

Division of Boating and Waterways
Boating Facilities Development and Financing
Local Assistance Loan and Grant Application Instructions

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INTRODUCTION

The Department of Parks and Recreation, Division of Boating and Waterways' mission is to provide safe and convenient public access to California's waterways. The Division fulfills this mission in part through its Local Assistance Loan and Grant Programs. The Local Assistance Loan and Grant Programs assist cities, counties, districts, other governmental agencies, marinas, and port districts, in the development and improvement of marinas and boat launching facilities.

The following information is provided as a general guideline to help prioritize the activities leading to the development or rehabilitation of a boat launching facility project and to assist with the documentation required for a grant application.

The first step in the grant application process is to contact the Division of Boating and Waterways. This should be done as soon as the need for the improvements is determined. If possible a Department representative may make a reconnaissance survey of the proposed project area to determine the suitability of the project under the Loan and Grant program, the need for improvements, the project scope and anticipated usage of the proposed project, the scope of Department participation, and the willingness and ability of the applicant to meet the program requirements.

Note: The applicant must own or control the project area land and water, and operate and maintain the facility for 20 years for a Grant and 30 years for a Loan at no cost to the State.

The next step is to complete an application package. The documents and reports required to be submitted are:

- 1. APPLICATION FOR LOAN OR GRANT FUNDING**
- 2. Resolution(s)**
- 3. Feasibility Report**

Three copies of this package should be submitted to:

Division of Boating and Waterways
Boating Facilities Development and Financing
Local Assistance Program
One Capitol Mall, Suite 500
Sacramento, CA 95814
Attn: Keren Dill

DBW accepts applications year round. February 1 is the deadline for consideration into the following grant funding cycle (E.g. February 1, 2016 applications will be considered for funding in the State's Fiscal Year 2017-2018 budget). Applications can be found at www.dbw.parks.ca.gov. The following provides a description of the information required on the application:

APPLICATION

This is a general summary of the Loan and Grant Package containing the agency name, address, contact name, grant/loan amount, project description, and other pertinent information.

RESOLUTION

The resolution is a formal request for a boating infrastructure Loan or Grant from the official government body, i.e., City Council, County Board of Supervisors, Harbormaster, Port District, etc. A draft resolution is included in this package for your convenience.

For Federal projects, a letter requesting the Department's participation in a joint project with the Federal agency, transmitting the required documents, shall be included.

ENVIRONMENTAL COMPLIANCE

CEQA

All construction projects utilizing State funds require California Environmental Quality Act (CEQA) compliance. The applicant is required to meet both the local and state filing requirements. Compliance with CEQA is required for all projects. To document compliance for the purposes of the Grant/Loan application, the applicant needs to submit the documents noted below. The documents required vary based on whether CEQA is complete or incomplete at the time of application.

1. If CEQA compliance is complete at the time of APPLICATION

- Provide the CEQA Compliance Certification Form
- Provide a copy of the Notice of Exemption or the Notice of Determination
- If a Notice of Exemption or a Notice of Determination was not completed, provide a letter from the Lead Agency that explains:
 - Why neither document was completed
 - Certifies that the PROJECT is CEQA compliant
 - Notes the date the PROJECT was approved by the Lead Agency

2. If CEQA compliance is **not** complete at the time of APPLICATION

Applicant with incomplete CEQA must provide a letter detailing their plan for CEQA compliance. The plan must include the following:

- Description of documentation being prepared: Initial Study, Notice of Exemption, Negative Declaration, Mitigated Negative Declaration, Environmental Impact Report, etc.
- Description of the current status of CEQA compliance
- A timeline for CEQA compliance showing estimated dates when each step of the CEQA compliance process will be completed
- A total estimated cost for CEQA compliance
- An explanation of any obstacles that may delay CEQA compliance

NEPA

Federal projects require National Environmental Policy Act (NEPA) compliance. A project is subject to NEPA if it: requires a federal permit, entitlement, or authorization; requires federal funding; will occur on federal land; or is jointly carried out by a federal agency.

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.

PUBLIC SUPPORT/OPPOSITION

Describe any public support or opposition. If any public meetings have been held, provide notices, agendas, and minutes. If public meetings are scheduled, provide the schedules and agendas if available.

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 permissions, 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

Each has a fee associated with it and has a different timeline for obtaining the permit.

It is the responsibility of the Funding Applicant to obtain any and all permits. Provide a list of required permits with the application. Any permits obtained prior to Funding Agreement execution are not reimbursable costs under the grant or loan.

Benefit/Cost Analysis Worksheet

Complete the Benefit/Cost Analysis Worksheet.

FEASIBILITY REPORT

The applicant is responsible for demonstrating the project is economically justified and feasible from both an engineering and a financial standpoint. The information required in the feasibility report is:

Proposed Project

List the items that will be constructed or rehabilitated with the grant/loan, for example:

- 1) A two-lane concrete ramp including dimensions
- 2) Asphalt/concrete parking with number of vehicle/trailer, single car and ADA spots
- 3) Restroom type and number of stalls
- 4) Utilities, i.e. drainage, gas, power, sewer, telephone, water
- 5) Rock slope protection
- 6) Fish cleaning station
- 7) Landscaping (as required by Permits)
- 8) Lighting
- 9) Irrigation

Location/Access to Project

Provide detailed directions to your facility from nearby population centers or major highways, and the distance of your facility from major population centers. Also supply a location map showing where the project is located within a broad area, with an insert showing the location in relation to the entire site. All major highways, waterways, etc. should be clearly identified. Describe the distance and location of other boat launching facilities or marinas in the area.

Existing Site

Describe the age of the existing site and project components and a brief history of any site improvements.

Previous Commission Action and DBW Funding

Detail the dates, dollar amounts, scope, year of funding, and completion dates of any DBW funding at the site. This should include all projects that came before the Boating and Waterways Commission and all DBW program funding.

Description of Area and Proposed Project Site

Provide general information of the area including:

- 1) Population centers nearby
- 2) Description of the body of water where project is located
- 3) Size of the water body and water levels
- 4) Description and history of the water body
- 5) Description and history of the facility and water body
- 6) Describe the recreation, i.e. skiing, fishing, sailing, etc.

- 7) Dates of boating season
- 8) Other boat launch facilities on the body of water or within 10 miles
- 9) Project site and location maps

Engineering Feasibility

An engineering analysis shall be conducted to determine engineering feasibility and approximate construction costs. The engineering analysis will be for planning and budgeting purposes. This analysis should be in enough detail to determine preliminary feasibility and construction costs. The plans and specifications for construction should be prepared after the grant/loan is approved and funds become available. Please include:

- Topographic maps of the launching ramp land and water area, availability of water lines, electrical lines, sewer lines, access roads
- Seasonal water fluctuation (water elevation levels) data to determine the length of the ramp needed to accommodate boat launching

Cost Estimate

Provide a detailed engineering cost estimate breakdown. Identify any items which the applicant will be solely funding or cost-sharing with the Department.

Costs should generally be itemized as follows (and are general scope/limitation of the Department's participation):

- 1) Boat launching ramp (width, length, slope)
- 2) Courtesy boarding float(s) (width, length)
- 3) Parking (number of vehicle/trailers and single spaces)
- 4) Restroom (type, and number of stalls)
- 5) Utilities (drainage, gas, power, sewer, telephone, water)
- 6) Fish-cleaning station
- 7) Lighting
- 8) Landscaping and irrigation (as required by Permits)
- 9) Clearing and grubbing
- 10) Excavation (cut and fill)
- 11) Dredging
- 12) Rock slope protection
- 13) Signage

Non-Construction Costs (figured on one construction subtotal)

- 1) engineering (12 percent of subtotal of construction items)
- 2) contingency (10 percent of subtotal of construction items)
- 3) inspection (5 percent of subtotal of construction items)
- 4) escalation (5 percent per year, based on estimated project construction timeline, of subtotal of construction items)
- 5) permits (3 percent of subtotal of construction items)

The applicant should recognize the actual construction may not take place for two or three years due to the state budgeting cycles, unforeseeable budgeting factors, preparation of plans and specifications, seasonal considerations, etc. An ideal project development schedule should be submitted with the application. Because of unforeseeable funding availability, all project components should be prioritized and grouped in contemplation of funding availability limitations only allowing for partial project, or multiple application and funding years.

Usage

Provide a breakdown of motorized vs. non-motorized launches at the site. Note any outside agency usage, both public and private. For example, sheriff, police department, refineries, commercial amphibious vehicles/vessels.

Describe activities at the site and indicate whether boaters will be engage in activities at or near the New Launching Facility. Provide a list of the activities.

Restricted Use

Provide a list of any restrictions that apply to the reservoir/lake or river and the reason for the restrictions. Examples of restrictions would be: size or type limitation on motors, a fishing only lake, no body contact with water, no personal watercraft allowed, etc.

Legal Description

Provide a legal description of the boat launching facility with a map of the project area.

Fiscal Year and Cut-Off Dates

The State's Fiscal Year is July 1 to June 30 of each year. Provide the Fiscal Year of the Application, and any specific hard cut-off dates, such as final billing, final receipt dates, etc., or any other dates that would affect the Applicant's financial reports and status.

Economic Justification

The economic justification determines whether the benefits to the boating public exceed the cost of the proposed project over the anticipated life of the boat launching facility.

The analysis is done by completing one of the two benefit/cost analysis worksheets in Appendix A for either an improvement/rehabilitation project or Appendix B for a new project.

Additional Site Drawings/Photographs

A project site layout drawing should be submitted. This drawing is to be presentation quality. The drawing should identify and locate the project features, such as, the boat launching ramp, boarding floats, parking area, restroom, etc. Pictures of the project site should be submitted. Include general pictures of the site, existing facility and area where proposed facility will be constructed, and aerials that can be incorporated into the Department's final feasibility report. High resolution digital images or photographs are acceptable. Pictures must clearly demonstrate existing conditions to justify the need for funding.

Operation and Maintenance

A Funding Recipient is required to operate and maintain the facility for the life of the loan (30 years, or until repaid in full if sooner), or the amortization period of the grant (20 years). Discuss how the Applicant will operate and maintain the facility for this period. Include staffing and funding resources, wear, weather, etc.

Certification

The Feasibility Report should contain a certification of the following by a person at a level sufficient to make this certification:

1. Staffing and expertise for project construction is available and dedicated towards this project.
2. The Applicant understands construction management, administration and overhead are not reimbursable expenses.
3. Sufficient funding is available to operate and maintain the facility for its useful life.
4. This grant or loan is funded on a reimbursement basis. No funding advances will be approved.
5. Sufficient cash flow exists for at least a 90-day reimbursement cycle.

LOCAL ASSISTANCE LOANS

Local Assistance Loan Applications must include financial documents to establish the applicant's ability to repay the loan. Please include with the application the following for review:

- Public Agencies: Three most current years of audited financials (or online link to CAFRS)
These Financials are to include the detailed Marina Enterprise Fund financial statements, or the fund holding revenues generated from the project area
- Privately Owned Marina Applicant: Three most recent years of Federal Income Tax Returns

Repayment and Collateral

Identify revenue source(s) dedicated for loan repayment.

Identify proposed collateral available to be pledged for loan security.