

APPLICATION CHECKLIST

Please use this list to make sure that all applicable and all required documentation is included. To facilitate review and scoring, please tab all exhibits. **ANY APPLICATIONS SUBMITTED WITHOUT EXHIBITS BEING TABBED, WILL BE SENT BACK TO THE APPLICANT AND ASKED TO BE TABBED AS REQUESTED BELOW OR WILL BE CONSIDERED INELIGIBLE.** Attach supporting documents at the end of the application in alphabetical order as follows:

WHEN ASKED TO SUBMIT MULTIPLE DOUMENTS APPLICATION WILL NOT RECEIVE POINTS IF ALL DOCUMENTS ARE NOT SUBMITTED.

<i>Application Item - If Applicable</i>	<i>Development & Trails Projects</i>	<i>Acquisition Projects</i>	<i>Tab as Exhibit</i>
<i>NOTE: Three (3) copies of the completed and signed application and all supporting documents must be submitted before September 15, 2009. (1 original and 2 copies).</i>	✓	✓	<i>Please use a soft covered binder. (No Hard 3-ring binders)</i>
<i>A. 1) A letter from the agency's chief administrator certifying the five year capital improvement schedule is officially adopted and the date adopted and 2) a copy of the Capital improvements schedule OR 1) a copy of a fully executed resolution amending the existing schedule to include the proposed project. Designate proposed project by name, date and year.</i>	✓	✓	A
<i>B. SCORP objectives support documentation --Written response to Part III, Item 2A on page 11 of this application. Include a brief narrative explaining how the project implements one or more of the outdoor recreation goals and objectives as listed in the 2000 SCORP. Provide quotations or other appropriate references with explanation to justify the correlation.</i>	✓	✓	B
<i>C. Public participation documentation:</i>			
<i>1. Copy of public meeting advertisement for SOLE PURPOSE of discussing the project. Advertisement must state where and when advertised</i>	✓	✓	C1
<i>----- 2. Minutes of REGULARLY SCHEDULED advisory board meeting.</i>	✓	✓	C2
<i>----- 3. Documentation of presentation to community groups (minutes, letter of thanks from organization, etc.) OR... A copy of the survey and summary of the results as they relate to the proposed project. (Support letters are not acceptable for points)</i>	✓	✓	C3

Application Item - Required	Development Project	Acquisition Project	Tab as Exhibit
<i>D. Documentation of ability to support programming and maintenance of project site. Provide a copy of an agency organizational chart AND an explanation of ability to provide development, programming and maintenance.</i>	✓	✓	D
<i>E. Copy of cooperative agreement between applicant and a private or public nonprofit entity with the applicant holding the lead managing responsibility.</i>	✓	✓	E
<i>F. Excerpts of the Recreation/Open Space element of the local comprehensive plan identifying needed acreage. Please provide and highlight excerpt which indicates needed number of acres and provide how much acreage local government already controls.</i>		✓	F
<i>G. Conceptual site plan for development of the project area: Submit a conceptual site plan displaying the areas and facilities to be developed as proposed in the scope of the application. The site plan must correlate with the project area identified in the project boundary map and cost estimate. The site plan must CLEARLY DELINEATE between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. Please color code your site plan to indicate facilities that are existing, proposed for funding and planned for future development (not in this project). Also identify FRDAP & LWCF phases.</i>	✓ Please identify different funding phases	✓ Use only if requesting trail connectivity points.	G
<i>H. Excerpts of the Connecting Florida's Communities with Greenways and Trails.</i>	✓ Trails Only		H
<i>I. Letter from the Office of Greenways & Trails documenting project is located on or connects with a designated State of Florida Greenway or Trail.</i>	✓ Trails Only		I
<i>J. Copy of Regional or Local Governmental adopted Greenway Plan</i>	✓ Trails Only		J

Application Item - Required	Development Projects	Acquisition Projects	Tab as Exhibit
<p>K. Boundary map of the project area: Submit a boundary map of the project area. The map must provide a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Plat maps may be accepted if the above criteria are identified. Aerial photographs are accepted as boundary maps, as long as the boundaries are identified..</p>	✓	✓	K
<p>L. Photographs of the project area: Submit color, on-site photographs sufficient to depict the physical characteristics of the project area. Provide color photographs for all three copies of your application. Aerial photographs are requested, but not required. Please mark an approximate boundary of the project site and note major roads and/or landmarks on the aerial photo. (Note this is not the boundary map).</p>	✓	✓	L
<p>M. Location map and directions: Submit a detailed street, road or highway map precisely locating the project site. Also, provide clear and concise written driving instructions from the nearest federal or state highway. NOTE: Please confirm that street names listed in the written directions are the same as those posted on street signs in the area. Please do not use Map Quest or any other computer mapping program for this.</p>	✓	✓	M
<p>N. Site Control (e.g. , deed, lease): 1) Submit a copy of the site control documents (e.g., deed, lease, etc) 2) If only have a Quit Claim Deed, please submit the deed and also a 30 year title search by the grantee's attorney proving the grantee owns the property. <u>Site control must be effective by the close of the submission period (September 15, 2009)</u></p>	✓ ✓		N
<p>O. Request for Match Waiver/REDI Form: If eligible for the Rural Economic Development Initiative Match Waiver, submit Request for Match Waiver.</p>	✓	✓	O