

Example - Letter of Intent
Boating Infrastructure Grant Program FY26
California State Parks, Division of Boating and Waterways

June 12, 2025

Dear Mr. Tratner,

City of Coastville is submitting this Boating Infrastructure Grant FY26 Letter of Intent for Division of Boating and Waterway's consideration for funding the proposed Coastville Marina improvement project described below.

The City is excited for this opportunity to update and expand our guest dock facility that serves recreational transient boaters year-round. If any further information is needed, my contact information is provided below. I look forward to hearing from you.

Regards,

Barry Boater

Barry Boater, Harbormaster

Agency: City of Coastville

Project Title: Coastville Marina Guest Dock

Contact: Barry Boater, Harbormaster, 555-555-1234, BBoater@coastville.com.

Project Location: Coastville Marina, 1111 Coast View Drive, Coastville, California.

Project Description: This project would replace an existing deteriorated and unsecure 100-foot guest dock facility with a new 8-foot wide by 150-foot overnight guest dock facility and would include updated security gates, lighting, fuel station, utility pedestals, and a vessel sewage pumpout. As proposed, the project would retain existing piles but needs approximately three additional piles for stability. For ADA compliance, the dock would require a new gangway and an accessible path of travel to existing landside restrooms, showers, and laundry facilities which currently meet ADA requirements.

Coastville would like to complete this project in two phases, a planning phase, which would include engineering, permitting, CEQA/NEPA, and a subsequent construction phase, which would occur approximately three years from receipt of a BIG planning grant.

Need: The existing dock is at maximum capacity, with a waiting list approximately 80% of the summer boating season during which time the marina must turn away potential guests. There have also been complaints from users about the security of the dock, lack of local fuel availability, and sewage disposal sites. Coastville Marina is adjacent to and within walking distance of a vibrant historical district, shopping centers, award winning restaurants, and an events venue which attracts recreational transient boaters eager to enjoy what Coastville offers.

Purpose: This project, once constructed, will increase safety, access to more guest dock tie-up space, and amenities that will greatly benefit the recreational transient boater community.

Objectives: The objectives for the planning phase include completion of engineering plans, submission of permits to all necessary agencies, completion of studies necessary for permits and to meet CEQA/NEPA compliance requirements, and development of a reliable estimate of probable construction costs. The City has experts in permitting, CEQA/NEPA compliance, and expects to do this work in-house. Engineering and the establishment of a reliable construction cost estimate will be contracted with an experienced marina engineering firm through the solicitation and bidding process.

Expected Benefits: By increasing capacity and services, transient boaters will benefit by reducing the frustration of being on a wait list or having to continue to the next marina (which is 5 miles away) for accessing shoreside services. The addition of the security gate will help boaters feel safe so they can enjoy their multi-day stay at Coastville, and the addition of a fuel station and pumpout will make this facility one that provides critical services for this population allowing them to have more time for exploring the vibrant waterfront dining, shopping, cultural arts, and entertainment opportunities.

Proposed Project Funding:

Total Project Cost: \$450,000 Requested BIG Funds: \$300,000 Local Match: \$150,000

Proposed Budget Narrative: The total project cost is projected to be \$3,000,000 (see the cost estimate below). At this time, Coastville's cost estimate for completing engineering, permitting and CEQA/NEPA is \$450,000. **Coastville is asking for \$300,000 of BIG funding.** The City will contribute the balance of \$150,000 in match (33%). Match funding has already been allocated in the City's budget for this activity.

Construction would be expected to occur approximately 3 years from receipt of the planning grant. Coastville has budgeted \$250,000 from its general fund each year for the next three years for construction of this project and has received a letter of intent for a \$250,000 donation to the City for construction of the dock from XYZ LLC, which owns the shopping development and venue next door. XYZ LLC has also offered to conduct ongoing maintenance as a continuing donation to the City, to keep costs low for recreational boaters. The City would manage reservations and occupancy, collect all transient boater fees which would offset City costs of monitoring the dock for security, and all excess fees would be deposited in a fund for ongoing repairs, which are expected in a marine environment.

Coastville expects to apply for BIG funding in a subsequent application cycle to request \$1,500,000 in construction funding once engineering has reached the 60% level of completion. The City will contribute any funding necessary beyond the granted amount to complete this important project.

Cost Estimate: Coastville Marina Guest Dock

Scope	Total Cost Estimate	Requested BIG Grant	City Matching Funds
Engineering, Permitting, CEQA/NEPA (Planning Grant - current request)	\$450,000	\$300,000	\$150,000
Future Construction Estimate:			
Mobilization	\$200,000	\$0	\$200,000
Demolition and Disposal	\$100,000	\$0	\$100,000
150' x 8' Dock	\$1,000,000	\$1,000,000	\$0
Gangway	\$150,000	\$150,000	\$0
Fuel Station	\$250,000	\$0	\$250,000
Security Gate	\$150,000	\$50,000	\$100,000
New Piles (3)	\$300,000	\$200,000	\$100,000
Electric and Water Pedestals	\$150,000	\$0	\$150,000
Lighting and Utilities	\$150,000	\$50,000	\$100,000
Landside Path of Travel	\$80,000	\$50,000	\$30,000
Sewage Pumpout	\$20,000	\$0	\$20,000
Construction Estimate Subtotal:	\$2,550,000	\$1,500,000	\$1,050,000
Total (including planning):	\$3,000,000	\$1,800,000	\$1,200,000