

FY 2018

COOPERATIVE ASSISTANCE

PROGRAM

APPLICATION PACKAGE

The following Attachment D-1 through D-8 forms, in addition to the requirements of Items 10 through 13 of the application checklist, constitute your formal application

SUBMIT THE APPLICATION INFORMATION IN THE ORDER LISTED ON THE CHECKLIST.

**A completed hardcopy of the application may be delivered to:
FIND, 1314 Marcinski Rd., Jupiter, FL 33477
or an electronic copy (pdf) may be emailed to JZimmerman@aicw.org.
Application must be received by the deadline, no exceptions.**

ATTACHMENT D
APPLICANT TIPS SHEET

(Mistakes Common to the application process and how to avoid them)

Scheduling – The new application is available by the 2nd week of January each year, and District funding is available AFTER October 1st of each year. Applicants should plan their schedule to avoid commonly missed deadlines: Application due – 30th of March; Property Control –25th of May, Permits –19th of September. (*Staff suggestion: Secure property control and permits PRIOR to applying for funding.*)

Property Control Verification – Please have your attorney complete and sign the letter in the application verifying applicant property control. Support documentation is not necessary. In the case of leases or management agreements, please forward a copy to the District well in advance of the deadline to verify language. (*Staff suggestion: Resolve this requirement outside the application “window”.*)

Project Costs Eligibility – Please note the eligible project costs in Rule Section 66B-1.008, F.A.C. If you are not sure about an item’s eligibility, ask! Note: In-house project management and administration is not eligible for an applicant’s match. Make sure you have delineated your required minimum cost-share on the project cost estimate. (*Staff suggestion: If you have questions about the eligibility of an item, work up a mock cost-sheet and fax it to our office well before the deadline. Do not include applicant project management in your cost estimate.*)

Cost-Share – Although the applicant must provide a minimum of 50% of the total project costs (25% for eligible public navigation dredging), there is no specific requirement to split each item. You may desire to have the District pay for some items and the applicant pay for others, or various percentages of each, etc. This may allow for a stronger application and easier accounting. (*Staff suggestion: You may want to organize project element in a certain manner for easier accounting.*)

Pre-Agreement Expenses - Rule 66B-1.005(3), F.A.C. requires any activity in the submitted project cost estimate occurring PRIOR to October 1st to be considered as pre-agreement expenses. The Board’s past philosophy has been to fund only those projects that require District funding assistance to be completed. It is best to avoid pre-agreement expenses if possible, or limit them to a small percentage of the project. Note, that pre-agreement expenses must be limited to 50% or less of the total project costs, and they are eligible for only ½ of the original District funding. (*Example: A project with a total cost of \$200,000 is Board-approved for one-half construction PRIOR to October 1st. In this case, District funding will be limited as follows: Only 50% of the \$100,000 project cost prior to October 1st is eligible as project expenses (i.e. \$50,000). Then only ½ of the eligible project expenses (\$50,000) are eligible for District funding assistance (i.e. \$25,000).*)

Submitted Materials & June Presentation –The Board must review and evaluate each application and each year we receive about 90 applications for consideration. The final product for the Commissioner’s review is two 8-1/2” x 11” bound notebooks containing the essential information for the application. If the submitted material will not fit in these bound notebooks, it is discarded. (*Staff suggestion: Limit the submitted materials to the requested information, in the required format. Any additional material should be very limited and should be germane to the evaluation of the application. Don’t create unnecessary work for yourself!*)

ELECTRONIC SUBMISSIONS – **Grant applications are being accepted by email or hardcopy.** Grant applications may be submitted via email as a single pdf attachment (permits attached separately). Make sure to label your pdf attachment with the applicant and project title. You will receive a confirmation email letting you know your application has been received. Email your completed application to JZimmerman@aicw.org

You may send hardcopy applications with an electronic file in Word or PDF format on a CD or flash drive to FIND, 1314 Marcinski Rd, Jupiter, EL 33477.

Applications must be received by the District by 4:30 pm on March 30, 2018.

ATTACHMENT D-1.
APPLICATION CHECKLIST 2018
 (To be completed by the Applicant)

Project Title:	Click here to enter text.
Applicant:	Click here to enter text.

This checklist and the other items listed below in items 1 through 13 constitute your application. The required information shall be submitted in the order listed.

Any additional information submitted by the applicant will be removed from the package by District staff prior to presentation to the District Board because of reproduction and space considerations.

A completed copy of the application may be mailed to: FIND, 1314 Marcinski Rd., Jupiter, FL 33477 **or** an electronic copy may be emailed to JZimmerman@aicw.org. Application must be received by the deadline, no exceptions.

All information is required to be on 8 1/2" x 11" paper. Maps and drawings should be 8 1/2" x 11" so that they may fit into the bound agenda book.

		YES	NO
1	If the proposed project is a construction project within a single County, the application must be reviewed by the local FIND Commissioner (<i>District Commissioner must initial the yes line on this checklist for the application to be accepted for processing</i>). If the proposed project is a regional project, the application must be reviewed and initialed by District Staff prior to submission)		
2	Application Checklist – D-1 (Form No. 90-16, 2 pages) (Form must be signed and dated)		
3	Applicant Info/Project Summary – D-2 (Form No. 90-12, 1 page) (Form must be completed and signed)		
4	Project Information – D-3 (Form No. 90-12a, 1 page)		
5	Application and Evaluation Worksheet – D-4 ₍₊₎ (Form No. 00-25 ₍₊₎) <i>(Form must be completed, proper attachment included)</i> (No signatures required)		
6	Project Cost Estimate – D-5 (Form No. 90-25, 1 page) <i>(Must be on District form)</i>		
7	Project Timeline – D-6 (Form 96-11, 1 page)		
8	Official Resolution Form – D-7 (Form No. 90-11, 2 pages) (Resolution must be in District format)		

ATTACHMENT D-1 (Continued)

APPLICATION CHECKLIST

(To be completed by the Applicant)

9	Attorney's Certification (Land Ownership) – D-8 (Must follow format of Form No. 93-26, legal descriptions alone are not acceptable)		
10	County Location Map		
11	Project Boundary Map		
12	Site Development Map		
13	Copies of all Required Permits <i>(Required of development projects only)</i>		

The undersigned, as applicant, acknowledges that Items 1 through 12 above constitutes a complete application and that this information is due in the District office no later than 4:30 PM, March 30, 2018. By May 25, 2018 my application must be deemed complete (except for permits) or it will be removed from any further consideration by the District. I also acknowledge that the information in Item 13 is due to the District no later than September 19, 2018. If the information in Item 13 is not submitted to the District office by September 19, 2018, I am aware that my application will be removed from any further funding consideration by the District.

PROJECT LIAISON: _____ **TITLE:** _____

SIGNATURE - PROJECT LIAISON

DATE

FIND OFFICIAL USE ONLY	
Date Received:	_____
FIND Staff Review:	_____
All Required Supporting Documents:	_____
Applicant Eligibility:	_____
Project Eligibility:	_____ Available Score: _____
Compliance with Rule 66B-1 F.A.C.:	_____
Eligibility of Project Cost:	_____

ATTACHMENT D-3 - PROJECT INFORMATION 2018

Applicant:		Project Title:	
Total Project Cost: \$		FIND Funding Requested: \$	% of Total Cost:
Amount and Source of Applicant's Matching Funds:			

1. Ownership of Project Site (check one): Own: Leased: Other:

2. If leased or other, please describe lease or terms and conditions:

3. Has the District previously provided assistance funding to this project or site? Yes: No:

4. If yes, please list:

5. What is the current level of public access in terms of the number of boat ramps, boat slips and trailer parking spaces, linear feet of boardwalk (etc.)? (as applicable):

6. How many additional ramps, slips, parking spaces or other access features will be added by this project?

7. Are fees charged for the use of this project? No Yes **

****If yes, please attach additional documentation of fees and how they compare with fees from similar public & private facilities in the area.**

Please list all Environmental Resource Permits required for this project:

AGENCY	Yes / No / N/A	Date Applied For	Date Received
WMD	Click here to enter text.	Click here to enter text.	Click here to enter text.
DEP	Click here to enter text.	Click here to enter text.	Click here to enter text.
ACOE	Click here to enter text.	Click here to enter text.	Click here to enter text.
COUNTY / CITY	Click here to enter text.	Click here to enter text.	Click here to enter text.

ATTACHMENT D-4

COOPERATIVE ASSISTANCE PROGRAM

APPLICATION AND EVALUATION WORKSHEET 2018

DIRECTIONS: All applicants will complete questions 1 through 6, and then based on the type of project, complete one and only one subsection (D-4A, B, C, D or E) for questions 7-10.

****Please keep your answers brief and do not change the pagination of Attachment D-4****

All other sub-attachments that are not applicable to an applicant's project should not be included in the submitted application.

Project Title:	Click here to enter text.
Applicant:	Click here to enter text.

1) PRIORITY LIST:

a) **List the priority list category of this project from Attachment B in the application.** (The application may only be of **one** type based upon the *predominant* cost of the project elements.)

b) **Explain how the project fits this priority category.**

(For reviewer only)

Max. Available Score _____

Range of Score (1 to ___ points)

8) PROJECT DESIGN:

- a) **Has the design work been completed? If this is a Phase I project, has a preliminary design been developed?**

- b) **Are there unique beneficial aspects to the proposed design that enhance public usage or access, decrease environmental impacts, improve water quality or reduce costs?**

(For reviewer only)
(1-2 points)

9) CONSTRUCTION TECHNIQUES:

- a) **Briefly explain the construction techniques to be utilized for this project.**

- b) **How are the construction techniques utilized appropriate for the project site?**

- c) **Identify any unusual construction techniques that may increase or decrease the costs of the project.**

(For reviewer only) (1-3 points)

10) CONSTRUCTION MATERIALS:

- a) **List the materials to be utilized for this project. What is the design life of the proposed materials?**
- b) **Identify any unique construction materials that may significantly alter the project costs.**

(For reviewer only) (1-3 points)

**RATING POINT
TOTAL** _____

(Note: The total maximum score possible is dependent upon the project priority category but cannot exceed 50 points unless the project qualifies as an emergency-related project. The minimum score possible is 10 points. A score of 35 points or more is required to be considered for funding.)

8) DELIVERABLES:

- a) Describe the materials and project deliverables to be produced by this project.

- b) Is there a clear and effective plan of dissemination of the materials produced through the project?

(For reviewer only) (1-2 points)

9) EXPERIENCE & QUALIFICATIONS:

- a) Please briefly describe the qualifications of the program administrator(s), including prior experience, and areas of expertise.

- b) How is the program manager sufficiently capable and qualified to conduct the proposed project successfully?

- c) What previous projects of this nature have been completed by the program manager?

(For reviewer only) (1-3 points)

10) PROJECT GOALS:

a) What are the long-term goals of this project as it relates to the ICW, boating and FIND's mission?

b) What is the expected duration/frequency of this program?

(For reviewer only)
(1-2 points)

RATING POINT
TOTAL _____

(Note: The total maximum score possible is dependent upon the project priority category but cannot exceed 50 points unless the project qualifies as an emergency-related project. The minimum score possible is 10 points. A score of 35 points or more is required to be considered for funding.)

Form No. 00-25B
(Effective Date: 3-21-01, Revised 4-24-06)

8) EXPERIENCE & QUALIFICATIONS:

- a) **List the personnel tasked with the implementation of this project, their qualifications, previous training and experience.**

- b) **Have the personnel participated in or received state marine law enforcement training?**

(For reviewer only) (1-2 points)

9) DELIVERABLES:

- a) **Describe the anticipated, long-term measurable results of implementing this project?**

- b) **How will the project continue to be funded?**

- c) **Does the project fulfill a particular community need?**

(For reviewer only) (1-4 points)

8) PUBLIC ACCESS:

a) Will the project enhance public access to or from the waterways? Describe in brief detail.

b) List the publicly accessible facilities upstream with improved access as a result of this project.

(For reviewer only) (1-3 points)

9) BENEFICIAL PROJECT ELEMENTS:

a) Are there additional economic benefits to be realized by implementing this project?

b) Briefly spell out any water quality, environmental or habitat benefits to be realized by this project.

(For reviewer only) (1-2 points)

10) PROJECT FUNDING:

a) **When was this area last dredged? What is the expected frequency of future dredging?**

b) **Explain the funding mechanism for the long-term maintenance of the project.**

c) **Describe the long-range dredge material management plans.**

(For reviewer only)

(1-2 points)

RATING POINT

TOTAL _____

(Note: The total maximum score possible is dependent upon the project priority category but cannot exceed 50 points unless the project qualifies as an emergency-related project. The minimum score possible is 10 points. A score of 35 points or more is required to be considered for funding.)

Form No. 00-25D

(Effective Date: 3-21-01, Revised 4-24-06)

ATTACHMENT D-4E

**COOPERATIVE ASSISTANCE PROGRAM
APPLICATION AND EVALUATION WORKSHEET**

BEACH RENOURISHMENT PROJECTS

THIS ATTACHMENT IS TO BE COMPLETED IF YOUR PROJECT IS A BEACH
RENOURISHMENT PROJECT

7) WATERWAY RELATIONSHIP:

- a) Describe how the District and other navigation interests will benefit from the implementation of this project.

(For reviewer only)
(1-4 points)

8) VIABILITY:

- a) **Is the project site defined as critically eroded by a statewide beach management plan?**

- b) **Cite the quantifiable rate of erosion in this area.**

- c) **Is the project an important component of an overall beach management effort?**

(For reviewer only) (1-4 points)

9) PUBLIC BENEFITS:

- a) **Are there quantifiable public benefits demonstrated by the project?**

- b) **Is there adequate public access to the project area? Please describe location and amount of parking and access.**

(For reviewer only) (1-2 points)

ATTACHMENT D-4F

EMERGENCY RE-CONSTRUCTION

**COOPERATIVE ASSISTANCE PROGRAM
APPLICATION AND EVALUATION WORKSHEET**

RECONSTRUCTION AND RESTORATION OF A WATERWAY PROJECT

THIS ATTACHMENT IS TO BE COMPLETED IF YOUR PROJECT IS A WATERWAY PROJECT THAT WAS DAMAGED BY A NATURAL DISASTER AS DECLARED BY A STATE OF EMERGENCY UNDER CHAPTER 252, FLORIDA STATUTES. DO NOT UTILIZE THIS FORM UNLESS YOUR PROJECT MEETS THIS SPECIFIC CRITERION.

11 (extra) STORM DAMAGE EVALUATION:

a) List the State Emergency Declaration Order or proclamation.

b) Is this project a previously funded FIND grant project?

c) Detail the other funding mechanisms and financial assistance that will be applied to defray the reconstruction costs or damage repair.

d) What is the status of your FEMA paperwork for the project?

(For reviewer only) (0-3 points)

ATTACHMENT D-5

**FLORIDA INLAND NAVIGATION DISTRICT
ASSISTANCE PROGRAM 2017**

PROJECT COST ESTIMATE

(See Rule Section 66B-1.005 & 1.008 for eligibility and funding ratios)

Project Title:	Click here to enter text.
Applicant:	Click here to enter text.

Project Elements <i>(Please list the MAJOR project elements and provide general costs for each one. For Phase I Projects, please list the major elements and products expected)</i>	Quantity or Total Estimated Cost <i>(Number and/or Footage etc.)</i>	Applicant's Cost	FIND Cost

**TOTALS =	\$	\$	\$
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ATTACHMENT D-6

COOPERATIVE ASSISTANCE PROGRAM 2018

PROJECT TIMELINE

Project Title:	Click here to enter text.
Applicant:	Click here to enter text.

The applicant is to present a detailed timeline on the accomplishment of the components of the proposed project including, as applicable, completion dates for: permitting, design, bidding, applicant approvals, initiation of construction and completion of construction.

NOTE: All funded activities must begin AFTER October 1st
(or be consistent with Rule 66B-1.005(3) - Pre-agreement expenses)

ATTACHMENT D-7
RESOLUTION FOR ASSISTANCE 2018
UNDER THE FLORIDA INLAND NAVIGATION DISTRICT
COOPERATIVE ASSISTANCE PROGRAM

WHEREAS, THE _____ is interested in carrying out the
(Name of Agency)
following described project for the enjoyment of the citizenry of _____
and the State of Florida:

Project Title _____

Total Estimated Cost \$ _____

Brief Description of Project:

AND, Florida Inland Navigation District financial assistance is required for the program mentioned above,

NOW THEREFORE, be it resolved by the _____
(Name of Agency)
that the project described above be authorized,

AND, be it further resolved that said _____
(Name of Agency)
make application to the Florida Inland Navigation District in the amount of _____% of the
actual cost of the project in behalf of said _____
(Name of Agency)

AND, be it further resolved by the _____
(Name of Agency)
that it certifies to the following:

1. That it will accept the terms and conditions set forth in FIND Rule 66B-1 F.A.C. and which will be a part of the Project Agreement for any assistance awarded under the attached proposal.

2. That it is in complete accord with the attached proposal and that it will carry out the Program in the manner described in the proposal and any plans and specifications attached thereto unless prior approval for any change has been received from the District.

3. That it has the ability and intention to finance its share of the cost of the project and that the project will be operated and maintained at the expense of said _____
_____ for public use.

(Name of Agency)

4. That it will not discriminate against any person on the basis of race, color or national origin in the use of any property or facility acquired or developed pursuant to this proposal, and shall comply with the terms and intent of the Title VI of the Civil Rights Act of 1964, P. L. 88-352 (1964) and design and construct all facilities to comply fully with statutes relating to accessibility by handicapped persons as well as other federal, state and local laws, rules and requirements.

5. That it will maintain adequate financial records on the proposed project to substantiate claims for reimbursement.

6. That it will make available to FIND if requested, a post-audit of expenses incurred on the project prior to, or in conjunction with, request for the final 10% of the funding agreed to by FIND.

This is to certify that the foregoing is a true and correct copy of a resolution duly and legally adopted by the _____ at a legal meeting held on this _____ day of _____ 20____.

Attest

Signature

Title

Title

ATTACHMENT D-8

ATTORNEYS CERTIFICATION OF TITLE 2018
(See Rule 66B-1.006(4) FAC)

OFFICE OF THE (Agency) ATTORNEY
(Address)

_____, 20__

TO WHOM IT MAY CONCERN:

I, _____, am the Attorney for the (Agency), Florida. I hereby state that I have examined a copy of a (deed, lease, management agreement, etc.) from _____ to the (Agency) dated _____ conveying _____ (type of interest, ie. Fee simple, easement, 25-year lease, etc.) in the following described property:

(Legal Description of Property)

I have also examined a document showing that this property is listed on the tax rolls as belonging to the (Agency). Finally, I have also examined such documents and records as necessary for this certification.

This property is what is now called "(Name of Property as Referenced in the CAP application)".

I certify that the (Agency) does in fact _____ (own, lease, etc.) this property for _____ years.

Very truly yours,

(Name)
(Agency) Attorney