

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Land and Water Conservation Fund Grant Application for
a segment of Lake Monroe Loop Trail

DEPARTMENT: Public Works **DIVISION:** Engineering / Special Projects

AUTHORIZED BY: *W. Gary Johnson* **CONTACT:** Cindy Matheny **EXT.** 2095
W. Gary Johnson, P.E., Director Jerry McCollum, P.E., County Engineer

Agenda Date 03/23/04 **Regular** **Consent** **Work Session** **Briefing**
Public Hearing – 1:30 **Public Hearing – 7:00**

MOTION/RECOMMENDATION:

Approval to submit and authorization for the County Engineer to sign the Land and Water Conservation Fund (LWCF) Grant Application for a portion of the eastern segment of the Lake Monroe Loop Trail (Sanford Riverwalk Extension).

District 5 – Commissioner McLain (Cindy Matheny)

BACKGROUND:

Staff is requesting authorization to submit a grant application in the amount of \$200,000 to the Land and Water Conservation Fund Program administered by the Department of Environmental Protection. The application would propose construction funding for a portion of the eastern segment of the planned Lake Monroe Loop (Sanford Riverwalk Extension) Trail extending from Seminole Boulevard to Sanford Memorial Stadium.

The closing date for the grant application is March 31, 2004. Notice of rankings and awards are anticipated to occur over the following six months. If successful, acceptance of the grant would require Board action. At that time, staff anticipates that updated plans and reduced cost estimates for another trails project will allow currently budgeted funds to be made available for the necessary County 50% match (\$200,000).

Attachment: Summary Excerpt of Draft Grant Application

Reviewed by:
Co Atty: *SL*
DFS: _____
Other: _____
DCM: *MM*
CM: *JS*
File No. CPWE04

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
LAND AND WATER CONSERVATION FUND PROGRAM
2003-2004 GRANT APPLICATION PACKET

INTRODUCTION

The Land and Water Conservation Fund Program (LWCF) provides grants to local governmental entities to acquire or develop land for public outdoor recreational purposes. The program is administered by the Florida Department of Environmental Protection (DEP), Division of Recreation and Parks on behalf of the U.S. Department of the Interior, National Park Service (NPS). Grant applications are evaluated according to policies and procedures described in Chapter 62D-5, Part VII, Florida Administrative Code (F.A.C.). This is commonly known as the LWCF Rule. All applicants should be familiar with these policies and procedures. This packet is designed to assist all applicants in presenting the necessary information needed for DEP to evaluate proposed grant applications.

GENERAL APPLICATION INFORMATION

Please submit the application in a SOFT COVER 3 prong binder (please, no HARD 3-ring binders). To facilitate the review and scoring process, tab all support documents or attachments according to Part III of this application. We appreciate your cooperation.

A request for financial assistance must be for acquisition or development of land for public outdoor recreational purposes. An **acquisition** project approved for funding must be acquired within one (1) year of the effective date of the project agreement and must be developed for public use within three (3) years of completion of acquisition. An approved acquisition project, will require a self contained narrative appraisal(s), title search, and, if applicable, a mean or ordinary high water survey prior to project commencement. The appraisal(s) will be reviewed by a fee appraiser under contract with DEP's Division of State Lands. Payment of appraisal review fees will be the responsibility of the grantee and will be made by the grantee immediately upon and pursuant to direction of the Bureau of Design and Recreation Services. These expenses are not eligible for reimbursement under the LWCF program. If the proposed project is approved at the state level, and the property must be acquired prior to NPS approval, a waiver of retroactivity must be obtained from DEP to ensure eligibility of the project. Granting of a waiver does not imply funding will be granted.

A **development** proposal should consist of the complete or partial development of the project site. The grantee shall have up to three (3) years from the effective date of the project agreement to complete the project. A development project, when completed, must be a useable recreation area. A development application may consist of one improvement or a group of related improvements designed to provide primary facilities for outdoor recreation. Secondary or support facilities and improvements for access, safety and protection of the project visitors are viable project components but should not dominate the proposed project. Primary facility costs must be equal to or greater than fifty percent of the total project cost. Support facilities alone do not constitute an eligible project, except projects which provide or improve beach access. Eligible facilities are described in the LWCF Rule.

Applicants receiving LWCF funds will be required to have a LWCF Grants-in-Aid Manual. This will be provided by DEP on CD Rom.

The applicant must take steps to assure that small and minority owned businesses are utilized when possible. Contracts between the grantee and contractors must allow DEP auditors access to records relating to the grant project.

Maximum Grant Funds an Applicant may Request for FY 2003-2004: \$200,000

The matching ratio is one applicant dollar to one program dollar for all LWCF grant awards (50% / 50%).

Please refer to Chapter 62D-5.070 (6), F.A.C. for complete information on match requirements and match types.

EVALUATION PROCESS

Following DEP staff review of the applications, DEP will notify applicants of any deficiencies. Missing or incomplete documentation will usually constitute a deficiency. Applicants must submit requested deficiency information within fifteen (15) working days from date of deficiency notification. After the deficiency period, DEP ranks all eligible applications in accordance with the evaluation criteria set forth in the LWCF Rule. **ANY APPLICATIONS SUBMITTED WITHOUT EXHIBITS BEING TABBED, WILL BE SENT BACK TO THE APPLICANT AS DEFICIENT, AND ASKED TO BE TABBED.**

APPLICATION SUBMISSION INFORMATION

Applicants must submit proposals for LWCF grants on application form FPS-A047. DEP evaluates applications on the basis of the information provided by the applicants, except where such data is superseded by official DEP information. Failure by an applicant to present all required application information and documentation may result in the application being declared ineligible for funding consideration. Failure by an applicant to provide accurate information and documentation relating to the evaluation criteria for the proposed project set forth in the LWCF Rule may result in a loss of points for the applicant's competitive score.

Applicants must submit **FOUR copies** (1 original and 3 copies) of the completed application and all supporting documents during the announced submission period of March 1, 2004 through March 31, 2004. Applications must be postmarked **NO LATER THAN March 31, 2004**, and submitted to:

DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF RECREATION AND PARKS
BUREAU OF DESIGN AND RECREATION SERVICES
3900 COMMONWEALTH BOULEVARD, MAIL STATION 585
TALLAHASSEE, FLORIDA 32399-3000

If questions arise while preparing the application, please contact the Division of Recreation and Parks at 850/488-7896 or SUNCOM 278-7896.

**If you plan to prepare this document by retyping or downloading it to your computer, the language and format used must exactly match this application. You may request an electronic application by emailing:
Jorri.Bright@dep.state.fl.us**

In accordance with the LWCF Act, available program funds for fiscal year 2003-2004 are contingent upon an annual appropriation to each State by Congress.

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
LAND AND WATER CONSERVATION FUND

(DEP USE ONLY)

RECEIVED: _____

POSTMARKED: _____

APPL. NO.: _____

PART I - GENERAL INFORMATION

A. APPLICANT INFORMATION

1. Name of Applicant: Seminole County
 2. Federal Employer Identification Number: 59-6000-856
 3. Population: 365,196 4. Current Operating budget: 562,186,611
(This is the operating budget for the city, county or other legally constituted governmental entity, not just the department budget.)
 5. Contact Person: Cindy Matheny Title: Principal Coordinator
The contact person should be someone who will be in direct contact with DEP and is responsible for administering the grant if awarded.
- Address: Street/PO Box: 1101 E. First St
- City/State: Sanford FL Zip Code: 32771
- Telephone: (407) 665-2095 FAX: (407) 665-5772 E-mail: cmatheny@seminolecountyfl.gov

If project is not funded, please check here if grantee wishes to receive application back.

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant. **(Attach a letter from the City or County Manager or a resolution giving authorization to apply for this grant.)**

Signature of Authorized Representative

Date

B. PROJECT INFORMATION

1. Name of Project: Lake Monroe Loop Trail – Mellonville Segment
 2. a. Project Type (Check One): Project cannot be a combination of acquisition and development
 - Acquisition: _____
 - Development: X On land owned by applicant
 - _____ On land leased to applicant by another public agency
- Date lease expires: _____

Development projects must be under site control (owned by deed or leased from another public agency for a minimum of 25 years from application and renewable in perpetuity) by the close of the submission period, March 31, 2004. School board property is ineligible. Include a copy of the site control documents (e.g., deed, lease, etc.) and a completed *Attorney's Certification of Title* on page 4 of this application.

(Please Tab as Exhibit "L")

3. Project Location: Street Address: N/A Project is within public road right-of-way
City Sanford County FL Zip Code: 32771

If the project is not located in a city, list the city nearest to the project site.

4. Legislative Districts in which the Project Site is located: *These should be the districts in which the proposed project site is located. If you are not sure of the districts, contact your local office of the Supervisor of Elections.*

State Senator Lee Constantine Senate District Number 22

State Representative Sandra Adams House District Number 33

5. Congressional District in which the project is located:

U.S. Congressman Corrine Brown Congressional District Number 3

6. Briefly describe the physical characteristics of the project site. Include:

- Land Resources – The proposed project is a 12-foot wide paved multi-use trail within the right-of-way of Mellonville Avenue, a collector roadway. This portion of Mellonville Avenue is located within a developed urban area consisting primarily of residential and public uses. There is an existing 4-5 foot wide sidewalk and attendant landscaping within the project site.
- Water Resources – N/A
- Vegetation, Fish and Wildlife – N/A
- Historical/Archaeological Resources – N/A
- Previous Land Usage – This portion of the right-of-way currently is used for a sidewalk and landscaping.
- Transportation Access – The site is immediately adjacent to Mellonville Avenue, a 2-lane collector road, and is intersected by several local roads serving residential areas and a public elementary school. The site also is reached via existing sidewalks and connects to the eastern terminus of the City of Sanford's Riverwalk project along the shore of Lake Monroe.
- Other Pertinent Information – The project is an important segment of the planned Lake Monroe Loop Trail which will connect Seminole County and Volusia County trails at the east and west ends of Lake Monroe, and also includes the City of Sanford's Riverwalk trail, extending approximately 5.5 miles along the shore of Lake Monroe. The segment will provide trail access to developed residential areas, Sanford's Historic Memorial Stadium, an elementary school, and several other public facilities.

C. FINANCIAL INFORMATION

Total Project Cost (Line F) must equal the grant request (Line A) plus the total local funds available (Line E). This figure (Line F) should not total more than \$400,000 for the purpose of this application.

1. LWCF Funds Requested: Line A \$ 200,000

2. Local Funds Available:

a. Cash: Line B \$ 200,000

b. In-Kind Line C \$ _____

c. Land Value Line D \$ _____

(Only the value of donated real property is eligible as match and applicant must Not have taken title yet unless a waiver of retroactivity has been granted by DEP)

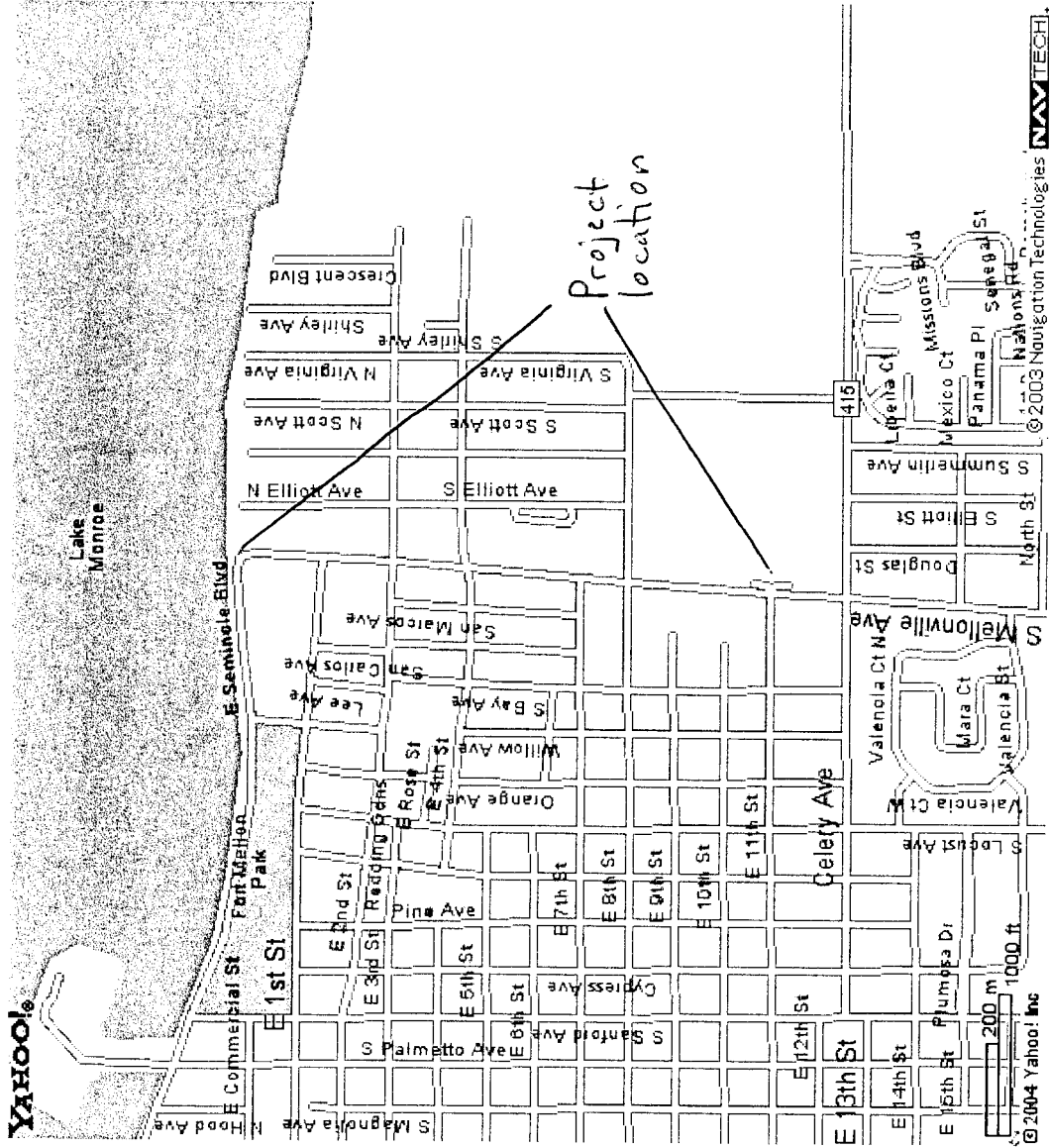
Total Local Funds Available Line E \$ 200,000

Sum of lines B, C, and D

3. Total Cost of Proposed Project Line F \$ 400,000

Sum of lines A and E

4. Project Cost Estimate (COMPLETE ONLY FOR DEVELOPMENT PROJECTS): *The project cost estimate break down is on the following page of this application. If donated land value is used as match, it should be included under primary cost. Primary costs include all recreation facilities and opportunities. Primary cost must be equal to or greater than fifty percent of the total cost. Attach a separate sheet if needed. Remember to include each element in your conceptual site plan. Submit a conceptual site plan displaying the areas and facilities to be developed as proposed on page 6 of this application. The site plan must correlate with the project boundary map and cost estimate. The site plan must CLEARLY DELINEATE between facilities/opportunities currently existing, facilities proposed for funding (page 6) in this application and facilities planned for future development. Please color code your site plan to indicate facilities that are existing, proposed for funding and planned for future development (not in this project.)*
(Please Tab As Exhibit "H")



When using any driving directions or map, it's a good idea to do a reality check and make sure the road still exists, watch out for construction, and follow all traffic safety precautions. This is only to be used as an aid in planning.

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