

# Florida Department of Environmental Protection

## Instructions for Completing

### Florida Recreation Development Assistance Program

### Grant Application Process (DRP-106)

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#### **FACTS ABOUT FRDAP**

##### **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 [www.dep.state.fl.us/parks/oirs](http://www.dep.state.fl.us/parks/oirs).

##### **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 two applications during the submission period. Each applicant may only have a total of three (3) active projects, including any applications being submitted. 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 DEP evaluates applications on the basis of the information provided by the applicants, except where such data is superseded by official DEP information.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 application submission deadline.**

Applicants must submit three copies (1 original and 2 copies) of the completed application and all supporting documents during the announced submission period of **(October 17-28, 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 RETURNED TO THE APPLICANT AND ASKED TO BE TABBED OR WILL BE CONSIDERED INELIGIBLE.** Applications must be postmarked **NO LATER THAN October 28, 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](mailto:Angie.Bright@dep.state.fl.us) & [Tamika.Bass@dep.state.fl.us](mailto:Tamika.Bass@dep.state.fl.us), or visit our website at: [www.dep.state.fl.us/parks/oirs](http://www.dep.state.fl.us/parks/oirs).

### WHAT IS THE MAXIMUM GRANT AMOUNT?

Maximum grant funds an applicant may apply for is \$200,000.

### GRANT MATCH RATIOS: (Based on the grant cap of \$200,000)

Project Cost	State Share	Grantee Share
\$50,000 or less	100%	0%
\$50,001 to \$150,000	75%	25%
\$150,001 up to \$400,000	50%	50%

Project Cost = State Share + Grantee Share

### WHAT CAN I USE TO MATCH A FRDAP GRANT?

Cash, Land Value of **undeveloped** land owned by applicant (subject to conditions), and In-kind Services

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

### HOW ARE FRDAP GRANTS AWARDED?

Each application is reviewed to determine eligibility. The 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.**

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 RETURNED 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:**

**When asked to submit multiple documents application will not receive points if all documents are not submitted.**

<b>Application Item - If Applicable</b>	<b>Development &amp; Trails Projects</b>	<b>Acquisition Projects</b>	<b>Tab as Exhibit</b>
NOTE: Three (3) copies of the completed and signed application and all supporting documents must be postmarked no later than October 28, 2016. (1 original and 2 copies).			<b>Use a soft covered binder.</b> (No Hard 3-ring binders)
A. 1) A letter from the applicant's chief administrator certifying the five-year capital improvement schedule is officially adopted and the date adopted <b>and</b> 2) a copy of the Capital Improvements Plan/Schedule (CIP/S)  <b>OR</b>  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.			A
B. Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP) objectives support documentation. Written response to Part II, Item 2A on page 10 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 <b>2013 SCORP</b> . Provide quotations or other appropriate references with explanation to justify the correlation.			B

<b>Application Item - If Applicable</b>	<b>Development &amp; Trails Projects</b>	<b>Acquisition Projects</b>	<b>Tab as Exhibit</b>
<p>C. Public participation documentation:</p> <p>1. Copy of public meeting advertisement for SOLE PURPOSE of discussing the project. Advertisement must state where and when advertised.</p> <p>-----</p> <p>2. Minutes of REGULARLY SCHEDULED advisory board meeting.</p> <p>-----</p> <p>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)</p>			<p>C1</p> <p>C2</p> <p>C3</p>
<b>Application Item - Required</b>	<b>Development Projects</b>	<b>Acquisition Projects</b>	<b>Tab as Exhibit</b>
D. Documentation of ability to support programming and maintenance of project site. Provide a copy of an applicant's organizational chart AND an explanation of ability to provide development, programming and maintenance.			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.			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.			F

Application Item - Required	Development Projects	Acquisition Projects	Tab as Exhibit
G. Conceptual site plan for development of the project area: Submit a <b>conceptual site plan</b> 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. <b>Color code your site plan to indicate facilities that are existing, proposed for funding and planned for future development (not in this project).</b> Also identify FRDAP & Land and Water Conservation Fund (LWCF) phases. If acquisition project, also submit a timeline for the development of the project.	Identify different funding phases	<b>Need site plan for the development after acquisition is completed along with a timeline for development</b>	G
H. Excerpts of the Florida Greenways and Trails System Plan 2013-2017.	Trails Only		H
I. Letter from DEP's 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
K. Boundary map of the project area: Submit a boundary map of the project area. The map must provide a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Plat maps may be accepted if the above criteria are identified.			K
L. Photographs of the project area: Submit color, on-site photographs sufficient to depict the physical characteristics of the project area. <b>Provide color photographs for all three copies of your application.</b> 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.)			L

Application Item - Required	Development Projects	Acquisition Projects	Tab as Exhibit
M. 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. <b>NOTE:</b> Confirm that street names listed in the written directions are the same as those posted on street signs in the area. Do not use Google Maps or any other computer mapping program for this.			M
N. Site Control (e.g., deed, or lease): <b>1) Submit a copy of the site control Documents. (e.g., deed, lease, etc.)</b> <b>2) If you only have a Quit Claim Deed, submit the deed and also 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 (October 28, 2016).</u></b>			N
O. Request for Match Waiver/REDI Form: If eligible for the Rural Economic Development Initiative Match Waiver, submit Request for Match Waiver.			O
P. Description of the physical characteristics of the Project: Provide a written response to Part I, Item 2F (1&2) on page 4. Describe the project site including existing and future uses, existing natural or historical resources, public access, etc.			P