

Guidelines to FCT Applicants For Submitting Site Requests to the Florida Natural Areas Inventory

FNAI will prepare a Florida Communities Trust (FCT) data report for all FCT applicants who request one. Please follow these guidelines when submitting a request:

Who to contact:

Alicia Newberry, GIS/Data Services Analyst – anewberry@fnai.org or 850-224-8207 ext. 211

What you need to submit to FNAI:

- **Contact information** – name, agency, address, phone, email
- **Site information** – project name, county, note “FCT proposal” in letter/email
- **DETAILED site boundary** – either:
 - **GIS shapefile** – with projection defined
 - **Site map** – with DETAILED, ACCURATE boundary clearly drawn over aerial photo or USGS quadmap (include Township/Range/Section)

Reports cannot be processed until ALL of the information listed above is received by FNAI.

What you will receive from FNAI:

You will receive a report (pdf file by email, or mailed hardcopy if you prefer) containing:

- **Cover letter** – clearly stating whether your site qualifies as a Locally Significant Natural Area (LNA) for FCT purposes.
- **Map of site** – with detailed natural resource information for site and surrounding area.
- **LNA Table** – showing how the site measures on the criteria we use to determine LNA status.
- **Other tables** – with detailed information on rare species occurrences and other natural resources.
- **Documentation** – explaining the data used to determine LNA status.

If you have questions about the FNAI report:

Please read all documentation carefully to aid in understanding the report. If you still have questions, contact FNAI at the email address or phone number listed above.

FNAI makes a determination of LNA status based on a set of clear and objective criteria, in order to treat all applicants equally and fairly. The data we use are consistent statewide and based on valid methodology. We recognize that there may occasionally be a discrepancy between the FNAI site report and local information or knowledge. However we will not re-evaluate any determination of LNA status unless we have access to additional information regarding natural resources occurring on the site, that is independent of applicant assertions.

Time Allowance:

Please allow a minimum of one week (five business days) for FNAI to prepare a site report. Any additional information or re-evaluations requested of FNAI should allow an additional two weeks (10 business days) minimum.

Fees:

For public agencies (including local governments and non-profit organizations) there is no charge for the FNAI data report (our time for responding to public requests is covered by the Florida Dept. of Environmental Protection). All private firms will be charged a fee of \$75 per hour (1 hour minimum). Rush requests (two-day turnaround) are charged \$200 per hour. Private firms working on behalf of a public client are not exempt from these fees. Reports requested by public agencies will be sent to the requesting agency only, not to a private firm contracted by the public agency.

For more information about the FCT program, please visit their website located at www.floridacommunitiestrust.org. If you are not a FCT applicant but are interested in requesting a standard data report for your site, please review the guidelines on the Data Requests page at www.fnai.org.

**Thank you for your cooperation,
and good luck with your proposal!**



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