

Florida Department of Environmental Protection
Instructions for Completing
Florida Recreation Development Assistance Program
Grant Application Process for
Projects That Provide Recreational Enhancements and
Opportunities for Individuals with Unique Abilities (DRP-106)

WHAT IS FRDAP AND HOW IS IT ADMINISTERED?

The Florida Recreation Development Assistance Program (FRDAP) is a competitive program which provides grants to local governmental entities for acquisition and development of land for public outdoor recreation use or to construct recreational trails. The Florida Department of Environmental Protection (DEP), Office of Operations, Land and Recreation Grants Section administers FRDAP. The FRDAP Administrative Rule can be downloaded at http://dep.state.fl.us/lands/Land_and_Recreation/Land_Recreation.htm.

FISCAL YEAR 2016-17 FUNDING

Pursuant to Section 375.075(4)(a), Florida Statutes (F.S.), the Florida Legislature awarded \$3 million in funding for FRDAP projects with funds becoming available July 1, 2016, “exclusively for projects that provide recreational enhancements and opportunities for individuals with unique abilities.” The department shall make the schedule for Grant Application process for projects that provide recreational enhancements and opportunities for individuals with unique abilities publicly available and shall award the grants for such projects by December 31, 2016. This subsection expires July 1, 2017.

UNIQUE ABILITIES PROJECT REQUIREMENT

Eligible projects submitted for funding in Fiscal Year 2016-17 must “provide recreational enhancement and opportunities for individuals with unique abilities” which means “those projects that incorporate adaptations or modifications to the design and development of recreational resources or equipment to meet the needs of all potential participants including those with physical or developmental disabilities,” pursuant to Section 375.075(4) of the Florida Statutes.

All applications received for Fiscal Year 2016-17 funding, must demonstrate projects that enhance recreational opportunities for individuals with unique abilities or will be deemed ineligible.

Pursuant to Section 375.075(4)(b), F.S., “the selection criteria used by the department for grant applications submitted pursuant to this subsection *shall prioritize projects that allocate the greatest share of state funds to provide recreational enhancements and opportunities for individuals with unique abilities.*” Project costs that will be the basis for this for this legislatively mandated prioritization must be for adaptations or modifications to the development of a "primary facility" as defined in Rule 62D-5.054, F.A.C., incorporating unique abilities. Since projects are required by the Legislature to be prioritized based on amount of funding as outlined above, **any proposed modification to the Physical Characteristics after the Application has been submitted must be approved by the Department for funding eligibility.**

The application must provide specific, detailed documentation on how the Project Site will fulfill this legislative directive in the Physical Characteristics of the Project section of the application.

For additional information on accessibility and project design, you may choose to review the following resources available online:

- [Centre for Excellence in Universal Design -- The 7 Principles \(http://universaldesign.ie/What-is-Universal-Design/The-7-Principles/\)](http://universaldesign.ie/What-is-Universal-Design/The-7-Principles/)
- [National Center on Accessibility \(http://www.ncaonline.org/\)](http://www.ncaonline.org/)
- [Center for Universal Design -- Universal Design Principles \(https://www.ncsu.edu/www/ncsu/design/sod5/cud/about_ud/udprinciples.htm\)](https://www.ncsu.edu/www/ncsu/design/sod5/cud/about_ud/udprinciples.htm)
- [Florida Building Code 5th Edition \(2014\) Accessibility \(http://codes.iccsafe.org/app/book/toc/2014/Florida/Accessibility%20Code/index.html\)](http://codes.iccsafe.org/app/book/toc/2014/Florida/Accessibility%20Code/index.html)
- [Americans with Disabilities Act Title II Regulations \(http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.pdf\)](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.pdf)

WHO MAY APPLY FOR FRDAP FUNDS?

Municipal and county governments or other legally constituted entities with the legal responsibility to provide public outdoor recreation.

WHAT IS THE GENERAL APPLICATION INFORMATION?

A proposed FRDAP project must be for one of the three following categories: acquisition of land for public outdoor recreational purposes, development and/or renovation of land for public outdoor recreational purposes, or construction and/or renovation of a public recreational trail. If an **acquisition** project receives a FRDAP grant, the applicant must develop the acquired site for public outdoor recreation use within three (3) years.

HOW DO I APPLY?

Applicants must submit a completed FRDAP Grant Application during an announced submission period. Applicants may submit up to three applications during the submission period. Applications must involve only one project site except for acquisition or development of salt water beach access. DEP evaluates applications on the basis of the information provided by the applicants, except where such data is superseded by official DEP information. Failure by an applicant to present all required application information and documentation may result in the application being declared ineligible for funding consideration, or may result in a loss of points from the applicant's competitive score. **Applications will be evaluated and scored based on the information submitted by the end of the submission period.**

Applicants must submit three copies (1 original and 2 copies) of the completed application and all supporting documents during the announced submission period of **July 27 – August 17, 2016**. **Please use a soft covered binder, no HARD 3-ring binders.** To facilitate review and scoring, please tab all exhibits. **ANY APPLICATIONS SUBMITTED WITHOUT EXHIBITS BEING TABBED, WILL BE SENT BACK TO THE APPLICANT AND ASKED TO BE TABBED OR WILL BE CONSIDERED INELIGIBLE.** Applications must be postmarked **NO LATER THAN August 17, 2016**, and submitted to:

DEPARTMENT OF ENVIRONMENTAL PROTECTION
OFFICE OF OPERATIONS
LAND AND RECREATION GRANTS SECTION
3900 COMMONWEALTH BOULEVARD, MAIL STATION 585
TALLAHASSEE, FLORIDA 32399-3000

If you plan to prepare this document by retyping or downloading it to your computer, the language and format used must exactly match this application. You may request an electronic application by e-mailing: Angie.Bright@dep.state.fl.us or Tamika.Bass@dep.state.fl.us visit our web site at: http://dep.state.fl.us/lands/Land_and_Recreation/Land_Recreation.htm.

WHAT IS THE MAXIMUM GRANT AMOUNT?

Maximum grant funds an applicant may apply for is \$500,000

GRANT MATCH RATIOS: (Based on the grant cap of \$500,000)

Project Cost	State Share	Grantee Share
\$50,000 or less	100%	0%
\$50,001 to \$150,000	75%	25%
\$150,001 up to \$1,000,000	50%	50%

Project Cost = State Share + Grantee Share

Refer to Chapter 62D-5.055(4), F.A.C. for complete information on match requirements and match types.

WHAT CAN I USE TO MATCH A FRDAP GRANT?

Cash Land value of **undeveloped** land owned by applicant (subject to conditions) *In-kind services

HOW ARE FRDAP GRANTS AWARDED?

Each application is reviewed to determine eligibility. The Florida Department of Environmental Protection (DEP), Office of Operations, Land and Recreation Grants Section evaluates each eligible application according to Florida Administrative Code and assigns a final score. Based on the scores, DEP prepares and submits a recommended priority list to the Florida Legislature for funding consideration. **DEP's performance and obligation to award program grants is contingent upon an annual appropriation by the Florida Legislature. Should the project receive funding, the grantee will have up to three (3) years from the start of the state's fiscal year in which funds are appropriated to complete the project or funds will revert.**

If questions arise while preparing the application, please contact the Land and Recreation Grants Section at 850-245-2501.

APPLICATION CHECKLIST

Use this list to make sure that all applicable and all required documentation is included. To facilitate review and scoring, please tab all exhibits. **ANY APPLICATIONS SUBMITTED WITHOUT EXHIBITS BEING TABBED, WILL BE SENT BACK TO THE APPLICANT AND ASKED TO BE TABBED AS REQUESTED BELOW OR WILL BE CONSIDERED INELIGIBLE. Attach supporting documents at the end of the application in alphabetical order as follows:**

Applications will not receive points if all documents are not submitted.

NOTE: Three (3) copies of the completed and signed application and all supporting documents must be postmarked no later than August 17, 2016 (1 original and 2 copies).			Use a soft covered binder. (No Hard 3-ring binders)
Application Item - If Applicable	Development & Trails Projects	Acquisition Projects	Tab as Exhibit
A. 1) A letter from the agency's chief administrator certifying the five-year capital improvement schedule is officially adopted and the date adopted and 2) a copy of the capital improvements schedule OR.... 1) a copy of a fully executed resolution amending the existing schedule to include the proposed project. Designate proposed project by name, date and year.	X	X	A
B. State Comprehension Outdoor Recreation Plan (SCORP) objectives support documentation. Written response to Part II, Item 2A on page 1 of this application. Include a brief 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 explanation to justify the correlation.	X	X	B
C. Public participation documentation: 1. Copy of public meeting advertisement for SOLE PURPOSE of discussing the project. Advertisement must state where and when advertised. 2. Minutes of REGULARLY SCHEDULED advisory board meeting. 3. Documentation of presentation to community groups (minutes, letter of thanks from organization, etc.). OR.... A copy of the survey and summary of the results as they relate to the proposed project. (Support letters are not acceptable for points.)	X X X	X X X	C1 C2 C3

Application Item - Required	Development Projects	Acquisition Projects	Tab as Exhibit
D. Documentation of ability to support programming and maintenance of project site. Provide a copy of an agency organizational chart AND an explanation of ability to provide development, programming and maintenance.	X	X	D
E. Copy of cooperative agreement or letter between applicant and a private or public nonprofit entity with the applicant holding the lead managing responsibility.	X	X	E
F. Excerpts of the Recreation/Open Space element of the local comprehensive plan identifying needed acreage. Provide and highlight excerpt which indicates needed number of acres and provide how much acreage local government already controls.		X	F
G. 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). Also identify FRDAP & LWCF phases. If acquisition project, also submit a timeline for the development of the project.	X Identify different funding phases	X Need site plan for the development after acquisition is completed along with a timeline for development	G
H. Excerpts of the current Greenways and Trails System Plan.	Trails Only		H
I. Letter from the Office of Greenways & Trails documenting project is located on or connects with a designated State of Florida Greenway or Trail.	Trails Only		I
J. Copy of Regional or Local Governmental adopted Greenway Plan.	Trails Only		J

Application Item – Required	Development Projects	Acquisition Projects	Tab as Exhibit
O. Request for Match Waiver/REDI Form: If eligible for the Rural Economic Development Initiative Match Waiver, submit Request for Match Waiver.	X	X	O
P. Description of the Physical Characteristics of the Project: Describe how the project will “provide accessibility, availability or adaptability of conservation or recreation lands for individuals with unique abilities which will incorporate adaptations or modifications to the design and development of recreational resources or equipment to meet the needs of all potential participants including those with physical or developmental disabilities,” pursuant to the 2016 amendments to Section 380.507 of the Florida Statutes. Also, describe the project site including existing and future uses, existing natural or historical resources, public access, etc...	X	X	P