

Boating Infrastructure Grant Proposal Instructions¹

The Boating Infrastructure Grant (BIG) Program is designed to provide and enhance infrastructure at boating facilities for transient (less than 10 day visit), “nontrailerable” boats 26 feet or more in length. This grant program is only available to assist with the transient portion of a facility and the facility must allow reasonable access to all recreational vessels. There are two types of grants, Tier One and Tier Two. Tier One grants provide each state that elects to participate \$100,000 to fund smaller projects; Tier Two projects are for any project but usually for those that cost more than \$100,000. Tier One projects compete against other Virginia projects. Tier Two projects compete against other Virginia projects and if selected by the committee, they compete on a National Level. Please read the instructions carefully and follow the guidelines when preparing your proposal. (Note that this is the most current guidance available. The USFWS reserves the right to change the interpretation of certain criteria and will provide guidance should this happen.)

Definitions of terms as used in this guidance:

Construct – Engaging in activities that produce new improvements and increase the value or usefulness of existing property. This includes building new tie-up facilities or replacing or expanding existing tie-up facilities.

Cost Efficiency – This is based on federal cost per slip and overall project cost; adding something of value to an existing facility v/s constructing an entire facility.

In-kind Contribution – Donated goods, services or equipment, that if the grantee were to pay for the goods, services or equipment, the cost would be allowable under the BIG Program guidelines. The in-kind contribution must be reasonable and necessary to accomplish the proposed work.

Maintain – Engaging in activities that allow the facility to continue to function, such as repairing docks. This does not include routine maintenance and is only available for the transient portion of the facility.

Multi-State Coordination – This refers to the formal agreement that Virginia has with the other United States Fish and Wildlife Service Region 5 states. This agreement must be mentioned by title in the proposal.

Non-Federal Match – The percentage of the transient project cost that is not covered by BIG. You may not use federal funds for the non-federal match. Competitive proposals (especially Tier II) usually have a non-federal match of 50% or greater of the transient project cost.

Nontrailerable Recreational Vessels – Motorized boats 26 feet or more in length (including sailboats) operated primarily for pleasure.

Partnerships – Organizations, agencies or individuals, other than the Fish and Wildlife Service and the Health Department, that bring something of **significant financial** value to the project (money, in-kind contributions). The contribution must be reasonable and necessary to accomplish the proposed work.

Renovate – Repair or rehabilitate a tie-up facility to allow for or service transient nontrailerable vessels.

Safe Harbor – The facility is a known and designated safe harbor during storms and is located along a cruising route.

Tie-up Facilities – Facilities that transient, nontrailerable, recreational vessels occupy temporarily; not to exceed 10 days.

Transient – Passing through or by a place, staying 10 days or less.

Way Point Linkage – The facility is a significant link, by water, along a cruising route. The facility is a good stopping location when cruising from one destination to the next destination. This must be addressed in the narrative.

Types of Eligible Projects

The following are examples of eligible projects:

Construct, renovate and maintain either publicly or privately owned boating infrastructure facilities which include, but are not limited to: mooring buoys, day-docks, navigational aids (these are specifically to aid the transient boater), transient slips, safe harbors, floating docks, fixed piers, breakwaters, dinghy docks, restrooms, retaining walls, bulkheads, dockside utilities, debris reflecting booms and marina fueling stations. These facilities must be built on navigable waters, available to the public and designed to last at least 20 years. The facilities must be for temporary use by transient, nontrailerable, recreational boats and must be at least 6' deep at the lowest tide or other measure of lowest fluctuation. All facilities must comply with the American with Disabilities Act.

Dredging – One time (not maintenance) dredging, to give transient vessels safe channel depth between the tie-up facility and maintained channels or open water. **The marina basin itself is not eligible for dredging.** Please be sure to prorate any dredging project based on the percentage of slips that are reserved as transient slips.

Administrative costs which are reasonable and necessary to accomplish approved grant objectives.

Some costs incurred before signing the grant agreement are covered only if the project is approved and if the costs are preapproved and included with the grant application.

Educational information such as charts, cruise guides and brochures (especially if they promote regional coordination of BIG projects) are eligible.

Ineligible Project Costs

The following are examples of ineligible project costs:

Maintenance dredging and dredging of the marina basin itself (even the transient portion).

Ships stores, harbor master buildings and other buildings that are not necessary for the mooring or docking of transient vessels are not permissible. The exceptions to this are restroom facilities, laundry facilities and boater's lounges (must be prorated to reflect the percentage of use by of transients). Boater's lounges do not typically score very well.

Parking lots and related structures are not permissible.

Any project that is **not** for transient, nontrailerable, recreational vessels; open to the general public and designed to last at least 20 years is not permissible.

Proposal Contents

Please read carefully and **include all requested proposal items**. Number all pages and keep the content brief but complete; the reviewers have multiple proposals to read and score. Submit all pages of the proposal on 8 ½ by 11 paper and do not use binders, tabs or irregular attachments. When the proposals are circulated to reviewers, most likely only the proposal and required components will be copied for distribution.

Item # 1 - Standard Grant Narrative – This describes in detail the work to be done and is organized into the following sections.

- a. **Need** – Why is this project being undertaken and how will it benefit the public? Please focus on the current and future demand for transient facilities in the area and describe why this need is not being met by the facilities in the area.
- b. **Objective** – Include a concise description of what the project will accomplish. The objectives should be measurable and verifiable, not general goals.
- c. **Expected Results and Benefits** – Describe how the projects described in the Objectives section will fulfill the need. Include all reasonable benefits to the public including the economic benefits.
- d. **Approach** – Provide a detailed description of planned work and be specific about numbers, dimensions, orientation, etc. of the piers, slips and docks, and any other proposed facilities. If applicable include a description of how the proposed facilities will fit in with the current facilities.
- e. **Location** – include schematics (maps, aerial photos, preliminary plans) that clearly show location and layout of the proposed project. Also include county, city, latitude, longitude, general local and water body.
- f. **Estimated Costs – Use Budget Example as a template and remember to prorate your budget to reflect the percent of transient slips v/s seasonal slips** – Provide a breakdown of all costs and include a breakdown of all partners and what type of match they will provide (cash or in-kind). If the match is in-kind, be specific about what it is and how the value was determined. Also include letters of support from each of the partners. Do not include letters of support that do not have a cost share component.
- g. List the primary project contacts and include addresses, phone numbers and e-mail addresses.

Item # 2 - Addressing the Criteria – This section is very important; the BIG review committee will score the proposal based on how well the project corresponds to the criteria. Please address all the criteria and remember that proposed work must benefit transient, nontrailerable, recreational vessels 26' in length or greater.

- a. **Provide for public/private partners** – (maximum 15 points – 5 points per partner) – Partners are organizations, agencies or individuals other than the United States Fish and Wildlife Service and the VA Department of Health. The partnership must bring something of significant financial value (money or in-kind contributions) to the project. The partner's contribution must be reasonable and necessary to accomplish the proposed work. Please don't forget the letters of support from the partners (financial partners; money or in-kind contributions).
- b. **Use innovative techniques to increase the availability of tie-ups; creative, different approaches that improve the overall project** – (maximum 15 points – 5 points per example of innovativeness) – To be judged innovative the example must provide a sense of vision or an idea of value that is not routinely included in this type of boating access project; explain how the innovative item or activity will benefit the proposed project and be creative but realistic.
- c. **Non-Federal matching funds** – (maximum 15 points – non-federal match of 26>35% = 5 points, 36>49% = 10 points, ≥50% and above = 15 points) – Include only the non-federal value of cash or in-kind match. The contributions must be reasonable and necessary to the completion of the BIG project. Do not include contributions that are not directly related to the BIG project.
- d. **Cost efficient** – (maximum 10 points – 0-5 points for adding something to an existing facility; 1-5 based on federal cost per slip or space, <\$12,500 per slip = 5 pts, \$12,501-\$25,000 per slip = 4 pts, \$25,001 - \$55,000 per slip = 3 pts, \$55,001 - \$80,000 = 2 pts, >\$80,001 per slip = 1 pt) – Proposals are cost efficient if they add something to an existing facility; this assumes that an existing facility

requires less infrastructure development. This is a sliding scale with more points awarded for increased existing amenities. The second half of scoring in this section is based on federal cost per slip with the point schedule noted above.

- e. **Way Point Link or Safe Harbor** – (10 points – all or nothing) – To receive 10 points, you need to describe how the proposed project provides a significant link to, or safe harbor within or along, a cruising route. Include in the proposal a description of expected use patterns, where transient boater may be coming from and where they may go after using the facility.
- f. **Access to Cultural/Natural Resources** – (maximum 15 points – 5 points per attraction) – The proposal must give examples of local, regional and national attractions that are easily accessed from the project location. The proposal must state proximity to the attraction and method of transportation (courtesy car, bus, taxi etc.); walking distance is preferred. The proposal receives 5 points for a local attraction, 5 points for a regional attraction and 5 points for a national attraction for a total of 15 points.
- g. **Economic Impact** – (maximum 5 points – sliding scale) – The proposal must give specific examples of economic benefit to the community, such as the expected number and estimated value of each overnight stay to the community. The economic benefit estimate is based on the impact of the BIG project, not the marina as a whole.
- h. **Multi-state Coordination in Locating Tie-up Facilities** – (5 points – all or nothing) – The proposal must cite the signed Cooperative Regional Agreement and formal plan among the U.S. Fish and Wildlife Service Region 5 states. The agreement must be included in or referenced by title in the proposal.

Item #3 – 2009 Application Summary – Please include the 2009 Application Summary. This summary assists the proposal reviewers in the review process and helps them identify key elements of your proposal. This summary is available on-line at www.virginiacleanmarina.com in a format that allows you to fill out the form and print it to include in your proposal.

Item #4 – Maps – Please include maps of the general, regional and specific area, as well as a schematic of the project and if possible, aerial photos. (These should already be included in the location portion of your narrative.)

Summary

A sample budget page is included in this informational packet. Please follow the same format when preparing your budget so that the information is clear to the reviewers. Be sure to include the Standard Grant Narrative, the Criteria as it applies to your project, the 2009 Application Summary, and Maps and a Schematic of the project. Submit all information on 8 ½ by 11 paper and do not use fancy binders, tabs or irregular attachments. Your proposal should include a table of contents, numbered pages and contact information on the cover.

Please note that the criterion, the creation of a *plan* to identify, construct, renovate, and or maintain tie-up facilities (former Criteria #1 – 15 points) is currently not included in the final score or ranking of the proposals.

Please submit your proposal to Virginia Department of Health, attn: Preston Smith, 109 Governor Street, Fifth Floor, Richmond, Virginia 23219, before August 7, 2009.

Please contact Preston Smith, 804-864-7468, Preston.Smith@vdh.virginia.gov, or Anne Smith, 804-684-7768, annesmith@vims.edu, with any questions.

¹Federal Register, Part VII, Department of the Interior, 50 CFR Part 86, Boating Infrastructure Grant Program, Final Rule, January 18, 2001.