

2020

Application Instructions Boating Infrastructure Grant



City of Stockton
Public Dock funded by a
Boating Infrastructure Grant

Division of Boating and Waterways
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916-327-1822

**Division of Boating and Waterways
Boating Facilities Development and Financing
Boating Infrastructure Grant (BIG)
Application Instructions**

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INTRODUCTION

The Department of Parks and Recreation, Division of Boating and Waterways' (DBW) mission is to provide safe and convenient public access to California's waterways. The Division fulfills this mission in part through its Local Assistance Grant and Loan Programs.

Some of these programs partner with federal entities to meet constituent needs locally. As such, DBW has been designated as the State Grant Administrator by the U.S. Fish and Wildlife Service for the federal Boating Infrastructure Grant Program (BIG) using funds from the Wildlife and Sport Fish Restoration Program.

The first step in the grant application process is to determine if your project is eligible for the BIG Tier I or Tier II funding. Please review this guide, [50 CFR 86.20](#), and your proposed project area to determine the suitability of the project under the BIG Program.

The next step is to complete the application package and submit one hard copy and one electronic copy.

Submit one hard copy to:

Division of Boating and Waterways
Attn: Deborah Holmes
One Capitol Mall, Suite 500
Sacramento, CA 95814

Submit one electronic copy via email, CD/DVD or flash drive.

Email submission can be sent to: Deborah.holmes@parks.ca.gov. CD/DVD or flash drive can be mailed to the address indicated above.

Applications will only be considered if the **HARD COPY** is received by the Division of Boating and Waterways by the application deadline of 5:00 p.m. on **JULY 31, 2019**.

If you have any questions, or would like to discuss the eligibility of your potential project, please contact Deborah Holmes before the application deadline at 916-327-1822 or by email at Deborah.holmes@parks.ca.gov

BIG PROGRAM AND ELGIBILITY INFORMATION

Boating Infrastructure Grants (BIG) Tier I and Tier II are federally funded by the U.S. Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program. The purpose of the grant program is to construct, renovate or maintain tie-up facilities for transient recreational vessels (passing through, staying 15-days or less) twenty-six feet or more in length. Projects may also include education materials specific to BIG or BIG-funded projects.

Tier I: Up to \$200,000 is available for projects in California. All Tier I grants must meet the eligibility requirements of [50CFR 86.20](#). Each Tier I grant cannot exceed \$200,000; however, the State of California may award more than one (1) Tier I grant as long as the total amount of awarded grants does not exceed \$200,000.

Tier II: Up to \$1.5 million per project may be awarded to California projects in the national competition. A total of \$10 million is available for Tier II projects nationally. All Tier II grants must meet the eligibility requirements of [50CFR 86.20](#).

Useful Life:

Applicants should identify the useful life of capital improvements. The minimum and suggested useful life for BIG facilities is 20 years. For capital improvements with a value greater than \$100,000, states are required to reference the method used to determine the useful life (see 522 FW 18 <https://www.fws.gov/policy/522fw18.html>).

Matching Requirements:

BIG Grants require a minimum 25 percent match, which must be described in your budget narrative.

Special Conditions or Requirements:

- Facilities constructed, operated, or maintained with BIG grant funds must offer reasonable access for all transient recreational vessels for the full period of their useful life.
- Facilities must be open to the public during reasonable time periods.
- Grantees may charge fees, but they must be comparable to the prevailing rate in the area.
- New construction and renovations must be designed to last throughout their useful life.

BIG Selection Criteria

Applications will be scored on the extent of how the project meets the criteria listed below. Each of these criteria must be addressed in the Project Statement narrative:

- Construct and renovate tie-up facilities for transient recreational boats 26 feet or more in length;
- Provide for public/private and public/public partnership efforts to develop, renovate and maintain tie-up facilities;
- Use innovative techniques to increase the availability of tie-up facilities for transient vessels 26 feet or more in length (includes education/information);
- Include private, local, or other State funds in addition to the non-Federal match described in 50 CFR 86.42;
- Are cost efficient;
- Provide a significant link to prominent destination way points such as those near metropolitan population centers, cultural or natural areas, or that provide safe harbors from storms;
- Provide access to recreational, historic, cultural, natural or scenic opportunities of local, regional or national significance.

Examples of Activities **Eligible** for Funding (see 50 CFR 86 for detailed list)

Construction, renovation, and maintenance of public and private boating infrastructure tie-up facilities that:

- Are built on navigable waters with a minimum depth of six (6) feet;
- Are reasonably available to the public (via physical access, equitable fees and open periods);
- Are temporary use facilities (not to exceed 15 days) for transient recreational vessels 26 feet more in length;
- Provide security, safety and service for these type of vessels;
- Install a pumpout facility (if needed due to proximity of nearest pumpout facility).
- One-time dredging for up to \$200,000 only, to give transient vessels safe channel depths between the tie-up facility and maintained channels or open water.
- Install navigational aids, limited to giving transient vessels safe passage between the tie-up facility and maintained channels or open water.
- Preliminary project costs can be reimbursed, but these costs will only be funded if requested as part of the application and the project is approved:
 - Conducting appraisals;
 - Administering environmental reviews and permitting;
 - Conducting technical feasibility studies;
 - Carrying out site surveys and engaging in site planning;

- Preparing cost estimates;
- Preparing working drawings, construction plans and specifications.

Examples of Activities **Ineligible** for Funding (see 50 CFR 86 for detailed list)

- Projects that do not provide public benefit;
- Projects that restrict public usage or require club membership;
- Projects for commercial benefit or which benefit a private business or nonprofit;
- Involve enforcement activity;
- Significantly degrade or destroy valuable natural resources, or alter the cultural or historic nature of the area;
- Provide structures not expected to last at least 20 years;
- Maintenance dredging;
- Fund operations or routine, custodial and janitorial maintenance of the facility;
- Construct, renovate or maintain boating infrastructure tie-up facilities for non-transient vessels (BIG projects may however, be part of a larger development, see “PRORATION” under “BUDGET NARRATIVE”).

Please Note:

Applications **must be** formatted on an 8.5”X11” paper, with 1” margins at top, bottom and both sides. Pages need to be numbered at the bottom of the page. Fonts must be no less than 12 point Arial, Times New Roman or other commonly used font.

APPLICATION REQUIREMENTS

Complete applications must include every section below. Incomplete applications will not be reviewed or considered for project funding.

APPLICATION COVER SHEET

This is general information containing the agency name, address, contact name, grant/loan amount, project name, and signature and date.

PROJECT SUMMARY (1 Page MAXIMUM)

The project summary should include your project title, location and a brief overview of the need. You will also want to include goals, objectives, specific project activities, anticipated outputs and outcomes.

PROJECT STATEMENT (10 PAGES MAXIMUM)

The project statement needs to provide sufficient information so reviewers can verify the proposal is eligible. A project statement also needs to explain the need, purpose, objectives, results or benefits, and approach. Describe the methods, designs and/or procedures you will use to achieve the objectives, using the S.M.A.R.T. methodology (Specific, Measurable, Achievable, Relevant, and Timely). This section should also include a timeline for the project and the status of required permits or other compliance requirements. You must also identify the project officer (or owner's representative) who will have detailed knowledge of the project.

Example of a BIG project statement can be found at the following link:

<https://fawiki.fws.gov/display/WSFR/Boating+Infrastructure+Grant+Program+Grant>.

For additional information please review the Notice of Funding FY2020 for Big Tier I / Tier II. These can be found at <http://dbw.parks.ca.gov/BIG>.

PROJECT TIMETABLE

The Project Timetable should include a projected timeline of your project activities. Please include projected dates for engineering, permitting, compliance, bid solicitation, construction contract, construction and the proposed project completion date.

BUDGET NARRATIVE

Provide an explanation and justification on all requested budget items. Demonstrate a clear connection between costs and proposed project activities. Describe the resources you used to develop the cost estimates. Please include the following:

- Match and other partner contributions;
- Itemized expenses for engineering, permits, NEPA, CEQA, etc.;

- Contingency Costs;
- Proration: Costs for facilities that will benefit boaters other than transient recreational vessels at least 26 feet long must be prorated;
- Program Income;
- Equipment;
- Useful Life.

RESOLUTION

The resolution is a formal request for a Boating Infrastructure Grant from an official governing body, i.e., City Council, County Board of Supervisors, Harbormaster, Port District, etc. A draft resolution is included in this package for your convenience.

FINANCIAL LETTER OF COMMITMENT

Tier II applicants must include a financial letter of commitment signed by an authorized representative.

KEY OFFICERS AND OVERSIGHT BODIES

Provide the name, title, and duties of key officers of the city, county, port authority, etc. Submit an organization chart showing the names, titles, and the reporting relationship of all key persons involved in the operation of the boat launch facility or marina. Provide the names of any oversight bodies, including website, members, and contact information.

RESPONSE TO RANKING CRITERIA (12 Pages Maximum)

As part of the evaluation of these competitive grants, the following questions must be answered. For additional clarification, see the FY2020 Boating Infrastructure Grant Tier II Notice of Funding Opportunity Section VII (see references for electronic links.)

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

In evaluating a proposed project under this criterion, we consider whether the project will:

- a. Construct new boating infrastructure in an area that lacks it, but where eligible vessels now travel or would travel if the project were completed;
- b. Renovate a facility to improve its physical condition, follow local building codes, improve safety, or adapt it to a new purpose;
- c. Create accessibility for eligible vessels by reducing wave action, increasing depth, or making other improvements;
- d. Expand an existing facility that is unable to accommodate current or projected demand by eligible vessels; or
- e. Make other improvements to accommodate an established need.

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

In evaluating a proposed project under this criterion, we consider the total cost of the project, the benefits made available to eligible users, and the objectivity or reliability of the data and information used to demonstrate benefits relative to costs. Relate costs and benefits to the need for the project. We may consider the availability of preexisting structures and amenities, but only in the context of the identified need. As costs vary depending on local factors, we do not use a cost per slip to compare projects.

Describe in your application any factors that would influence costs such as:

- a. The need for specialized materials to meet local codes, address weather, future sea level rise, or terrain, or extend useful life;
- b. Increased transportation costs due to facility location; or
- c. Other factors that may increase costs but support needed benefits.

Describe any costs associated with providing a harbor of safe refuge, if applicable.

3. Will the proposed boating infrastructure accommodate boater access to significant destinations and services that support transient boater travel?

In evaluating a proposed project under this criterion, we consider:

- a. The degree of access that the BIG-funded facility will provide;
 - b. Activities, events, or landmarks near the facility, how well known they are, how long they are available, and how likely they are to attract boaters to the facility.
 - c. The availability of services and the degree of safety at and around the facility, the ease of access to these services, and how well they meet the needs of eligible boaters.
4. Will the proposed project include private, local, or State funds greater than the required minimum match?
 5. Will the proposed project include contributions by private or public partners that contribute to the project objectives?

To be considered a partner, the entity must commit a financial or in-kind contribution or take a voluntary action that is necessary for, and directly and substantively contributes to completion

of the project. See 50 CFR 86.55 and 50 CFR 86.57 for additional guidance. In evaluating proposed projects under this criterion, we consider:

- a. The significance of the contribution to the success of the project;
 - b. How the contribution supports the actions proposed in the project statement;
 - c. How the partner demonstrates its commitment to the contribution; and
 - d. The demonstrated ability of the partner to fulfill its commitment.
6. Will the proposed project include physical components, technology, or techniques that improve eligible user access?

In evaluating a proposed project under this criterion, we consider whether the project will increase the availability of the BIG-funded facility for eligible users or improve eligible boater access to the facility. Describe whether you will be:

- a. Using a new technology or technique;
- b. Applying a new use of an existing technology or technique;

We will consider if you choose to complete the project using an optional or advanced technology or technique. If you choose to go beyond the minimum technical requirements for a project component, you must describe the current standard and how you will exceed the standard. We will not award points for following standards set by law.

7. Will the proposed project include innovate physical components, technology, or techniques that improve the BIG-funded project?

In evaluating a proposed project under this criterion, we consider if the project will include physical components, technology, or techniques that are newly available, or repurposed in a unique way. Examples include components, technology or techniques that:

- a. Extend the useful life of the project;
 - b. Are designed to help save costs, decrease maintenance, or improve operation;
 - c. Are designed to improve services or amenities for BIG eligible users;
 - d. Reduce the carbon footprint of the facility;
 - e. Reduce negative environmental impacts (beyond compliance requirements); or
 - f. Improve facility resilience
8. 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?

In evaluating a project under this criterion, we consider if the application documents that the facility has received official recognition for its voluntary commitment to environmental compliance, sustainability, and stewardship by exceeding regulatory requirements. The official recognition must be part of a voluntary, established program administered by a Federal or State agency, local governmental agency, Sea Grant or equivalent entity, or a State or Regional marina organization. The program must require the facility to use management, operational techniques and practices that will ensure it continues 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 program and received official recognition by the due date of the application.

ENVIRONMENTAL COMPLIANCE

If your project is awarded, you must comply with all applicable local, state and federal laws, regulations and policies. You will also need to provide evidence of compliance with the National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), the Endangered Species Act (ESA), the National Historic Preservation Act (NHPA), and other federal laws or regulations as part of the post-selection approval process.

PERMITS*

Proposed projects in the shore zone or in environmentally sensitive areas usually require the review and approval of regulatory agencies. Obtaining permission to construct projects from these agencies in the form of permits, letters of permission, waivers, and certifications normally have costs associated with them in terms of fees or expended staff time.

The most commonly required permits are:

- U.S. Army Corps of Engineers Section 404 Permits;
- California Department of Fish and Game 1600 Permits;
- California Regional Water Quality Control Board Certifications;
- U.S. Fish and Wildlife Service and National Marine Fisheries Service; and/or
- California Coastal Commission or the San Francisco Bay Conservation and Development Commission.

*It is the responsibility of the Grantee to obtain any and all permits.

LOCATION/DRAWINGS/MAPS/PHOTOGRAPHS (20-page limit)

Please provide the following:

1. Location of the project site using Global Positioning System (GPS) coordinates: degrees: minutes; seconds
2. All existing structures, facilities and amenities;
3. All proposed project components;

4. Clearly marked areas that are for eligible transient recreational vessels, areas that are for others and areas that are for shared use;
5. Water depths (before and after dredging if applicable)
6. If dredging, you must include an aerial photograph or schematic drawing to show the specific area(s) you intend to dredge;
7. Measurements for all docks, bulkheads, breakwaters and other features where boats will be accommodated;
8. Small State map that shows the general project location;
9. A local map that shows the facility location, nearest community, public road and navigable water body;
10. Maps or images showing proximity to significant destinations, services that support eligible users, terrain considerations, access or other information applicable to your project;
11. Any other map, pictures or other information that will identify project components, prorating criteria or other factors.

References / Additional Information:

- Notice of Funding Opportunity FY2020 BIG Tier I
[http://dbw.parks.ca.gov/pages/28702/files/BIG%20Tier%201%20Notice%20of%20Funding%20Opportunity%20\(NOFO\)%20F17AS00214.pdf](http://dbw.parks.ca.gov/pages/28702/files/BIG%20Tier%201%20Notice%20of%20Funding%20Opportunity%20(NOFO)%20F17AS00214.pdf)
- Notice of Funding Opportunity FY2020 BIG Tier II
[http://dbw.parks.ca.gov/pages/28702/files/BIG%20Tier%202%20Notice%20of%20Funding%20Opportunity%20\(NOFO\)%20F17AS00215.pdf](http://dbw.parks.ca.gov/pages/28702/files/BIG%20Tier%202%20Notice%20of%20Funding%20Opportunity%20(NOFO)%20F17AS00215.pdf)
- Boating Infrastructure Grant Program Questions and Answers
<http://dbw.parks.ca.gov/pages/28702/files/BIG%20FAQ.pdf>
- 2CFR200:
<https://fawiki.fws.gov/display/WTK/Code+of+Federal+Regulations>
- 50CFR86:
<https://fawiki.fws.gov/display/WTK/Code+of+Federal+Regulations>



**DIVISION OF BOATING AND WATERWAYS (DBW)
BOATING FACILITIES DEVELOPMENT AND FINANCING PROGRAMS**

APPLICATION COVER SHEET FOR BOAT INFRASTRUCTURE GRANT TIER I & TIER II

This form plus additional application requirements must be completed and received by DBW no later than **JULY 31, 2019**. A fillable version of this form can be obtained from the DBW website at <http://dbw.parks.ca.gov/BIG>.

For DBW Use Only:

Assigned to:

1. DATE SUBMITTED:

2. RECEIVED BY DBW:

APPLICATION NUMBER:

APPLICANT INFORMATION

3. LEGAL NAME OF APPLICANT:

4. TYPE OF APPLICANT:

- City County
 Special District Federal Government
 Other Public Agency (specify):

5. MAILING ADDRESS OF APPLICANT:

6. CONTACT INFORMATION:

Name:
Title:
Address (if different):
Telephone:
E-mail:

GENERAL PROJECT INFORMATION

7. NAME OF PROJECT:

8. PROJECT LOCATION AND BODY OF WATER PROJECT IS LOCATED ON: *(Attach a site map)*

9. GRANT AMOUNT REQUESTED:

APPLICANT ACKNOWLEDGEMENT AND SIGNATURE

Under penalty of perjury, I hereby certify that I am an authorized representative of the Applicant, and that I have been authorized by the Applicant by resolution to execute this Application for DBW funding.

AUTHORIZED SIGNATURE:

PRINT NAME AND TITLE:

DATE:

DIVISION OF BOATING AND WATERWAYS

DIVISION OF BOATING AND WATERWAYS
Boating Infrastructure Grant (BIG) Application Checklist

Grant Applicant:

Project Site Name:

BIG Tier I or II:

NOTE: Each section below is required for an application package to be considered complete.

- Application Cover Sheet
- Project Summary (Scope of Work) (1 page maximum)
- Project Statement (10 pages maximum)
- Project Timetable
- Project budget narrative demonstrating 25 percent match (minimum)
- Resolution (for governmental agencies)
- Financial letter of commitment signed by an authorized representative
- Key Officers with Contact Information
- Response to Ranking Criteria
- Permits and/or list of required permits and agencies
- Location / Drawings / Maps / Photographs
- Organizational Chart
- One hard copy and one electronic copy

Complete application package hard copy must be received by DBW on or before the deadline of 5:00 p.m. on **July 31, 2019**.

Address: Division of Boating and Waterways
Attn: Deborah Holmes
One Capital Mall, Suite 500
Sacramento, CA 95814

Contact: Deborah Holmes
deborah.holmes@parks.ca.gov
(916) 327-1822