

2018

Application Instructions Boating Infrastructure Grant



City of Stockton
Public Dock funded by a
Boating Infrastructure Grant

Division of Boating and Waterways

Lisa.Fernandes@parks.ca.gov

916-327-1819

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

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INTRODUCTION

The Department 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 Loan and Grant 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. Please review this guide, [50CFR 86.20](#), and the proposed project area to determine the suitability of the project under the BIG Program.

The next step will be 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: Lisa Fernandes
One Capitol Mall, Suite 500
Sacramento, CA 95814

Electronic copies may be submitted either by mail (CD or thumb drive), or email to:

Lisa.Fernandes@parks.ca.gov

Applications will only be considered if the **HARD COPY** is received by the Division of Boating and Waterways by the Application Deadline of **AUGUST 1, 2017**.

If you have any questions, or would like to discuss the potential project regarding eligibility, please contact Lisa Fernandes before the application deadline at 916-327-1819 or by email at Lisa.Fernandes@parks.ca.gov

BIG PROGRAM AND ELGIBILITY INFORMATION

Boating Infrastructure Grants (BIG) Tier I and Tier II are Federally funded by the 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 doesn't exceed \$200,000.

Tier II: Up to \$1.5 million may be awarded to a California project in the national competition. A total of \$8 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 useful life for BIG facilities is 20 years. For capital improvements with a value greater than \$100k, 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 of 25% match which must be shown in your budget narrative.

Special Conditions or Requirements:

- Facilities constructed, operated, or maintained with 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 its 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 of six (6) feet of depth
- Are reasonably available to the public (via physical access, equitable fees and open periods)
- Are temporary use facilities (not to exceed 15 days' use) 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 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 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
- 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:

Per the Federal Requirements, Applications must to 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 COVER SHEET

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

PROJECT SUMMARY

The project summary should include your title of the project, 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 used 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 FY2018 for Big Tier I / Tier II.

These can be found at http://dbw.parks.ca.gov/?page_id=28821.

RESOLUTION

The resolution is a formal request for a boating infrastructure 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.

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.

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 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

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

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

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 FY2018 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 FY2018 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/UG2C2/Table+of+Contents+-+2+CFR+200+Uniform+Administrative+Requirements%2C+Cost+Principles+and+Audit+Requirements+for+Federal+Awards>
- 50CFR86:
<https://fawiki.fws.gov/display/BIGP5C8/50+CFR+86+-+Table+of+Contents>



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

**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 **AUGUST 1, 2017**. A fillable version of this form can be obtained from the DBW website at http://dbw.parks.ca.gov/?page_id=28821

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:

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

Application package hard copy must be received by DBW on or before the deadline of **August 1, 2017**.

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

Contact: Lisa Fernandes
Lisa.Fernandes@parks.ca.gov
(916)327-1819