

ST. AUGUSTINE PORT, WATERWAY & BEACH DISTRICT APPLICATION FOR ASSISTANCE SCHEDULE

FIND Matching and Major Funding Requests

December 1 st	Application due to District Secretary and reviewed for completeness. District Secretary to notify applicants of missing requirements.
January 2 nd	Missing application requirements are due. Incomplete application at this time will be eliminated from further consideration.
Third Week of January	Applicants make a 10-minute presentation of application to the District Board of Commissioners. Commissioner may request additional information as needed.
Third Week of February	The District Board of Commissioners to deliberate eligibility of applications and make final funding decisions.

Mid Cycle Funding Requests

April 1 st	Application due to District Secretary and reviewed for completeness. District Secretary to notify applicants of missing requirements.
May 1 st	Missing application requirements are due. Incomplete application at this time will be eliminated from further consideration.
Third Week of June	Applicants make a 10-minute presentation of application to the District Board of Commissioners. Commissioner may request additional information as needed.
Third Week of July	The District Board of Commissioners to deliberate eligibility of applications and make final funding decisions.

DISTRICT SUPPORTED PROJECTS

The following list of categories includes types of projects that may achieve the mission of the St. Augustine Port, Waterway and Beach District, which is: “To promote and facilitate the development of St. Augustine as the major center for commercial and recreational marine activity in northeast Florida” Applicants may submit an application for financial assistance with appropriate projects by completing this application and attaching supporting documentation:

- a) Public navigation channel dredging.
- b) Public navigation aids & markers.
- c) Waterway law enforcement, rescue and safety.
- d) Artificial reef construction.
- e) Public waterway non-navigation signs and buoys.
- f) Derelict vessel removal.
- g) Construction and maintenance of public water accesses.
- h) Maritime economic development.
- i) Environmental enhancement projects (e.g. sea oats planting, oyster bed restoration)

APPLICANT INFORMATION

Project Title: _____

Applicant: _____

Department: _____

Project Director: _____ Title _____

Project Liaison Agent: _____ Title _____
(If different from above)

Address: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

PROJECT FUNDING/COST

Please note: District funding will adjust based on the percentage stated below* of the actual project cost. Applicants receiving funds must appear before the Board to present a post project completion report.

Total Project Cost: \$ _____ DISTRICT Funding Requested: \$ _____ % of total cost*: _____

Funds provided by Applicant \$ _____ Services provided by Applicant (please list and give a dollar value)

_____ \$ _____ Funds and services as a % of total cost: _____

Source and amount of all other project funds: _____

_____ \$ _____ % of total cost: _____

Are all other funding sources committed? _____ If not please explain _____

Who will manage the project? _____

Ownership of project site (check one): Own: _____ Leased: _____ Other: _____

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

Will the completed project be insured against damage? _____ Explain: _____

Has the District previously provided funding to this project or site? _____ If yes, please explain the need for additional funding: _____

Will the completed project generate revenue? _____ If yes, how much is expected and what will it be used for?

Could the completed project share its revenue, if any, with the District? Explain how.

Who is responsible for long-term maintenance and repair of the completed project? Explain the funding mechanism. _____

PROJECT PERMITS Please list all environmental & construction permits required for this project.

<u>Agency</u>	<u>Yes, No, N/A</u>	<u>Date Applied</u>	<u>Date Received</u>
SJWMD	_____	_____	_____
DEP	_____	_____	_____
ACOE	_____	_____	_____
COUNTY	_____	_____	_____
CITY	_____	_____	_____
OTHER _____	_____	_____	_____

If permits are NOT required, please explain why.

PROJECT SUMMARY NARRATIVE Please describe the location and nature of the project.

PROJECT SCHEDULE Provide a detailed schedule of the proposed project including beginning and completion dates for all permitting, design, bidding, applicant approvals, phases of construction and major components of construction.

<u>Description of work</u>	<u>Begin Date</u>	<u>End Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

APPLICATION CHECKLIST

The completed items listed below in numbers 1 through 10 constitute your application. To ensure consideration of your application, please submit these in the order listed.

Any additional or excess information submitted with an application may be removed from the package by District staff prior to presentation to the Board because of space considerations. Incomplete applications will be returned to the applicant by district staff without consideration by or presentation to the Board.

All original applications submitted must be accompanied by six (6) hard copies and one electronic copy upon delivery.

All information submitted must be on 8 1/2" x 11" paper excepting maps and drawings which shall be on 11" x 17" paper and Z-folded to 8 1/2" x 11". Copies shall be bound on the left side by 3 equally spaced staples, the original set shall be bound by a single binder clip.

PROJECT NAME: _____	<u>YES</u>	<u>NO</u>
1. Applicant Information	_____	_____
2. Project Funding/Cost Information	_____	_____
3. Project Narrative	_____	_____
4. Project Schedule	_____	_____
5. Application Checklist	_____	_____
6. Evaluation Questionnaire	_____	_____
7. Location Map	_____	_____
8. Disposal Site Location Map (if a dredge project)	_____	_____
9. Project Limits of Work Map	_____	_____
10. Clear & Detailed Development Plan (limit 3 pages)	_____	_____

I hereby certify that the information provided in this application is complete and accurate.

APPLICANT: _____ APP. TITLE: _____

 ** SIGNATURE - APPLICANT'S LIAISON ** _____
DATE

DISTRICT OFFICE USE ONLY

Received By: _____ Date Received: ___/___/___
District Secretary

All required information and supporting documents received: Yes No

Date Distributed to Commissioner for Review: ___/___/___

NOTES:

EVALUATION QUESTIONNAIRE Please answer the following questions.

1) MISSION RELATIONSHIP:

- a) What specific need does the project intend to address?

- b) Explain how the project relates to the powers of the District as defined in Section 4 of Chapter 2000-478, Laws of Florida (the District's charter).

2) PUBLIC USAGE AND BENEFITS:

- a) Will the completed project be used by the public? Explain how.

- b) How can the public's use of the project be identified and quantified after completion?

- c) Describe the current level of service and/or public access (features, daily usage, etc.).

- d) Describe the level of public service and/or public access expected after completion of this project.

- e) Discuss any regional or local public benefits of the project.

- f) What are the immediate goals of the project?

- g) What are the long-term benefits of the project?

- h) Demonstrate how the project will continue to be maintained after completion.

3) CONSTRUCTION

- a) If the project is a phased project, what phase is being applied for and list the tasks to be accomplished? What was the previous phase? What is the next phase and its probable cost?

- b) Describe anything that may delay the timely issuance of any required permits.

- c) Explain any aspects of the project that could influence its timeline.
- d) Are there unique design aspects that will enhance public usage or access, decrease the schedule, or reduce costs?
- e) Explain the construction techniques which will be used for this project.
- f) List the proposed materials and their design life.
- g) Identify any construction techniques and/or materials that could change the cost of the project.

4) DREDGING PROJECTS

- a) What is the current depth? _____ What is the proposed depth? _____
- b) How much material will be removed? _____CY Where is the disposal site?
- c) What method of dredging will be utilized?
- d) Explain the project's use of any methods intended to address long-term sedimentation.
- e) Explain whether the project will inhibit sediment inflow or reduce the dredging frequency.
- f) Explain how the project will enhance public access to the waterways.
- g) Discuss any economic benefits from this project.

5) LAW ENFORCEMENT, RESCUE & SAFETY:

- a) Describe how the project will address public health or safety issues within the District.

b) Describe the anticipated, measurable results of this project?

c) If necessary, how will the project continue to be funded after completion?

6) BEACH and WATERWAY RESTORATION PROJECTS

a) Describe the methods to be utilized.

b) Is the project site defined as critically eroded by a government agency? Explain.

c) Is the project a component of a larger project? Explain.