



**WATERWAYS ASSISTANCE PROGRAM**  
**APPLICATION PACKAGE**  
**Part 2. Attachment E**



**Florida**  
**Inland**  
**Navigation**  
**District**

**FY 2025-2026**

**WATERWAYS ASSISTANCE PROGRAM  
APPLICATION PACKAGE  
Part 2. Attachment E**

**SUBMIT THE APPLICATION INFORMATION IN  
THE ORDER LISTED ON THE CHECKLIST.  
(See Attachment E-1)**

**Applications must be received by the District by 4:30 p.m. on March 28, 2025.**

**Application Submission:**

Electronic copies: two separate PDF files per instructions):

**PDF #1: Items 1-8 and PDF #2: Items 9-11**



Electronic submission via email to:

**[CKelley@aicw.org](mailto:CKelley@aicw.org)**

(pdf file size 15MB or less)

**Application must be received by the deadline, no exceptions.**

# Attachment E - Applicant Tips Sheet

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

### SCHEDULING

The new application is available by January each year, and District funding is available AFTER October 1st of each year. Applicants should plan their schedule to avoid commonly missed deadlines: Application due – 28<sup>th</sup> of March; Property control/Technical sufficiency items – 14<sup>th</sup> of May, Permits – 16<sup>th</sup> of September. (Staff suggestion: Begin to secure property control and permits PRIOR to applying for funding.)

### PROPERTY CONTROL VERIFICATION

Please have your attorney complete and sign the form in the application verifying applicant property control. In the case of leases or management agreements, please forward a copy to the District well in advance of the deadline to verify consistency with our program rules. (Staff suggestion: Resolve this requirement outside the application “window”.)

### PROJECT COSTS ELIGIBILITY

Please note the eligible project costs in Rule Section 66B-2.008, F.A.C. If you are not sure about an item's eligibility, ask! Note: Any ineligible cost, including in-house project management and administration, is also 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 send it to our office well before the deadline.)

### 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. (Staff suggestion: You may want to organize project elements in a certain manner for easier accounting.)

### PRE-AGREEMENT EXPENSES

Rule 66B-2.005(3), F.A.C. requires any activity in the submitted project cost estimate occurring PRIOR to October 1st to be considered as pre-agreement expenses. The Board's past philosophy has been to fund only those projects that require District funding assistance to be completed. It is best to avoid pre-agreement expenses if possible. Note: Pre-agreement expenses must be limited to 50% or less of the total project costs, and they are eligible for only ½ of the original District funding. (Example: A project with a total cost of \$200,000 is Board-approved for one-half construction PRIOR to October 1st. In this case, District funding will be limited as follows: Only 50% of the \$100,000 project cost prior to October 1st is eligible as project expenses (i.e. \$50,000). Then only ½ of the eligible project expenses (\$50,000) are eligible for District funding assistance (i.e. \$25,000).

### SUBMITTED MATERIALS & JUNE PRESENTATION

The Board must review and evaluate every application and each year we receive about 90 applications for consideration. The final product for the Board's review is two 8-1/2" x 11" spiral-bound notebooks containing the essential information for the application. NOTE: Make sure your final submitted material is the same material you will be presenting to the Board at our June meeting. This will avoid confusion and strengthen your presentation. (Staff suggestion: Limit the submitted materials to the requested information, in the required format and make sure it is consistent with your June presentation. Do not submit additional material at the June presentation!)

### ELECTRONIC SUBMISSIONS

Grant applications are ONLY being accepted by email. Grant applications shall be submitted via email as two (2) pdf attachments (15mb max size and see attachment instructions on the next page). Make sure to label your pdf attachments with the applicant and project title. You will receive a confirmation email letting you know that your application has been received. Email your completed application to [CKelley@aicw.org](mailto:CKelley@aicw.org)

**ATTACHMENT E-1**  
**Waterways Assistance Program FY2025**  
**Applicant Checklist**

Project Title:	
Applicant:	

This checklist and the other items listed below in items 1 through 11 constitute your application. The required information shall be submitted in the order listed.

Electronic copies (2 separate PDF files per instructions – PDF File 1: Items 1-8, PDF File 2: Items 9-11) shall be emailed (15mb maximum file size) to CKelley@aicw.org. Applications must be received by the deadline, no exceptions.

		<u>YES</u>	<u>NO</u>
1.	District Commissioner Review (prior to March 4th) <b>(NOTE: For District Commissioner initials ONLY!) (District Commissioner must initial the yes line on this checklist for the application to be deemed complete)</b>	_____	_____
2.	Application Checklist Attachment E-1 (Form No. 25-10, 2 pages) <b>(Form must be signed and dated)</b>		
3.	Application and Evaluation Worksheet Attachment E-2 (Form No. 25-15) <b>(First Page of Form Must be Signed)</b>		
4.	Project Cost Estimate Attachment E-3 (Form No. 25-20, 1 page) <b>(Must be on District form)</b>		
5.	Project Timeline Attachment E-4 (Form No. 25-25, 1 page)		
6.	County/City Location Map		
7.	Project Boundary Map		
8.	Clear and Detailed Site Development Plan Map		

**Continued on Next Page**

**YES**

**NO**

- 9. Official Resolution Form Attachment E-5 (Form No. 25-30, 2 pages)(Resolution must be on District Form and includes items 1-6)
- 10. Attorney's Certification (Land Ownership) Attachment E-6 (Form No. 25-35, 1 page)
- 11. Copies of all Required Permits: ACOE, DEP, WMD (Requirement of Construction & Dredging Projects)

The undersigned, as applicant, acknowledges that Items 1 through 11 above constitutes a complete application and that this information is due in the District office no later than 4:30 PM, March 28, 2025. By May 14, 2025, 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 11 is due to the District no later than September 16, 2025. If the information in Item 11 is not submitted to the District office by September 16, 2025, I am aware that my application will be removed from any further funding consideration by the District.

_____	_____
Print Liaison Name	Title
_____	_____
Liaison Signature	Date

**FIND OFFICE USE ONLY**

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

Local FIND Commissioner Review \_\_\_\_\_

All Required Supporting Documents: \_\_\_\_\_

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

Project Eligibility \_\_\_\_\_ Available Score: \_\_\_\_\_

Compliance with Rule 66B-2 F.A.C.: \_\_\_\_\_

Eligibility of Project Cost: \_\_\_\_\_

# ATTACHMENT E-2

Waterways Assistance Program FY2025

## Application and Evaluation Worksheet

Local Sponsor:	Department:
Project Title:	Use "Phase I" for Design Projects. Use "Phase II" for Construction if you received FIND funding for Phase I Work.
Project Director:	Email:
Grant Liaison: (If Different from Director)	Email:
Mailing Address:	
City:	Zip Code:
Phone Number:	
Project Address:	
Requested FIND Funding:	
Eligible Matching Funds Amount:	
Match Percentage:	
Total Project Costs:	
Applicant's Funding Source:	

\_\_\_\_\_  
\*\*Applicant Signature Certifying the Above Information\*\*

\_\_\_\_\_  
Print Name

### Project Summary: Maximum 200 Words

CAM #25-0257

Exhibit 1

1. Priority Category:
  - a) Choose one priority category of this project from the application instructions based upon the predominant cost of the project elements.

b) Explain how the project fits into this priority category

- c) Explain how the project relates to the District's Waterways and the mission of the Florida Inland Navigation District.

2. Ownership of Project Site:

Own      Leased      Other

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

3. Has the District previously provided assistance funding to this project or site?

Yes      No

4. If yes, please list the project name, number and funding amount received:

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

6. How many additional ramps, slips, parking spaces or other access features will be added by this project, and what is the approximate number of registered vessels estimated to use the constructed project?







**10. a) Construction**

This question is to be answered only if this application is for a **Construction** project.

In the summary box at the bottom of this page, please address each of the bullet points listed below to maximize your score for this competitive grant application.

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**PERMITTING:**

- Have all required environmental permits been applied for? (USACE, DEP and WMD) If permits are NOT required, explain why not.
- Detail any significant impediments that may have been identified that would potentially delay the timely issuance of the required permits.
- For Phase I design, permitting, and engineering projects, please provide a general cost estimate for the future Phase II construction work.

**CONSTRUCTION TECHNIQUES:**

- What is the design life of the project and proposed materials?
- What considerations, if any, have been made for storm surge and hurricane impacts in the design and life span of this project?

**Construction Project:** Maximum 200 Words (Address all bullet points above)

**10. b) Environmental Education**

This question is to be answered only if this application is for an **Environmental Education** project.

In the summary box at the bottom of this page, please address each of the bullet points listed below to maximize your score for this competitive grant application.

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**DILIGENCE:**

- Who is the primary target audience or user group for the project and how were they identified?
- How have the needs of the target audience been evaluated and met?
- How many people will the program serve on an annual basis? What will be the measurable results?
- Describe the materials and project deliverables to be produced by this project.
- Describe the plan for dissemination of the materials produced through the project,

**EXPERIENCE & QUALIFICATIONS:**

- Please briefly describe the qualifications of the program administrator(s), including prior experience, and areas of expertise.
- What previous projects of this nature have been completed by the program manager?

**PROJECT GOALS:**

- What are the long-term goals of this project as it relates to the ICW?
- What is the expected duration/frequency of this program?

**Environmental Education Project:** Maximum 400 Words (Address all bullet points above)

**10. c) Law Enforcement and Boating Safety Projects**

This question is to be answered **only** if this application is for **Law Enforcement and Boating Safety** projects.

In the summary box at the bottom of this page, please address each of the bullet points listed below to maximize your score for this competitive grant application.

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**WATERWAY RELATIONSHIP:**

- Describe how the project will enhance boating access, safety, or enforcement efforts on the waterway, and address the identified needs or benefits for public safety.

**EXPERIENCE & QUALIFICATIONS:**

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

**DELIVERABLES:**

- Describe the project deliverables and why this particular law enforcement vessel, equipment or facility improvements was selected or are necessary.

**AREA OF COVERAGE**

- What is the range or area of coverage for this project?

**Law Enforcement and Boating Safety Project: Maximum 200 Words (Address all bullet points above)**

**10. d) Inlet or Public Navigation**

This question is to be answered **only** if this application is for an **Inlet or Public Navigation** dredging project.

In the summary box at the bottom of this page, please address each of the bullet points listed below to maximize your score for this competitive grant application.

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**WATERWAY RELATIONSHIP:**

- Will the project inhibit sediment inflow into, or reduce the dredging frequency of the Intracoastal Waterway channel?
- How does the project directly benefit the Intracoastal Waterway channel?
- Identify any long-term sedimentation problems and briefly discuss any methods or activities that will address these issues.

**PUBLIC ACCESS**

- Describe in brief detail how the project will enhance public access to or from the Intracoastal Waterway? List the upstream publicly accessible facilities with improved access because of this project.

**BENEFICIAL PROJECT ELEMENTS:**

- Describe any economic benefits to be realized by implementing this project.

**PROJECT MAINTENANCE:**

- When was this area last dredged? What is the expected frequency of future dredging? Where will the dredged material be relocated to?

**Inlet or Public Navigation Project:** Maximum 200 Words (Address all bullet points above)

**10. e) Beach Renourishment**

This question is to be answered **only** if this application is for a **Beach Renourishment** project.

In the summary box at the bottom of this page, please address each of the bullet points listed below to maximize your score for this competitive grant application.

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**WATERWAY RELATIONSHIP:**

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

**VIABILITY:**

- Is the project site defined as critically eroded area by a statewide beach management plan?
- Cite the quantifiable rate of erosion in this area.
- Is the project an important component of an overall beach management effort?

**PUBLIC BENEFITS:**

- Are there quantifiable public benefits demonstrated by the project?
- Is there adequate public access to the project area? Please describe location and amount.

**PROJECT FUNDING:**

- Describe any assistance funding from other sources.
- Clarify the availability of long-term funding for this project.

**Beach Renourishment Project:** Maximum 200 Words (Address all bullet points above)

**11. Disaster Relief**

This question is to be answered only if this application is for repairs/construction of waterways facilities damaged by a declared natural disaster.

In the summary box at the bottom of this page, please address each of the bullet points listed below to maximize your score for this competitive grant application.

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**STORM DAMAGE EVALUATION:**

- List the State of Emergency declaration order or proclamation & the name and date of the storm/event. [Pursuant to State of emergency declared under Chapter 252, F.S.]
- Describe the extent of the damage that was caused due to the storm/event and any Construction/Resiliency Improvements planned for the project.
- What is the current status of your FEMA paperwork for the project?

**PROJECT FUNDING:**

- Describe the other funding mechanisms and financial assistance that will be applied to defray the reconstruction costs or damage repair

**Disaster Relief Project:** Maximum 200 Words (Address all bullet points above)





**ATTACHMENT E-4**  
**Waterways Assistance Program FY2025**  
**PROJECT TIMELINE**

<b>Project Title:</b>	
<b>Applicant:</b>	

The applicant is to present a detailed timeline on the accomplishment of the components of the proposed project including, as applicable, completion dates for: permitting, design, bidding, applicant approvals, initiation of construction and completion of construction. NOTE: All funded activities must begin AFTER October 1<sup>st</sup> or be consistent with Rule 66B-2.005(3) - Pre-agreement expenses.

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