the plan. Management plans are reviewed and approved by FCT staff.
Who signs off on the Certificate of Completion?	The Certificate of Completion, one of the 5-Year required documents, is signed by an authority at the Grantee’s agency. Typical examples include Town Managers, Directors of Parks and Recreation departments, etc.
If the property doesn't generate any revenue but access to the site is via part of a road to a non-FCT park that charges an entrance fee, would that require reporting in the annual Revenue Report?	FCT recommends that whenever money changes hands on the project site, or money is given toward activities occurring at the project site, those activities must be reported in the revenue report. We would need more information to evaluate this specific question and it is recommended you consult your respective FCT Planner before the submission of next year’s report.
If adding parcels to the property, a boundary modification would be needed. Would this require an update to the management plan as well?	Yes, all boundary modifications would require a revision to the Management Plan. Consult your FCT planner before moving forward with any boundary modifications.
In an instance where a road is proposed on the boundary of an FCT site, would a boundary modification to contract the boundary to exclude the road infrastructure be required?	Boundary modifications can only be used to expand the project boundary, not reduce it. This is per Rule 62-818.014, F.A.C. The scenario described may constitute a linear facility, however, we recommend you consult your FCT Planner for further direction.

<b><u>Question Asked</u></b>	<b><u>Answer</u></b>
Under what circumstances would a boundary expansion be requested typically? The boundary expansion in and of itself wouldn't guarantee additional funds, correct?	Correct, no additional funding would be awarded for a boundary expansion. These scenarios are typically requested when a grantee wishes to put an adjacent property they have in their ownership under the covenants and restrictions of the FCT program. It may be done to bring the original FCT project site into compliance, or to place further restrictions and protections onto adjacent lands.
Is there a template for the MP revision letter?	No, FCT does not have a standardized revision letter. We only require that the letter be submitted on official letterhead and signed by an appropriate authority at your agency. Example letters can be provided upon request.
What is the timeline to apply for the 5-year plan?	There is no timeline to apply for a 5-Year reporting cycle. Once the project site is 100% developed per the project's DDRC and MP, the grantee becomes eligible to request a 5-Year transition.
What was required to move from annual to 5-Year reporting?	To move from annual to 5-Year reporting, the project site will need to be 100% developed per the project's DDRC and MP as reflected in the most recently submitted Stewardship Report. A Certificate of Completion and a revision to the Management Plan to include as-built site plans and documentation would also be required. Finally, FCT staff would conduct a site visit to confirm conditions are satisfied followed by an official approval letter.

**If you have additional questions, email them to:**  
[FloridaCommunitiesTrust@FloridaDEP.gov](mailto:FloridaCommunitiesTrust@FloridaDEP.gov)