

An Applicant's Guide to the Boating Infrastructure Grant Program



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This publication has been prepared by the members, Executive Board, staff and other representatives of the States Organization for Boating Access (SOBA), and represents general information to assist grant applicants. The technical content has been developed referring to the Code of Federal Regulations Title 50; Chapter 1; Part 86 - Boating Infrastructure Grant Program (BIG), and in consultation with the United States Fish and Wildlife Service.

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INTRODUCTION

One challenge that many private and public-sector marinas face is lack of funding for the most basic infrastructure needed to attract transient boaters. This is compounded when resources are inadequate, staff time stretched, and knowledge limited when deciding the value of writing and submitting a grant proposal, considering the potential costs and time commitment associated with the process.

The Boating Infrastructure Grant Program (BIG) is extremely competitive with diverse projects from across the country vying for funding consideration. This competitiveness allows only the best proposals and projects rise to the level of being awarded funds. To assist grant applicants through this process, *An Applicant's Guide to the Boating Infrastructure Grant Program* (Manual) was developed specifically to help grant applicants prepare for – and write – a federal grant proposal to the BIG Program. Note that while the States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories of Guam, American Samoa, and the U.S. Virgin Islands are the only entities that may apply directly to the federal government to receive these funds they may subsequently sub-award these grants to a third party.

The guide begins with the basics of determining what exactly a BIG grant entails and assessing whether or not you as the applicant are qualified to apply, through your State agency, for the federal grant. The guide then delves deeper into the art of creating a BIG proposal by delivering information on specific parts of the application including developing a project summary and project statement, putting together a budget narrative, addressing the ranking criteria, and outlining specific frameworks to use to help an applicant stay organized and focused during the grant planning and submission phase through to the award and completion.

As with any guide, this Manual is best utilized when combined with individual knowledge and skills of both the facility in question and the BIG program. This guide is intended to support and strengthen the grant proposal by providing the applicant knowledge in the form of required elements, as well as a sample proposal to help shape the final product. The reader is encouraged to use this guide as part of a continuous effort to build the knowledge, expertise and success of the proposal.

- Scott Meister (Chair) and Preston Smith (Vice-Chair)

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1. GENERAL INFORMATION

A. The Program

The Boating Infrastructure Grant (BIG) program was established in 1998 using funds from the Sport Fish Restoration and Boating Trust Fund. The Trust Fund consists of collected excise taxes on fishing equipment and electric motors, motorboat and small engine fuels, and import duties on pleasure boats, making this a ‘user pay - user benefit’ program. The BIG program provides funding to the 50 states as well as the various territories and commonwealths of the United States (hereafter referred to as States) for the construction, renovation, or maintenance of boating infrastructure for transient (those staying at a facility for 15 days or less) recreational vessels at least 26 feet long that are used primarily for pleasure.

The program has two tiers each with their own Notice of Funding Opportunity:

Tier 1- State

- Individual projects cannot exceed \$200,000 in federal funding request; States may limit the maximum funding request further.
- Compete against other projects seeking Tier 1 funding in that State.
- One or more may be selected pending number of requests and amount of Federal share. This decision is up to the state, but the total request submitted by the State may not exceed \$200,000.
- Each state can submit more than one project proposal as long as the projects are not dependent on completion of the other. Each project must stand alone.

Tier 2 - National

- USFWS expects to award approximately \$9-14 million per funding cycle (based on availability).
- \$1.5 million Federal funding is the limit per award/project.
- Compete against all other projects nationwide.
- The State, on behalf of the Subgrantee, can submit more than one project proposal as long as the projects are not dependent on completion of the other. Each project must stand alone.

B. Match Requirements

The BIG program requires a minimum non-federal match of 25% of the total eligible project costs. This may be in the form of cash or, in some cases, in-kind services. It is also noted that some U.S. Territories are exempt from full match requirements. Match requirements are detailed in a subsequent section of this document and in the reference materials - Notice of Funding Opportunity and Code of Federal Regulations (CFR).

C. Eligible Infrastructure/Activities

Examples of potentially eligible infrastructure/activities include:

- Boat slips, docks, piers
- Mooring buoys
- Courtesy docks
- Day docks
- Gangways
- Fuel docks
- Restrooms
- Showers
- Laundry facilities
- Lighting
- Communications
- Buoys/beacons/signal markers
- Security features
- Breakwaters or floating wave attenuators
- Seawalls, bulkheads, retaining walls, living shorelines
- Planning, permitting, engineering studies/assessments
- Waste disposal or recycling equipment related to transient boater use
- Debris deflection devices
- Marine hazard/debris removal
- Dredging
- Maintenance of transient boating facilities
- Repair of roads, parking lots, walkways damaged by BIG construction
- Information or education materials related to BIG (typically State agency)
- Recording federal interest in BIG-funded property

Remember that the BIG program is intended to fund infrastructure and improvements limited to eligible transient boating activities.

D. Eligible Applicants

Each state has one designated State Agency that is authorized to apply for and receive grants through this program. The states administer and operate the program differently; however, public entities (cities, counties, ports, state agencies) and private sector marina owners, operators, and developers are often encouraged to apply for funding through the designated State Agency. This relationship is referred to as the “Subgrantee” where the state is sub-granting a Federal award to a successful third-party applicant. Contact your state BIG coordinator for additional information on their specific requirements. A list of state BIG coordinators is provided through the States Organization for Boat Access (SOBA) at the link below:

<http://www.sobaus.org/resources/resources.html>

E. Additional Information

Additional information on the BIG program may be found in subsequent sections of this document and on the US Fish & Wildlife Service website listed below:

<https://wsfrprograms.fws.gov/subpages/grantprograms/big/big.htm>

For a list of common terms referenced herein, refer to the Glossary at the end of this document.

2. PROJECT PROPOSALS

A. Application Preparation

When submitting a BIG proposal, ensure that you are adhering to the established parameters and style rules as defined in the general guidelines stated in the Notice of Funding Opportunity. These notices are published annually so be sure to work from the most current version. Maintaining a uniform style throughout the grant proposal will assist BIG ranking committee members to locate key points and findings. See the Appendix on page 27 for a sample proposal.

1. General guidelines

- Formatted to fit on 8.5" x 11" paper
- 1" margins (top, bottom, and both sides)
- 12-point Arial or Times New Roman font
- Page numbers at the bottom of the page

2. Title page

- Margin centered
- Name of marina
- Funding Opportunity Title and Tier;
Example: Boating Infrastructure Grant Tier 1 or Tier 2
- Catalog of Federal Domestic Assistance (CFDA) number: 15.622
- Funding Opportunity Number
- Date submitted to your State Agency
- Owner (s) name, mailing address, phone and fax number (s), and email
- Latitude and Longitude (*degrees:minutes:seconds*)

The grant proposal should include the following:

B. Project Summary - 1 page maximum

Use the title "Project Summary" to clearly identify this portion of your proposal. Briefly summarize the project, in one page or less. Include the title of the project and a brief overview of the need for the project. List the goal(s), objectives, specific project activities, and anticipated outputs and outcomes.

C. Project Statement – 10 page maximum

Use the title "Project Statement" as the main header and each Element title "Need, Purpose, Objectives, Expected Results or Benefits, Approach, and Relationship with Other Grants" as sub-headers to clearly identify this portion of your proposal. This section consists of a concise project statement that addresses the following elements included in the proposal. In general, the project statement must provide sufficient information so reviewers may verify that the proposed scope of work is eligible for funding and substantial in character and design for the use and direct benefit of transient boaters. Please refer to <https://fawiki.fws.gov/display/SPSR> for examples of well written project statements.

Note: It is strongly recommended that each element is clearly identified and addressed. Do not assume the BIG Ranking Committee is familiar with your state, city, waterbody or boating use.

Required Elements of a Project Statement: The following describes the key elements of the Project Statement. Applicants should strive to answer each of the bullets listed below. It is strongly recommended that the format of the proposal follow this order:

1. **Need**
 - a. Explain why the project is necessary and how it fulfills the purpose of the Boating Infrastructure Grant. This element is critical.
 - b. Describe the existing facilities available for eligible vessels at your location and near the proposed project.
 - c. Describe how the proposed project fills a need or offers a benefit not offered by existing facilities, include supporting data.
 - d. Provide information to support the number of transient boats expected to use the facilities in the proposed project area and demonstrate why existing facilities are insufficient to meet demand.
2. **Purpose**
 - a. State the ultimate purpose for the proposed project and link the purpose to the demonstrated need. Be specific and focus on the benefits to the transient boater.
3. **Objectives**
 - a. Objectives state desired outcomes that are specific and quantified.
 - b. Objectives are written in an active tense and use action verbs such as construct, survey, train, research, establish, repair, conduct, provide, restore, acquire, etc.
 - c. Identify specific, measurable, attainable, relevant, and time-bound objectives to be accomplished during the project period.
 - d. What benchmarks must be achieved to meet the need?
4. **Expected Results or Benefits**
 - a. Describe the expected results or benefits from accomplishing the objectives.
 - b. Describe each capital improvement (refer to 50 CFR § 86.3), service or product that will result from the project.
 - c. Describe how the structures, service, or other products will address the need(s) and benefits for eligible users (transient boaters).
5. **Approach**
 - a. Describe the approach to be used in meeting the objectives.
 - b. Describe the methods, designs, and/or procedures to be used to achieve the objectives. Include information on the status of required permits or other compliance requirements (National Environmental Policy Act, Section 7 of Endangered Species Act, and Section 106 of the National Historic Preservation Act).
 - c. Identify the contact who has or will have detailed knowledge of the project, (such as the Coordinator for the State Agency and the county or marina contact), provide

- contact information, and state whether they have signatory authority for committing the grantee to a course of action;
- d. Give name, contact information, qualifications, and role of each known concessioner or Subgrantee;
 - e. Explain how you will operate, maintain, administer and manage the proposed project to ensure the BIG-funded facility continues to achieve its authorized purpose during the useful life of the facility;
 - f. Provide timeline of activities. Include permitting, design, engineering, other regulatory clearances, bidding, material fabrication, construction, etc.

6. **Relationship with Other Grants:**

- a. Describe any relationship between the proposed transient project and other related work funded by other grants that are planned, anticipated, or underway.

D. Budget Form

Complete the Budget Information for Construction Programs (Standard Form SF 424C) or provide a budget spreadsheet that provides a similar or greater level of budget detail (see Sample Proposal for example). When developing your budget, keep in mind that financial assistance awards and sub-awards are subject to the Federal Cost principles. If you have any questions about the Federal Cost principles, please contact your state project officer. If the project budget includes multiple Federal funding sources, you must show the funds being requested from this Federal program separately from any other requested or secured Federal sources of funding on the budget form.

E. Budget Narrative

In a separate section clearly identified as “Budget Narrative”, explain and justify all requested budget items/costs. Demonstrate a clear connection between costs and the proposed project activities:

1. **General**

- a. Describe resources you used to develop cost estimates for your project.
- b. Describe any item that under the applicable Federal cost principles requires the Service’s approval and estimate its cost.
- c. Identify if Federally-funded equipment will be used for the project, provide a list of that equipment, including the Federal funding source.
- d. Include contingency costs if applicable as a separate budget line item.
- e. Include anticipated program income, if applicable, as a separate budget line item.
- f. Include more detailed budget, if applicable, to describe the cost classification items.

2. **Match and other partner contributions**

Identify the amount of cash and the value of in-kind contributions that you, a partner, and/or entity will contribute to the project. Describe how the contribution(s) will directly and substantively benefit completion of the project. For additional information refer to 50 CFR § 86.32 and 50 CFR § 86.33. Note: The State Agency is the applicant for BIG funding. A sub-grantee would be considered a project partner. The State Agency is not required to have a

financial commitment (match contribution) for BIG, but any project partners listed in the application must contribute to the match.

3. Proration

Costs for facilities that will benefit operators of boats other than eligible transient recreational vessels at least 26 feet long and non-boating users sharing landside facilities such as restrooms, showers, laundry, etc. must be prorated. Examples include fuel docks, restrooms, showers, retaining walls, bulkheads, breakwaters, pump-out stations, dredging, and other features that may benefit ineligible users. Be specific and include all possible scenarios of shared facilities.

Please explain in detail the basis or method you used to allocate costs between eligible and ineligible users. Include relevant documentation to validate your basis for allocating costs between eligible and ineligible users, such as facility use records or trends. Clearly identify this information and the purpose of each.

It is important to realize that insufficiently explaining and detailing the proration aspects of the proposal could result in the project being ranked very low or possibly deemed ineligible for consideration. Reviewers must be able to clearly determine the method used to determine the proration values proposed and to what aspects of the project the values apply.

Proration Example: Your marina has a total of 100 slips of which 20 slips you have dedicated for use by transient recreational vessels. Single point access to these 100 slips is via an old wooden ramp that has exceeded its useful life. You have decided to replace the ageing wooden ramp with a new ADA compliant aluminum access ramp. The ratio of transient to total slips served by this gangway is 20 to 100 or 20%; therefore, your prorating basis would be 20 percent. Similarly, for the same facility, you propose to construct a wave attenuator that will benefit the entire facility – 20% of the construction costs associated with the wave attenuator to the project are considered eligible for BIG. The following table demonstrates a sample budget breakdown for this project assuming a 50% match from the Applicant.

Cost Classification	Total Cost	Proration Percent (20%) Grant Budget	Federal Share (50%) Funding request	Applicant Share (50%) Match
ADA Gangway	\$20,000.00	\$4,000.00	\$2,000.00	\$2,000.00
Wave attenuator	\$400,000.00	\$80,000.00	\$40,000.00	\$40,000.00

When is prorating not necessary? If a proposed facility, component, or element which is primarily designed to benefit eligible users happens to provide a secondary, tangential benefit to ineligible users or if the value of the project component or element is \$5,000 or less, you do not have to prorate costs. For additional guidance please refer to 50 CFR §86.19. It is recommended that you explain your approach in the application; as uncertainty regarding how you prorate costs can negatively impact your score. Applicants often omit shared components and supporting details, so consider all possibilities of different proration scenarios.

4. Contingency Costs

These are permissible, but must be separately identified in your budget. They must comply with federal cost principles, be necessary and reasonable for proper and efficient accomplishment of project or program objectives, and be verifiable from your financial records (refer to 2 CFR 200.433 in the Code of Federal Regulations). You must explain how any contingency costs were calculated and why they are necessary to improve the precision of your budget estimates.

5. Program Income

Program Income is gross income earned that is directly generated by a grant-supported activity, or earned as result of the grant, during the grant period. Meaning, if the BIG project has not been completed and revenue is being earned from the project in which you are seeking reimbursement (such as fees to dock at the facility) then fees collected shall be reported and deducted from the Federal reimbursement. It is easiest to not charge fees for use on any part of the project until it has been finished, reimbursement completed, and the grant closed with the State agency.

If necessary, indicate the method or combination of methods (deduction or addition) of applying your expected program income. For additional information please refer to 50 CFR §86.77 and 50 CFR §86.78 in the Code of Federal Regulations. If not, the state BIG coordinator must seek approval from the Regional Director for the additive method prior to the deadline. Note: program income which is not approved for use as additive prior to the obligation of BIG funds will be applied using the deductive method.

6. Equipment

Provide a list of equipment to be purchased with BIG funds. Typically, equipment includes tangible personal property having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more. For additional information please refer to 2 CFR §200.33.

7. Useful Life

Estimate the useful life in years of each capital improvement for the proposed project. A capital improvement is typically a structure that costs at least \$25,000 to build or a repair or renovation of a structure costing at least \$25,000 that increases the structure's useful life by 10 years or more. If awarded funds, you will be required to explain how you estimated the useful life of each capital improvement, referencing a generally accepted method used to determine useful life of a capital improvement.

8. User Fees

Fees charged to transient boaters for the use of the funded infrastructure, after construction is complete and the Subgrantee Agreement has been terminated. Fees charged must be comparable to those charged regionally. The collected fees should be used for operation and maintenance of the funded infrastructure for its useable life.

F. Miscellaneous Forms and Standard Language

1. Indirect Cost Statement

This is submitted by the State Agency with each grant request and refers to the State Agency's accounting practices and if they use Indirect Cost accounting for overhead costs.

2. Assurances - Construction and Non-Construction Program

Include the appropriate signed and dated Assurances form if required by the State Agency. The form is available online and published with the Notice of Funding Opportunity at Grants.gov. Use the Assurances for Construction Programs (Standard Form SF 424D) for construction projects. For the application process (submission to USFWS), this is completed by the State agency (applicant). Some states require the Subgrantee to complete this form for the Subgrantee Agreement (between the State Agency and Subgrantee) as well.

3. Certification and Disclosure of Lobbying Activities

Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds or matching funds under a grant or cooperative agreement award to pay any person lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress. This section is completed by the State Agency but may be required of the applicant as well.

G. Geographic Location/Drawings/Maps/Photographs – 20 page maximum

Your proposal will be scored on the quality of the access you provide for eligible boaters to significant destinations, services, and other amenities. In addition to addressing the project location generally found in the Project Statement, please provide additional context by visually depicting the following:

- Project location using Global Positioning System (GPS) coordinates in the following format: *degrees:minutes:seconds*
- Highlight and identify all existing structures, facilities, and amenities that are accessible or available for use by transient boaters;
- Clearly mark proposed project components;
- Clearly mark areas that are for (1) eligible transient recreational boaters, (2) areas that are not generally defined as transient, and (3) areas for shared use between eligible and non-eligible users;
- Water depths noted from main navigational channel to project site. Include depths for any waterside areas that transient boaters will access (if there is a dredging component included in this project please note depths before and after project completion);
- If dredging is proposed, you must include an aerial photograph or schematic drawing to indicate the specific area(s) you intend to dredge;
- Measurements for all docks, bulkheads, breakwaters, and other features where boats will be accommodated;
- Any additional information that will assist reviewers in identifying project components, prorating criteria, and other factors involved with ranking;
- Include a state map that shows the general location of the project; including a local map that shows the facility location, nearest community, public roads, and navigable water bodies.

- Maps or images that show proximity or distances to significant destinations, services, terrain considerations, access, or other information applicable to the project. Include images that illustrate the need for the proposed project.

3. SCORING / RANKING PROCESS

5-page limit (if separate section)

This section is applicable to Tier 2 – National applications only. Tier 1 varies by state.

A. RANKING CRITERIA

Applicants must provide written responses to each of the ranking criteria. These responses can be located in the Project Statement or attached as a separate response. If you elect to address the criteria within the Project Statement, please attach a table with page numbers showing where each of the criteria is addressed in the Project Statement. Remember the Project Statement is limited to 10 pages. If you choose to attach a separate response to the criteria, provide descriptions with appropriate documentation of how the proposed project addresses each of the ranking criteria found in the table below. It is recommended that applicants reiterate each question followed by the response in the application.

Criteria	Points
<p>1. Need, Access, and Cost Efficiency (50 CFR §86.52, 86.53, & 86.54)</p>	20 total possible points
<p>a) <i>Will the proposed boating infrastructure meet a need for more or improved facilities?</i> (50 CFR §86.52)</p> <ul style="list-style-type: none"> • Construct new boating infrastructure in an area that lacks these facilities, but where eligible vessels now travel or would travel if the project were completed; • Renovate a facility to: <ol style="list-style-type: none"> 1) Improve its physical condition. 2) Follow local building codes: (ADA requirements), 3) Improve generally accepted safety standards, or 4) Adapt it to a new purpose for which there is a demonstrated need; • Create accessibility for eligible vessels by reducing wave action, increasing depth, or making other physical improvements; • Expand an existing marina or mooring site that is unable to accommodate current or projected demand by eligible vessels; or • Make other improvements to accommodate a demonstrated eligible need. 	0-10
<p>b) <i>Will eligible users receive benefits from the proposed boating infrastructure that justify the cost of the project?</i> (50 CFR §86.53)</p> <ul style="list-style-type: none"> • Total cost of the project; 	0-7

<ul style="list-style-type: none"> • Total benefits available to eligible users upon completion of the project; and • Reliability of the data and information used to decide the benefits relative to costs: <ul style="list-style-type: none"> (a) You must support the benefits available to eligible users by clearly listing and discussing in the project statement how they relate to Need. (b) Consideration of the cost relevant to all the benefits to eligible users supported in the application. The availability of existing structures and amenities may be considered. Please refer to the example provided near the end of <i>50 CFR §86.53</i>. 	
<p><i>c) Will the proposed boating infrastructure accommodate boater access to significant destinations and services that support transient boater travel? (50 CFR §86.54)</i></p> <ul style="list-style-type: none"> • The degree of access that the BIG-funded facility will give; • The activity, event, or landmark that makes the BIG-funded facility a destination, how well known the attraction is, how long is it available, and how likely it is to attract boaters to the facility; and • The availability of services near the BIG-funded facility, how easily boaters can access them, and how well they serve the needs of eligible users. 	0-3
<p>2. Match and Partnerships 50 CFR §86.56 & 86.57</p>	10 possible points
<p><i>a) <u>Partnerships</u></i> <i>(50 CFR §86.57)</i></p> <ul style="list-style-type: none"> • A non-Federal entity, including a Subgrantee • A Federal agency entity (i.e. Native American Tribes) other than the Service • The partner must commit to a financial contribution, an in-kind contribution, or to take a voluntary action during the grant period. • In-kind contributions or action must contribute directly and substantively to the completion of the project. You must explain in the grant application how it is necessary to complete the project. 	0-3

<p><i>b) Match</i> (50 CFR §86.56)</p> <ul style="list-style-type: none"> • Minimum match 25% • The contribution may be from a State, a single source, or any combination of sources. • Will the proposed project include private, local, or State funds greater than the required minimum match? • Points to be awarded as follows: <table border="1" data-bbox="326 562 915 1033"> <thead> <tr> <th>Percent cash match (Grantee)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0 - 25</td> <td>0</td> </tr> <tr> <td>26 - 29</td> <td>1</td> </tr> <tr> <td>30 - 39</td> <td>2</td> </tr> <tr> <td>40 - 49</td> <td>3</td> </tr> <tr> <td>50 - 59</td> <td>4</td> </tr> <tr> <td>60 - 69</td> <td>5</td> </tr> <tr> <td>70 - 79</td> <td>6</td> </tr> <tr> <td>80 or higher</td> <td>7</td> </tr> </tbody> </table>	Percent cash match (Grantee)	Points	0 - 25	0	26 - 29	1	30 - 39	2	40 - 49	3	50 - 59	4	60 - 69	5	70 - 79	6	80 or higher	7	<p>7 Possible Points</p>
Percent cash match (Grantee)	Points																		
0 - 25	0																		
26 - 29	1																		
30 - 39	2																		
40 - 49	3																		
50 - 59	4																		
60 - 69	5																		
70 - 79	6																		
80 or higher	7																		
<p>3. Innovation (50 CFR §86.58, 86.59, & 86.60)</p>	<p>6 possible points</p>																		
<p><i>a) Will the proposed project include physical components, technology, or techniques that improve eligible-user access?</i></p> <ul style="list-style-type: none"> • Will the project increase the availability of the BIG-funded facility for eligible users or improve eligible users or improve eligible boater access to the facility by: <ul style="list-style-type: none"> 1) Using a new technology or technique; or 2) Applying a new use of an existing technology or technique. 3) Must describe in the grant application the current standard and how you will exceed the standard. 	<p>0-3</p>																		
<p><i>b) Will the proposed project include innovative physical components, technology, or techniques that improve the BIG-funded project?</i></p> <ul style="list-style-type: none"> • Newly available; or • Repurposed in a unique way • Examples of the type of innovations we will consider are components, technology, or techniques that: <ul style="list-style-type: none"> 1) Extend the useful life of the BIG-funded project; 	<p>0-2</p>																		

<ul style="list-style-type: none"> 2) Designed to allow the operator to save costs, decrease maintenance, or improve operation; 3) To improve BIG eligible services or amenities; 4) During construction, are used specifically to reduce negative environmental impacts; or 5) Reduce the carbon footprint of the BIG funded facility. 	
<p>c) <i>Has the facility where the project is located demonstrated commitment to environmental compliance, sustainability, and stewardship and been officially recognized by an agency or organization?</i></p> <ul style="list-style-type: none"> • Has the BIG-funded project received official recognition for its voluntary commitment to environmental compliance, sustainability, and stewardship by exceeding regulatory requirements? (Documents must be provided supporting this recognition.) • The official recognition must be part of a voluntary, established program administered by a Federal or State agency, local government agency, Sea Grant or equivalent entity, or a State or Regional marina organization. • The established program must require the facility to use management and operational techniques and practices that will ensure it will continue to meet the high standards of the program and must contain a component that requires periodic review. • The facility must have met the criteria required by the established program and receive official recognition as the time of the application. 	0-1
TOTAL POSSIBLE POINTS	36

Summary of Ranking Criteria	Points
1a. Boating Infrastructure meets a need for more/improved facilities	0-10
1b. Eligible users receive benefits that justify cost	0-7
1c. Boater access to destinations and services	0-3
2a. Private, local, or state funds \geq minimum match	0-7
2b. Contributions by private or public partners	0-3
3a. Include physical, technological, or techniques that improve user access	0-3
3b. Innovative physical, technological or techniques	0-2
3c. Commitment to environmental compliance (award)	<u>0-1</u>
Total Possible Points	36

B. SCORING/RANKING COMMITTEES

Each state may elect to convene a committee for the purpose of evaluating and scoring grant proposals prior to submittal to the USFWS. State committees may be comprised of industry experts, state regulatory agency representatives, transient boaters, marina owners, and trade associations.

On the national level, the USFWS will evaluate and score the proposals via region. Tier 2 applications will be reviewed and scored by the committee. Tier 1 applications will be reviewed by the USFWS staff for eligibility and completeness. Other organizations with appointed members also participate in the evaluating and scoring of the grant proposals. Each USFWS regional coordinator will present applications from that region for review, discussion and evaluation by the committee. The committee will review and score all applications with the aggregate scores tallied to develop a ranked selection list. The applications recommended for award will start with the top ranked application and proceed until the funding budget is met. In some cases, the committee may recommend award of less than the requested amount. In this case, the applicant will be contacted prior to nomination to confirm a lesser grant award is acceptable. Once the grant proposals have been thoroughly vetted and scored they are forwarded to the Director of USFWS for final review and selection. Award notifications are typically sent out between March and June of the following year.

4. PRE-AWARD PROCESS

This stage of the grant process takes place when the grant application is submitted to USFWS and prior to award. During this time, applicants may continue to work on the proposed project as long as no construction costs are incurred prior to award. Should the project not be selected for BIG funding, the applicant/Subgrantee would be responsible for any costs incurred during this period.

A. Pre-award costs

Pre-award costs are not guaranteed and must prove to be necessary and reasonable for the completion of the project objectives. These costs must be approved by USFWS Regional Office in writing prior to beginning the tasks. There have been situations where pre-award costs were a part of the proposal even if they were several years prior to the grant submission. For example, permitting costs, cultural resource surveys, etc. Examples of tasks that may be allowable as reimbursable pre-award costs are:

- Design and Engineering costs (site surveys, working drawings, construction plans, cost estimates, technical feasibility studies, etc.)
- Costs for tests, surveys, and application preparation required for permitting

B. Compliance Documentation

The following regulatory approvals/consultations are required if the project is selected for BIG funding. The applicant/Subgrantee may begin solicitation of these items during the pre-award process (prior to grant award).

- US Army Corp of Engineers (ACOE) permit.
- National Marine Fisheries Service (NMFS) consultation, to ensure that no endangered species in the area will be harmed. If there are endangered species present, measures to avoid harm and disruption must be taken and approved by NMFS.
- Local/state permitting in compliance with the Shore Protection Act and the Coastal Management Program Act for coastal projects.
- Section 7 Endangered Species Act of 1973 determination made by the local USFWS office.
- National Environmental Policy Act of 1969 (NEPA) checklist determination.
- State Historic Preservation Office (SHPO) consultation to ensure that there is no historic significance in the area. An example that a SHPO consultation may uncover is a warship sunk at the project site and it would be disturbed if the construction takes place at that location.
- Tribal Approvals: All projects must be approved by the Indian Tribes present in the area where the construction will take place. This is to ensure that no Sacred Burial Grounds or other disturbances will result from the construction of the project. The Regional USFWS will seek comments from each of the Indian Tribes that have staked a claim to the geographic area. If no response is received within 30 days, it is approved and the project can continue.

5. POST AWARD PROCESS

This stage of the grant takes place after the grant has been awarded by USFWS. Notification of award will be communicated to the applicant via the state agency. The period between Grant Award and Grant Closeout is termed the Grant Period.

A. Award vs. Obligation

When USFWS awards the grant, final authorization to begin construction and receive reimbursement is contingent upon the grant becoming obligated. Obligation occurs when all required permits have been acquired and all compliance requirements (see Pre-Award process) have been met to the satisfaction of USFWS. Grant recipients have 3-years from the Award Date to fulfill the obligation requirements. Awards that are not obligated within the 3-year window are withdrawn and the project considered closed. Applicants have 5-years from the Obligation Date to complete the project.

B. Subgrantee Agreement

Once the grant has been obligated, the State Agency will enter into a Subgrantee Agreement. This document will outline the responsibilities of all parties, including scope of work, match requirements, funding limits, and time frames. It is important that no work is begun (other than approved pre-award costs) until a Subgrantee Agreement is authorized by all parties. USFWS may request a copy of the Subgrantee Agreement between Grant Award and Grant Closeout. Once the Subgrantee Agreement is executed any change to the agreement will require an amendment to be executed.

Note to Subgrantees: Each State may have different formats and requirements but all are legally binding documents.

C. Cost Overruns

The Subgrantee shall make every effort to avoid cost overruns on the project. If the total cost of the project exceeds the grant amount and match, the Subgrantee assumes responsibility for any additional cost.

D. Reports and Maintenance

It is the responsibility of the Subgrantee to provide ongoing maintenance and operation activities necessary to protect, preserve and provide quality boating facilities for transient recreational boaters during the useful life of the project for the use and enjoyment of the public. Any significant events such as vandalism, flood, fire, hurricane or closures that require corrective actions must be promptly reported to the State; repair to the facility is the responsibility of the grant Subgrantee. Depending upon the situation the State may require the grant agreement to be amended for time that the facilities were unavailable to transient recreational boaters.

It is imperative to keep the State Agency informed of any delays or issues that arise which may affect the completion of the project. If there has been no work completed during the project

period this will need to be relayed to the State Agency, as this could affect the completion time frame of the project.

E. Public Access Required

The Subgrantee must allow reasonable access to all transient recreational vessels. Accessible to the public means located where the public can reasonably reach the facility and where all boats typical to that facility can easily use it.

F. Long-term monitoring

It is the responsibility of the Subgrantee to ensure that the project complies with all requirements as documented in the Subgrantee Agreement for the Useful Life of the project (as previously determined). The State Agency will monitor the project for compliance throughout the Useful Life of the infrastructure.

G. Signs

The Subgrantee must post at least one acknowledgement sign identifying the USFWS, Sport Fish Restoration Fund, State Agency, Subgrantee (and others) as primary funding partners. The sign should be easily visible by boaters and display each primary funding partner's logo.

H. Conversion

Conversion occurs when the Subgrantee changes the use of the BIG funded facility during its useful life timeframe to something not eligible for this funding. The Subgrantee must replace each unapproved element with eligible facilities or return the federal funds. The replaced elements must be of at least equal value, usefulness, and location and is deemed acceptable to the State and the USFWS.

I. Grant Closeout

Upon project completion, the Subgrantee shall notify the State Agency and arrange an on-site project inspection. Upon approval and/or correction of any identified defects, the Subgrantee may submit the Final Performance Report along with reimbursement request for final payment.

At project completion, Subgrantees will submit final reports detailing the objectives and work performed through these projects, project changes, estimated versus actual costs expended, etc. Final performance reports are required before the State Agency will release final reimbursement payments.

Reimbursement: Subgrantees should follow the State Agency's procedure for requesting reimbursement.

GLOSSARY

Applicant: An entity that submits an Application for Boating Infrastructure Grant Program Funds to the State Agency during an announced Application Submission Period.

Application: A formal request for Boating Infrastructure Grant Program funds by an Applicant/Subgrantee to the State Agency, with approved forms and required documentation.

Application Submission Period: The formally announced period of time provided by the USFWS for the submission of BIG Program applications.

Audit: An audit of the Subgrantee project records conducted by the State Agency.

Award: A grant is awarded when it is chosen for funding by USFWS. Final approval of the grant is contingent upon successful obligation of the grant.

BIG-Funded Facility: The part of a facility that was funded through a BIG grant.

Boating Infrastructure: The structures, equipment, accessories, and services that are necessary or desirable for a facility to accommodate eligible vessels.

Boating Infrastructure Grant Program (BIG): The program authorized and described in the Federal Register, May 6, 2015, Volume 80, Number 87.

Capital Improvement: Is defined as (1) A new structure that costs at least \$25,000 to build; or (2) Altering, renovating, or repairing an existing structure if it increases the structure's useful life by 10 years or if it cost at least \$25,000.

Concessioner: An entity with which a State has a written agreement to operate or manage a BIG-funded facility. The agreement with a concessioner may or may not involve a financial exchange. A concessioner is not a contractor or vendor. You pay a contractor or vendor to perform specific duties or supply specific materials according to a written contract. Concessioners, vendors, and contractors are not grant recipients.

Construct: Engage in activities that produce new capital improvements and increase the value or usefulness of existing property. These activities include building new tie-up facilities or replacing or expanding existing tie-up facilities.

Construction: The act of building or significantly altering, renovating, or repairing a structure. Clearing and reshaping land and demolishing structures are types or phases of construction. Examples of structures are buildings, docks, piers, breakwaters, and slips.

Contingency Costs: Costs that will probably occur based on past experience but with some uncertainty regarding the amount. This is not a 'catch-all' to cover inaccurate cost estimates or poor budget planning. Any contingency costs must be estimated using broadly-accepted cost estimating methodologies and separately explained in the budget documentation.

Conversion: The use of Grant funds for any other purpose not specified in the Subgrantee Agreement.

Cost Allocation: Allocated costs for facilities that will benefit non-transient vessels vs. transient vessels. Examples: (1) The project includes 20 slips with a cost of \$400,000 but only 5 slips are designated for transient vessels, the total eligible cost is 25 percent of the cost or \$100,000, (2) A wave attenuator is requested with a total cost of \$400,000 at a marina with 100 slips with only 40 transient slips, the total eligible cost is 40 percent of the cost or \$160,000.

Director: Refers to the Director of the Fish and Wildlife Service whom the Secretary of the Interior has delegated authority to administer BIG nationally; or a deputy or other person whom the Director has delegated authority over BIG.

Eligible User: An operator or passenger of an eligible vessel.

Eligible Vessel: A transient recreational vessel at least 26 feet long. The term includes vessels that are owned, loaned, rented, or chartered. The term does not include: (1) Commercial vessels; (2) Vessels that dock or operate permanently from the facility where a BIG-funded project is located; or (3) Vessels that receive payment to prescribe route, such as cruise ships, dive boats, and ferries.

Evaluation Committee: A committee formed by the State Agency to evaluate each Application.

Expand: Significant increase to an existing transient docking in size and number.

Facility: The structures, equipment, and operations that: (1) Provide services to boaters at one location; and (2) Are under the control of a single operator or business identified in the grant application.

Feasibility Study: A controlled process for identifying problems, opportunities or mandates, determining objectives, describing current situations and successful outcomes, and assessing the range of costs and benefits associated with several alternatives for solving a problem. The study will be used to support the Applicant's justification for a Grant Project.

Grant: An approved award of federal funds; the principal purpose of which is to transfer funds from a Federal awarding agency to the State entity (grantee) and in turn the State will release funds to the Subgrantee to carry out an authorized public purpose. This includes the matching cash and any matching in-kind contributions. The legal instruments used are a grant agreement with the state and a Subgrantee Agreement with the Applicant.

Grant Period: Time period between the grant being awarded and being completed/closed out.

Grant Project: A project to fund construction, installation or upgrade of tie-up facilities for transient recreational vessels 26 feet or more in length.

Maintain: Engage in activities that allow the facility to function, such as repairing docks, excluding routine janitorial activities.

Maintenance: Keeping structures or equipment in a condition to serve the intended purpose. It includes cyclical or occasional actions to keep facilities fully functional. It does not include operational actions such as janitorial work. Examples of maintenance actions are: (1) Lubrication mechanical components of BIG-funded equipment; (2) Replacing minor components of a BIG-

funded improvement, such as bolts, boards, and individual structural components; and (3) Painting, pressure washing, and repointing masonry.

Marketing: An activity that promotes a business to interested customers for the financial benefit of the facility. It may include a plan for sales techniques and strategies, business communication, and business development. A business uses marketing to find, satisfy, and keep a customer.

Match: The value of any cash or in-kind contributions required of the Subgrantee to complete the BIG-funded facility.

Navigable Waters: Are waters that are deep and wide enough for the passage of eligible vessels within the water body.

New Component: A project element that never existed previously or a substantial upgrade to an existing facility (i.e. add new boarding docks and piles to site where none existed previously).

Non-trailerable Recreational Vessels: Motorized boats 26 feet or more in length manufactured for and operated primarily for pleasure, including vessels leased, rented, or chartered to another person for pleasure purposes.

Notice of Funding Opportunity: The official notice from the Department of the Interior/USFWS, announcing that Boating Infrastructure Grant Program funds are available and outlining the application requirements including the required timelines, eligible activities, and application instructions. Tier 1 and Tier 2 applications have separate notices.

Obligation: A grant award is obligated when all required permits are in place and the compliance requirements have been met to the satisfaction of USFWS.

Operation: Actions that allow a BIG-funded facility or parts of a BIG-funded facility to perform their function on a daily or frequent basis. Examples of operation are janitorial work, service workers, facility administration, utilities, rent, taxes, and insurance.

Operator: An individual or entity that is responsible for operating a BIG-funded facility. An operator may be a grantee, a Subgrantee, a concessioner, or another individual or entity that the grantee has an arrangement with to operate the BIG-funded facility.

Personal Property: Anything tangible or intangible that is not real property.

Program Funds: The primary purpose is to fund the direct costs of projects for installation or upgrade of tie-up facilities for transient recreational boats 26 feet or more in length.

Program Income: Gross income earned by Subgrantee that is directly generated by a grant-supported activity, during the grant period.

Project: One or more related actions that are eligible for BIG funding, achieve specific goals and objectives of BIG, and in the case of construction, occur at only one facility.

Proposal: A description of one or more Projects for which an Applicant/Subgrantee requests grant funds.

Public Communication: The act of communicating with the public or news media about specific actions or achievements directly associated with BIG. The purpose is to inform the public about BIG-funded projects or the BIG program.

Real Property: One, several, or all interests, benefits, and rights inherent in owning a parcel of land. A parcel includes anything physically and firmly attached to it by a natural or human action. Examples of real property in this rule include fee and leasehold interests, easements, fixed docks, piers, permanent breakwaters, buildings, utilities, and fences.

Renovate: To rehabilitate or repair a tie-up facility to restore it to its original intended purpose, or to expand its purpose to allow transient non-trailerable recreational vessels.

Scope: This is the project purpose, objectives, approach, and results or benefits expected, including the useful life of any capital improvement.

State: Any state of the United States, the Commonwealths of Puerto Rico and the Northern Mariana Islands, The District of Columbia, and the territories of Guam, the U.S. Virgin Islands, and American Samoa.

State Agency: The entity responsible for administering the BIG Program in its prospective state.

Subgrantee: The party receiving grant funding and responsible for completing the project and the operation and maintenance of the site.

Subgrantee Agreement: The written document under which the Applicant and the State Agency mutually agree to carry out respective responsibilities for a fixed period unless amended by mutual consent.

Tie-up Facilities: Facilities that transient non-trailerable recreational vessels occupy temporarily, not to exceed 15 consecutive days; for example, temporary shelter from a storm; a way station in route to a destination; a mooring feature for fishing; or dock to visit a recreational, historic, cultural, natural or scenic site.

Transient: Passing through or by a place, staying 15 days or less.

Transient Tie-up: Short-term tie-up float, without individual slips, used by non-trailerated cruising boats on a first-come, first-served basis for a maximum time-period of 15 days.

USFWS: Acronym for the United States Fish and Wildlife Service, a Bureau within the Department of the Interior.

Useful Life: The period during which a BIG-funded capital improvement is capable of fulfilling its intended purpose with adequate routine care and maintenance. See 50 CFR § 86.73 and §86.74 in the Code of Federal Regulations.

APPENDIX

SAMPLE APPLICATION FOR FUNDING

Boating Infrastructure Grant Program – Tier 2 – FY 201X
Crystal Waters Marina – Anywhere, USA
New Transient Dockage July 1, 201X

Grant Submitted by:
Michael Knyght, Owner
Crystal Waters Marina
8888 Main Street
Anywhere, USA XXXXX
Email: MKnyght@Diddydot.com
Office: 843-555-2222
Fax: 843-555-3333

Lat: xx°xx'xx" Long: -xx°xx'xx"

PROJECT SUMMARY

New Transient Dock

Crystal Waters Marina – Anywhere, USA

Transient boater visitation to the greater Anywhere, USA area continues to outstrip the available supply of transient slips. This is particularly true immediately proximate to historic downtown Anywhere, where the majority of the City's attractions are located (dining, theatre, museums, nightlife, etc.). Visiting boaters are often forced to seek dockage at one of the nearby area marinas that lack direct access to the downtown district. These boaters are then required to take a taxi or find other means of transportation to access many of the City's attractions.

Crystal Waters Marina, is a privately-owned marina located in downtown Anywhere and offers direct access to all of the City's unique offerings. However, the majority of the existing slips at the Crystal Waters Marina are reserved for seasonal usage and as such transient dockage at the facility is limited. Through the installation of a dedicated transient dock, the Crystal Waters Marina will become an exceptionally desirable transient boater destination.

The project is anticipated to cost approximately **\$1,100,000**, 90% of which is considered eligible for funding through the BIG program (\$990,000). Local funding in the amount of **\$300,000 (30% of BIG-eligible amount)** has been pledged by Crystal Waters Marina and their contributing partners towards the project. Crystal Waters is requesting **\$690,000 (70%)** in federal funding. Crystal Waters Marina will also provide funding for the non-eligible portion of the project. Please see Exhibit C for funding details.

The proposed project includes the installation of a 1,000' long side-tie dock **that will provide 1,800 linear feet of dockage for eligible transient boaters** in one of the most sought-after transient boating destinations in the U.S.

PROJECT STATEMENT

Crystal Waters Marina respectfully requests Tier 2 funding through the Boating Infrastructure Grant (BIG) Program to facilitate the construction of a new, side-tie transient berthing dock. The project location and proposed expansion plans are illustrated in the attached Exhibits A & B.

NEED

Anywhere, USA is one of the most popular transient boating destinations along the seaboard of the United States. There have been several efforts undertaken by marina facilities in the area to accommodate the growing need for transient dockage. However, these efforts are currently surpassed by the continued rise in boater visitation to the City.

There is an extreme shortage of transient slips in downtown Anywhere. There are only two (2) marina facilities in the downtown area that actively advertise and market public transient dockage: Anywhere Maritime Center and Anywhere City Marina.

- The existing slips at the Crystal Waters Marina (subject facility) are rented by seasonal boaters and not available for transient use.
- The Anywhere Maritime Center is a small (~10 slip) facility with limited amenity offerings for transient visitors.
- The Anywhere City Marina is located adjacent to the Crystal Waters Marina and is currently the largest provider of transient dockage in the area. According to Anywhere City Marina staff, there is often a monthly waiting list of up to 400 vessels requesting transient dockage at the Anywhere City Marina during peak transient season. There is currently insufficient capacity at other downtown facilities to accommodate this “extra” demand.
- Ultimately, there is not enough dedicated transient dockage in downtown Anywhere to accommodate the growing demand for transient berths. As an established facility with a wide range of amenities and direct access to downtown, the Crystal Waters Marina is exceptionally well-positioned to fill this need.

PURPOSE

The purpose of the project is to meet the immediate and projected demand for transient slips in downtown Anywhere by installing new transient dockage at the Crystal Waters Marina. The proposed dock will be largely dedicated to transient boaters meeting the eligibility requirements of the BIG program.

The proposed dock will increase transient capacity at the Crystal Waters Marina and will provide well-appointed transient dockage to visitors that otherwise would be unable to find transient moorage downtown.

OBJECTIVES

The following specific objectives are identified for the work proposed herein:

1. Construct a 1,000 LF side tie dock that will offer 2,000 LF of side-tie dockage, 90% or 1,800 LF of which will be dedicated to eligible transient boaters. This will create new transient berthing space at the Crystal Waters Marina and will also will increase the overall availability of transient dockage in downtown Anywhere.
2. Scheduled project completion within the next five (5) years maximum.

RESULTS/BENEFITS

The proposed capital improvements and their benefits to eligible users include:

1. **Capital Improvement #1:** Construct a new 1,000' long side-tie dock and associated slip utilities. Utilities will include water and electric service.
2. **Benefit:** This new dockage (outside face and inside face) will be largely (90% or 1,800 LF) dedicated to eligible transient vessels. This dockage will accommodate a portion of the proven demand for transient dockage in downtown Anywhere.

PROJECT APPROACH

If selected for funding, a formal permitting, design, engineering, and bidding process will be undertaken. Specific tasks will include:

- Develop and submit a Permit Application to the pertinent state permitting agency and the local District of the U.S. Army Corps of Engineers (USACE) for the proposed work.
- Develop detailed performance specifications for the floating docks. The performance specifications will be developed by a professional engineering firm specializing in marina development. The specifications will take into consideration loading criteria (wind/waves, maximum vessels sizes, etc.) as well as design parameters such as useful life, extreme storm conditions, etc.
- Compile a detailed bid package to solicit competitive bids from qualified marine contractors. The bid package will include all the capital improvements proposed herein and will incorporate any special BIG program requirements for the project.
- Select a marine contractor for the work based upon their qualifications, ability to perform the work to the required standards, and cost-competitiveness.
- Construct the proposed capital improvements with dedicated oversight by the Owner, their consultant/engineers, and state-level BIG Coordinator.
- Update the marina Operations and Maintenance (O&M) manual and staff operational protocols to ensure that the new facilities are used in accordance with the BIG program requirements.

Contact Information

Project Officer

Mr. Roscoe P. McGrew of the state office of XYZ Management. Roscoe is the BIG program administrator and project officer. His contact information is as follows:

Roscoe P. McGrew
Office of XYZ Management
217 Hazzard Road
Anywhere, USA 11111
843-555-1111
McgrewR@XYZ.gov

Mr. McGrew will oversee and administer the BIG project on behalf of the Office of XYZ. He will be the primary Point of Contact for XYZ and will liaise between the Subgrantee and USFWS.

Subgrantee

Crystal Waters Marina, LLC will own and operate the new facilities proposed herein.

The primary point of contact for Crystal Waters, LLC is the General Manager, Mr. Michael Knyght. He has been involved with BIG funded projects in the past (at other marinas) and is very familiar with the program. His contact information is as follows:

Michael Knyght
843-555-2222 Office
843-555-3333 Fax

Mr. Knyght will be the primary point of contact for Crystal Waters and will ensure that the project is completed in keeping with BIG program requirements. He will also be responsible for updating the facility's Operations and Maintenance (O&M) manual and operational protocols to ensure the BIG funded improvements are utilized for their intended purpose.

Anticipated Timeline

- March 201X – Notice of Award
- March 201X to March 201Y – Regulatory Permitting, Contracting between XYZ and Crystal Waters, other obligation requirements*
- March 201Y to August 201Y – Design and Bid Package Development
- August 201Y to October 201Y – Bidding, Contractor Selection, and Contracting
- October 201Y to January 201Z – Construction
- February 201Z – Project Close-out

** The applicant understands that there are inherent uncertainties with regard to the duration and timing of regulatory approvals and project obligation through the USFWS. The project schedule will be adjusted according to realized/actual approvals and project obligation.*

RELATIONSHIP WITH OTHER GRANTS

Funding for marine pump-out system upgrades at the Crystal Waters Marina was approved through a Clean Vessel Act Grant but construction is not yet underway. The proposed improvements outlined herein will not affect the proposed pump-out system upgrades. The pump-out system upgrades will remain in place and will complement the transient facilities described herein. The project is not related to any other federally funded project.

BUDGET NARRATIVE

The total estimated budget for the project is **\$1,100,000**, 90% or \$990,000 of which is eligible for funding through the BIG program (see Exhibit C, attached, and prorating discussion below). Crystal Waters Marina, LLC and their contributing partners will provide **\$300,000** in matching funds for the project. This is equivalent to **30%** of the total eligible project costs. The remaining **\$690,000** of eligible costs would be funded through the BIG program.

BASIS OF COST ESTIMATE

The following points describe the methods used to calculate the estimated project costs.

- The proposed expansion of the docks has included considerations such as required channel offsets, navigational requirements, turning radii, depth, etc.
- Unit costs for the floating docks have been estimated based on experience with marine construction and industry standards in the region.
- The per slip costs for marina utilities are estimated based upon recent, similar installations at other nearby marinas.

Note that the number of standard slips has been estimated as follows: The total length of new side-tie dock created (2,000 ft) has been divided by an average slip size of 33 ft to determine that sixty (60) new slips will be created ($2,000\text{ft} \div 33 \text{ ft/slip} = 60 \text{ slips}$). The average slip size is based on data collected by Crystal Waters Marina and other boating facilities in the region regarding the average size of transient vessels that frequent their marinas.

- The soft costs as a percentage of total construction costs have been estimated based upon commonly accepted industry standards and recent marine construction projects in the project region.

MATCH AND OTHER PARTNER CONTRIBUTIONS

A total of **\$300,000** of local matching funds have been pledged as follows:

- **Crystal Waters Marina, LLC** will provide **\$175,000** in direct (cash) contribution to the project. Crystal Waters Marina, LLC is the primary Subgrantee for the project and will own and operate the proposed transient dock.
- **River Master Events** will provide **\$100,000** in direct (cash) contribution to the project. River Master Events is a local group responsible for organizing and hosting water and boating-related events such as fishing tournaments, boat shows, etc. They are highly supportive of this project given that it promotes boater visitation to Anywhere, USA and will provide another venue to host transient boaters during their events.
- **Anywhere USA Business Association** provides assistance for business growth in the Anywhere area. They have committed **\$25,000** cash toward this project.

Note: Crystal Waters Marina, LLC will also provide funding for the non-eligible portion of the project.

CONTINGENCY COSTS

A 10% contingency cost has been included in this application. Due to the status of the project which is in the pre-permitting planning stage, this contingency is necessary and typical. This contingency is intended to offset any unforeseen project cost changes that result from regulatory requirements and adjustments that occur during final design and construction efforts.

PRORATION

90% of the proposed dock will be dedicated for use solely by eligible transient boaters. With this in mind, a prorating factor of 90% has been applied to all estimated project costs.

PROGRAM INCOME

There is no program income associated with this project.

EQUIPMENT

There is no equipment with a per-unit acquisition cost of more than \$5,000 associated with this application.

USEFUL LIFE

Floating Docks

The proposed floating dock system will consist of steel-framed docks on HDPE polytub flotation. Pine decking with an innovative new coating will be used to match the existing docks at the marina. The system will be produced by a qualified commercial dock supplier. Commercially produced polytub pontoon dock systems typically have a useful life of between 20 and 30 years. In this case, a *minimum* useful life of **20 years** will be specifically designated in the performance specifications for the floating docks. As part of the design review process, the contractor/dock supplier will be required to certify that the useful life of the product meets or exceeds this minimum requirement.

Slip Utilities

All utility equipment (i.e. –pedestals, distribution panels, etc.) will be purpose-designed for use in the marine environment with a minimum design life of 20 years to meet or exceed the life expectancy of the floating dock system.

RESPONSES TO RANKING CRITERIA

1. Meet a Documented Need, Improve Eligible Boater Access, and Demonstrate Cost Efficiency

a) Will the proposed boating infrastructure meet a need for more or improved facilities?

There is a **demonstrated** need for additional transient dockage in downtown Anywhere, USA. The largest transient provider, the Anywhere City Marina, is unable to accommodate the number of vessels seeking transient dockage and the other facilities downtown are currently unable to accommodate the demand. This need has increased significantly over the past several years and is anticipated to continue to do so with an improving economy and increasing popularity of Anywhere, USA as a tourist destination.

The Crystal Waters Marina is the second largest marina facility in downtown Anywhere. It offers direct access to downtown, and already has the required infrastructure (power, water, fuel) to accommodate additional transient dockage.

b) Will eligible users receive benefits from the proposed boating infrastructure that justify the cost of the project?

Eligible transient users will benefit from the project by being able to find well-appointed transient dockage instead of being put on a waiting list or forced to stay at one of the marinas in the surrounding area that doesn't provide direct access to downtown. Alternatively, these boaters are forced to utilize one of the area anchorages where currents are swift and dinghy trips to the dock can be inconvenience and potentially unsafe. This proposed project will create 2,000 linear feet of new transient dockage at the subject facility. 1,800 linear feet of this dockage will be dedicated for use by eligible transient boaters. This is equivalent to adding ~54 slips (assuming 33' per slip) **solely for transient use**.

The proposed floating dock system is significantly more cost-effective than other systems such as concrete. The floating dock system will be clad with treated pine decking which not only provides a high-quality walking surface for users, but also protects the sub-framing and utilities that are run underneath the decking. This will extend the useful life of the system significantly. Also, the proposed location is protected from adverse weather events, abnormal high tides, and is in a no-wake zone between two bridges. As such, an engineered wave suppression device will not be required thereby reducing project cost.

c) Will the proposed boating infrastructure accommodate boater access to significant destinations with services that support transient boater travel?

Recently described as the "Number One City in America" by LEISURE TRAVEL USA magazine and regularly ranked in the top 5 cities in the U.S. by WIKI-TRAVEL-USA.COM, Anywhere is one of the most popular destination cities along the coastal United States. The historic district is accessible from the marina via a designated courtesy shuttle, a short cab ride, or bicycle. The city offers hundreds of dining opportunities and there are hundreds of historic and cultural sites downtown including museums, art galleries, and boutique shopping

experiences. There are also beaches, historic NASCAR racetracks, parks, NASA telescopes, outlet malls, and numerous other attractions a short cab or shuttle ride away.

Also, it should be noted that the marina is located a short walk from Wal-Mart Park and the Homer E. Simpson Stadium. Wal-Mart Park is a well-appointed public park along the Springfield River with seating areas, a playground, and ample open space. Homer E. Simpson Stadium is the home of the Anywhere Izotopes minor-league baseball team. During baseball season, weekend games often end with a fantastic fireworks display that can be viewed from the marina. Also, there are numerous concerts and festivals held at the stadium throughout the year.

Finally, Anywhere has a strong boating-oriented culture. As such, the availability of boating supplies, parts, and services is ample and marina staff are available to assist with procurement of parts, services, provisioning, etc.

2. Meet Match Requirements and Demonstrate Partnerships

a) Will the proposed project include private, local, or State funds greater than the required minimum match?

Matching funds in the amount of **\$300,000** will be provided, which is equivalent to **30%** of the total eligible costs. Please reference the Budget Summary (Exhibit C).

b) Will the proposed project include contributions by private or public partners that contribute to the project objectives?

Contributions will be made by the following project partners:

1. Contributor #1: Crystal Waters Marina, LLC
2. Contributor #2: River Master Events
3. Contributor #3: Anywhere USA Business Association

3. Demonstrate Innovation and Environmental Stewardship

a) Will the proposed project include physical components, technology, or techniques that improve eligible user access?

The project consists of a single, long, side-tie dock along the outside of the marina. This side-tie dockage can be accessed and utilized by vessels of any size and the transient boaters are not limited by the size of slip that may or may not be available. The current standard in the project area is to provide traditional dedicated slips of a specific size for transient boats, rather than side-tie berthing. This can restrict the flexibility of marinas to accommodate various size transient vessels.

b) Will the proposed project include innovative physical components, technology, or techniques that improve the BIG-funded project?

The use of galvanized steel for the framing system of the floating docks over non-galvanized docks which are typical in the subject area will greatly enhance the useful life of the dock system. Also, the applicant has consulted with DuPont Chemical Company to invent a new and

exciting pine deck board treatment that will eliminate all weathering of the deck boards and preclude the need for preservative chemical treatment such as CCA or similar. This DuPont treatment is 100% “green” and consists of natural oils extracted from lawn clippings. No timber deck board maintenance will be required for the life of the project and the potential for any harsh timber treatment chemicals to leach into the area waterways has been eliminated!

c) Has the facility where the project is located demonstrated a commitment to environmental compliance, sustainability, and stewardship and has an agency or organization officially recognized the facility for its commitment?

The facility has been recognized by the state of XYZ as a Certified Clean Marina. See Photo X in Exhibit D for designation signage at existing facility.

EXHIBIT A

Project Location Maps

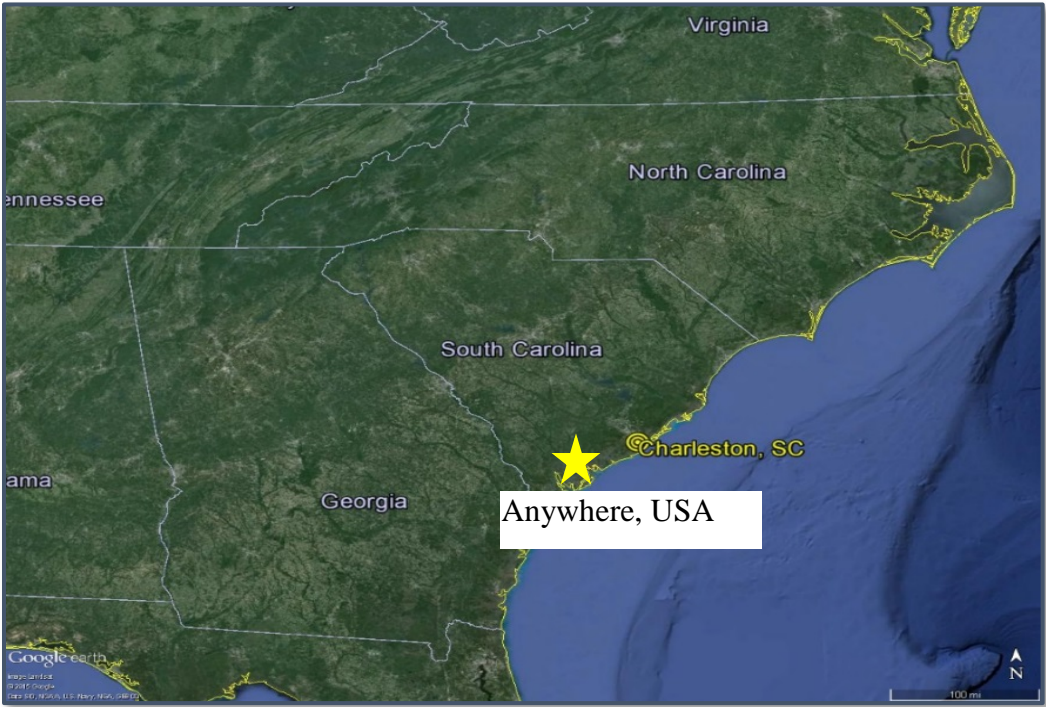


Figure 1 - Project Location – National



Figure 2 – Project Location - Regional



Figure 3 - Project Location – Local



Figure 4 - Active Transient Facilities on the Downtown Anywhere Peninsula

EXHIBIT B

Proposed Improvements

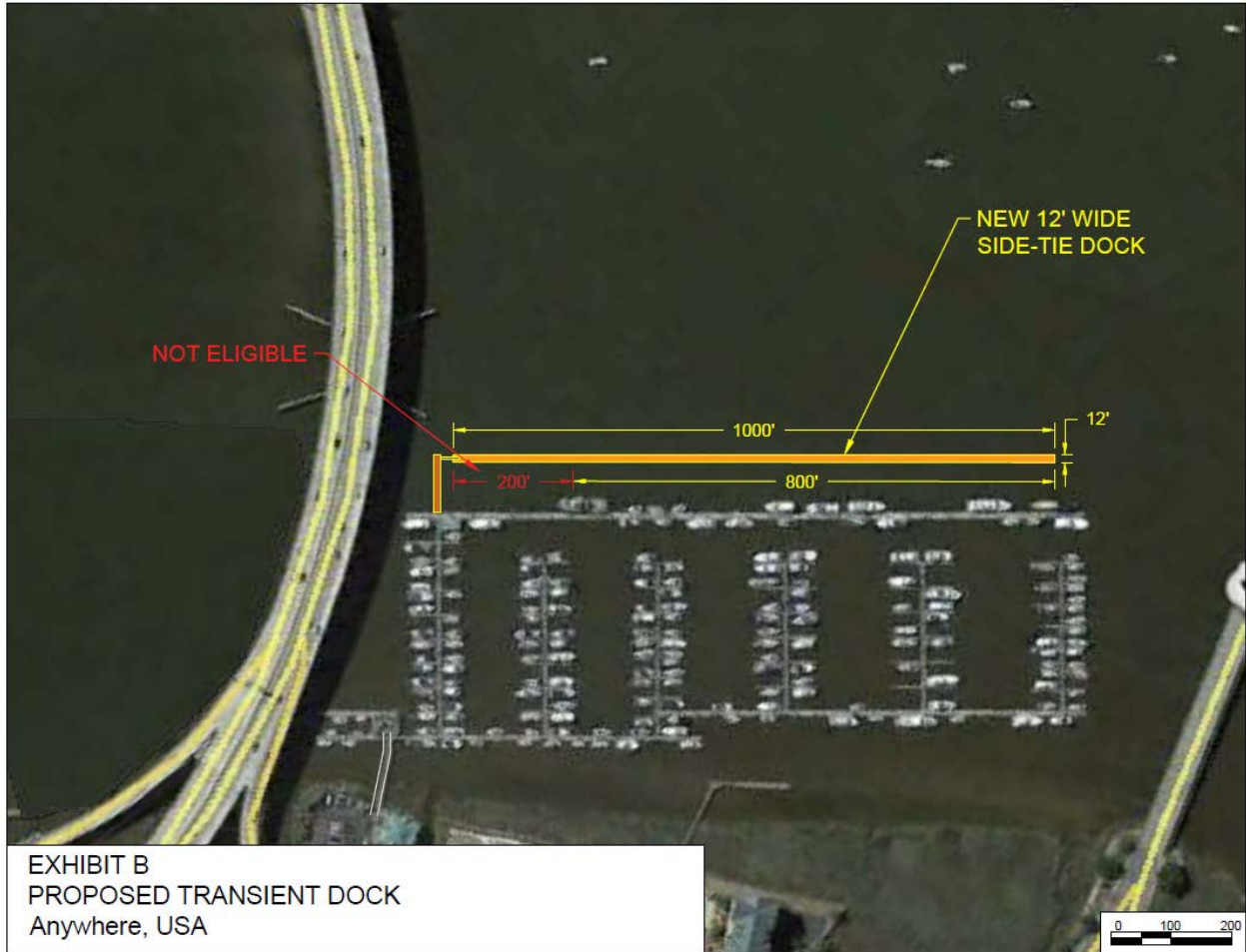


EXHIBIT C

Budget Worksheet

EXHIBIT C - BUDGET WORKSHEET							
CRYSTAL WATERS MARINA - BIG TIER 2 FUNDING REQUEST							
DESCRIPTION	QTY	UNIT	UNIT COSTS	TOTAL COSTS	PRORATION	AMT ELIGIBLE	
CONSTRUCTION COSTS							
New Floating Docks and Anchorage	12,000	sf	\$50	\$600,000	90%	\$540,000	
Standard Slip Utilities	60	slips	\$5,000	\$300,000	90%	\$270,000	
Sub-total				\$900,000		\$810,000	
Soft Costs (Permitting/Env. Studies, Design, Construction Administration)	1	ls		\$100,000	90%	\$90,000	
Sub-total				\$100,000		\$90,000	
Contingency Cost (10%)	10%	% of total		\$100,000	90%	\$90,000	
Sub-total				\$100,000		\$90,000	
Total Project Costs				\$1,100,000		\$990,000	
LOCAL MATCHING FUNDS							
Crystal Waters Marina, LLC						\$175,000	
River Master Events						\$100,000	
Anywhere USA Business Association						\$25,000	
Total Local Matching Funds						\$300,000	
FUNDING SUMMARY							
Total Project Costs Eligible for Funding						\$990,000	
Total Local Matching Funds		30%				\$300,000	
Requested Federal Funding (Remaining Project Costs)		70%				\$690,000	

EXHIBIT D

Photos of Existing Facility



Existing Facility at Crystal Waters Marina



Existing Marina Office and Restroom Facility



Existing Fuel Hut and Dock Marina Office



Ice and Beverage Service at Fuel Dock



Security Gate with Code Access for Boater