

RESOLUTION 2021 - 399

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO SUBMIT AN APPLICATION SEEKING FUNDING ASSISTANCE THROUGH THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) GRANT FOR THE COMPLETION OF THE FIELD OF DREAMS AT ABERDEEN PARK**

**WHEREAS**, Florida Recreation Development Assistance Program (FRDAP) allows local governments to make application through a grant program to help local governments with outdoor recreation projects that will provide public access to outdoor recreation; and

**WHEREAS**, the addition of ADA recreational equipment and facilities at the Field of Dreams further expands the opportunity for children with intellectual or physical disabilities to play outdoors in specially designed equipment that ensures their safety and enjoyment; and

**WHEREAS**, after a review of the Grant application and accompanying materials, the County has determined that none of the requirements, restrictions, and/or obligations associated with award of the Grant, or the Grant itself, negatively impact the interests of the County; and

**WHEREAS**, the County has determined that an award of a Florida Recreation Development Assistance Program (FRDAP) Grant for funding the completion of the final phase of the Field of Dreams will be beneficial to the project and the public.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of County Commissioners of St. Johns County, Florida that:

**Section 1.** The above Recitals are incorporated by reference in the body of this Resolution, and such Recitals are adopted as Findings of Fact.

**Section 2.** The Board of County Commissioners hereby approves and authorizes the County Administrator, or designee, to submit a completed application (attached hereto, and incorporated herein), of behalf of the St. Johns County Parks and Recreation Department for a Florida Recreation Development Assistance Program Grant for funding of the Field of Dreams at Aberdeen Park in St. Johns, Florida.

**Section 3.** The Board of County Commissioners hereby authorizes the County Administrator, or designee, to execute any other paperwork necessary, and/or associated with the application for a Florida Recreation Development Assistance Program Grant for the completion of the final phase of the Field of Dreams at Aberdeen Park in St. Johns, Florida.

**Section 4.** To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

Passed and adopted this 21<sup>st</sup> day of September 2021.

BOARD OF COUNTY COMMISSIONERS,  
ST. JOHNS COUNTY, FLORIDA

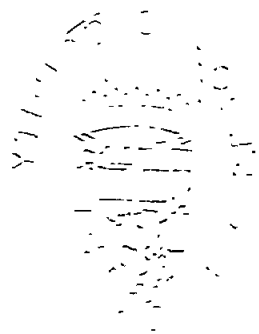
By: Jeremiah R. Blocker  
Jeremiah R. Blocker, Chair

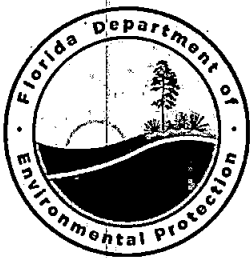
ATTEST:  
Brandon J. Patty, Clerk of the Circuit Court and Comptroller

By: Sam Halterman

RENDITION DATE 9/23/21







Florida Department of Environmental Protection  
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM  
GRANT APPLICATION PACKAGE

Required Signatures: Adobe Signature

PART I — GENERAL INFORMATION

(DEP USE ONLY)

Received: \_\_\_\_\_

Postmarked: \_\_\_\_\_

Application Number: \_\_\_\_\_

1. APPLICANT INFORMATION

A. Name of Applicant: \_\_\_\_\_

B. Federal Employer Identification Number:\*\* \_\_\_\_\_

\*\* (This number must be registered at My Florida Market Place with the address the warrant will be forwarded)

C. Population: \_\_\_\_\_

D. Current Operating Budget: \_\_\_\_\_

(This is the operating budget for the city, county or special district, and not just the department budget)

E. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

(The contact person is someone who will be in direct contact with DEP and be responsible for administering this grant if awarded)

F. Mailing Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone : ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

FAX: \_\_\_\_\_

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

\_\_\_\_\_  
Signature of City or County Manager/Title

\_\_\_\_\_  
Date

**2. PROJECT INFORMATION**

A. Name of Project: \_\_\_\_\_

B. Project Type (Check One): Project cannot be a combination of acquisition and development

Acquisition:

Development:

On land owned by applicant

On land currently under site control by applicant

Date site control expires: \_\_\_\_\_

Trail Construction:

On land owned by applicant

On land currently under site control by applicant

Date site control expires: \_\_\_\_\_

**Development projects must be under site control (owned by deed, or leased or dedicated for minimum of 30 years from the date of application) by the close of the submission period (October 15, 2020).**

- School board property is ineligible either by lease or ownership.
- Include a copy of the site control documents (e.g., deed, lease, etc.). **If providing a Quit Claim Deed, please attach a copy of a 30 year title search or title opinion.**

**(Tab as Exhibit "N")**

C. PROJECT LOCATION:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

GIS Coordinates: Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

1. Submit a boundary map of the project area providing a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. **Aerial photographs are accepted as boundary maps, as long as the boundaries are identified (Visit website for example).**

(Tab as Exhibit "K")

2. Submit color, on-site photographs for **all three copies** of your application, sufficient to depict the physical characteristics of the project area.

(Tab as Exhibit "L")

3. Location map and directions: Submit a detailed road map precisely locating the project site along with clear written driving instructions from the nearest federal or state highway. **NOTE:** Confirm that street names listed are the same as those posted on street signs in the area. Please do not use Map Quest or any other computer mapping program for this.

(Tab as Exhibit "M")

D. LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED:

This should be the Florida Senate and Florida House district in which the **proposed project site is located**. If you are not sure of the district, contact your local office of the Supervisor of Elections. **(There is only one each.)**

State Senator: \_\_\_\_\_ Senate District Number: \_\_\_\_\_

State Representative: \_\_\_\_\_ House District Number: \_\_\_\_\_

E. TOTAL NUMBER OF ACRES BEING ACQUIRED OR TOTAL NUMBER OF ACRES BEING DEVELOPED: \_\_\_\_\_

**F. DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT.**

**1) For Development Projects:**

**(a)** Provide a description 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.

**(b)** Indicate if a natural spring is located on project site:

Yes  No

**(c)** Indicate if there is public access to the park either through an existing street or easement:

Yes  No

Describe Public Access:

**(If additional room needed - Tab as Exhibit "P")**

**2) For Acquisition Projects: (in addition to the above information)**

**(a)** If the proposed project consists of acquiring multiple parcels or from multiple owners, identify specific order in which the parcels will be acquired to ensure that in the event that all parcels cannot be acquired, the purposes of the project can be achieved. Also address the ability to have public access to the park either through an existing street or easement.

**(If additional room needed - Tab as Exhibit "P")**

**3. FINANCIAL INFORMATION**

**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

Refer to Chapter 62D-5.055(4), F.A.C. for complete information on match requirements and match types. **The Total Project Cost (Line F) must equal the grant request (Line A) plus the total local match (Line E). This figure (Line F) should not total more than \$400,000 for the purpose of this application.**

A. FRDAP Funds Requested (State Share) Line A \$ \_\_\_\_\_

B. Local Funds Available: (Grantee Share)

1. Cash: Line B \$ \_\_\_\_\_

2. In-Kind: Line C \$ \_\_\_\_\_

3. Land Value: Line D \$ \_\_\_\_\_

**If property is developed, land value CANNOT be used as a match.**

Total Local Match: Line E \$ 0.00  
Sum of lines B, C and D

C. Total Cost of Proposed Project: Line F \$ 0.00

**Sum of Lines A and E  
(Should not total more than \$400,000)**

**(If approved for REDI Match Waiver, fill out REDI Waiver Form located under FRDAP Administrative Forms at <http://dep.state.fl.us/lands/Land and Recreation/Land Recreation.htm>). (Tab as Exhibit "O")**

**D. PROJECT WORK PLAN (COMPLETE FOR ALL PROJECTS, DEVELOPMENT AND ACQUISITION):**

On page 7 & 8 as attachment 1, list the project Work Plan for the elements for this application. The Project elements are listed with the related tasks and deliverables. Primary elements and support elements should be listed separately. Use as many project elements and tasks needed to complete the project.

**Remember to include each element in your conceptual site plan. Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 7 & 8 of this application. The site plan must correlate with the project boundary map and work plan elements. The site plan must CLEARLY DELINEATE using color codes between facilities/opportunities currently existing, facilities proposed for funding (page 7 & 8) in this application and facilities planned for future development. If project is an acquisition project, be sure to submit on the site plan the proposed elements to be developed as listed on page 17 of this application. Also identify different FRDAP phases on the site plan and any LWCF phases.**

**DEVELOPMENT PROJECTS:**

**PRIMARY RECREATION AREAS AND FACILITIES:** Primary facilities include all recreation facilities and opportunities. **Primary cost must be equal to or greater than fifty percent (50%) of the total cost.** Primary examples are: beach access, picnic facilities, fishing piers, ball fields, tennis courts, trails, trailheads, shade structures for recreational facilities, etc. Enclosed structures are not eligible costs. Costs of planning and site preparation should be included within the cost of each element. If land value is used as match, it should be included under primary cost. If this is a trail project, list the uses or types of trails. If developing one trail for multi-purposes state multi-purpose trail, but if doing several different trails list separately with each use (example: walking trail or bike trail).

**SUPPORT FACILITIES AND IMPROVEMENTS:** Support facilities are facilities which cannot stand alone, or which would have little or no public outdoor recreational value without the primary facility. No enclosed structures are eligible except restrooms, bathhouses or restroom/concession stands. Other support examples are: parking, landscaping, and security lighting. Amenities such as benches, or bike racks will receive no points when being scored. The enclosed structures listed above cannot be phased and must be completed with one grant.

**ACQUISITION PROJECTS:**

If acquisition project, on page 7 & 8, list the project work plan for the acquisition phase of the project.

**(Tab as Exhibit "H")**

**FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)  
DEVELOPMENT  
PROJECT BUDGET DETAIL**

**Project Name:** \_\_\_\_\_

**Grantee Name:** \_\_\_\_\_

The project reimbursement is limited to one (1) invoice upon completion of all Project Elements listed below and submittal of all Deliverables and required documentation identified in the table below. Completion Documentation required prior to Reimbursement Request.

**Project Tasks, Deliverables and Required Documentation**

Task #1: Development of: _____	Amount of Costs to be Paid with Grant Funds	Amount of Costs to be Paid with Grantee Match	Deliverables and Documentation To Be Submitted Upon Completion And Before Reimbursement Can Be Approved
<u>(List each Primary project element)</u>	Provide Budget Detail	Provide Budget Detail	Project Completion Certification  Final as-built site plan  Florida Recreation and Parks Inventory Form  Color Photographs of Project  Notice of Limitation of Use  Boundary Survey



**INSTRUCTIONS FOR COMPLETING PROJECT WORK PLAN:**

**DELIVERABLES/ELEMENTS/WORK TO BE COMPLETED:** Identify ALL elements that will be completed under this Agreement.

**DELIVERABLE/ELEMENT BUDGET AMOUNT FOR REIMBURSEMENT:** Must provide a budget for each element and identify the expense category and budget detail. Provide description of the costs as follows: **Salaries:** identify the position title/hourly rate/# of hours to complete the deliverable; **Fringe benefits:** identify the % used to calculate the fringe benefits; **Contractual Services:** identify what service will be paid for under the contract for services; **Equipment:** the purchase of equipment is not allowed under this Agreement, the rental of equipment is the only costs allowed that are associated with equipment; **Supplies and Materials:** identify what supplies/materials will be purchased; **Other costs:** identify what other costs are being requested (such as printing costs, other costs that do not fit into the other established cost categories (salaries, fringe benefits, equipment, supplies, indirect, contractual services); **Indirect Costs:** identify the percentage that is used for the indirect being claimed for reimbursement (cannot exceed 15% unless prior approval has been obtained by the Department)..

**MATCH AMOUNT TO BE CLAIMED:** The same level of detail must be provided for match as for reimbursement.

**DOCUMENTATION/DELIVERABLES TO BE SUBMITTED UPON COMPLETION:** All of these deliverables must be submitted before final reimbursement can be processed.

**Completion Documentation required prior to Reimbursement**

**PART II — EVALUATION CRITERIA**

**GENERAL CRITERIA**

**1. CAPITAL IMPROVEMENT PLAN**

- A. Is the proposed project identified, in whole or in part, in the applicant's capital improvement plan or schedule during the current or next three (3) fiscal years?

**Provide:**

1) A letter from the agency's city or county manager certifying the five year capital improvement schedule is **officially adopted and date adopted**. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

- AND -

2) A copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules) **Please highlight project name, amount and year.**

(20 points)

Yes       No

--- OR ---

- B. Is the proposed project identified as part of the plan through an adopted resolution committing the applicant to amend their capital improvement plan or schedule and complete the project should it receive program funds?

**Provide:** a copy of a fully executed resolution amending the existing schedule to include the proposed project. The resolution must **clearly indicate the proposed project by name, amount and year and cannot be older than 3 years.**

(10 points)

Yes       No

(Tab as Exhibit "A")

**2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN**

- A. Explain how the proposed project would address one or more of the issues or goals identified in the State Comprehensive Outdoor Recreation Plan. Use the **OUTDOOR RECREATION IN FLORIDA-2008 (Chapter 6 & 7)**. **Provide quotations or other appropriate references with explanations to justify the correlation. To receive points, must give a detailed explanation as to how the project meets the goals, cannot only list the goals.**

(Tab as Exhibit "B") (4 points)

**B. 2008 Relative Need Index by Region**

The proposed project provides for a priority resource or facility need in the applicant's planning region identified in the Statewide Comprehensive Outdoor Recreation Plan. Locate the applicant's region and circle each priority resource/facility need as proposed in the project cost on page 7 & 8 of this application:

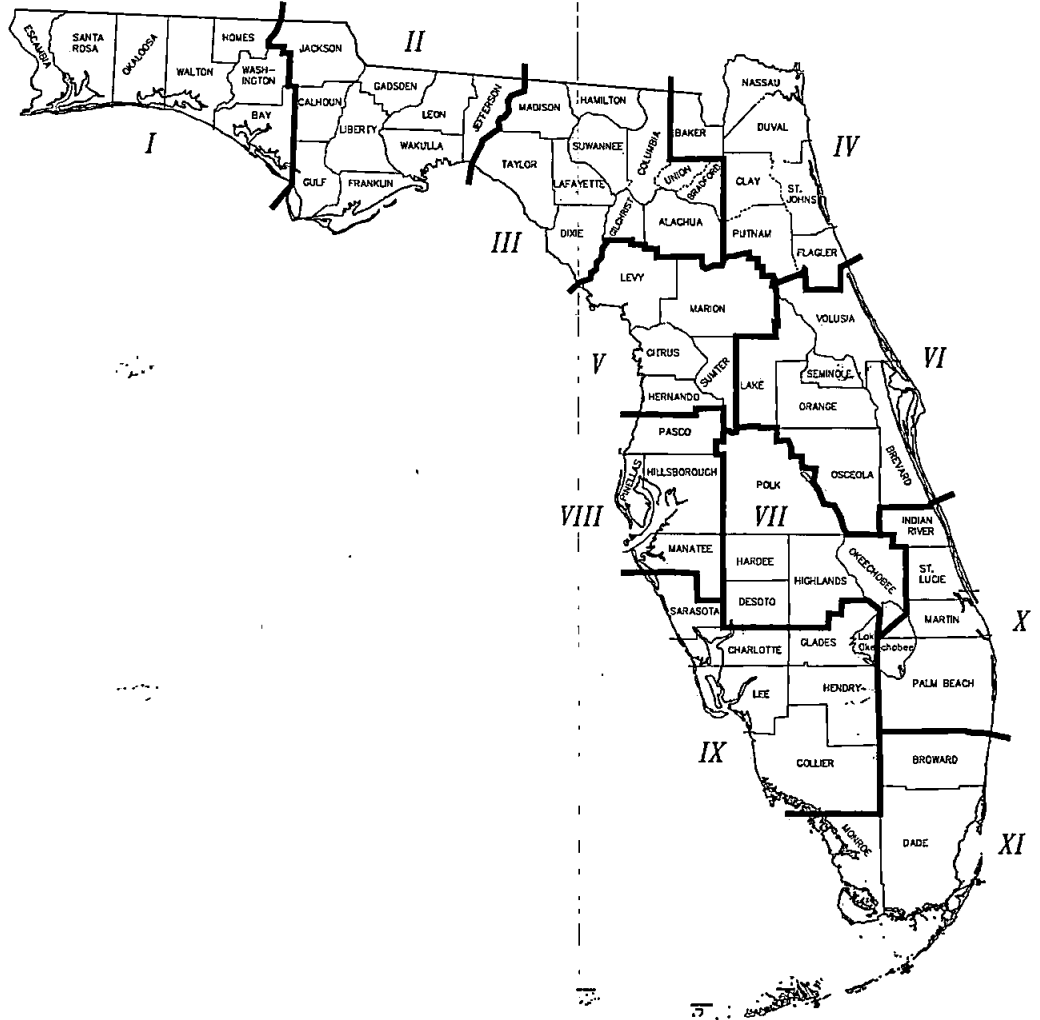
(7 points)

- I Saltwater Beach Activities\* Baseball or Softball \* Picnicking \*Football  
Outdoor Swimming Pool Use \* Saltwater Non-Boat Fishing \* Golf  
RV / Trailer Camping \* Freshwater Boat Ramp Use \* Soccer or Rugby
- II Saltwater Beach Activities \* Nature Study \* Historical or Archeological Sites  
Baseball or Softball \* Picnicking \* Freshwater Boat Ramp Use \* Football  
Hunting \* Horseback Riding \* Outdoor Swimming Pool Use
- III Football \* Picnicking \* Nature Study \* Soccer or Rugby \* Baseball or Softball  
Horseback Riding \* Outdoor Basketball \* RV / Trailer Camping  
Freshwater Boat Ramp Use \* Bicycle Riding – Unpaved Trails
- IV Historical or Archeological Sites \* Baseball or Softball \* Football  
Saltwater Beach Activities \* Picnicking \* Outdoor Swimming Pool Use \* Outdoor  
Basketball \* Nature Study \* Golf \* Soccer or Rugby
- V Picnicking \* Football \* RV / Trailer Camping \* Nature Study \* Baseball or Softball  
Bicycle Riding - Unpaved Trails \* Outdoor Basketball \* Soccer or Rugby  
Horseback Riding \* Outdoor Swimming Pool Use
- VI Picnicking \* RV / Trailer Camping \* Football \* Baseball or Softball  
Outdoor Swimming Pool Use \* Nature Study \* Historical or Archeological Sites  
Outdoor Basketball \* Saltwater Beach Activities \* Soccer or Rugby
- VII RV / Trailer Camping \* Picnicking \* Baseball or Softball \* Outdoor Swimming Pool Use  
Nature Study \* Freshwater Boat Ramp Use \* Football \* Golf \* Horseback Riding  
Outdoor Basketball
- VIII Picnicking \* RV / Trailer Camping \* Baseball or Softball \* Football \* Outdoor  
Swimming Pool Use Saltwater Beach Activities \* Golf \* Outdoor Basketball \* Outdoor  
Tennis \* Soccer or Rugby
- IX Picnicking \* RV / Trailer Camping \* Saltwater Beach Activities \* Outdoor Swimming  
Pool Use Golf \* Football \* Nature Study \* Baseball or Softball \* Outdoor Tennis \*  
Historical or Archaeological Sites
- X Football \* Golf \* Baseball or Softball \* Outdoor Swimming Pool Use \* Picnicking \*  
Outdoor Tennis Saltwater Beach Activities \* Outdoor Basketball \* RV / Trailer Camping  
\* Soccer or Rugby



XI

Outdoor Swimming Pool Use \* Picnicking \* Football \* Baseball or Softball \* Saltwater Beach Activities \* Outdoor Tennis \* Golf \* Outdoor Basketball \* Saltwater Non-Boat Fishing \* RV / Trailer Camping



### 3. PUBLIC PARTICIPATION

Indicate which of the following apply (**Check ALL that apply**):

(To receive points for this section any meetings, presentations, or surveys must be held in the current year or within the **previous 3 years** of application and each of **the three meetings must be held separately** to receive each set of points. **Meetings also must be held prior to the application submittal.**)

A. A pre-advertised public meeting was held **solely** for the purpose of discussing the proposed project. Attach a copy of ad and proof of publication for the advertisement. Advertisement needs to state where and when advertised. **If submitting 2 applications, must hold separate meeting for each project (unless they are phased projects of the same park). If not advertised in a newspaper, need a written explanation as to how, when and where advertised, along with a copy of notice/advertisement.**

(Tab as Exhibit "C-1") (10 points)

B. The project was discussed at a **regularly** scheduled meeting of the applicant's advisory board responsible for park, recreation or leisure service activities. Provide **a copy of the minutes** of the advisory board meeting(s) where **this project** was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Planning and zoning or similar boards may be used if a parks and recreation advisory board does not exist. **CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS.**

(Tab as Exhibit "C-2") (7 points)

C. Public input on the proposed project was obtained through presentations to community organizations, neighborhood associations and/or a written opinion survey. Provide documentation (**minutes from the meeting which the project was discussed** with date or thank-you letter from an organization, association, etc.) showing that presentations **regarding this project** were made to community organizations or groups **OR provide a copy of the survey, who surveyed and summary of the results. Letters of support are not acceptable to receive points.**

(Tab as Exhibit "C-3") (4 points)

#### 4. OPERATION AND MAINTENANCE

Capability to develop, operate and maintain the project site: (Check ONLY one):

Provide a **brief description** of how development, programming and maintenance will be provided and **a copy of an agency organizational chart. Must provide both to receive points.**

- The applicant has a full-time recreation or park department staffed to provide facility development, programming and maintenance. (Tab as Exhibit "D") (6 points)
- The applicant has demonstrated the existence of a full-time ability to provide facility development, programming and maintenance. (Tab as Exhibit "D") (4 points)
- The applicant has other means of providing facility development, programming and maintenance. (Tab as Exhibit "D") (2 points)

#### 5. PARK PARTNERSHIP

The proposed project is supported through a fully executed written cooperative agreement between the applicant and a private or public entity (**within the current or past 3 years**) in which said entity agrees to furnish 10% or more of the total project costs in cash, land, or labor services for the **development/construction** of this project with the applicant holding the leading management responsibility. **The written agreement must be executed by the end of the submission period and quantify the donation in monetary units. This can be a cooperative agreement between either parties or a letter from the entity agreeing to furnish 10% of the total project costs in cash, materials, land, or labor services.**

(A management or maintenance agreement is not acceptable.)

- Yes     No (Tab as Exhibit "E") (3 points)

#### 6. TRAIL CONNECTIVITY

The project provides for increased trail access by connecting an existing, publicly owned and designated recreational trail which is **outside the project boundary. Indicate on the site plan the project trail/connection and name and location of existing trail(s) outside the boundaries.**

- Yes     No (Tab as Exhibit "G") (5 points)

## **DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)**

### **1. NEW DEVELOPMENT**

List the existing facilities/improvements on the project site. Include improvements such as baseball fields, basketball courts, trails, boat ramps, etc. (Bullet lists are encouraged) **(If undeveloped, state None)**. The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. **Identify and color code different funding phases from the existing facilities.**

**(Tab as Exhibit "G") (5 points, if undeveloped)**

### **2. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**

- A) List the facilities which are addressed on page 7 & 8 of this application which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida" effective December 1995. (See attached pages 22-26 for Priority Ranked Index Clusters. A project facility not listed in the priority ranked indexes will receive a score of a similar facility included in the indexes, as determined by the Department staff.) **(If developing trails, must have separate trails to receive separate points.**

**(Maximum 30 points)**

B) Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled "1995 INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA". Use the table below to determine in which priority funding need ranking the project falls. (Check ONLY one):

Highest Priority Funding Need

(13 points)

Second Highest Priority Funding Need

(8 points)

Population Density 1 – Population Under 10,000	Rank 1 Rank 2	Construction Renovation
Population Density 2 – Population 10,000 to 24,999	Rank 1 Rank 2	Renovation Construction
Population Density 3 – Population 25,000 to 49,999	Rank 1 Rank 2	Construction Renovation
Population Density 4 – Population 50,000 to 99,999	Rank 1 Rank 2	Construction Renovation
Population Density 5 – Population 100,000 and Over	Rank 1 Rank 2	Renovation Construction

Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida

**ACQUISITION CRITERIA (COMPLETE ONLY FOR ACQUISITION PROJECTS)**

**1. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**

List all the facilities that will be developed for this project. Only facilities identified in the top three priority ranked index clusters of outdoor facilities needs for new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida", effective December 1995, will receive these points. (Priority ranked index clusters are attached as pages 22-26.)

**(15 points)**

**2. NEEDED RECREATIONAL ACREAGE**

Describe how the project provides for identified need(s) for additional park acreage pursuant to the applicant's adopted local comprehensive plan. **Provide the following:**

A.  Needed acres/Person and  Total Acreage Under Local Control

B. Provide excerpts of the applicant's local comprehensive plan as supporting back-up documentation and highlight the information that pertains to this section.

**(Tab as Exhibit "F") (15 points)**

**3. CAPITAL IMPROVEMENT PLAN**

A) Is the proposed **development** of the property identified in the applicant's capital improvement plan (CIP) or schedule during the current or next three (3) fiscal years?

1). **Provide:** a letter from the agency's city or county manager certifying the five year capital improvement schedule is officially adopted and date adopted. **Project will not receive points if letter is not submitted and does not state the date CIP was adopted.**

- AND-

2). **Provide:** a copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules). **Highlight project name, amount and year.**

(6 points)

Yes  No

---OR---

B) Is the proposed **development** of the property included as part of the plan through an adopted resolution committing the applicant to amend their CIP and develop the property should it receive program funds?

**Provide:** a copy of a fully executed resolution amending the existing schedule to include the development of the proposed project. The resolution must **clearly indicate the development of the proposed project by name, year and amount and cannot be older than 3 years.**

(3 points)

Yes  No

(Tab as Exhibit "A")

**TRAIL CONSTRUCTION CRITERIA  
(COMPLETE ONLY FOR CONSTRUCTION OF TRAIL PROJECTS)**

**1. NEW DEVELOPMENT**

List the existing facilities/improvements on the project site. Include improvements such as trails, trailheads, ball fields, basketball courts, etc. (Bullet lists are encouraged. **If undeveloped, state None.**) The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. Identify and color code different funding phases from the existing facilities.

**(Tab as Exhibit "G") (5 points, if undeveloped)**

**2. STATE GREENWAYS AND TRAILS PLAN**

Explain how the proposed project would address one or more issues or goals as identified in the Florida Greenways and Trails System Plan. Use "Florida Greenways and Trails System Plan– 2013-2017". Provide quotations or other appropriate references to justify the correlation. Use a separate sheet if necessary.

**(Tab as Exhibit "H") (6 points)**

**3. STATE OF FLORIDA DESIGNATED RECREATIONAL GREENWAY OR TRAIL**

The project is located on or connects with a State of Florida designated greenway or trail.  
Provide a map and documentation (letter from Office of Greenways and Trails) indicating connectivity.  
**Designation Agreements must be fully executed by the end of submission period.**

Yes     No

**(Tab as Exhibit "I") (3 points)**

**4. REGIONAL OR LOCAL GREENWAYS AND TRAILS PLAN**

Explain how the proposed project would implement a Greenway and Trail Plan adopted by either a regional or local governmental entity. Provide quotations or appropriate references with **explanations** to justify correlation. **Enclose a copy of the regional or local governmental adopted Greenway Plan.**

**(Tab as Exhibit "J") (4 points)**

**5. MIXED USE OR SINGLE USE TRAILS**

Does the specific trail design demonstrate that the project will support:  
Mixed use recreational trail opportunities, either motorized or non-motorized, or both?

Yes     No

(8 points)

-----OR-----

Single use recreational trail opportunities?

Yes     No

(6 points)

**6. INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA**

Does the proposed project, in whole or in part, address the highest priority of infrastructure funding needs for the applicant's population density as set forth in the study titled "1995 INFRASTRUCTURE ASSESMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA". Use the table below to determine in which priority funding need ranking the project falls. (Check **ONLY** one):

Highest Priority Funding Need

(13 points)

Second Highest Priority Funding Need

(8 points)

Population Density 1 – Population Under 10,000	Rank 1 Rank 2	Construction Renovation
Population Density 2 – Population 10,000 to 24,999	Rank 1 Rank 2	Renovation Construction
Population Density 3 – Population 25,000 to 49,999	Rank 1 Rank 2	Construction Renovation
Population Density 4 – Population 50,000 to 99,999	Rank 1 Rank 2	Construction Renovation
Population Density 5 – Population 100,000 and Over	Rank 1 Rank 2	Renovation Construction

Source: The 1995 Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida

**Part III -- Supporting Documents**

**POPULATION DENSITIES**

**Outdoor Facility Needs Ranked by Priority Index: Population Density 1**

Rank	Renovation	Points	Construction	Points	
1	Playgrounds	6	Baseball Fields	6	<b>Cluster I</b>
2	Support Facilities	5	Softball Fields	5	
3	Tennis Courts	5	Playgrounds	5	<b>Cluster II</b>
4	Rest Rooms	5	Rest Rooms	5	
5	Picnic Facilities	4	Support Facilities	4	
6	Baseball Fields	4	Soccer Fields	4	
7	Basketball Courts	4	Basketball Courts	4	<b>Cluster III</b>
8	Softball Fields	4	Bike Trails	4	
9	Swimming Pools	4	Swimming Pools	4	
10	Boating Facilities	4	Tennis Courts	4	
11	Fishing Piers	3	Picnic Facilities	3	
12	Camping	3	Handball Courts	3	
13	Handball Courts	3	Fishing Piers	3	<b>Cluster IV</b>
14	Football Fields	3	Football Fields	3	
15	Soccer Fields	3	Boating Facilities	3	
16	Beach Access	2	Exercise Trails	2	
17	Historical Facilities	2	Camping	2	
18	Shuffleboard Courts	2	Beach Access	2	<b>Cluster V</b>
19	Nature Trails	2	Historical Facilities	2	
20	Other	2	Shuffleboard Courts	2	
21	Golf Courses	2	Nature Trails	2	
22	Bike Trails	1	Golf Courses	1	
23	Exercise Trails	1	Hiking Trails	1	<b>Cluster VI</b>
24	Hiking Trails	1	Horse Trails	1	
25	Horse Trails	1	Other	1	

Population Density 1 - Population Under 10,000

**Outdoor Facility Needs Ranked by Priority Index: Population Density 2**

Rank	Renovation	Points	Construction	Points	
1	Rest Rooms	6	Support Facilities	6	<b>Cluster I</b>
2	Support Facilities	6	Rest Rooms	6	
3	Playgrounds	6	Playgrounds	6	
4	Baseball Fields	5	Softball Fields	5	<b>Cluster II</b>
5	Tennis Courts	5	Soccer Fields	5	
6	Softball Fields	5	Baseball Fields	5	
7	Basketball Courts	4	Basketball Courts	4	<b>Cluster III</b>
8	Boating Facilities	4	Picnic Facilities	4	
9	Swimming Pools	4	Swimming Pools	4	
10	Picnic Facilities	4	Football Fields	4	
11	Soccer Fields	4	Tennis Courts	4	
12	Exercise Trails	3	Handball Courts	3	<b>Cluster IV</b>
13	Football Fields	3	Nature Trails	3	
14	Shuffleboard Courts	3	Bike Trails	3	
15	Handball Courts	2	Boating Facilities	2	<b>Cluster V</b>
16	Beach Access	2	Other	2	
17	Fishing Piers	2	Exercise Trails	2	
18	Camping	2	Golf Courses	2	
19	Bike Trails	2	Hiking Trails	2	
20	Nature Trails	2	Fishing Piers	2	
21	Other	2	Camping	2	
22	Golf Courses	1	Beach Access	1	<b>Cluster VI</b>
23	Hiking Trails	1	Historical Facilities	1	
24	Historical Facilities	1	Horse Trails	1	
25	Horse Trails	1	Shuffleboard Courts	1	

Population Density 2 - Population From 10,000 to 24,999

**Outdoor Facility Needs Ranked by Priority Index: Population Density 3**

Rank	Renovation	Points	Construction	Points	
1	Rest Rooms	6	Baseball Fields	6	<b>Cluster I</b>
2	Playgrounds	6	Soccer Fields	6	
3	Support Facilities	5	Support Facilities	5	<b>Cluster II</b>
4	Tennis Courts	5	Softball Fields	5	
5	Baseball Fields	5	Playgrounds	5	
6	Basketball Courts	5	Boating Facilities	5	
7	Beach Access	4	Football Fields	4	<b>Cluster III</b>
8	Swimming Pools	4	Tennis Courts	4	
9	Soccer Fields	4	Rest Rooms	4	
10	Picnic Facilities	4	Picnic Facilities	4	
11	Football Fields	3	Basketball Courts	3	<b>Cluster IV</b>
12	Softball Fields	3	Other	3	
13	Boating Facilities	3	Exercise Trails	3	
14	Exercise Trails	2	Bike Trails	2	<b>Cluster V</b>
15	Handball Courts	2	Nature Trails	2	
16	Other	2	Camping	2	
17	Golf Courses	2	Handball Courts	2	
18	Shuffleboard Courts	2	Historical Facilities	2	
19	Fishing Piers	2	Swimming Pools	2	
20	Bike Trails	2	Hiking Trails	2	
21	Hiking Trails	2	Golf Courses	2	
22	Nature Trails	2	Beach Access	2	
23	Camping	2	Fishing Piers	2	
24	Historical Facilities	1	Horse Trails	1	
25	Horse Trails	1	Shuffleboard Courts	1	

Population Density 3 - Population From 25,000 to 49,999

**Outdoor Facility Needs Ranked by Priority Index: Population Density 4**

Rank	Renovation	Points	Construction	Points	
1	Playgrounds	6	Soccer Fields	6	<b>Cluster I</b>
2	Rest Rooms	5	Playgrounds	5	<b>Cluster II</b>
3	Support Facilities	5	Picnic Facilities	5	
4	Tennis Courts	5	Baseball Fields	5	
5	Soccer Fields	5	Support Facilities	5	
6	Baseball Fields	5	Swimming Pools	5	
7	Swimming Pools	4	Softball Fields	4	<b>Cluster III</b>
8	Exercise Trails	4	Basketball Courts	4	
9	Softball Fields	4	Rest Rooms	4	
10	Basketball Courts	4	Other	4	
11	Handball Courts	3	Exercise Trails	3	<b>Cluster IV</b>
12	Picnic Facilities	3	Golf Courses	3	
13	Boating Facilities	2	Tennis Courts	2	<b>Cluster V</b>
14	Beach Access	2	Boating Facilities	2	
15	Fishing Piers	2	Fishing Piers	2	
16	Shuffleboard Courts	2	Football Fields	2	
17	Football Fields	2	Handball Courts	2	
18	Golf Courses	2	Bike Trails	2	
19	Nature Trails	2	Nature Trails	2	
20	Other	2	Hiking Trails	2	
21	Bike Trails	2	Horse Trails	2	
22	Camping	2	Beach Access	2	
23	Hiking Trails	2	Camping	2	
24	Historical Facilities	1	Historical Facilities	1	<b>Cluster VI</b>
25	Horse Trails	1	Shuffleboard Courts	1	

Population Density 4 - Population From 50,000 to 99,999

**Outdoor Facility Needs Ranked by Priority Index: Population Density 5**

Rank	Renovation	Points	Construction	Points	
1	Support Facilities	6	Support Facilities	6	<b>Cluster I</b>
2	Rest Rooms	5	Baseball Fields	5	<b>Cluster II</b>
3	Playgrounds	5	Playgrounds	5	
4	Tennis Courts	4	Softball Fields	4	
5	Swimming Pools	4	Rest Rooms	4	<b>Cluster III</b>
6	Boating Facilities	4	Soccer Fields	4	
7	Basketball Courts	4	Picnic Facilities	4	
8	Golf Courses	3	Bike Trails	3	
9	Softball Fields	3	Swimming Pools	3	
10	Picnic Facilities	3	Exercise Trails	3	
11	Historical Facilities	3	Hiking Trails	3	<b>Cluster IV</b>
12	Baseball Fields	3	Other	3	
13	Fishing Piers	3	Golf Courses	3	
14	Exercise Trails	3	Camping	3	
15	Soccer Fields	3	Beach Access	3	
16	Handball Courts	2	Historical Facilities	2	
17	Camping	2	Tennis Courts	2	
18	Football Fields	2	Basketball Courts	2	<b>Cluster V</b>
19	Nature Trails	2	Boating Facilities	2	
20	Beach Access	2	Fishing Piers	2	
21	Bike Trails	2	Football Fields	2	
22	Other	2	Nature Trails	2	
23	Hiking Trails	2	Handball Courts	2	
24	Horse Trails	1	Horse Trails	1	<b>Cluster VI</b>
25	Shuffleboard Courts	1	Shuffleboard Courts	1	

Population Density 5 - Population From 100,000 & Over

**CONTACT FOR ADDITIONAL INFORMATION:**

<b>Contact</b>	<b>Phone</b>
A. FRDAP Application Information & Help	850/245-2501
B. FRDAP Administrative Rule <a href="https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-recreation-development-assistance-program">https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-recreation-development-assistance-program</a>	850/245-2501
C. Statewide Comprehensive Outdoor Recreation Plan (SCORP) <a href="https://floridadep.gov/parks/parks-office-park-planning/content/state-park-planning">https://floridadep.gov/parks/parks-office-park-planning/content/state-park-planning</a>	850/245-3051
D. State Lands, Bureau of Appraisal	850/245-2555
E. Recreation Accessibility and Safety Program Manager, Florida Park Service	850/245-3031
F. Office of Greenways & Trails and the Florida Statewide Greenways & Trails Plan	850/245-2052



**Division of State Lands**  
**Land and Recreation Grants Section**  
**Staff Assignments**



**Legend**

**Regions**

- Region I
- Region II
- Region III

**FCT Staff Assignments**

- Vacant
- Bill Bibby
- Rita Veritry

**FRDAP / LWCF Staff Assignments**

- LaShae Grice
- Tamika Bass
- Angie Bright

**RTP Staff Assignments**

- Tara Reynolds

The Land and Recreation Grants team administers four local, state, and federal grant programs which provide acquisition and recreational program grants throughout Florida each fiscal year. The grant programs are:

- Florida Communities Trust - Park and Open Space Program and Stan Mayfield Working Waterfronts Program
- Florida Recreation and Development Assistance Program
- Land and Water Conservation Fund Program
- Recreational Trails Program



Florida Department of Environmental Protection

ATTACHMENT B  
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM  
COMMENCEMENT DOCUMENTATION CHECKLIST

Required Signatures: No Signature

Following approval of these documents, the Department will issue written authorization to commence construction or acquisition of the project.

**DEVELOPMENT COMMENCEMENT DOCUMENTATION**

- \_\_\_ 1. A professional site plan (detail specifications not required). A graphic document of the proposed development that shows the location of all existing and proposed buildings, facilities, etc. that is signed and dated by the project liaison. **If part of a larger simultaneous development or part of a phased project, please color code the current project elements and/or any phases/existing elements. (Site plan cannot be any larger than 11x17 or 14x17) (2 copies)**
- \_\_\_ 2. Commencement Certification (Form DRP-108)
- \_\_\_ 3. A boundary survey of the project site, which includes a legal description and sketch of the site's boundaries, display known easements and encroachments, if any, be legally sufficient to identify the site, and must be **signed and sealed** by a professional surveyor and mapper licensed under provisions of Chapter 472, F.S. (Survey cannot be any larger than 11x17 or 14x17) (2 copies)
- \_\_\_ 4. The results of a title search **and** the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title owned by the grantee, with no liens, encumbrances or taxes held against the property **or** a copy of title insurance. **A warranty deed will not suffice. Ownership and Encumbrance (O&E) Reports are also not sufficient title documentation under the grant program.**
- \_\_\_ 5. If land will be used as a match, send either a copy of the taxed assessed value or a complete appraisal (prepared in accordance with The Uniform Standards of Professional Appraisal Practices), supporting fair market value of land utilized as project matching funds. Appraisal must be no earlier than one year prior to the closing date of the application submission period. **The appraisal must be prepared by an appraiser included on the list of approved appraisers maintained by the Department's Division of State Lands (DSL). (Approved list can be found at: [www.dep.state.fl.us/lands/appraisal\\_list.htm](http://www.dep.state.fl.us/lands/appraisal_list.htm) or call 850-245-2658). (1 Copy)**
- \_\_\_ 6. DEP Budget-Cost Analysis Form (Form BGS 55-229) at [www.dep.state.fl.us/parks/OIRS](http://www.dep.state.fl.us/parks/OIRS).

## ACQUISITION COMMENCEMENT DOCUMENTATION

1. An appraisal prepared in accordance with The Uniform Standards of Professional Practices, supporting fair market value of land to be acquired. If the property is \$500,000 or less in appraised value, one appraisal is required. If the property exceeds \$500,000 in appraised value, two appraisals are required. The appraisal(s) shall be dated no earlier than (6) months prior to the closing date of the application submission period. **The appraisal must be prepared by an appraiser included on the list of approved appraisers maintained by the Department's Division of State Lands (DSL), (Approved list can be found at: [www.dep.state.fl.us/lands/appraisal\\_list.htm](http://www.dep.state.fl.us/lands/appraisal_list.htm) or call 850-245-2658).** (1 Copy)
2. A boundary survey of the project site, which includes a legal description and sketch of the site's boundaries, display known easements and encroachments, if any, be legally sufficient to identify the site, and must be signed and sealed by a professional surveyor and mapper licensed under provisions of Chapter 472, F.S. The survey must be updated to within one year of the closing date of the application submission period. **(Survey cannot be any larger than 11x17 or 14x17) (2 copies)**
3. The results of a title search **and** the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title by the owner, with no liens, encumbrances or taxes held against the property **or** a copy of title insurance. **A warranty deed will not suffice. Ownership and Encumbrance (O&E) Reports are also not sufficient title documentation under the grant program.**

Forms may be found at our website: [www.dep.state.fl.us/parks/oirs](http://www.dep.state.fl.us/parks/oirs)

**Outdoor Facility Needs Ranked by Priority Index: Population Density 5**

Rank	Renovation		Construction		Cluster
	Facility	Points	Facility	Points	
1	Support Facilities	6	Support Facilities	6	<b>Cluster I</b>
2	Rest Rooms	5	Baseball Fields	5	<b>Cluster II</b>
3	Playgrounds	5	Playgrounds	5	
4	Tennis Courts	4	Softball Fields	4	
5	Swimming Pools	4	Rest Rooms	4	<b>Cluster III</b>
6	Boating Facilities	4	Soccer Fields	4	
7	Basketball Courts	4	Picnic Facilities	4	
8	Golf Courses	3	Bike Trails	3	
9	Softball Fields	3	Swimming Pools	3	
10	Picnic Facilities	3	Exercise Trails	3	
11	Historical Facilities	3	Hiking Trails	3	<b>Cluster IV</b>
12	Baseball Fields	3	Other	3	
13	Fishing Piers	3	Golf Courses	3	
14	Exercise Trails	3	Camping	3	
15	Soccer Fields	3	Beach Access	3	
16	Handball Courts	2	Historical Facilities	2	
17	Camping	2	Tennis Courts	2	
18	Football Fields	2	Basketball Courts	2	<b>Cluster V</b>
19	Nature Trails	2	Boating Facilities	2	
20	Beach Access	2	Fishing Piers	2	
21	Bike Trails	2	Football Fields	2	
22	Other	2	Nature Trails	2	
23	Hiking Trails	2	Handball Courts	2	
24	Horse Trails	1	Horse Trails	1	<b>Cluster VI</b>
25	Shuffleboard Courts	1	Shuffleboard Courts	1	

Population Density 5 - Population From 100,000 & Over