

# FLORIDA INLAND NAVIGATION DISTRICT



To: State and Regional Governments  
From: Mark Crosley, Assistant Executive Director  
Subject: 2010 Cooperative Assistance Program  
Date: January 14, 2010

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Attached is an application package for the District's FY 2010-2011 Cooperative Assistance Program. Through this program the District has provided over \$31 million in funding assistance to state and regional governments within our District to perform waterway improvement projects including; public navigation, public waterway access facilities, public recreation, inlet management, beach renourishment, environmental education and boating safety projects directly related to the waterways. The District has recently expanded the grant eligibility for land acquisition, which now includes some limited opportunities for waterway access. Project maintenance however, has been eliminated from eligibility. The funding level of this year's program will be determined in July based upon the availability of funding and the quality and number of applications received.

Applications are due **in the District office by 4:30 PM, April 01, 2010. If the proposed project is located within a single county, your application must be discussed with the FIND Commissioner representing that county prior to March 01, 2010. The application must be initialed by the FIND Commissioner of that County prior to submission to the District office on April 01, 2010.** If the project involves several counties, please contact FIND staff for the required pre-application review. Please see the application package for the complete program schedule and the name and address of the Commissioners.

Please provide **2 copies** of your application. **One printed copy and one electronic copy.** **Do not to submit "extra" information, dividers or binders** as your application will be "repackaged" for Commission review and evaluation. It is VERY important that the application forms remain in the same 8.5 x 11", paginated format, and the forms must be presented in the order listed on the application checklist. *Applications that do not follow the program directions, rules, or the application format may be rejected.*

Please review the application checklist and be sure you can provide all of the required items. If you cannot provide ALL of the items on the application checklist, please contact staff immediately for advice on the potential resolution of a required item. Any application failing to include the required application items (with the exception of environmental permits) will be eliminated from consideration on June 01, 2010. There is no waiver available for this deadline. Solving questions or problems prior to the preparation and submission of your application will save us both time and effort and result in a more successful application.

**FY 2010-2011**

**COOPERATIVE ASSISTANCE**

**PROGRAM**

**APPLICATION PACKAGE**

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**COOPERATIVE ASSISTANCE PROGRAM APPLICATION**

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**ATTACHMENT A-1  
BOARD OF COMMISSIONERS - FIND**

<p align="center"><b>NASSAU COUNTY</b></p> <p>Mr. Norman Bray P. O. Box 3000 Fernandina Beach, FL 32034 Ph# (904) 277-5100 <a href="mailto:brayn@aipfl.com">brayn@aipfl.com</a></p>	<p align="center"><b>DUVAL COUNTY</b></p> <p>Mr. Michael Mesiano C/o The Alterra Group, LLC 1279 CR 210 West Jacksonville, FL 32259 Ph# (904) 827-1837 <a href="mailto:mmesiano@landresourcegroup.com">mmesiano@landresourcegroup.com</a></p>
<p align="center"><b>ST. JOHNS COUNTY</b></p> <p>Mr. Carl Blow 100 Santa Monica Avenue St. Augustine, FL 32080-5417 Ph# (904) 710-2655 <a href="mailto:jcblow@bellsouth.net">jcblow@bellsouth.net</a></p>	<p align="center"><b>FLAGLER COUNTY</b></p> <p>Mr. Jon Netts 17 Flintstone Court Palm Coast, FL 32137 Ph# (386) 445-2121 <a href="mailto:jnetts@pcfl.net">jnetts@pcfl.net</a></p>
<p align="center"><b>VOLUSIA COUNTY</b></p> <p>Mrs. Nancy Freeman P. O. Box 567 Edgewater, FL 32132-0567 Ph # (386) 334-4384 <a href="mailto:cudas67@aol.com">cudas67@aol.com</a></p>	<p align="center"><b>BREVARD COUNTY</b></p> <p>Mr. Jerry H. Sansom P.O. Box 98 Cocoa, FL 32923 Ph# (321) 777-8130 <a href="mailto:jerryhsansom@aol.com">jerryhsansom@aol.com</a></p>
<p align="center"><b>INDIAN RIVER COUNTY</b></p> <p>Mr. Bruce Barkett 756 Beachland Blvd. Vero Beach, FL 32963 Ph# (772) 231-4343 <a href="mailto:bbarkett@verolaw.com">bbarkett@verolaw.com</a></p>	<p align="center"><b>ST. LUCIE COUNTY</b></p> <p>Ms. Gail Kavanagh 6560 S. Federal Highway Port St. Lucie, FL 34952-9031 Ph# (772) 370-5494 <a href="mailto:gailfind@gmail.com">gailfind@gmail.com</a></p>
<p align="center"><b>MARTIN COUNTY</b></p> <p>Mr. Donald J. Cuzzo The Houston Cuzzo Group 2400 S. E. Federal Highway, Suite 310 Stuart, FL 34994-4556 Ph # (772) 485-1600 <a href="mailto:dcuzzo@hcgdesign.com">dcuzzo@hcgdesign.com</a></p>	<p align="center"><b>PALM BEACH COUNTY</b></p> <p>Mr. Donn Colee 4168 Hyacinth Circle South Palm Beach Gardens, FL 33410 Ph# (561) 602-5815 <a href="mailto:donncolee@gmail.com">donncolee@gmail.com</a></p>
<p align="center"><b>BROWARD COUNTY</b></p> <p>Mr. Tyler Chappell The Chappell Group – Vice President 714 East McNab Road Pompano Beach, FL 33060 Ph # (954) 782-1908 <a href="mailto:tyler@thechappellgroup.com">tyler@thechappellgroup.com</a></p>	<p align="center"><b>MIAMI-DADE COUNTY</b></p> <p>Mr. Spencer Crowley, III C/o Akerman Senterfitt One Southeast Third Ave. 25<sup>th</sup> Floor Miami, FL 33131-1714 Ph# (305) 982-5549 <a href="mailto:spencer.crowley@akerman.com">spencer.crowley@akerman.com</a></p>

**ATTACHMENT A**  
**FY 2010-11**  
**COOPERATIVE ASSISTANCE PROGRAM**  
**SCHEDULE**

January 2010      Availability of application packages.

**Prior to March 01** Applicants schedule review of proposed projects with local FIND Commissioner, required before submission to the District office.

**April 01, 2010      Application due in District office by 4:30 PM (No Exceptions)**

June 01, 2010      Application requirements must be completed or application will be eliminated from further consideration.

June 18 & 19, 2010      Applicants make a 10-minute presentation of application to FIND Board.

July 16, 2010      FIND Board reviews additional requested information and the Commissioners will complete the Application's Rating & Evaluation Form. Board makes final funding decisions on remaining eligible applications (subject to budget process).

Sept. 17, 2010      Scheduled date for Final TRIM Hearing. All remaining permits due.

Late September      Funded applicants execute project agreement.

October 01, 2010      Project funds become available, project initiates.

**ATTACHMENT B**  
**2010 ASSISTANCE PROGRAM**  
**PROJECT PRIORITY LIST**

<u><b>MAXIMUM</b></u>	<b>PROJECT CATEGORY</b>	<b>MAXIMUM POINTS AVAILABLE (Question #1)</b>	<i>Highest Potential Score</i>
	<b>1. Public navigation channel dredging.</b>	8	50
	<b>2. Public navigation aids &amp; markers.</b>	8	50
	<b>3. Inlet management projects that are a benefit to public navigation in the District.</b>	7	49
	<b>4. Public shoreline stabilization directly benefiting the District's waterway channels.</b>	7	49
	<b>5. Acquisition and development of publicly owned spoil disposal sites &amp; public commercial/industrial waterway access</b>	6	48
	<b>6. Waterway signs &amp; buoys for safety, regulation or information.</b>	6	48
	<b>7. Acquisition, dredging, shoreline stabilization and development of public boat ramps and launching facilities;</b>	5	47
	<b>8. Acquisition, dredging, shoreline stabilization and development of public boat docking and mooring facilities;</b>	5	47
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	<b>11. Public fishing &amp; viewing piers</b>	3	45
	<b>12. Public waterfront parks and boardwalks and associated improvements</b>	3	45
	<b>13. Waterway boating safety programs &amp; equipment</b>	2	44
	<b>14. Beach renourishment on beaches adversely impacted by navigation inlets, navigation structures, navigation dredging, or a navigation project</b>	2	44
	<b>15. Other waterway related projects.</b>	1	43

*NOTE: Projects qualifying for Emergency Re-Construction status may have an additional 3 points available to the potential score.*

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### 66B - FLORIDA INLAND NAVIGATION DISTRICT CHAPTER 66B-1 - COOPERATIVE ASSISTANCE PROGRAM (2010)

66B-1.001	Purpose.
66B-1.002	Forms.
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66B-1.004	Policy.
66B-1.005	Funds Allocation.
66B-1.006	Application Process.
66B-1.007	Application Form. (Repealed)
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66B-1.009	Project Administration.
66B-1.010	Project Agreement. (Repealed)
66B-1.011	Reimbursement.
66B-1.012	Accountability.
66B-1.013	Acknowledgement.
66B-1.014	Small-Scale Spoil Island Restoration and Enhancement Projects.
66B-1.015	Small-Scale Derelict Vessel Removal Projects.

#### **66B-1.001 - Purpose.**

Recognizing the importance and benefits of inland navigation channels and waterways, as well as noting problems associated with the construction, continued maintenance and use of these waterways, the Florida Legislature created Section 374.976, F.S. This law authorizes and empowers each inland navigation district to undertake programs intended to alleviate the problems associated with its waterways. The purpose of this rule is to set forth the District's policies and procedures for the implementation of an assistance program under Section 374.976, F.S., for state agencies operating within the District. This program will be known hereafter as the Florida Inland Navigation District's Cooperative Assistance Program.

*Specific Authority 374.976(2) FS.*

*Law Implemented 374.976(1) FS.*

*History — New 12-17-90, Formerly 16T-1.001.*

#### **66B-1.002 - Forms.**

All forms for the administration of this program are available from the District office located at 1314 Marcinski Road, Jupiter, Florida 33477.

*Specific Authority 374.976(2) FS.*

*Law Implemented 374.976(1) FS.*

*History — New 12-17-90, Formerly 16T-1.002.*

#### **66B-1.003 - Definitions.**

The basic terms utilized in this rule are defined as follows:

(1) "APPLICANT" means an eligible state, regional or federal agency submitting an application through this program.

(2) "APPLICATION" means a project proposal with the required documentation.

(3) "AUTHORIZED SUBMISSION PERIOD" means the established period for submitting applications to the District.

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(4) "BOARD" means the Board of Commissioners of the Florida Inland Navigation District.

(5) "DISTRICT" means the Florida Inland Navigation District (FIND).

(6) "ELIGIBLE AGENCY" means federal, regional and state agencies or units thereof which provide programs on the waterways within a member county of the District.

(7) "ENVIRONMENTAL PERMITS" means those permits, proprietary authorizations, exemptions, or general permits for construction below mean high water line of a navigable waterway required and issued by or on behalf of the U.S. Army Corps of Engineers, the Florida Department of Environmental Protection, and the South Florida or the St. Johns River Water Management Districts or their successors.

(8) "EXECUTIVE DIRECTOR" means the Executive Director of the Florida Inland Navigation District.

(9) "LIAISON AGENT" means the contact person officially designated to act on behalf of the applicant or the project sponsor.

(10) "MATCHING FUNDS" means those funds provided by the local sponsor to the project.

(11) "MEMBER COUNTY" means a county located within the taxing boundaries of the District that includes Nassau, Duval, St. Johns, Flagler, Volusia, Brevard, Indian River, St. Lucie, Martin, Palm Beach, Broward and Miami-Dade Counties.

(12) "PRE-AGREEMENT COSTS" means project costs approved by the District Board which have occurred prior to the execution of the project agreement.

(13) "PROGRAM" means the Florida Inland Navigation District Cooperative Assistance Program.

(14) "PROGRAM FUNDS" means financial assistance awarded by the Board to a project for release to the project sponsor pursuant to the terms of the project agreement.

(15) "PROJECT" means a planned undertaking consisting of eligible program facilities, improvements or expenses for the use and benefit of the general public.

(16) "PROJECT AGREEMENT" means an executed contract between the District and a project sponsor setting forth mutual obligations regarding an approved project.

(17) "PROJECT MAINTENANCE" means any usual action, activity, expense, replacement, adjustment or repair taken to retain a project or grant item in a serviceable, operational or normal condition, or the routine efforts and expenses necessary to restore it to serviceable or normal condition, including the routine recurring work required to keep the project or grant item in such condition that it may be continuously used at its original or designed capacity and efficiency for its intended purpose.

(18) "PROJECT MANAGER" means the District employee who is responsible for monitoring the performance of the project and compliance with the project agreement.

(19) "PROJECT PERIOD" means the approved time during which costs may be incurred and charged to the funded project.

(20) "PROJECT SPONSOR" means an eligible governmental agency receiving program funds pursuant to an approved application.

(21) "PUBLIC BUILDING" means a building or facility on government owned property that is owned or operated by a governmental entity, or operated by a third party operator. The building or facility must provide waterway related information, public

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meeting space, or educational services and be open to members of the public on a continual basis without discrimination.

(22) "PUBLIC MARINA" means a harbor complex used primarily for recreational boat mooring or storage, the services of which are open to the general public on a first come, first served basis without any qualifying requirements such as club membership, stock ownership, or differential in price.

(23) "PUBLICLY OWNED COMMERCIAL OR INDUSTRIAL WATERWAY ACCESS" means any publicly owned area specifically designed to be used for staging, launching, or off-loading by commercial or industrial waterway users on a first come, first served, short-term basis, to gain entry to or from the District's waterways to serve the infrastructure needs of the District's waterway users.

(24) "TRIM HEARING" means a public hearing required by Chapter 200, F.S., concerning the tax and budget of the District.

(25) "WATERWAYS" means the Atlantic Intracoastal Waterway, the Okeechobee Waterway, the Barge Canal in Brevard County west of the Port Canaveral Locks, those portions of the Dania Cut-Off Canal and the Hillsboro Canal east of the water control structures, all navigable natural rivers, bays, creeks or lagoons intersected by said waterways and all navigable natural creeks, rivers, bays or lagoons entering or extending from said waterways.

(26) "WATERWAY RELATED ENVIRONMENTAL EDUCATION" means an interdisciplinary holistic process by which the learner: develops an awareness of the natural and manmade environments of waterways; develops knowledge about how the environment of the waterways works; acquires knowledge about the technological, social, cultural, political, and economic relationships occurring in waterway related environmental issues; obtains information on the history, importance, economics, condition and future of the Intracoastal Waterway; and becomes motivated to apply action strategies to maintain a balance between quality of life and quality of the environment of waterways.

*Specific Authority 374.976(2) FS.*

*Law Implemented 374.976(1) FS.*

*History — New 12-17-90, Amended 2-6-97, Formerly 16T-1.003, Amended 5-17-98, 3-21-01, 3-20-03, 3-3-04, 4-21-05, 4-24-06, 4-15-07, 3-25-08, \_\_\_-\_\_\_-10.*

### **66B-1.004 - Policy.**

The following constitutes the policy of the District regarding the administration of the program.

(1) Financial Assistance Eligibility: Eligible federal, state and regional agencies may be provided financial assistance, support or cooperation in planning, acquisition, development, construction, reconstruction, extension, improvement, operation or the maintenance of public navigation, local and regional anchorage management, beach renourishment, public recreation, inlet management, environmental education and boating safety projects directly related to the waterways. Eligible projects shall include the acquisition and development of public boat ramps and launching facilities, and public boat docking and mooring, including those facilities in man-made, navigable waterways contiguous to "waterways" as defined in Rule 66B-1.003, F.A.C.

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(2) Notification: The District will notify, by direct mail and/or advertised public notice, all eligible state agencies of the program and the upcoming authorized submission period.

(3) Project Approval: Approval of projects by the District shall be in accordance with these rules.

(4) Project Accessibility: Facilities or programs funded in whole or in part by program funds shall be made available to the general public of all of the member counties on a non-exclusive basis without regard to race, color, religion, age, sex or similar condition. Additionally, facilities funded in whole or in part by program funds, shall not require a paid membership for the general public of all of the member counties as a condition to use the facilities. User or entrance fees may be charged for the use of facilities funded in whole or in part by program funds, however such fees shall be reasonable and shall be the same for the general public of all of the member counties.

(5) Waterway Impacts: All development projects must be designed so as not to impact navigation along the District's waterways through the placement of structures, attendant uses, or the necessity of a boating speed zone for safety purposes. Before applying for boating speed zone designation in District waterways because of a project funded by this program, the sponsor shall first receive approval from the Board. The Board will use the criteria found in Section 327.46(1), F.S., in determining whether to approve the proposed boating speed zone.

(6) Project Maintenance: The project sponsor shall be responsible for the operation, maintenance, and management of the project for the anticipated life of the project and shall be responsible for all expenses required for such purposes. The project shall be maintained in accordance with the standards of maintenance for other similar local facilities and in accordance with applicable health standards. Project facilities and improvements shall be kept reasonably safe and in reasonable repair to prevent undue deterioration and to encourage public use. The project sponsor shall have full legal authority and financial ability to operate and maintain the project facilities.

(7) Education Facilities and Programs: Waterways related environmental education facilities and programs sponsored by the District shall occur at specially designated environmental education facilities located adjacent and contiguous to the waterways. It is the District's intent to consolidate its environmental education efforts in the least number of facilities within an area that will adequately serve the education needs of that area of the District.

(8) Public Information Availability: Public information produced with assistance from this program shall not be copyrighted and shall be provided free of cost, except for the cost of reproduction, to the public.

(9) Third-Party Project Operators: Projects that are being operated by a third party shall have sufficient oversight by the eligible project sponsor as determined by the Board. Such oversight, at a minimum, will include a project liaison that is a staff member of the eligible project sponsor, and oversight of the operating hours and admission fees of the facility by the eligible project sponsor through a legal agreement. All third party projects shall be open to the public in accordance with this rule.

(10) Non-compliance: The District shall terminate a project agreement and demand return of program funds disbursed to the project sponsor for non-compliance with any of the terms of the project agreement or this rule, if such non-compliance calls

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into question the ability of the applicant to complete the project. Failure of a project sponsor to comply with the provisions of this rule or the project agreement shall result in the District declaring the project sponsor ineligible for further participation in the program until such time as compliance has been met to the satisfaction of the District.

(11) Fees: Any public project eligible for District program funds that charges a fee or will charge a fee must demonstrate that the facility will utilize 50% or greater of the collected funds for project maintenance and improvements throughout the anticipated 25-year life of a development project or the design life of other project types, as applicable.

*Specific Authority 374.976(2) FS.*

*Law Implemented 374.976(1), (2) FS.*

*History — New 12-17-90, Amended 2-6-97, Formerly 16T-1.004, Amended 5-17-98, 3-31-99, 3-5-00, 3-21-01, 7-30-02, 3-3-04, 4-21-05.*

### **66B-1.005 - Funds Allocation.**

The Board will allocate funding for this program based upon the District's overall goals, management policies, fiscal responsibilities and operational needs for the upcoming year. If funds are determined to be available for the program, the District will notify potential eligible state and regional agencies of the availability of program funding and the authorized submission period. Applications will be reviewed by the Board utilizing District Form No. 00-25 and No. 00-25 (a thru f) Cooperative Assistance Program Application Evaluation and Rating Worksheet (effective date 4-24-06) hereby incorporated by reference and available from the District office.

(1) Funding Assistance Availability: The Board will allocate funding for this program based upon the District's overall goals, management policies, fiscal responsibilities and operational needs for the upcoming year.

(2) Project Funding Ratio: All financial assistance and support to eligible state and regional agencies shall require, at minimum, equal matching funds from the project sponsor's own budget, with the exception of public navigation projects that meet the provisions of subsection 66B-1.005(6), F.A.C., land acquisition projects in accordance with subsection 66B-1.005(7) and Rule 66B-1.008, F.A.C., and small-scale spoil island restoration and enhancement projects that meet the provisions of Rule 66B-1.014, F.A.C. Applicant's in-house costs are limited pursuant to paragraph 66B-1.007(1)(c), F.A.C. All financial assistance to seaports shall require equal matching funds. The District shall contribute no more than fifty (50) percent of the state share of the cost of an inlet project. The District shall not contribute funding to both the state and local shares of an inlet management project.

(3) Pre-agreement Expenses: The project sponsor shall not commence work on an approved project element prior to the execution of the project agreement unless authorized by the Board during the review and funding approval process. Board authorization of pre-agreement expenses will be given for the commencement of work prior to the execution of a project agreement if the Board determines that there is a benefit to the District, its waterways or its constituents. All project costs must be incurred and work performed within the project period as stipulated in the project agreement unless pre-agreement costs are approved by the Board. Pre-agreement expenses will be approved if they are consistent with the provisions of Rule 66B-1.008, F.A.C., and occur within the fiscal year of the grant application submission (October 1st to September

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30th). Pre-agreement expenses, except for projects approved by the Board as multi-year projects, will be limited to fifty (50) percent of the project's total cost and if the expenses are eligible project expenses in accordance with this rule. Only one-half (1/2) or less of the approved pre-agreement expenses will be eligible for reimbursement funding from the District, except for projects approved by the Board as multi-year projects. The Board shall consider a waiver of the limitation on pre-agreement expenses for Small-Scale Derelict Vessel grants and land acquisition projects when the applicant demonstrates a direct need and benefit and the project is in accordance with the applicable provisions of Chapter 66B-1, F.A.C.

(4) Multi-Year Funding: The construction phase of projects that are large scale, involve multiple phases, have a construction time line of one year or longer, or are requesting over 50% of the total assistance funding available for the program, will be reviewed and approved by the Board for a multiple year period subject to budgeting and allocation pursuant to the provisions of Chapter 200, F.S. The determination by the Board to provide assistance funding on a multi-year basis can be made at any time during the application review process.

(5) Public Navigation: Projects or project elements in the category of public navigation that will qualify for up to seventy-five percent (75%) program funds must provide public navigation channel access to public launching, mooring or docking facilities. In addition, the following shall apply:

(a) Navigation channel dredging: The project sponsor must demonstrate that the source of channel sedimentation has been identified and is in the process of, or has been controlled, or that the frequency and amount of shoaling is such that dredging will provide an improvement to the channel that will last for twenty (20) years or more and therefore is more cost effective than identifying and correcting the cause of shoaling, or that the cost of identifying the source of channel sedimentation exceeds the cost of the dredging project;

(b) Navigation channel lighting and markers must be located on primary or secondary public navigation channels. All other public navigation projects or project elements will only qualify for up to fifty percent (50%) program funding. Dredging that is associated or ancillary to another use (such as a boat ramp, marina or pier) will be prioritized according to the associated use.

(6) Inlet Management: Projects and project elements in the categories of inlet management shall benefit public navigation within the District and shall be consistent with a Department of Environmental Protection approved inlet management plan.

(7) Land Acquisition: All land acquisition projects shall qualify for a maximum of twenty-five (25) percent program funding. All pre-agreement expenses for land acquisition must be completed within one year of the date of application for funding.

*Specific Authority 374.976(2) FS.*

*Law Implemented 374.976(1), (3) FS.*

*History — New 12-17-90, Amended 2-6-97, Formerly 16T-1.005, Amended 5-17-98, 3-31-99, 3-21-01, 7-30-02, 3-3-04, 4-21-05, 4-24-06, 4-15-07, 3-25-08.*

### **66B-1.006 - Application Process.**

(1) Application Period: With the exception of eligible Disaster Relief Projects, eligible Small-Scale Spoil Island Restoration and Enhancement Project and eligible Small-Scale Derelict Vessel Applications, all applications for assistance through this

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program will be submitted during the authorized submission period which shall be established by vote of the Board at a scheduled meeting.

(2) Application Form: Florida Inland Navigation District Cooperative Assistance Program Application; Applicant Information - Project Summary, Form No. 90-12 (effective date 4-24-06) is hereby incorporated by reference and available from the District office. All applications for financial assistance and support through this program shall be made on this form. With the exception of projects eligible under the Small-Scale Spoil Island Restoration and Enhancement program, and the Small-Scale Derelict Vessel program, all applications for financial assistance and support through this program from state agencies shall also be made on FIND Form Number 90-12a Project Information (effective date 4-24-06) and shall include a detailed cost estimate submitted on FIND Form No. 90-25 Florida Inland Navigation District Assistance Program Project Cost Estimate (effective date 4-24-06), hereby incorporated by reference and available from the District office. In addition, all applicants shall submit a complete and detailed Project Timeline (FIND FORM No. 96-10) (effective date 4-15-07).

(3) Sponsor Resolution: The project sponsor shall approve the submission of an application by official resolution from its governing board or commission. Said resolution shall be made on FIND Resolution Form No. 90-11 (effective date 10-14-92) hereby incorporated by reference and available from the District office located at 1314 Marcinski Road, Jupiter, Florida 33477.

(4) Attorney's Certification: If the application is for a project that is a land based development project the applicant shall submit an Attorney's Certification of Title, FIND Form Number 93-26 (effective date 3-5-00) hereby incorporated by reference and available from the District office.

(5) Application Review: If the proposed project is a construction project within a single County, a pre-application meeting will be held with the local FIND Commissioner prior to formal submission of the application. If the proposed project is a regional project, a pre-application meeting will be held with District staff prior to formal submission of the application. Upon receipt in the District office, staff will review the applications for completeness of the informational requirements identified in the Application Checklist, FIND Form Number 90-16 (effective date 7-30-02) hereby incorporated by reference and available from the District office, and for compliance with the eligibility requirements of this rule. When an application is determined by staff to be incomplete or ineligible, staff will immediately inform the applicant by mail. The applicant will then have until the date established by the Board in the application package to bring the application into compliance. If the applicant fails to provide a complete application in compliance with these rules, the application will not be considered for funding. In order to have a complete application, the applicant shall not only submit the forms required under Rule 66B-1.006, F.A.C., and any other information requirements identified in the Application Checklist (FIND Form Number 90-16), but such forms and other submitted information must be completely filled out, executed as applicable, and also establish compliance with Chapter 66B-1, F.A.C.

(6) Interlocal Agreements: The District may enter into interlocal agreements to accomplish the goals of this program provided that funds are determined to be available based upon the District's overall goals, management policies, fiscal responsibilities and operational needs at the time of the request. Interlocal agreements will be considered by

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the Board at any time upon submission of a proposal on the forms of this program. Interlocal agreements under this program shall be in compliance with Chapters 374 and 163, F.S., and will only be approved for multi-agency projects that involve more than one project site or more than one political sub-division of the state, will directly benefit the maintenance of the Atlantic Intracoastal Waterway channel as documented by the District's long range dredged material management plans, will directly benefit the maintenance of the Okeechobee Waterway channel as documented by the District's long range dredged material management plan, will directly benefit the maintenance or improvement of District property, right-of-way or navigation interests, or will have multiple funding partners including the Corps of Engineers as the project manager. Interlocal agreements may include participation in government sponsored projects at privately owned waterway related facilities that serve the public on a first come, first serve basis. Applications that the Board determines meet the criteria set forth in subsection 66B-1.005(5), F.A.C., can qualify for project assistance through an interlocal agreement pursuant to Chapter 163, F.S., or Section 374.984(6)(a), F.S. District staff will identify applications that appear to meet these criteria and present them to the Board for its determination as to the funding. Interlocal agreement projects shall comply with all other provisions of this rule, except for the permitting and property control requirements.

(7) Application Presentations: Applications determined to be complete and in compliance with this rule shall be forwarded to the Board for review and then scheduled for presentation to the Board at a scheduled meeting of the Board. Applicants can decline to make a presentation to the Board by submitting a written request.

(8) Application Evaluation: Following the presentations, the Board will review the applications and evaluate them using the Cooperative Assistance Program Application Evaluation and Rating Worksheet No. 00-25 available from the District office. The total points awarded to each application by the Commissioners will be averaged to determine an application's final rating score. The final rating score for each application must equal or exceed 35 points for the application to be considered for funding assistance. Reconsideration of any application with a final rating score of less than 35 points will only occur if the majority of the Commissioners evaluating the project rated the project equal to or exceeding 35 points and two-thirds of the Commissioners vote for reconsideration of the application.

(9) Funding Determination: The Board will hold a funding allocation meeting at which time the Board will determine the allocation of funds, if any, to each project and the projects will be ranked by overall average score to facilitate final funding decisions by the Board. Allocations will be based in part upon the cumulative score of the applications as calculated from the Project Evaluation and Rating Form.

*Specific Authority 374.976(2) FS.*

*Law Implemented 374.976(1) FS.*

*History — New 12-17-90, Amended 2-6-97, Formerly 16T-1.006, Amended 3-5-00, 3-21-01, 7-30-02, 3-20-03, 4-21-05, 4-24-06, 4-15-07, 3-25-08.*

### **66B-1.008 - Project Eligibility.**

(1) Eligible Projects: Financial assistance and support through this program shall be used to plan or carry out public navigation and anchorage management, public recreation, environmental education, boating safety, acquisition and development of spoil sites and publicly owned commercial/industrial waterway access directly related to the

## ATTACHMENT C

waterways, acquisition and development of public boat ramps, launching facilities and boat docking and mooring facilities, and inlet management, environmental mitigation and beach renourishment directly related to the waterways.

(a) Program funds may be used for projects such as acquisition planning, development, construction, reconstruction, extension or improvement of the following for public use on land and water:

1. Public navigation channel dredging;
2. Public navigation aids and markers;
3. Inlet management projects that are a benefit to public navigation in the District;
4. Public shoreline stabilization directly benefiting the District's waterway channels;
5. Acquisition and development of publicly owned spoil disposal site and public commercial/industrial waterway access;
6. Waterway signs and buoys for safety, regulation or information;
7. Acquisition, dredging, shoreline stabilization and development of public boat ramps and launching facilities;
8. Acquisition, dredging, shoreline stabilization and development of public boat docking and mooring facilities;
9. Derelict Vessel Removal;
10. Waterways related environmental education programs and facilities;
11. Public fishing and viewing piers;
12. Public waterfront parks and boardwalks and associated improvements;
13. Waterways boating safety programs and equipment;
14. Beach renourishment on beaches adversely impacted by navigation inlets, navigation structures, navigation dredging, or a navigation project; and
15. Other waterway related projects.

(b) Ineligible Projects or Project Elements. Project costs ineligible for program funding or matching funds will include: contingencies, miscellaneous, reoccurring personnel related costs, land acquisition that is not for additional trailer parking at an existing boat ramp, irrigation equipment, ball-courts, park and playground equipment, and any extraneous recreational amenities not directly related to the waterway such as the following:

1. Landscaping that does not provide shoreline stabilization or aquatic habitat;
2. Restrooms for non-waterway users;
3. Roadways providing access to non-waterway users;
4. Parking areas for non-waterway users;
5. Utilities for non-waterway related facilities;
6. Lighting for non-waterway related facilities;
7. Project maintenance and maintenance equipment
8. Picnic shelters and furniture;
9. Vehicles to transport vessels;
10. Operational items such as fuel, oil, etc.;
11. Office space that is not incidental and necessary to the operation of the main eligible public building; and
12. Conceptual project planning, including: public surveys, opinion polls, public meetings, and organizational conferences.

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(c) Project Elements with Eligibility Limits. Subject to approval by the Board of an itemized expense list:

1. The following project costs will be eligible for program funding or as matching funding if they are performed by an independent contractor:

- a. Project management, administration and inspection;
  - b. Design, permitting, planning, engineering or surveying costs for completed construction project;
  - c. Restoration of sites disturbed during the construction of an approved project;
- and
- d. Equipment costs.

Before reimbursement is made by the District on any of the costs listed in subparagraph 1. above, a construction contract for the project approved and executed by the project sponsor and project contractor must be submitted to the District.

2. Marine law enforcement and other vessels are eligible for a maximum of \$30,000 in initial District funding. All future replacement and maintenance costs of the vessel and related equipment will be the responsibility of the applicant.

3. Waterway related environmental education facility funding will be limited to those project elements directly related to the District's waterways.

(d) Phasing of Projects: Applications for eligible waterway projects may be submitted as a phased project where Phase I will include the design, engineering and permitting elements and Phase II will include the construction of the project. A description and cost estimate of the Phase II work will be submitted along with the Phase I application for Board review.

(2) Property Control: The site of a new proposed land-based development project shall be dedicated for the public use for which the project was intended for a minimum period of 25 years after project completion. Such dedication shall be in the form of a deed, lease, management agreement or other legally binding document and shall be recorded in the public property records of the county in which the property is located. This property control requirement also applies to a project site owned by another governmental entity. The governmental entity that owns the project site may be joined as a co-applicant to meet this property control requirement. Existing land based development projects that are being repaired, replaced or modified must demonstrate that the project site has been dedicated for public use for at least 25 years with at least 10 years remaining on the dedication document. Property shall also be deemed dedicated for public use if:

(a) The property has been designated for the use for which the project is intended (even though there may have been no formal dedication) in a plat or map recorded prior to 1940, or

(b) The project sponsor demonstrates that it has had exclusive control over the property for the public use for which the project is intended for a period of at least 30 years prior to submission of the application, or

(c) There is no ongoing litigation challenging the designated use of the property as shown on the plat or map, nor has there been any judicial determination contrary to the use by the public for the use shown on the plat or map.

(3) Permits: The project sponsor is responsible for obtaining and abiding by any and all federal, state and local permits, laws, proprietary authorizations and regulations in

## ATTACHMENT C

the development and operation of the project. Applicants for construction projects that include elements that require state or federal environmental permits will demonstrate that all required environmental permitting and proprietary authorizations will be completed by the District's final TRIM hearing. This demonstration will be by the submission of the required environmental permit(s) or by the submission of a letter from the agency(s) stating that a permit is not required. Should the environmental permitting element of an application for a construction project that includes elements that require state or federal permits or exemptions not be completed by the District's final TRIM hearing, the construction portion of the project will not be considered for funding. The District will not deviate from the funding schedule, whereby funding decisions are completed at the final TRIM hearing, to accommodate any application deficiency.

(4) Public Marina Qualifications: All public marina projects funded through this program shall include sewage pumpout facilities for vessels, unless the applicant can demonstrate that inclusion of such a facility is physically, operationally or economically impracticable. All public marina projects funded through this program shall have at least ten percent (10%) of their slips or mooring areas available for transient vessels. Public marina dockage rates shall be within market comparison of the dockage rates of other area marinas. Program funds to public marina projects shall not be utilized for replacement of the facilities if revenues generated by the facility are not allocated to the operation, maintenance and improvement of the public marina facility in accordance with s. Rule 66B-2.004(10). Certification that revenues generated by a marina facility are exclusively allocated to the operation, maintenance and improvement of the public marine facility will be required to be submitted with the application and, if approved, thereafter on an annual basis using form No. FIND 03-01 (effective date 3-3-04), hereby incorporated by reference and available from the District office.

(5) Final Decisions: The Board will make all final decisions on the eligibility of a project or specific project costs.

*Specific Authority 374.976(2) FS.*

*Law Implemented 374.976(1) — (3) FS.*

*History — New 12-17-90, Amended 2-6-97, Formerly 16T-1.008, Amended 5-17-98, 3-31-99, 3-5-00, 3-21-01, 7-30-02, 3-20-03, 3-3-04, 4-24-06, 4-15-07, 3-25-08, \_\_\_-\_\_-10.*

### **66B-1.009 - Project Administration.**

The District will appoint a project manager who shall be responsible for monitoring the project and the project agreement. The project manager shall also be responsible for approving all reimbursement requests. The project sponsor shall appoint a liaison agent, who will be a member of the eligible applicant's staff, to act on its behalf in carrying out the terms of the project agreement. Administration of the project will be as follows:

(1) Project Agreement: For each funded project, the District and the project sponsor will enter into a project agreement setting forth the mutual obligations of the parties concerning the project. The project agreement shall incorporate the applicable policies and procedures of the program as outlined in this rule. Project agreements will be for a two-year period with the possibility for one, one-year extension. Any request for a one-year extension of funding shall require submittal by the PROJECT SPONSOR of a request for extension to the DISTRICT no later than July of fiscal year two of the approved project. This request will then be considered by the DISTRICT Board, whose

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decision shall be final. In review of these requests, the Board will take into consideration the current status and progress of the project and the ability of the applicant to complete the project within one additional year.

(2) Matching Funds: The project sponsor shall clearly identify and enumerate the amount and source of the matching funds it will be using to match the program funds supplied by the District for an approved project. The project sponsor shall provide suitable evidence that it has the matching funds available at the time the project agreement is executed.

(3) Agreement Modification: All proposed changes to the project agreement must be submitted to the District in writing by the project sponsor accompanied by a statement of justification for the proposed changes. All project agreement amendments shall be approved by the District Board, except that the executive director may approve a minor project agreement amendment for a project within a county with the local District commissioner's concurrence. A minor project amendment shall not change the approved project's category nor result in a reallocation of more than 35% of the approved funding of the project among project elements. Project agreement amendments will not include a change to the approved project's location or a change in the approved project's purpose or project type. Agreed changes shall be evidenced by a formal amendment to the project agreement.

(4) Project Reporting: The liaison agent will submit quarterly reports to the project manager summarizing the work accomplished since the last report, problems encountered, percentage of project completion and other appropriate information. These reports shall continue throughout the length of the project period until completion of the project. The report shall be submitted on an Assistance Program Project Quarterly Status Report, Form 95-02 (effective date 7-30-02) hereby incorporated by reference and available at the District office.

(5) Reimbursement Requests: The liaison agent may submit periodic reimbursement requests during the project period. The project manager will approve or disapprove all reimbursement requests. The final payment of program funds will be made upon certified completion of the project.

(6) Project Inspection: Upon reasonable request, the project manager shall have the right to inspect the project and any and all records relating to the project.

(7) Project Completion: The project shall be completed within three (3) years of the beginning of the District's first fiscal year for which the project was approved. If the completion of a project is impacted by a declared state of emergency and the Board waives this rule section, the extension of time granted shall not exceed one additional three (3) year period.

(8) Project Completion Requirements: Upon completion of the project, the liaison agent shall provide the following to the project manager:

(a) A Project Completion Certificate, FIND Form No. 90-13 (effective date 7-30-02) hereby incorporated by reference and available from the District office, which certifies that the project was completed in accordance with the project agreement and the final project plans.

(b) A final reimbursement request accompanied by all required billing statements and vouchers.

## ATTACHMENT C

(c) Photograph(s) showing the installation of the sign required by Rule 66B-1.013, F.A.C.

(d) Photograph(s) of the completed project clearly showing the program improvements.

(9) Project Completion Review: The project manager will review the project completion package and will authorize or reject the final reimbursement payment which will include all retained funds from previous requests.

*Specific Authority 374.976(2) FS.*

*Law Implemented 374.976(1) FS.*

*History — New 12-17-90, Formerly 16T-1.009, Amended 3-21-01, 7-30-02.*

### **66B-1.011 - Reimbursement.**

The District shall release program funds in accordance with the terms and conditions set forth in the project agreement. This release of program funds shall be on a reimbursement only basis unless otherwise authorized by the Board. Board authorization shall only be given if the applicant can demonstrate that the project cannot be accomplished otherwise. The District shall reimburse the project sponsor for project costs expended on the project in accordance with the project agreement. However, the Board may approve the payment of all or a portion of the program funds upon the execution of the project agreement. Project funds to be reimbursed will require the submission of a Reimbursement Request Form and required supporting documents, FIND Form No. 90-14 (effective date 7-30-02) hereby incorporated by reference and available from the District office.

(1) Project Reimbursement: Project funds shall not be spent except as consistent with the project agreement cost estimate that was approved by the Board, which shall be an attachment to the project agreement. This cost estimate will establish the maximum funding assistance provided by the District and the percentage of funding provided by each party to the project. The District will pay the lesser of (1) the percentage total of project funding that the Board has agreed to fund, or (2) the maximum application funding assistance amount.

(2) Phase I Reimbursement: In accordance with these rules, reimbursement cannot be made on a Phase I application until a construction contract is executed by the applicant for the construction phase of the project. If the Phase I project is completed but a construction contract is not executed by the three (3) year project deadline, then the District shall only allow one (1) year from the Phase I project deadline to enter into the required construction contract before the Phase I funding is cancelled.

(3) Reimbursement Requests: All project costs shall be reported to the District and summarized on the Reimbursement Request Form. All requests for reimbursement shall include supporting documentation, such as billing statements for work performed and cancelled payment vouchers for expenditures made.

(4) Retainage: The District shall retain ten per cent of all reimbursement payments until final certification of completion of the project. The District shall withhold any reimbursement payment, either in whole or part, for non-compliance with the terms of this agreement.

(5) Advanced Payment: For those projects where the Board approves payment of project funds in advance, the project sponsor shall provide an accounting of the expended

## ATTACHMENT C

program funds prior to the expiration date of the contract. Any program funds not expended pursuant to the Project Agreement shall be reimbursed to the District.

*Specific Authority 374.976(2) FS.*

*Law Implemented 374.976(1) FS.*

*History — New 12-17-90, Formerly 16T-1.011, Amended 3-31-99, 7-30-02.*

### **66B-1.012 - Accountability.**

The following procedures shall govern the accountability of program funds:

(1) Accounting: Each project sponsor is responsible for maintaining an accounting system which meets generally accepted accounting principles and for maintaining such financial records as necessary to properly account for all program funds.

(2) Quarterly Reports: The project sponsor shall submit quarterly project status reports to FIND in accordance with subsection 66B-1.009(4), F.A.C.

(3) Completion Certification: All required final completion certification documents and materials as outlined in subsection 66B-1.009(8), F.A.C., of this rule shall be submitted to the District prior to final reimbursement of program funds.

(4) Auditing: All project records including project costs shall be available for review by the District, or by an auditor selected by the District, for 3 years after completion of the project. Any such audit expenses incurred shall be borne entirely by the project sponsor.

(5) Project Records: The project sponsor shall retain all records supporting project costs for three years after either the completion of the project or the final reimbursement payment, whichever is later, except that should any litigation, claim, or special audit arise before the expiration of the three year period, the project sponsor shall retain all records until the final resolution of such matters.

(6) Repayment: If it is found by any State, County, FIND, or independent audit that program funds have not been used in accordance with this rule and applicable laws, the project sponsor shall repay the misused program funds to the District.

*Specific Authority 374.976(2) FS.*

*Law Implemented 374.976(1) FS.*

*History — New 12-17-90, Formerly 16T-1.012, Amended 7-30-02.*

### **66B-1.013 - Acknowledgement.**

The project sponsor shall erect a permanent sign, approved by the District, at the entrance to the project site, which indicates the District's participation in the project. This sign shall contain the FIND logo. In the event that the project sponsor erects a temporary construction sign, this sign shall also recognize the District's participation. If the final product of the project is a report, study or other publication, the District's sponsorship of that publication shall be prominently indicated at the beginning of the publication. If the project results in an educational display, the District's logo and a statement of the District's participation in the project shall be contained in the display.

*Specific Authority 374.976(2) FS.*

*Law Implemented 374.976(1) FS.*

*History — New 12-17-90, Formerly 16T-1.013 Amended \_\_\_-\_\_-10.*

### **66B-1.014 - Small-Scale Spoil Island Restoration and Enhancement Projects.**

Proposals shall be accepted for the restoration or enhancement of spoil islands and natural islands within the District's waterways for recreational, navigational, educational,

## ATTACHMENT C

and environmental purposes. The applicable provisions of this rule apply to these applications with the following additions or exceptions:

(1) Application Procedure — A Request for Proposals procedure will be used to request proposals for consideration. Proposals shall follow the format described in FIND Document #03-02 Call for Proposals — Small-Scale Spoil Island Restoration and Enhancement Program, effective date 3-20-03, hereby incorporated by reference and available from the District office. Proposals may be submitted to the District and considered by the Board at any time during the year.

(2) Matching Funds - Small-scale spoil island restoration and enhancement may qualify for up to ninety percent (90%) program funds. The applicant's ten percent (10%) matching funds may include in-kind contribution pursuant to paragraph 66B-1.014(4)(b), F.A.C.

(3) Eligibility - All proposals must meet the following eligibility criteria to be considered for funding:

(a) Management Plan Compliance: Projects shall be in compliance with the provisions of any Spoil Island Management Plans or other management plans that govern the Project site.

(b) Property Control: The Project Sponsor must have written property rights on the Project site to construct and maintain the Project for a minimum of five years. Such property rights can be in the form of a lease, interlocal agreement, use agreement or other legal form approved by the District.

(4) Funds Allocation - Funds shall be allocated pursuant to Rule 66B-1.005, F.A.C., subject to the exceptions identified in this rule, and with the following additions:

(a) The District shall fund a maximum of up to \$7,500 per project, not to exceed \$22,500 per County, per fiscal year.

(b) The Project Sponsor may contribute in-kind construction labor; such in-kind construction labor costs will not be counted by the District as exceeding \$10.00 per hour. No administrative costs can be incorporated into the Project as Project costs.

(c) The funding provided by the District shall only be allocated for specific Project expenses such as construction materials, plant materials, herbicides, etc. The funding provided by the District shall not be allocated for parties, food or beverages.

(5) Hold Harmless Waiver - All volunteers, who are not government employees, shall sign a hold harmless waiver Form No. 02-01 (New 07-30-02) as approved by the District and hereby incorporated by reference and available from the District office.

*Specific Authority 374.976(2) FS.*

*Law Implemented 374.976(1) FS.*

*History — New 3-20-03, Amended 4-24-06.*

### **66B-1.015 - Small-Scale Derelict Vessel Removal Projects.**

Proposals shall be accepted for financial assistance for the removal of derelict vessels within the District's waterways. The applicable provisions of this rule apply to these applications with the following additions or exceptions:

(1) Application Procedure - Applications shall be submitted on a completed FIND Form No. 05-01 (Small-Scale Derelict Vessel Removal Program) (effective date 4-24-06), and FIND Form No. 01-06 (Small-Scale Derelict Vessel Removal Program - Project Cost Estimate), (effective date 4-24-06), hereby incorporated by reference and available

## ATTACHMENT C

from the District office. Applications may be submitted to the District and considered by the Board at any time during the year.

(2) The District shall only fund applicants that have identified derelict vessels to be removed and have a current bid for removal for such vessels, or have completed the removal of such vessels within the 6 months preceding the application, subject to eligibility under these program rules.

(3) The program must be sponsored by an eligible government agency or not-for-profit organization.

(4) District funding shall be limited to \$20,000 per county, per year, provided on a reimbursement basis only. The limitation on pre-agreement expenses may be waived by the Board in accordance with subsection 66B-2.005(3), F.A.C.

(5) The eligible applicant must provide the remaining matching funds for project completion. In no case shall the District's cost-share contribution exceed 75% of the total project costs. In-house project management or administration costs are not eligible costs or matching costs.

(6) The derelict vessel must be located in the District's Waterways, as defined in Rule 66B-2.003, F.A.C.

(7) The District shall be recognized when possible in all written, audio or video advertising and promotions as a participating sponsor of the program.

(8) The funding provided by the District shall only be allocated for removal of derelict vessels. The District is providing program reimbursement funds only and shall be held harmless with regards to the activities initiated by the applicant.

(9) The applicant shall be responsible for all maintenance, management, disposal and operating expenses associated with the program.

(10) Funds derived from the sale of any derelict vessels or vessel parts removed through this grant program must be reinvested into the applicant's derelict vessel removal program.

(11) The District Board shall make all final decisions concerning the provision of funding for this program.

*Specific Authority 374.976(2) FS.*

*Law Implemented 374.976(1) FS.*

*History — New 4-24-06, Amended 4-15-07, 3-25-08.*

**FY 2010**

**COOPERATIVE ASSISTANCE**

**PROGRAM**

**APPLICATION PACKAGE**

THE FOLLOWING FORMS, IN ADDITION TO THE REQUIREMENTS OF ITEMS 10 THROUGH 14 OF THE APPLICATION CHECKLIST, CONSTITUTE YOUR FORMAL APPLICATION.

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

ONE ORIGINAL AND ELECTRONIC ONE COPY OF YOUR APPLICATION IS REQUIRED.

## ATTACHMENT D APPLICANT TIPS SHEET

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

**Scheduling** – The new application is available by the 2<sup>nd</sup> week of January each year, and District funding is available AFTER October 1<sup>st</sup> of each year. Applicants should plan their schedule to avoid commonly missed deadlines: Application due – 1<sup>st</sup> of April; Property Control – 1<sup>st</sup> of June, Permits – 3<sup>rd</sup> week 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: Concentrate the District's cost-share into those items most related to the waterway.)*

**Pre-Agreement Expenses** - Rule 66B-1.005(3), F.A.C. requires any activity in the submitted project cost estimate occurring PRIOR to October 1<sup>st</sup> 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 1<sup>st</sup>. In this case, District funding will be limited as follows: Only 50% of the \$100,000 project cost prior to October 1<sup>st</sup> 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** – Each year ambitious applicants submit a myriad of information with their application. The Board must review and evaluate each application and each year we receive about 70 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!)*



**ATTACHMENT D-2  
APPLICATION CHECKLIST  
(To be completed by the Applicant)**

**This checklist and the other items listed below in items 1 through 14 constitute your application. The required information shall be submitted in the order listed.**

**Any additional information submitted by the applicant is subject to being removed from the package by District staff prior to presentation to the District Board because of reproduction and space considerations.**

**Two (2) copies of your application are required. One original copy and one electronic copy.**

**All information is required to be on 8 1/2" x 11" paper.**

**Maps and drawings may be on 8 1/2" x 14" paper and folded to 8 1/2" x 11" so that they may be folded out after being hole punched and bound in a book.**

**YES NO**

<b>1</b>	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)		
<b>2</b>	Applicant Info/Project Summary – D-1 (Form No. 90-12 1 page) ( <i>Form must be completed and signed</i> )		
<b>3</b>	Application Checklist – D-2 (Form No. 90-16, 2 pages) ( <i>Form must be signed and dated</i> )		
<b>4</b>	Project Information – D-3 (Form No. 90-12a, 1 page)		
<b>5</b>	Project Evaluation and Rating – D-4 <sub>(+)</sub> (Form No. 00-25 <sub>(+)</sub> ) ( <i>Form must be completed, proper attachment included</i> ) ( <b>No signatures required</b> )		
<b>6</b>	Project Cost Estimate – D-5 (Form No. 90-25, 1 page) ( <i>Must be on District form</i> )		
<b>7</b>	Official Resolution Form – D-6 (Form No. 90-11, 2 pages) ( <b>Resolution must be in District format and include items 1-6</b> )		
<b>8</b>	Attorney’s Certification (Land Ownership) – D-7 ( <b>Must follow format of Form No. 93-26, legal descriptions alone are not acceptable</b> )		
<b>9</b>	Project Timeline – D-8 (Form 96-11, 1 page)		

**ATTACHMENT D-2**  
**APPLICATION CHECKLIST**  
 (To be completed by the Applicant)

<b>10</b>	County Location Map		
<b>11</b>	City Location Map <i>(if applicable)</i>		
<b>12</b>	Project Boundary Map		
<b>13</b>	Site Development Map		
<b>14</b>	Copies of all Required Permits <i>(Required of development projects only)</i>		

The undersigned, as applicant, acknowledges that Items 1 through 13 above constitutes a complete application and that this information is due in the District office no later than 4:30 PM, April 01, 2010. By June 01, 2010 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 14 is due to the District no later than the final TRIM Hearing in September 2010. If the information in Item 14 is not submitted to the District office by the District's final TRIM hearing in September 2010, I am aware that my application will be removed from any further funding consideration by the District.

**APPLICANT:** \_\_\_\_\_ **APP. TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE - APPLICANT'S 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**

Applicant: \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_ FIND Funding Requested: \$ \_\_\_\_\_ % of total cost: \_\_\_\_\_

Amount and Source of Applicants Matching Funds: \_\_\_\_\_  
\_\_\_\_\_

Other (non-FIND) Assistance applied for (name of program and amount) \_\_\_\_\_  
\_\_\_\_\_

Ownership of Project Site (check one): Own: \_\_\_\_\_ Leased: \_\_\_\_\_ Other: \_\_\_\_\_

If leased or other, please describe lessor terms and conditions: \_\_\_\_\_  
\_\_\_\_\_

Once completed, will this project be insured against damage? \_\_\_\_\_ Explain: \_\_\_\_\_  
\_\_\_\_\_

Has the District previously provided assistance funding to this project or site? : \_\_\_\_\_

If yes, please list: \_\_\_\_\_  
\_\_\_\_\_

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): \_\_\_\_\_  
\_\_\_\_\_

How many additional ramps, slips, parking spaces or other public access features will be added by the completion of this project? (as applicable): \_\_\_\_\_  
\_\_\_\_\_

If there are fees charged for the use of this project, please denote. How do these fees compare with fees from similar public & private facilities in the area? Please provide documentation \_\_\_\_\_  
\_\_\_\_\_

**Please list all Environmental Resource Permits Required for this project:**

<u>Agency</u>	<u>Yes/ No N/A</u>	<u>Date Applied For</u>	<u>Date Received</u>
WMD	_____	_____	_____
DEP	_____	_____	_____
ACOE	_____	_____	_____
COUNTY/CITY	_____	_____	_____

## ATTACHMENT D-4

### COOPERATIVE ASSISTANCE PROGRAM

#### APPLICATION EVALUATION AND RATING WORKSHEET

The applicant is to complete this form by entering the project title, applicant name and answers to the applicable questions. **\*\*Do not answer with more than three sentences.\*\***

All applicants must answer a total of ten questions. All applicants will complete Attachment D-4 of the worksheet, which includes questions 1 through 6.

Each applicant will then complete **one and only one sub-Attachment** (D-4 A, B, C, D or E, questions 7-10) according to the applicant's project type in reference to Attachment B. The applicant should determine their project type (if the project incorporates more than one project type) by determining which project type is dominant in terms of project cost.

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

**APPLICATION TITLE:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

<b>CATEGORY &amp; RATING POINTS AVAILABLE</b>	<b>RATING POINTS</b>	<b>EVALUATION CRITERIA</b>
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**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 (0 to \_\_\_\_ points)











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**10) CONSTRUCTION MATERIALS:**

- a) **List the materials to be utilized for this project. What is the design life of the proposed materials?**
  
- b) **Describe any recyclable material to be utilized. How does the recyclable material (if any) compare to other available material?**
  
- c) **Identify any unique construction materials that may significantly alter the project costs.**

*(For reviewer only)*  
*(0-3 points)*

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**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 0 points. A score of 35 points or more is required to be considered for funding.)

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



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**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)*  
*(0-2 points)*

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**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)*  
*(0-3 points)*

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**10) PROJECT GOALS:**

**a) What are the long-term goals of this project as it relates to the ICW?**

*(For reviewer only)*  
*(0-2 points)*

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**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 0 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)

**ATTACHMENT D-4C**  
**COOPERATIVE ASSISTANCE PROGRAM**  
**APPLICATION EVALUATION AND RATING WORKSHEET**  
**LAW ENFORCEMENT & BOATING SAFETY PROJECTS**

THIS ATTACHMENT IS TO BE COMPLETED IF YOUR PROJECT IS A LAW  
ENFORCEMENT OR BOATING SAFETY PROJECT

**CATEGORY  
& RATING  
POINTS  
AVAILABLE**

**RATING  
POINTS**

**EVALUATION CRITERIA**

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**7) VIABILITY:**

a) Describe how project will address particular public health, safety, or welfare issues of the Navigation District's Waterways.

b) Does the project provide significant benefits or enhancements to the District's Waterways?

*(For reviewer only)*  
*(0-3 points)*

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**10) EDUCATION:**

**a) What are the educational benefits (if any) of this proposed project?**

**b) How does the project or program provide effective public boating education?**

*(For reviewer only)*  
*(0-3 points)*

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**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 0 points. A score of 35 points or more is required to be considered for funding.)

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



**8) PUBLIC ACCESS:**

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

*(For reviewer only)*  
*(0-3 points)*

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**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)*  
*(0-2 points)*

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**10) PROJECT FUNDING:**

a) **List the additional funding sources for this project. What is the status of these funding sources?**

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

*(For reviewer only)*  
*(0-2 points)*

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**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 0 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 EVALUATION AND RATING WORKSHEET**  
**BEACH RENOURISHMENT PROJECTS**

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

**CATEGORY  
& RATING  
POINTS  
AVAILABLE**

**RATING  
POINTS**

**EVALUATION CRITERIA**

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**7) WATERWAY RELATIONSHIP:**

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

*(For reviewer only)*  
*(0-4 points)*

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**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)*  
(0-4 points)

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**9) PUBLIC BENEFITS:**

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

**b) Is there adequate public access to the project area?**

*(For reviewer only)*  
(0-2 points)

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**ATTACHMENT D-4F**

**EMERGENCY RE-CONSTRUCTION**

**COOPERATIVE ASSISTANCE PROGRAM**

**APPLICATION EVALUATION AND RATING 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.**

<b>CATEGORY &amp; RATING POINTS AVAILABLE</b>	<b>RATING POINTS</b>	<b>EVALUATION CRITERIA</b>
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**11 (extra) STORM DAMAGE EVALUATION:**

- a) **Is this project a previously funded FIND grant project?**
  
- b) **Detail the other funding mechanisms and financial assistance that will be applied to defray the reconstruction costs or damage repair.**

*(For reviewer only)  
(0-3 points)*



**ATTACHMENT D-6  
RESOLUTION FOR ASSISTANCE  
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-7

### ATTORNEYS CERTIFICATION OF TITLE (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

**ATTACHMENT D-8**  
**COOPERATIVE ASSISTANCE PROGRAM**  
**PROJECT TIMELINE**

**Project Title:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

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

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