



Application Download

Before we begin, please download Application Form SMWW-2 and the Application Instructions Guide from:

<https://floridadep.gov/lands/land-and-recreation-grants/content/fct-florida-communities-trust-home>

Application Materials

[Overview](#)

Application Form SMWW-2 ([PDF](#), non-fillable) ([Word](#))

[Application Instructions Guide](#)

[Application Tutorial](#)

[Application Development Resources](#)

[Appraisal Requirements](#)

[Stewardship Reports](#)

[Revenue Reports](#); due annually by July 31st



Florida Communities Trust Stan Mayfield Working Waterfronts

2021-22

Application Training Webinar

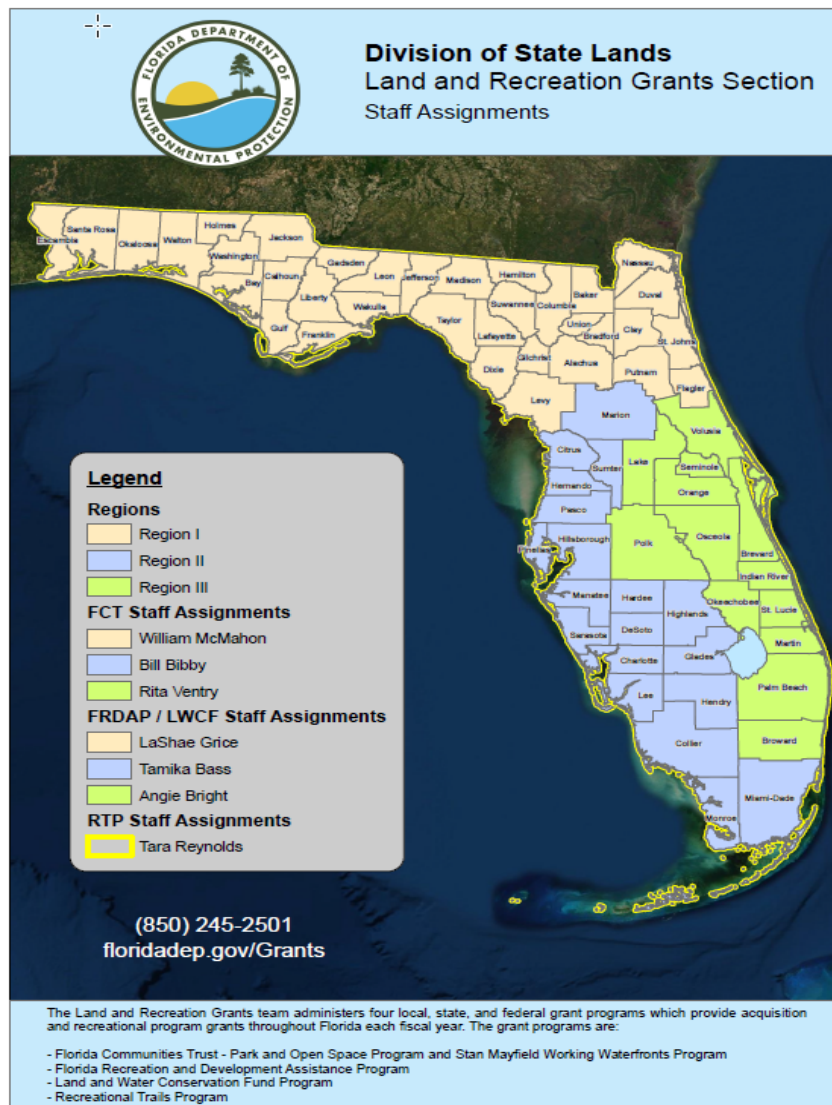


Agenda

- **Stan Mayfield Working Waterfronts Program Overview**
- **Preparing the Application Form and Business Summary**
- **Project Evaluation Criteria**
- **Application Review**
- **Acquisition Process**
- **Post Completion Responsibilities**
- **Wrap Up**
- **Questions**



Staff Assignments





Program Overview

- Created by the 2008 Legislature
- Governed by Rules 62-820 and 62-821, (F.A.C.)
- Approximately \$5.65 million is available for the 2021-2022 cycle
- Match not required, but encouraged



Pre-Acquired sites are NOT eligible for SMWW Funding



Program Overview

- **Definition of “Working Waterfront”**
 - A parcel or parcels of land used for commercial marine harvest
 - A parcel or parcels used for exhibitions, demonstrations, educational venues, civic events – promote the heritage of working waterfronts
- **Eligible Applicants**
 - Local Governments
 - Non-profit Working Waterfronts Organizations
 - Partnership between Local Government and Non-profit Working Waterfronts Organization



Program Overview

More About Non-Profits



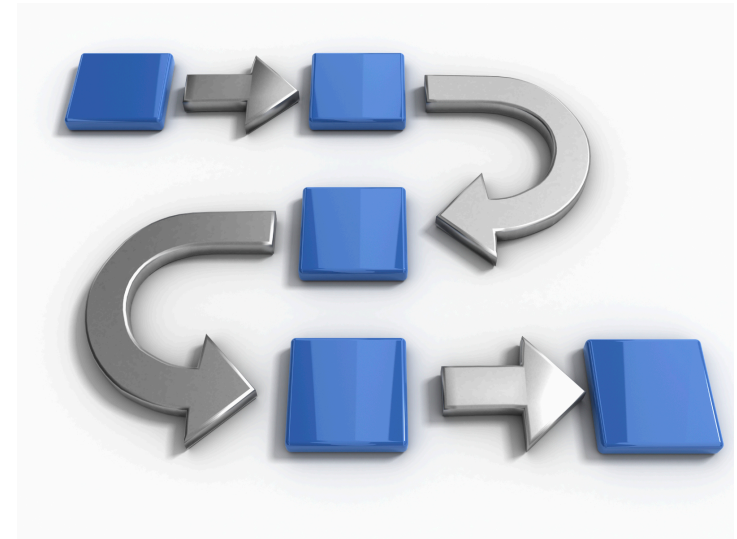
- Guaranty or Pledge by Local Government or Water Management District
- Less-than-Fee: 5% Endowment
- Fee-Simple: 5% endowment AND 5% Capital Fund

Per Rule 62-820.003



Grant Process

- **Application Phase**
- **Ranking and Selection Phase**
 - Staff review
 - Board Ranking
 - BOT Selection
- **Acquisition Phase**
- **Post-Completion Phase**





SMWW Application Submission Period

Submission Period:

October 1 – November 1, 2021

The application **MUST** be received by:

5 p.m. (EST)

Monday, November 1, 2021

Applicants must submit four copies (1 original and 3 copies) of the completed application and all supporting documents during the submission period. Applications must be postmarked

NO LATER THAN November 1, 2021, and submitted to:

Department of Environmental Protection

3800 Commonwealth Boulevard, MS# 115

Tallahassee, Florida 32399

- **One original and three copies - All exhibits clearly tabbed**

Please submit the application in a **SOFT COVER** three prong binder. Please, no **HARD** 3-ring binders.



Questions



FLORIDA COMMUNITIES TRUST



Preparing Application Form SMWW-2

Your Application Packet MUST Include:

- Cover Letter
- One original & three copies
- Application Form SMWW-2
- All requested exhibits and backup documents
 - Tabbed and labeled as per the Application Guide





Preparing Application Form SMWW-2

General Information

Open your Application form SMWW-2 and Application Instructions Guide

Starting on page 2
Questions 5 through 9

5. PROJECT SITE LOCATION

County _____ Section _____ Township _____ Range _____

Note: Include all directional designations (Township either North or South – Range either East or West).

6. TOTAL PROJECT ACREAGE

Indicate the approximate acreage of the Project Site. _____ Acres

7. ACQUISITION TYPE

The Applicant **must** fill out one of the following acquisition types, as appropriate.

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

_____ Fee Simple

The Project Site will be a joint acquisition with both FCT and the Applicant participating in the Acquisition process.

_____ Less than fee - Working Waterfront Covenants

FCT and the Applicant will acquire a less than fee interest in the site – acquiring the development rights off the property while still allowing the owner to continue operation of the site as a Working Waterfront.

_____ Number of separate ownerships to be acquired within the Project Site.

Note: No Project Site can contain more than 3 ownerships.

8. ESTIMATED PROJECT COSTS

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

a. Land purchase price (estimated) \$ _____

b. Acquisition costs (estimated)
Cost of certified survey(s), appraisal(s), appraisal review(s), title report(s),
title insurance premium(s) and environmental audit(s). \$ _____

c. Total Project Costs [Add a. and b.] \$ _____

9. AWARD AMOUNT AND MATCH

	Dollar Amount	Percentage of Award
a. FCT grant award amount (1)	\$ _____	_____% (2 decimal places)
b. Match amount (2)	\$ _____	_____% (2 decimal places)
c. Total Project Costs [Add a. and b.] (Should equal 8.c above)	\$ _____	100_%

(1) The total amount of any Award or combination of Awards applied for by any Local Government(s) or Nonprofit Working Waterfront Organization(s) under any Application(s) or Partnership Application(s) for any project(s) shall not exceed five million dollars (\$5,000,000.00) during any one cycle or the amount appropriated by the Legislature if the appropriated amount is less than five million dollars (\$5,000,000.00).

(2) No match is required. Points are awarded in the criteria (4)(a) 1 and 2 for various levels of match.



Preparing Application Form SMWW-2

10. SOURCE OF MATCH

Check the appropriate response(s) below to indicate eligible source(s) of Match:

- Existing or future cash from the applicant.
- Cash or grant from federal, state, regional, county, municipal, or other agency.
- Cash from a private donation.
- Value of real property donated by the landowner in a documented bargain sale or donation agreement.

Note: If the source of the Match is from a third party, provide documentation indicating source and amount. (Exhibit C)

OWNERSHIP AND ACQUISITION PLAN

List all property owners and parcel tax identification numbers for all parcels.

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

Requirement: Provide a **willing owner letter** for all parcels listed below (Exhibit D)

Owner's Name: _____

Parcel Tax ID Number(s): _____

Owner's Mailing Address: _____

City: _____ FL, Zip Code: _____

Owner's Phone Number: _____

Owner's Name: _____

Parcel Tax ID Number(s): _____

Owner's Mailing Address: _____

City: _____ FL, Zip Code: _____

Owner's Phone Number: _____

Owner's Name: _____

Parcel Tax ID Number(s): _____

Owner's Mailing Address: _____

City: _____ FL, Zip Code: _____

Owner's Phone Number: _____

The purpose of the Stan Mayfield Working Waterfronts Program is to further the protection and continuation of Working Waterfronts in the State of Florida.

"Working Waterfront" is defined in Chapter 380.503(18) Florida Statutes as:

- (a) A parcel or parcels of land directly used for the purposes of the commercial harvest of marine organisms or saltwater products by state-licensed commercial fishermen, aquaculturists, or business entities, including piers, wharves, docks, or other facilities operated to provide waterfront access to licensed commercial fishermen, aquaculturists, or business entities; or
- (b) A parcel or parcels of land used for exhibitions, demonstrations, educational venues, civic events, and other purposes that promote and educate the public about economic, cultural, and historic heritage of Florida's traditional working waterfronts, including the marketing of the seafood and aquaculture industries.

The project proposed for funding in the grant application must clearly further the purposes of a Working Waterfront as outlined above.



Project Summary

The purpose of the Stan Mayfield Working Waterfronts Program is to further the protection and continuation of Working Waterfronts in the State of Florida.

"Working Waterfront" is defined in Chapter 380.503(18) Florida Statutes as:

- (a) A parcel or parcels of land directly used for the purposes of the commercial harvest of marine organisms or saltwater products by state-licensed commercial fishermen, aquaculturists, or business entities, including piers, wharves, docks, or other facilities operated to provide waterfront access to licensed commercial fishermen, aquaculturists, or business entities; or
- (b) A parcel or parcels of land used for exhibitions, demonstrations, educational venues, civic events, and other purposes that promote and educate the public about economic, cultural, and historic heritage of Florida's traditional working waterfronts, including the marketing of the seafood and aquaculture industries.

The project proposed for funding in the grant application must clearly further the purposes of a Working Waterfront as outlined above.

SMWW-2 (Effective 5/16/10)

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Project Summary or Business Summary

Project Summary (Exhibit E)

A Project Summary is required when a Local Government proposes to acquire fee simple interest in the Project Site solely for a public use such as a maritime museum, educational venue or civic event area to educate the public about the economic, cultural and historic heritage of Florida's traditional working waterfronts.

The Project Summary shall include a discussion of the purpose of the project, existing and future uses, existing and proposed physical improvements and historic resources. Include the size of any existing or proposed buildings. Indicate if any easements, concessions, or leases exist or are proposed. The recommended size for a Project Summary is one page.



Project Summary

- Solely for projects with an educational component
 - Maritime Museum
 - Educational Venue
 - Civic Event Arena
- Purpose must be to educate the public about the heritage of Florida's Working Waterfronts
- Four Sections:
 1. Purpose
 2. Existing and Future Uses
 3. Physical Improvements and Buildings
 4. Concessions or Leases

REQUIRED
FOR EDUCATION COMPONENTS
ONLY





Project Summary

Project Summary or Business Summary

Project Summary (Exhibit E)

A Project Summary is required when a Local Government proposes to acquire fee simple interest in the Project Site solely for a public use such as a maritime museum, educational venue or civic event area to educate the public about the economic, cultural and historic heritage of Florida's traditional working waterfronts.

The Project Summary shall include a discussion of the purpose of the project, existing and future uses, existing and proposed physical improvements and historic resources. Include the size of any existing or proposed buildings. Indicate if any easements, concessions, or leases exist or are proposed. The recommended size for a Project Summary is one page.

Business Summary (Exhibit F)

Required for all projects.

Recommended size of a Business Summary is two to five pages but use as many pages as needed.

Address the following items. If an item is not applicable to the project, please state so.

Introduction

1. Provide a brief description of the existing and/or proposed activities on the site.
2. Discuss how the Project Site would further the protection and continuation of a Working Waterfront.
Note: The proposed activities on the site must conform to purposes of the Working Waterfronts Program as defined in section 380.503(18) (a) and (b) F.S.
3. Discuss how the development and management of the Project Site will provide an economic benefit to the community.
4. Ownership type:
 - a. Public (Local Government)
 - b. Private – describe the type of ownership including:
 - c. Name of organization
 - d. Owner(s) or officer(s)
 - e. History and background of the business

Business

1. Describe existing or proposed business activities on the site.
Note: The primary activities and revenues collected on site shall conform to the purposes of the Working Waterfront program.
2. Explain the services, benefits and support to the commercial seafood industry.
3. Describe educational activities to be conducted that highlight the historical or current commercial fishing or aquaculture industry.
4. Explain any activities indirectly supporting the commercial seafood industry.
5. Describe the current and future demand for the facilities and activities to be provided, including but not limited to:
 - a. Description and size of current market;
 - b. Geographic region of customer base;
 - c. Describe competition in the area.

Management

1. Description of facilities. Identify existing and all proposed improvements:
 - a. Describe conditions and size of existing structures.
 - b. Description and approximate size of the proposed improvements.

Note: Any new structure to be located on sovereignty-submerged lands shall comply with the criteria set forth in Chapter 18-21 F.A.C. including but not limited to the requirement that the structure be water dependent.

2. Identify existing and/or proposed easements, concessions, or leases.
3. Identify any existing or proposed third party leases including the lessee and purpose of the lease.
4. Identify all short term and long-term maintenance requirements.
5. Discuss current and proposed staffing needs.
6. Identify the approximate cost for development and operation of the site including proposed improvements, maintenance, staffing, etc.
7. Identify funding sources for the development and maintenance of the site.

Appendix

Attach and label backup documentation to provide verification of above items as needed.



Business Summary

- Defined in Rule 62-820.002(5), F.A.C.
- Status & future goals
- Vision and future opportunities
- Operations, needs finances & strategies
- Four Sections:
 1. Introduction
 2. Business
 3. Management
 4. Appendix

REQUIRED
FOR ALL PROJECT APPLICATIONS





1. Introduction



Introduction

1. Provide a brief description of the existing and/or proposed activities on the site.
2. Discuss how the Project Site would further the protection and continuation of a Working Waterfront.
Note: The proposed activities on the site must conform to purposes of the Working Waterfronts Program as defined in section 380.503(18) (a) and (b) F.S.
3. Discuss how the development and management of the Project Site will provide an economic benefit to the community.
4. Ownership type:
 - a. Public (Local Government)
 - b. Private – describe the type of ownership including:
 - c. Name of organization
 - d. Owner(s) or officer(s)
 - e. History and background of the business



- **Provide a brief description.**
- **Discuss how the Project Site would further the protection and continuation of a Working Waterfront.**
- **Discuss the economic benefit to the community.**
- **Ownership Type (public or private – names of owners, history of business, etc.).**



2. Business

- Describe the business activities on the Project Site.

Business

1. Describe existing or proposed business activities on the site.
Note: The primary activities and revenues collected on site shall conform to the purposes of the Working Waterfront program.
2. Explain the services, benefits and support to the commercial seafood industry.
3. Describe educational activities to be conducted that highlight the historical or current commercial fishing or aquaculture industry.
4. Explain any activities indirectly supporting the commercial seafood industry.
5. Describe the current and future demand for the facilities and activities to be provided, including but not limited to:
 - a. Description and size of current market;
 - b. Geographic region of customer base;
 - c. Describe competition in the area.

- Explain the services, benefits and support to the commercial seafood industry.
- Describe educational activities.
- Explain any activities indirectly supporting the commercial seafood industry.
- Describe the demand for facilities and activities to be provided.





3. Management

- Describe the facilities.
- Identify any easements, concessions, or leases.
- Identify third party leases.
- Identify all maintenance requirements.
- Discuss staffing needs.
- Identify the approximate costs.
- Identify funding sources.



Management

1. Description of facilities. Identify existing and all proposed improvements:
 - a. Describe conditions and size of existing structures.
 - b. Description and approximate size of the proposed improvements.

SMWW-2 (Effective 5/16/10)

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Note: Any new structure to be located on sovereignty-submerged lands shall comply with the criteria set forth in Chapter 18-21 F.A.C. including but not limited to the requirement that the structure be water dependent.

2. Identify existing and/or proposed easements, concessions, or leases.
3. Identify any existing or proposed third party leases including the lessee and purpose of the lease.
4. Identify all short term and long-term maintenance requirements.
5. Discuss current and proposed staffing needs.
6. Identify the approximate cost for development and operation of the site including proposed improvements, maintenance, staffing, etc.
7. Identify funding sources for the development and maintenance of the site.



4. Appendix

- **Attach and label backup documentation to provide verification of above items as needed.**
- **When you are done, tab this under Exhibit F.**





Project Evaluation Criteria

Awarding of Points

- For all the criteria – either all or zero points are awarded
- Check either the “Yes” box or the “No” box
- Provide response and documentation as required
- Provide all backup documentation with the Exhibit associated with the criteria

There is no “deficiency period” for this program. If required documentation or Exhibits are not provided



-- NO POINTS WILL BE AWARDED --





Project Evaluation Criteria

Application Resources

SMWW Application Resources Page:

<https://floridadep.gov/lands/land-and-recreation-grants/content/smww-application-development-resources>

The screenshot shows a webpage titled "SMWW - Application Development Resources -". The page has a navigation breadcrumb: Home » Divisions » Division of State Lands » Land and Recreation Grants Program » SMWW - Application Development Resources -.

Land and Recreation Grants Program Quick Links

- Staff Contacts
- Florida Communities Trust (FCT)
- Florida Recreation Development Assistance Program (FRDAP)
- Land and Water Conservation Fund Program (LWCF)
- Recreational Trails Program (RTP)
- Program Fact Sheet
- All Land and Recreation Grants Program Content

Application Documents

These documents are needed to prepare your Stan Mayfield Working Waterfronts Application:

- Application SMWW-2
- Application Instruction Guide

Application Development Resources

Application Training Webinar
View the 2018 Application Cycle training webinar video or slides (LINK/DATE).

Application Transmittal Letter
This application [transmittal letter \(sample\)](#) binds the applicant to fulfill commitments made in the application.

Willing Owner Statement
This [willing owner statement \(sample\)](#) indicates that the property would be acquired under a Voluntarily-Negotiated Transaction.

Additional Information

- [Community Redevelopment Areas/District](#)
- [DEP Florida Coastal Office](#) (formally CAMA)
- [Waterfronts Florida Partnership Community](#)
- [Department of Agriculture and Consumer Services - Aquaculture](#)

Two red arrows point to the "Recreational Trails Program (RTP)" and "Program Fact Sheet" links in the left sidebar.



Project Evaluation Criteria

Application Resources

- **Links to Additional Information:**
 - Community Redevelopment Areas/District
 - DEP Office of Resilience and Coastal Protection (formerly CAMA or Florida Coastal Office)
 - Waterfronts Florida Partnership Community
 - Department of Agriculture and Consumer Services - Aquaculture
 - Rural Area of Critical Concern
 - Growth Rates (Population Studies)



Project Evaluation Criteria

PROJECT EVALUATION CRITERIA

Answer the following questions, as applicable to the proposed project. Where requested, provide support documentation or attached Exhibits.

Note: Provide a response to each of the following criteria, either YES or NO. If the answer to a criterion is checked NO, move to the next question. If the answer to a criterion is checked YES, provide a response as appropriate and limit your response to no more than half a page. Any criterion that is not addressed or is left blank will not be evaluated and no points will be awarded.

Documentation provided:

Check either YES or NO to whether the required documentation is provided. If YES, include documentation under appropriate Exhibit.

(1) Location

- (a) The Project Site is located within the boundary of a locally designated Community Redevelopment Area as defined in s. 163.340, F.S. and furthers the adopted community redevelopment plan (10 points).

YES NO

If yes, provide documentation from the local government that the Project Site is located within a Community Redevelopment Area, provide a map showing the boundaries of the CRA, and provide a copy of the adopted community redevelopment plan.

Were all three documents provided in the grant application?

YES Documented in **Exhibit G**

NO If documentation is not provided, no points will be awarded.

- (b) The Project Site is adjacent to or within 2,000 feet of and tidally connected to state-owned submerged lands designated as an aquatic preserve identified in s. 258.39, F.S., National Marine Sanctuary or National Estuarine Research Reserve (10 points).

YES NO

If yes, provide documentation from the Department of Environmental Protection's Florida Coastal Office (formerly Office of Coastal and Managed Areas), including a map and letter that the Project Site is adjacent to or within 2,000 feet of and tidally connected to state-owned submerged lands designated as an aquatic preserve identified in s. 258.39, F.S., National Marine Sanctuary or National Estuarine Research Reserve.

Were both documents provided in the grant application?

YES Documented in **Exhibit H**

NO If documentation from the Department of Environmental Protection's Florida Coastal Office is not provided, no points will be awarded.

- (c) The Project Site is located within a municipality with a population less than 30,000 or in an unincorporated area of the county with a population in the unincorporated area that is less than 40,000 (10 points).

YES NO

If yes, provide documentation from the FCT web site showing that the Project Site is located within a municipality with a population less than 30,000 or in an unincorporated area of the county with a population in the unincorporated area that is less than 40,000.

Was documentation provided in the grant application?

YES Documented in **Exhibit I**

NO If documentation is not provided, no points will be awarded



Project Evaluation Criteria

1. Location



**Location,
Location,
Location**

Starting on page 7 – Questions 1(a) through 1(f)



Project Evaluation Criteria



FLORIDA COMMUNITIES TRUST



Project Evaluation Criteria

(d) The Project Site is within an area designated as a "Waterfronts Florida Partnership Community" (9 points).

YES NO

If yes, provide documentation from the Department of Economic Opportunities' (formerly Department of Community Affairs) Waterfronts Florida Partnership, including a map and letter, that the Project Site is located within a "Waterfronts Florida Partnership Community".

Were both documents provided in the grant application?

YES Documented in Exhibit J

NO If documentation from the Department of Economic Opportunities' (formerly Department of Community Affairs) Waterfronts Florida Partnership is not provided, no points will be awarded.

(e) The Project Site provides services and is located within 15 miles of a state designated aquaculture "High Density Lease Area" (5 points).

YES NO

If yes, provide documentation from the Department of Agriculture and Consumer Services, including a map and letter, that the Project Site is located within 15 miles of a state designated aquaculture "High Density Lease Area".

Describe what services or facilities the Project Site will provide that furthers the aquaculturists operations at the stated designated High-Density Lease Area.

Were both documents provided in the grant application?

YES Documented in Exhibit K

NO If documentation from the Department of Agriculture and Consumer Services is not provided, no points will be awarded.

(f) The Project Site is within an area designated as a "Rural Area of Critical Economic Concern" or "Area of Critical State Concern" (4 points).


YES NO

If yes, provide documentation from the FCT web site showing that the Project Site is in "Rural Area of Critical Economic Concern" or "Area of Critical State Concern".

Was the documentation provided in the grant application?

YES Documented in Exhibit L

NO If documentation is not provided, no points will be awarded.



(2) Economic Consideration

(a) The proposed project provides an economic benefit to the community (10 points);

YES NO

If yes, discuss how the acquisition, development and management of the Project Site will provide an economic benefit to the community. This criterion will also be evaluated based upon the response provided in the Business Summary.

(b) The Project Site is located in a municipality or in the unincorporated county with a growth rate that exceeds the average growth rate for the state, as shown by population increase since the last census (10 points);

YES NO



Project Evaluation Criteria

2. Economic Consideration

- a. Economic Benefit
- b. Growth Rate
- c. Hurricane Damage?
- d. Grant Request Amount.





Project Evaluation Criteria

Was the documentation provided in the grant application?

YES Documented in **Exhibit M**

NO If documentation is not provided, no points will be awarded

- (c) The Project Site has sustained hurricane damage in the past 5 years such that operating capacity was reduced or normal operations were interrupted for a period of not less than two weeks (5 points).

YES NO

If yes, provide documentation showing that the Project Site has sustained significant hurricane damage in the past 5 years, including identifying the hurricane and provide a state or federal document verifying that the Project Site sustained significant hurricane damage such as a copy of the Department of Environmental Protection's Emergency Authorization for the repair of the docking facility.

Was the documentation provided in the grant application?

YES Documented in **Exhibit N**

NO If documentation is not provided, no points will be awarded

- (d) The grant award amount requested is within the following thresholds (Points will be awarded on only one of the following criteria):

1. The applicant is requesting a grant award amount that does not exceed \$1,500,000.00 (8 points);
YES NO

2. The applicant is requesting a grant award amount that does not exceed \$2,500,000.00 (4 points);
YES NO

3. The applicant is requesting a grant award amount that does not exceed \$3,500,000.00 (2 points).
YES NO

Note: FCT will not participate in project costs that exceed the grant award amount.

 **(3) Site Suitability/Readiness**

- (a) The Project Site will provide a docking facility for commercial fishing vessels (Points will be awarded on only one of the following criteria):

1. The Project Site contains an existing docking facility that can be presently utilized for commercial saltwater fisheries or aquaculture operations (17 points);

YES NO

If yes, describe the existing facility, condition of the existing structure and proposed uses for the docking facility.

Provide photographs of the docking facility.

Were photographs of the existing docking facility provided?

YES Documented in **Exhibit O**

NO If photographs are not provided, no points will be awarded

2. The Project Site contains an existing docking facility that requires major restoration to be utilized for commercial saltwater fisheries or aquaculture operations and the applicant has committed to rebuild the docking facility (12 points);

YES NO

1. Presently Utilized
2. Requires Restoration
3. New Construction



Project Evaluation Criteria

3. Site Suitability / Readiness:



Starting on page 9 – Questions 3(a) through 3(e)



Project Evaluation Criteria

3. The applicant has committed to construct a new boat launching facility on the Project Site that will be used for commercial fishing vessels (2 points).

YES NO

If yes, describe the new boat launching facility, describe the proposed design and size of the new boat launching facility and the proposed use of the boat launching facility.

Provide a scaled drawing of the proposed boat launching facility and existing facilities on the Project Site.

Provide photographs of the area for the proposed boat launching facility.

The boat launching facility needs to be located in a minimum of 3 feet of water at Mean Low Water and not adjacent to any grass beds. Provide documentation from a surveyor, engineer or environmental consultant, showing that the boat launching facility located in at least 3 feet of water at Mean Low Water and that there no grass beds in the area.

Was the documentation of the water depth at the launching area, no grass beds in the areas, scaled drawing of the proposed launching facility and photographs of the area of the proposed launching facility provided?

YES Documented in Exhibit Q

NO If photographs are not provided, no points will be awarded

(d) The Project Site contains an open area of at least 1/4 acre to be used for the storage of traps, nets, and other gear needed for commercial fishing or aquaculture operations (4 points);

YES NO

If yes, describe the existing area and proposed uses for the storage area.

Provide photographs of the storage area.

Were photographs of the storage area provided?

YES Documented in Exhibit Q

NO If photographs are not provided, no points will be awarded

(e) The proposed project will be acquired using a less-than-fee Working Waterfront Covenant for all of the land to be acquired (5 points).

YES NO

If yes, describe the existing or proposed activities that will be conducted to further continuation of Working Waterfront activities in that area.

Provide an affidavit from the owner that they are willing to sell the development rights off the property and continue to operate the site to further the continuation of Working Waterfront activities on the site.

Was the affidavit provided?

YES Documented in Exhibit P

NO If the affidavit is not provided, no points will be awarded

(4) Financial Contribution

(a) Providing a share of the eligible Match. The applicant is committed to:

1. Provide a Match between 25 percent to 34 percent of the Project Costs, or, for Small Local Governments as defined in 62-820.002(22) and Nonprofit Working Waterfront Organizations, a Match between 10 percent and 19 percent of the Project Costs (5 points); or

YES NO



Project Evaluation Criteria

4. Financial Contribution



Although match is not required, applicants who provide eligible matching funds at given levels can receive points.

Small Local Government – per Rule 62-820.002(22):

County population \leq 75,000

City population \leq 10,000

Starting on page 12 – Question 4(a)



Project Evaluation Criteria

2. Provide a Match of 35 percent or more of the Project Costs, or, for Small Local Governments as defined in 62-820.002(22) and Nonprofit Working Waterfront Organizations, a Match of 20 percent or more of the Project Costs (10 points).

YES NO

If yes to either above, provide letter from Chief Financial Officer (CFO) confirming match amount. Document in [Exhibit Q](#)



(5) Community Planning

(a) The project is located in a Future Land Use category, zoning district, or overlay district that has been identified for the protection and preservation of Working Waterfronts (7 points);
YES NO

If yes, provide a copy of the map showing that the Project Site is located in a Future Land Use category, zoning district, or overlay district that has been identified for the protection and preservation of Working Waterfronts. Provide a description of the purpose of the Future Land Use category, zoning district, or overlay district and how it furthers the protection and preservation of Working Waterfronts.

Was a copy of the map and description of the category or district provided?

YES Documented in [Exhibit R](#)
NO If a copy of the map and description are not provided, no points will be awarded

(b) The project furthers local government comprehensive plan objectives and policies that ensure the protection and preservation of Working Waterfronts for use by commercial fishermen, aquaculturists, or business entities that support these industries (7 points);
YES NO

If yes, identify which objectives or policies are furthered, provide a summary of the policy or objective, and describe how the local government's comprehensive plan's objectives and policies further the protection and preservation of Working Waterfronts for use by commercial fishermen, aquaculturists, or business entities that support these industries.

Provide a copy of the local government's comprehensive plan's objectives and policies that ensure the protection and preservation of Working Waterfronts for use by commercial fishermen, aquaculturists, or business entities that support these industries.

Were copies of the policies or objectives provided?

YES Documented in [Exhibit S](#)
NO If a copy of the policies or objectives are not provided, no points will be awarded

(6) Public Education

(a) The Project Site provides a permanent structure containing displays of artifacts and other items open to the public that provide information about the economic, cultural or historic heritage of Florida's traditional Working Waterfronts (4 points);
YES NO

If yes, describe the proposed permanent structure and the types of artifacts and other items to be displayed that will provide information about the economic, cultural or historic heritage of Florida's traditional Working Waterfronts to the public. Describe the approximate location of the structure and how public access to the structure will be provided.

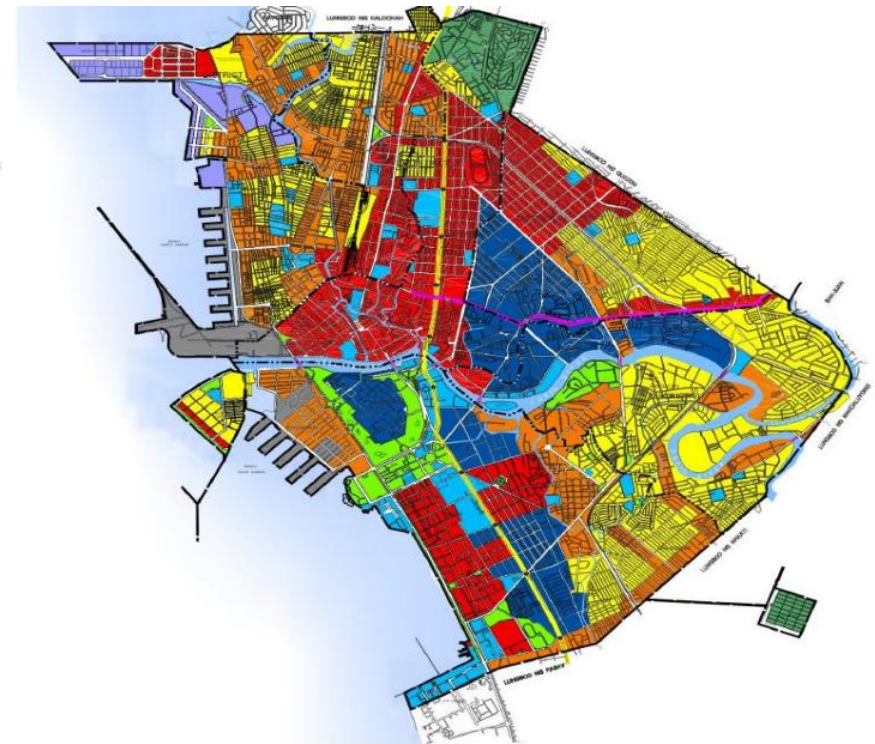
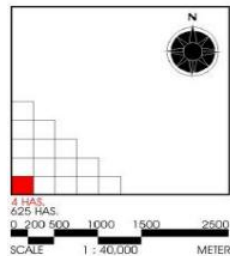


Project Evaluation Criteria

5. Community Planning

LEGEND:

- HIGH DENSITY RESIDENTIAL / MIXED-USE ZONE (R-3/MXD)
- MEDIUM INTENSITY COMMERCIAL / MIXED-USE ZONE (C-2/MXD)
- HIGH INTENSITY COMMERCIAL / MIXED-USE ZONE (C-3/MXD)
- LIGHT INTENSITY INDUSTRIAL ZONE (I-1)
- GENERAL INSTITUTIONAL ZONE (IHS-I)
- UNIVERSITY CLUSTER ZONE (IHS-U)
- GENERAL PUBLIC OPEN SPACE ZONE (POS-GEN)
- CEMETERY ZONE (POS-CEM)
- UTILITY ZONE (UTL)
- WATER ZONE (WTR)
- CITY BOUNDARY
- CONGRESSIONAL DISTRICT BOUNDARY
- LRT1
- LRT2
- RAILWAYS





Project Evaluation Criteria

2. Provide a Match of 35 percent or more of the Project Costs, or, for Small Local Governments as defined in 62-820.002(22) and Nonprofit Working Waterfront Organizations, a Match of 20 percent or more of the Project Costs (10 points).

YES NO

If yes to either above, provide letter from Chief Financial Officer (CFO) confirming match amount. Document in Exhibit Q

(5) Community Planning

- (a) The project is located in a Future Land Use category, zoning district, or overlay district that has been identified for the protection and preservation of Working Waterfronts (7 points);

YES NO

If yes, provide a copy of the map showing that the Project Site is located in a Future Land Use category, zoning district, or overlay district that has been identified for the protection and preservation of Working Waterfronts. Provide a description of the purpose of the Future Land Use category, zoning district, or overlay district and how it furthers the protection and preservation of Working Waterfronts.

Was a copy of the map and description of the category or district provided?

YES Documented in Exhibit R

NO If a copy of the map and description are not provided, no points will be awarded

- (b) The project furthers local government comprehensive plan objectives and policies that ensure the protection and preservation of Working Waterfronts for use by commercial fishermen, aquaculturists, or business entities that support these industries (7 points);

YES NO

If yes, identify which objectives or policies are furthered, provide a summary of the policy or objective, and describe how the local government's comprehensive plan's objectives and policies further the protection and preservation of Working Waterfronts for use by commercial fishermen, aquaculturists, or business entities that support these industries.

Provide a copy of the local government's comprehensive plan's objectives and policies that ensure the protection and preservation of Working Waterfronts for use by commercial fishermen, aquaculturists, or business entities that support these industries.

Were copies of the policies or objectives provided?

YES Documented in Exhibit S

NO If a copy of the policies or objectives are not provided, no points will be awarded

(6) Public Education

- (a) The Project Site provides a permanent structure containing displays of artifacts and other items open to the public that provide information about the economic, cultural or historic heritage of Florida's traditional Working Waterfronts (4 points);

YES NO

If yes, describe the proposed permanent structure and the types of artifacts and other items to be displayed that will provide information about the economic, cultural or historic heritage of Florida's traditional Working Waterfronts to the public. Describe the approximate location of the structure and how public access to the structure will be provided.

- (b) The Project Site contains a structure(s) that is listed on the National Register of Historic Places administered by the National Park Service (3 points);

YES NO

If yes, provide documentation from the Division of Historical Resources, including a map and letter, that the structure(s) located on the Project Site is listed on the National Register of Historic Places.

Were both documents provided in the grant application?

YES Documented in Exhibit T

NO If documentation from the Division of Historical Resources is not provided, no points will be awarded.

- (c) The Project Site will contain interpretive kiosk(s) or sign(s) that educate the public about the economic, cultural, or historic heritage of Florida's traditional Working Waterfronts (2 points).

YES NO

If yes, describe the proposed kiosk(s) or sign(s) that will educate the public about the economic, cultural, or historic heritage of Florida's traditional Working Waterfronts. Describe the approximate location of the kiosk(s) or sign(s) and how public access to the kiosk or sign will be provided.



Project Evaluation Criteria

6. Public Education



<https://dos.myflorida.com/historical/preservation/national-register/>

Pages 13 and 14 – Questions 6(a) through 6(c)



Required Elements and Supporting Documentation

REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION

Each of the following exhibits is required to be submitted with the grant application. Provide a label and tab for each exhibit and please ensure that all exhibits are legible and of an appropriate scale. If two or more exhibits are consolidated, make sure this is reflected on the exhibit label. If a specific exhibit is not applicable, include an exhibit page with a statement that it is "Not Applicable." Locate the exhibits behind the project evaluation criteria section of the application.

Cover Letter - Front Cover, Required

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

1. Key contact person including contact number and email address.
2. The address and driving directions to the Project Site.
3. A statement binding the applicant to fulfill all the commitments made in the application.
4. Applicant's FEID Number.
5. Mailing Address for reimbursement; this address must match active account in MyFloridaMarketPlace. <https://vendor.myfloridamarketplace.com/vms-web/submit/execution=1&1>

Exhibits

A. Nonprofit Environmental Organization Status – Tab Exhibit A, if applicable

If the Applicant is a Non-profit Working Waterfronts Organization, provide evidence of status of the organization, including documentation from the Internal Revenue Service that the organization is recognized as a 501(c) organization, a copy of the Bylaws, and a copy of the Articles of Incorporation, that can demonstrate that the support of Working Waterfronts as defined in Sections 380.503(15)(a) and (b), F.S., are among its principal purposes and goals. The required documentation is available online from the Department of State, Division of Corporations- <http://dos.myflorida.com/sunbiz>.

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

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

C. Source of Match – Tab Exhibit C, if applicable

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

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

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

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

E. Project Summary (Education Projects): The Project Summary shall include a discussion of the purpose of the project, existing and future uses, existing and proposed physical improvements and historic resources. Include the size of any existing or proposed buildings. Indicate if any easements, concessions, or leases exist or are proposed. The recommended size for a Project Summary is one page. **Label Exhibit E, Required**

F. Business Summary (Non-Education Projects) As outlined on pages 5 & 6 of Application Form SMWW-2. **Label Exhibit F, Required**

Location Documentation – Tab Exhibits G-L, if applicable

C. Local Government documentation to include CRA Boundary Map and Copy of adopted Community Redevelopment Plan. **Label Exhibit C**

H. The Florida Coastal Office (formerly CAMA) Letter and Map. **Label Exhibit H**

I. FCT website confirmation of Municipality with population less than 30,000. **Label Exhibit I**

J. Department of Economic Opportunity Map and Letter – Working Waterfront Partnership Community Designation. **Label Exhibit J**

K. Department of Agriculture and Consumer Services Map and Letter – Aquaculture High Density Lease Area Designation. **Label Exhibit K**

L. FCT website confirmation of Rural Area of Critical Economic Concern/Area of Critical State Concern Designation. **Label Exhibit L**

Economic Consideration – Tab Exhibits M-N

M. FCT website confirmation that Project Site exceeds average growth rate. **Label Exhibit M**

N. Federal or State verification project Site sustained hurricane damage in past 5 years. **Label Exhibit N**

Site Suitability/Readiness – Tab Exhibits O-P, if applicable

O. Structures – Photographs/Drawings and descriptions; Please title and clearly label each photograph per each criterion (i.e. (3)(b)2. **Label Exhibit O**

P. If Project Site is less than fee acquisition, Willing Owner Affidavit stating willingness to sell development rights off the property and to continue to operate the site as a Working Waterfront. **Label Exhibit P**

Financial Contribution – Tab Exhibit Q, required

Q. If providing match, letter from CFO confirming match amount and source. **Label Exhibit Q**

Community Planning – Tab Exhibits R-S, required

R. Copy of Future Land Use and Zoning Map or overlay and description consistent with application. **Label Exhibit R**

S. Excerpts from Local Government Comprehensive Plan highlighting the Policies and Objectives consistent with application. **Label Exhibit S**

Public Education – Tab Exhibit T

T. Division of Historical Resources Map and Letter – National Register of Historic Places Designation. **Label Exhibit T**

Other Criteria – Tab Exhibits U-DD, if required

U. United States Geological Survey 7 1/2-minute quadrangle map with the boundary of the Project Site clearly delineated. **Label Exhibit U**

V. County Tax Appraiser's map clearly delineating the Project Site boundary, names of the property owners, and parcel tax identification numbers, and ownership boundaries, using an appropriate scale. **Label Exhibit V**

W. Aerial photograph (1 inch = 2,000 feet or greater detail) with the Project Site boundary clearly delineated. **Label Exhibit W**

X. Physical improvements map of an appropriate scale that clearly delineates all existing physical improvements, alterations, or disturbances occurring on the Project Site including but not limited to all cleared areas, buildings, roads, fences, docks, power lines, billboards, boat ramps, parking areas and known easements and rights-of-ways, and the approximate acreage of the foregoing. **Label Exhibit X**

Y. Conceptual site plan that clearly delineates the Project Site boundary and shows the approximate location of all proposed site improvements. **Label Exhibit Y**

Z. One set of labeled photographs of the Project Site which depict all on-site features on the Project Site and including, waterbodies, shorelines, historical features and existing improvements. Each photograph submitted shall include a legend that identifies the photograph location and key features that the photograph is intended to depict. **Label Exhibit Z**

AA. The Applicant must provide a letter from the issuing agency that verifies any facilities or structures owned by the Applicant that are located over state sovereignty submerged lands are in compliance with Chapters 253, 258, 373 Part IV, 403 and 597, Florida Statutes and the submerged land lease and applicable fees and wetland certification forms are current or that the structures are not located on state sovereignty submerged land. This letter must accompany the application. **Label Exhibit AA**

BB. The Applicant must provide a letter from the issuing agency that verifies any facilities or structures located on the Project Site that are over state sovereignty submerged lands are in compliance with Chapters 253, 258, 373 Part IV, 403 and 597, Florida Statutes and the submerged land lease and applicable fees and wetland certification forms are current or that the structures are not located on state sovereignty submerged land. This letter can be submitted no later than 48 hours before the FCT Governing Board meeting. **Label Exhibit BB**

CC. A letter from the local planning department that verifies the proposed uses of the Project Site are in compliance with the future land use designation and local zoning regulations. - **Label Exhibit CC**

DD. A copy of each Local Comprehensive Plan objective and policy cited in the grant application that applies to the Project Site. Please highlight or underline the applicable plan directive being referenced. - **Label Exhibit DD**

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

It is not enough to check "YES."

Backup Documents are required in order to receive points.



Required Elements and Supporting Documentation

Required Exhibits and Supporting Documentation

Pages 15 – 17

Application Development Resources

<https://floridadep.gov/lands/land-and-recreation-grants/content/fct-florida-communities-trust-home>

SMWW - Application Development Resources -

[Home](#) » [Divisions](#) » [Division of State Lands](#) » [Land and Recreation Grants Program](#) » SMWW - Application Development Resources -

Land and Recreation Grants Program Quick Links

[Staff Contacts](#)

[Florida Communities Trust \(FCT\)](#)

[Florida Recreation Development Assistance Program \(FRDAP\)](#)

[Land and Water Conservation Fund Program \(LWCF\)](#)

[Recreational Trails Program \(RTP\)](#)

[Program Fact Sheet](#)

[All Land and Recreation Grants Program Content](#)

Application Documents

These documents are needed to prepare your Stan Mayfield Working Waterfronts Application:

- [Application SMWW-2](#)
- [Application Instruction Guide](#)



Application Development Resources

Application Training Webinar

View the 2018 Application Cycle training webinar video or slides ([LINK/DATE](#)).

Application Transmittal Letter

This application [transmittal letter \(sample\)](#) binds the applicant to fulfill commitments made in the application.

Willing Owner Statement

This [willing owner statement \(sample\)](#) indicates that the property would be acquired under a Voluntarily-Negotiated Transaction.

Additional Information

- [Community Redevelopment Areas/District](#)
- [DEP Florida Coastal Office](#) (formally CAMA)
- [Waterfronts Florida Partnership Community](#)
- [Department of Agriculture and Consumer Services - Aquaculture](#)
- [Rural Area of Critical Concern](#)
- [Growth Rates](#) (Population Studies)
- [Division of Historical Resources](#)



Exhibit O: Photographs

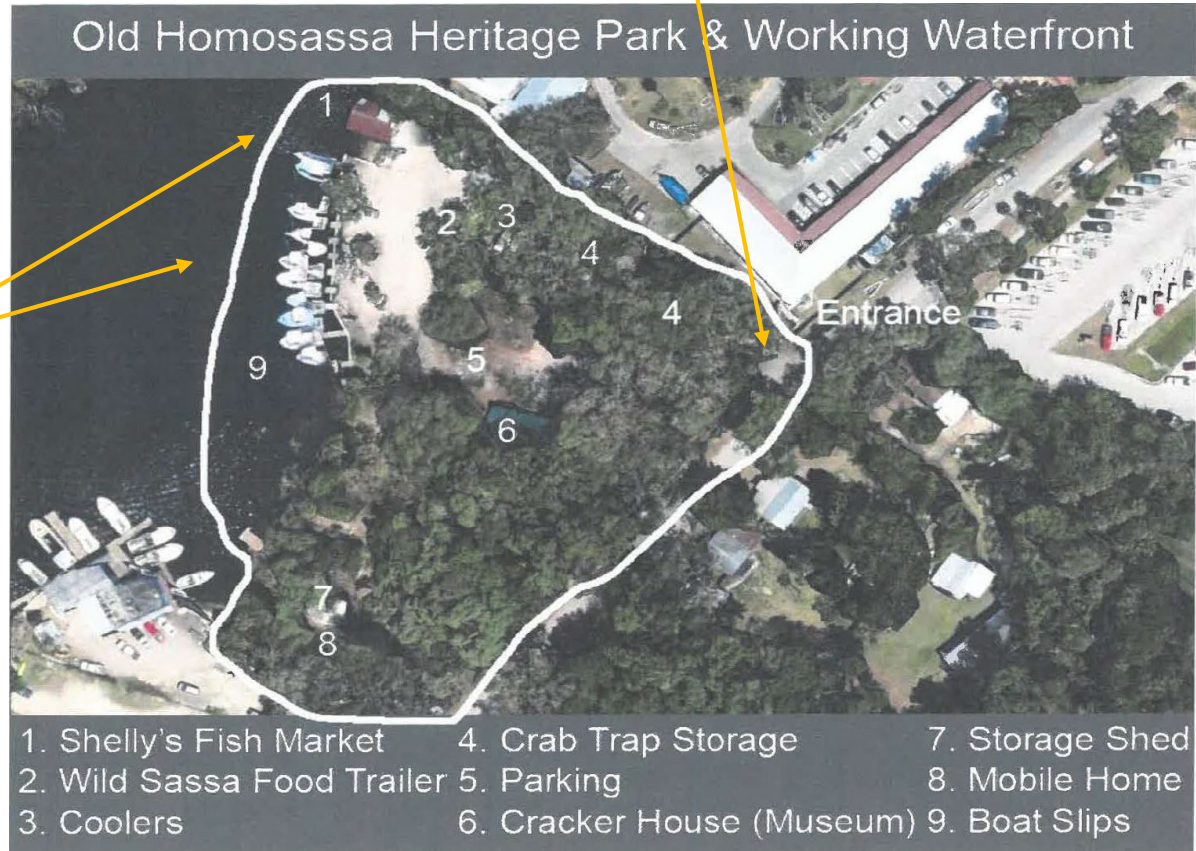


Exhibit O
Site Suitability/Readiness
(3)(b)2. – Seafood House to be restored.



Exhibit Y: Sample Site Plan: Physical Legal Access

Land-Based
Access (road)



Water-Based
Access (boat
slips)



Application Review Process

Per Rule 62-820, (F.A.C.)



- **No additional information, except; Clarification of Eligibility**
- **Review and score, including sufficiency of Business Summary**
- **Site Visit**
- **Report/Determination**
- **Objections**
- **FCT Board Ranking & Selection Meeting**
- **Board of Trustees – Final Approval**



Post Ranking & Selection



- **Grant Agreement**
 - **Recorded**
- **Onboarding**
- **One Year**
- **Developed and Operating in 3 Years**



Post Ranking & Selection



FLORIDA COMMUNITIES TRUST



Acquisition Phase

- Rule 62-821, F.A.C.
- Joint Acquisition – Trust is lead
- FCT staff will coordinate with grant recipient during the acquisition process





Acquisition Guidance

- **Voluntarily Negotiated Transactions**
- **Subject to terms and conditions imposed by the use of Florida Forever Funds**
- **Designate a key contact**
- **No pending criminal, civil or regulatory violations**
- **Reasonable Assurance**





Acquisition Due Diligence Process

Products to be ordered by Acquisition Agent:

- Title Commitment and Policy
- Appraisal(s)
 - <https://floridadep.gov/lands/bureau-appraisal>
- Certified Survey
- Phase I ESA
 - ASTM Practice E1527





Acquisition Negotiation



- Negotiations are based on approved appraisals
- Option Contracts
- 120 days to close



Post Completion

- “In Perpetuity” and Open to the Public
- Developed pursuant to Grant Award,
Dedication to Public Use and Declaration
of Restrictive Covenants (DDRC) and
Approved Management Plan
- Stewardship Reporting
- Revenue Reporting





Post Completion

**“In Perpetuity” and Open to
the Public**





Post Completion

Developed pursuant to:

- Grant Award**
- Dedication to Public Use and
Declaration of Restrictive Covenants
(DDRC)**
- Approved Management Plan**



Post Completion

Stewardship Reporting

Rule 62-820.012, F.A.C.





Post Completion

Revenue Reporting





Project Site Interest

- **Fee-simple Interest – Recipient**
 - **Deed**

- **Reversionary Interest – Board of Trustees**
 - **Dedication to Public Use and Declaration of Restrictive Covenants (DDRC)**
 - **Reversion Clause**



Agreements

Types of Agreements

- **Use Agreements or Concession Agreements**
- **Memorandum of Understanding (MOU)**
- **Qualified Management Agreements**
- **Interlocal Agreements**

FCT Must Approve

Submit a draft agreement at least 60 days prior to execution.





Wrap Up



FLORIDA COMMUNITIES TRUST



Wrap Up

- \$5.65 Million will be available for the 2021-22 cycle
- Applications Accepted October 1 – November 1, 2021
- Completing the Application
- Project Evaluation Criteria
- Application Review Process
- Acquisition Process
- Post Completion Responsibilities

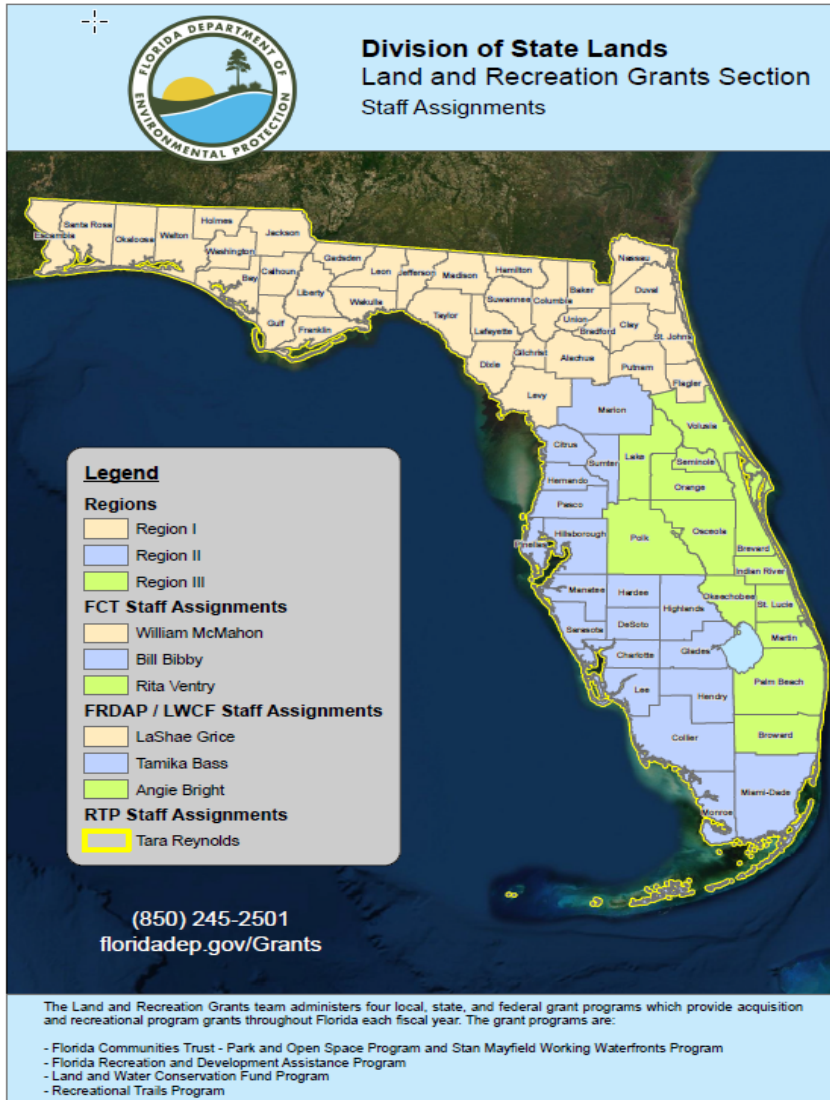


APPLICATIONS MUST BE RECEIVED BY

5:00 PM EST November 1, 2021



Staff Assignments



Save the Date

**Division of State Lands
Land and Recreation Grants Section
Submission Cycles**

★

2021-2022 Stan Mayfield Working Waterfront Program
October 1 – November 1, 2021
Application Webinar • September 15

★

2022-2023 Florida Recreation Development Assistance Program
October 1 – October 15, 2021
Application Webinar • September 23

★

2022-2023 Recreational Trails Program
February 1 – March 1, 2022
Application Webinar • January 19, 2022

 For more information on the upcoming grant application cycles, visit FloridaDEP.gov/Grants



FCT Contacts

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Closing and Legal Matters:

Lois La Seur

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More Information



For more information, please visit
the Florida Communities Trust website at
<https://floridadep.gov/lands/land-and-recreation-grants/content/fct-florida-communities-trust-home>



Questions



FLORIDA COMMUNITIES TRUST



Thank You

<https://floridadep.gov/lands/land-and-recreation-grants/content/fct-florida-communities-trust-home>