



North Carolina Department of Environment and Natural Resources

Division of Marine Fisheries

Beverly Eaves Perdue
Governor

Dr. Louis B. Daniel III
Director

Dee Freeman
Secretary

FY2011 Boating Infrastructure Grant Program (BIG-P) Request for Proposals

Thank you for your interest in the Boating Infrastructure Grant Program (BIG-P) of the U.S. Fish and Wildlife Service (USFWS). The North Carolina Division of Marine Fisheries (DMF) serves as the lead agency for administering the program in North Carolina and acts as the liaison between the state's projects and the USFWS. The purpose of this document is to help you decide if your project is eligible for funding under the Federal guidelines and to assist you in preparing the best proposal you possibly can. Please read all of the enclosed information closely. If your proposal does not meet all of the Federal guidelines, it cannot be considered for funding.

New for the FY2011 Request for Proposals:

- Proposals are limited to 20 pages (not including attachments such as maps and/or photos, drawings or schematics of the proposed project, letters of commitment, and copies of permits).
- Clarification of rules regarding dredging, including a cap of 10% of total BIG project costs, including match, per application (see detailed information on page 2).
- Contingency reserves are ineligible and must not be included in estimated costs. Services or structures for food service, retail, or lodging are also ineligible for funding (this includes ship stores).

Program Description and Eligibility Information

The BIG Program provides matching grants to U.S. States and Territories for the installation of tie-up facilities for transient, nontrailerable recreational vessels 26 feet or more in length.

There are two levels of funding in BIG-P. Tier 1 provides each State and Territory up to \$100,000 per Federal fiscal year. The DMF may request funding for multiple Tier 1 projects; however, the total request from NC for Tier 1 Federal funds may not exceed \$100,000.

The USFWS designed Tier 2 to fund individual projects based solely on their merit using a national competition process. There are no limits on the Federal dollar amount projects may request. The USFWS anticipates awarding approximately \$10 million in BIG Tier 2 funding for FY2011.

If your proposal is not accepted for funding, even if it is eligible according to the below criteria, you must submit a new proposal each year. Receiving BIG-P funding in one year does not preclude you from applying for additional funds in subsequent years.

Eligible activities that can be funded by BIG-P include:

- Construction, renovation, and maintenance of privately or publicly owned boating infrastructure tie-up facilities. To be eligible, tie-up facilities must be on navigable waters at least 6 feet deep at the lowest tide (at project completion), available to the public, constructed to last at least 20 years, constructed for temporary use by recreational nontrailerable vessels, provide security and safety for the boats, and have a sewage pumpout station if one is not within a reasonable distance (generally 2 miles) if you construct a facility for overnight stays.
- Performing one-time dredging to give transient vessels safe channel depths between the tie-up facility and maintained channels or open water. To be eligible, dredging costs must be limited to those associated with dredging the most direct route from the tie-up facility to the maintained channel or open water. (Under Tier 2, dredging costs cannot exceed 10% of the total BIG project costs, including match.)
- Installation of navigational aids (e.g. channel markers, buoys, and directional information) limited to giving transient vessels safe passage between the tie-up facility and maintained channels or open water.
- Funding preliminary costs including but not limited to appraisals, environmental reviews and permitting, feasibility studies, and site surveys. Preliminary costs will only be funded if your project is selected for award. Funds may also be applied to grant administration.
- Produce information and education materials such as charts, cruising guides, and brochures to increase boater awareness of related opportunities.

Tie-up facilities include transient boat slips (slips that can be occupied by recreational boaters for no more than 10 consecutive days), mooring buoys, day-docks (tie-up facilities that do not allow overnight use), safe harbors, floating docks and fixed piers, floating and fixed breakwaters, debris deflection booms, dinghy docks (temporary tie-ups for small boats of eligible vessels to reach shore), retaining walls and bulkheads, dockside utilities (e.g. water, electric, telephone, wireless Internet, trash and recycling), fueling stations, sewage pumpout stations, and land-based structures that support transient boaters such as restrooms, showers and laundry facilities.

BIG-P funds may be used for a sewage pumpout station, however as a first option, we recommend that you consider applying for an NC Marine Sewage Pumpout Grant (Clean Vessel Act grant), administered by the NC Division of Coastal Management (DCM), to pay for the pumpout. Please see DCM's website for more information about this grant program at <http://dcm2.ehnr.state.nc.us/marinas/pumpout.htm>.

One-time dredging to provide transient vessels safe channel depths between the BIG funded tie-up facility and maintained navigation channels or open water is an allowable expense under the program. The proposed dredged area must be part of a navigable water body or channel. Dredging may restore channels, but must not create new access. Maintenance of the channel to meet the minimum draft of 6 feet and costs associated with the 20-year maintenance are responsibilities of the grantee. If boats that do not meet the definition of transient, nontrailerable recreational vessels will travel the dredged area, you must prorate the costs appropriately. Applicants must include an explanation of why the dredging is necessary and reasonable to meet the project objectives in your proposal, including the need, dredging method, and planned

maintenance of the dredging project. Under Tier 2, dredging costs must not exceed 10% of the total BIG project costs, including match.

Mixed-use facilities are allowed to request BIG-P funds. If an eligible BIG project will receive use by those who do not operate transient, nontrailerable boats 26 feet in length or longer, you must prorate the costs equitably or the proposal will be considered ineligible for funding. For example, if you propose to construct restroom and shower facilities for a marina where only 50 percent of the vessels are eligible transient vessels, then you may only request 50 percent of the construction costs for the project. Documentation must be included in your proposal to validate your prorating method.

Ineligible activities that cannot be funded by BIG-P include:

- Construction, renovation, or maintenance of tie-up facilities that do not provide public benefits; are designed for trailerable boats, long-term use (greater than 10 consecutive days) by a single party; or are not expected to last at least 20 years.
- Construction, renovation, or maintenance of dryland storage, haul-out features, and boating features for trailerable or “car-top” boats, such as launch ramps and carry-down walkways.
- Services or structures for food service, retail, or lodging. This would include ship stores, food courts, and hotels.
- Law enforcement activities.
- Any specific activities completed or begun prior to receiving an award and contract from the state of North Carolina.
- Maintenance dredging. Please note that all passage from the navigation channel to the tie-up facilities must have a mean low tide depth of at least 6 feet at project completion. If the depth has never been this deep, one-time dredging will be required as part of the proposal to be eligible. If the depth does not meet this requirement, and it had been dredged before, your proposal will not be eligible for any BIG-P funding until the minimum depth requirements are met through means other than BIG-P funding.
- Surveys to determine boating access needs.
- Activities that may degrade or destroy natural, cultural, or historic resources.
- Routine operational, custodial, and janitorial maintenance of facilities.
- Purchase of land or interest in land, including riparian rights.

Writing Your Proposal

Your proposal should be a concise, but complete, narrative of your plans for activities under the BIG Program. There are no specific forms to submit with your proposal. Several people will be involved in reviewing your proposal. You should not assume they know anything about you or the work you hope to get funded. Your proposal should be compelling and based on facts. Use the guidelines of why, what, where, who, how, and how much when preparing the narrative.

Please note that there are additional components to proposals submitted for the Tier 2 competition. These are included in the proposal guidance below.

Your proposal should be no more than 20 pages in length, including the project statement (detailed below), information describing the ranking criteria, and accompanying materials. Exempt from the page limit are pages of only maps or photos, drawing or schematics of the proposed project, and letters of commitment.

Your project statement must include the following:

- A. Need.** Describe the current facilities, state why the funds are needed, and what you will accomplish should your project be chosen for funding.
- B. Objectives.** Provide a concise statement of what the project will accomplish in terms of your stated need. Your objectives should be discrete, quantifiable, and verifiable actions to be accomplished within a specific time period.
- C. Expected Results and Benefits.** Identify and, to the extent feasible, quantify the benefits to recreational boaters, the local economy, and overall quality of life as a result of this project.
- D. Approach.** Describe how the work is to be done to meet the objectives, including specific procedures, schedules, key people involved, and cooperators. Provide a description of the capacity, type of construction, etc. Also provide a description of sensitive or protected species and historic or cultural resources that are on-site or in the project area such that USFWS staff can make a preliminary determination of compliance needs for the National Environmental Policy Act (NEPA), Section 7 of the Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA). If applicable, also describe third party arrangements for operation and/or maintenance of the facility, and include how revenue from user fees will be handled.
- E. Location.** Identify the specific location of the work with a chart or map and include GPS coordinates. It is suggested that you provide two maps: a map of North Carolina showing the general location of the project and a map of the project site. Other maps may be included, such as aerial photographs. Aerial images from Google Maps or Google Earth are acceptable. Please note that all maps and images must be printable in black and white.
- F. Estimated Cost.** Provide the estimated cost for the project. These grants can pay up to 75% of the total allowable costs. Funded proposals are required to provide at least 25% of the allowed project costs. In-kind contributions such as donation of property by a municipality are allowed in lieu of providing cash for the match. All sources of matching funds must come from non-Federal dollars. The various activities or components of your project should be broken down by cost and by cooperator. Prorate costs as appropriate (as described under "Program Description and Eligibility Information"). Also, please note that contingencies are no longer allowable costs.

Tier 2 proposals: Tier 2 proposals that provide more than 25% match will receive a higher priority score in the national ranking of proposals. Matching contributions from applicants and any other third party must be documented with a signed letter of commitment from an authorized representative of the match provider. The letter of

commitment must detail the amount of matching funds or value of donated services, and must be submitted with your proposal.

G. Timeline/Milestones. Provide a timeline and show when major activities will begin and end. This includes design periods, permitting and environmental compliance, and construction. We understand that this can only be an estimate; however, we need to have an idea of how long you think it will take to complete your project. If necessary, selected projects can receive more time for completion due to unforeseen circumstances.

H. Other Information. Please provide your organization's Federal Tax ID number, fiscal year end date, website URL for your organization (if you have one), contact information including an email address, and DUNS number (Dunn & Bradstreet Data Universal Numbering System). A DUNS number is a unique nine-digit identification number used by commercial and federal entities as a means of identifying business entities on a location-specific basis, and is the standard business identifier for federal electronic commerce. Organizations can receive a DUNS number at no cost by calling the DUNS number request line at 1-866-706-5711 or on-line at <http://www.dnb.com>. Also, please tell us if you are a business that is majority woman or minority owned. You may also submit project site designs if available with your proposal, but these are not required.

Securing permits from the NC Division of Coastal Management for any proposed work is your responsibility. Please include evidence of consultation with the Division of Coastal Management indicating conditional approval of your proposed activity, if it will be required. If you already have a CAMA Permit for the work, include a copy with your proposal.

Although not required, it is highly recommended that you include photographs, drawings or schematic interpretations of the overall proposed project. These should show how the project area presently appears, what you propose to construct or renovate, proposed project dimensions and methodology for determining the number of docks/slips proposed, and how the project will appear after it is complete. If one-time dredging is proposed, include an aerial photograph and schematic drawing to indicate the specific area to be dredged.

Tier 2 proposals: If you are submitting a Tier 2 proposal, you must also include with your proposal a detailed and concise narrative which documents how the project addresses each of the scoring criteria described below and found in the BIG Program Final Rule (50 CFR 86). We suggest that you address each scoring criterion with a brief statement or table. It is not necessary to duplicate information that addresses the scoring criteria in your proposal.

Proposal Review and Scoring Information

Receiving a BIG-P grant is a competitive process. Therefore you ought to do your best to prepare the highest quality proposal you can, especially if you are seeking Tier 2 funding. Your proposal will be reviewed based only on facts; therefore, you should provide those facts as clearly as possible. Also note that DMF cannot help you prepare your proposal or review it prior to submission.

The DMF will initially review proposals. Only the best proposals in each Tier will be forwarded to the USFWS. We will apply to the USFWS on your behalf for BIG Program funds based on information that you provide.

Tier 1 Proposals

Tier 1 proposals that are complete, substantial and eligible will be ranked by a review panel comprised of DMF and NC Division of Coastal Management (DCM) staff based on how well it meets program requirements, demonstrated need, leveraging of existing facilities or match, ability to complete the work, and cost efficiency. The top proposals will be forwarded to the USFWS for review and approval. The USFWS expects to announce Tier 1 awards in March 2011.

Tier 2 Proposals

Tier 2 proposals that are complete, substantial and eligible will be forwarded on to the USFWS for a national-level competition. The review and ranking of proposals is completed by a National Review Panel, comprised of a panel of USFWS employees and a subcommittee of the Sport Fishing and Boating Partnership Council. The National Review Panel scores and ranks proposals using criteria published in the BIG Program Final Rule (50 CFR 86) and described below. A ranked list of projects is given to the USFWS Director, who makes the final award determination. The USFWS expects to announce Tier 2 awards in March 2011.

Scoring Criteria

1. Partnerships: Will the proposed project provide for public/private and public/public partnership efforts to develop, renovate, and maintain tie-up facilities? Individuals, organization, companies, and others may be considered partners if they provide cash or in-kind contributions to the proposed BIG project that are: (1) identified in the application, (2) quantifiable, and (3) necessary and reasonable to meet the objectives of the project. These partners must be other than the DMF and the USFWS. Federal agencies that contribute to the success or completion of the project may be considered a partner, even though financial contributions cannot be accepted as match.
 - One partner beyond the applicant. (5 points)
 - Two partners beyond the applicant. (10 points)
 - Three partners beyond the applicant. (15 points)

Note - To receive points for this criterion, partner contribution(s) must be documented with a signed letter of commitment from an authorized representative of the match provider/partner and must be necessary and reasonable to accomplishing the proposed project objective(s).

2. Innovation: Will the proposed project use innovative techniques to increase the availability of tie-up facilities for transient non-trailerable recreational vessels (includes education/information)? (0-15 points)

Note – Applicants are encouraged to detail how or why the proposed techniques or education/information materials are innovative and how they increase the availability of tie-up facilities.

3. Matching Funds: Will the proposed project include private, local, or State funds above the required non-Federal match? Identify the percentage of non-Federal match.

- Twenty-six percent to thirty-five percent (5 points)
- Thirty-six percent to forty-nine percent (10 points)
- Fifty percent and above (15 points)

Note – Non-Federal match contributions must be reasonable and necessary to accomplishing the proposed project objectives. Do not include items or costs that are not part of the BIG project.

4. Cost Efficiency: Will the proposed project be cost efficient? Applications are cost efficient when the tie-up facility or access site features add a high value of economic return and/or public use compared with the proposed funding. For example, an application that proposes to construct a small feature such as a transient mooring dock using BIG funds, within an existing facility with existing features (restrooms, utilities, etc.), adds higher value and opportunity than an application that proposes to install all of those features (restrooms, utilities, etc.). (0-10 points total)

Applicants may receive between 0-5 points for an application based on whether the proposed project is an enhancement to an existing facility or additional services or if the application is for the development of entirely new supporting infrastructure for the proposed project (e.g., new marina development). Applications to increase the transient space at an existing marina or services will receive a higher score (3-5 points) compared to projects that propose the development of a brand new marina or supporting infrastructure (0-2 points).

Also, to demonstrate cost efficiency, applicants should include the number of boat slips the project facilities will accommodate for recreational vessels 26 feet in length or longer. This information helps the National Review Panel determine a Federal cost share per slip estimate, which accounts for half of the points for this criterion. The point breakdown follows:

- 5 points if the Federal cost share per slip is < \$12,500
- 4 points if the Federal cost share per slip is between \$12,500 - \$24,999
- 3 points if the Federal cost share per slip is between \$25,000 - \$54,999
- 2 points if the Federal cost share per slip is between \$55,000 - \$79,999
- 1 point if the Federal cost share per slip is between \$80,000 - \$104,999
- 0 points if the Federal cost share per slip is > \$104,999

5. Link to Destinations: Will the proposed project 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? (0 or 10 points)

Note – Applications that propose to construct or renovate facilities that do not include boat slips or tie-ups will receive zero (0) points for this ranking criterion (e.g., fuel dock only).

6. Access to Opportunities: Will the proposed project provide access to recreational, historic, cultural, natural, or scenic opportunities of national, regional, or local significance? Projects that provide access to opportunities of national, regional, or local significance receive 5 points for each, for a maximum of 15 points.

Note – Applications receive 5 points for providing access to at least one nationally significant opportunity, 5 points for providing access to at least one regionally significant opportunity, and 5 points for providing access to at least one locally significant opportunity.

Applications will not receive more than 5 points for having multiple significant opportunities in any of the above categories.

It is suggested that applicants list examples of opportunities, the type of opportunity (i.e., nationally, regionally, or locally significant), and the time and distance to access such opportunities by boat, car or bicycle. To receive points, access to the opportunity of significance must be within a reasonable distance of the project location.

7. **Economic Impact:** Will the proposed project provide positive economic impacts to the local community? For example, a project that costs \$100,000 and attracts a number of boaters who altogether spend \$1 million a year in the community would be providing significant positive economic impact to a community. (1-5 points)

Applications that do not address, or inadequately address, the economic benefits of a project will receive the minimum score (1).

To receive higher scores (2-5) an application must address the potential economic impacts to the local community. Applicants may use a variety of sources to estimate the economic impacts of a project, including previously completed studies from the local or surrounding area. The USFWS recognizes the importance of boating to North Carolina and regional economies, however, the application must address the potential economic impact on the local area to receive more than one point for this criterion.

Award Administration Information

If your proposal is approved for funding by USFWS you will need to work with DMF by supplying information for the preparation of a state contract to facilitate getting money to you. It is important for you to know that this program cannot reimburse you for work that has already been started or completed. Even if your project is selected for funding you cannot have any work reimbursed until there is a state contract in place. The entire process from the time you submit your proposal until you have money to spend can take from six months to one year.

Obtaining permits and selecting contractors is the responsibility of the grantee. Copies of approved permits should be submitted to the DMF Federal Aid Office. Bid solicitations and sub-contract documents should be reviewed by DMF for conformance with BIG Program rules before being made effective.

You will need to submit invoices to receive payment. The program requires a minimum 25% match; therefore if you plan to provide your match using cash, each invoice you submit will be reimbursed at the rate of 75% of the actual cost incurred, or value of the services provided. In addition to your invoice, you will need to submit copies of the original invoices from contractors doing the work, as necessary. The state will only authorize up to 90% of the total anticipated project payment prior to completion. The final 10% will be withheld until a final inspection of the work is completed and all required deliverables have been received. You also must be willing to

allow inspections of work in progress and after completion. In order to receive payment, you will need to have Internet access to register with the State of North Carolina's eProcurement system.

During the course of your award, you will be required to submit annual performance reports to the DMF. Non-governmental organizations will also be required under GS 143C-6-23 to file annual reports with the State on how grant funds were used. These reports will be entered by the grantee at www.ncgrants.gov; therefore, having Internet access and an email address to receive report notifications are required.

You may also be required to comply with certain endangered species requirements. These requirements usually are limited to stopping work in the water for a few hours when endangered sea turtles or West Indian manatees are present in the area. Your specific endangered species requirements will be determined prior to your receiving a contract to do the work.

Agency Contact

The Boating Infrastructure Grant Program is administered by the North Carolina Division of Marine Fisheries. Questions about the program and this request for proposals can be directed to:

Kelly Price, Federal Aid Coordinator
North Carolina Division of Marine Fisheries
3441 Arendell Street
PO Box 769
Morehead City, NC 28557-0769
(252) 808-8168 or (800) 682-2632 (in NC only)
Kelly.Price@ncdenr.gov

Proposal Submission

You must submit your proposal in an electronic format using Microsoft Word (version 2007 or earlier). Paper size should be 8.5" x 11" with 1" margins. All images and maps should be printable in black and white. Proposals less than 10 MB may be emailed to Kelly.Price@ncdenr.gov. Electronic submission is preferred. Proposals greater than 10 MB must be placed on a CD, mailed to Kelly Price at the address above, and received by the submission deadline. Proposals on CD may also be hand delivered to the Division of Marine Fisheries office located at 3441 Arendell St., Morehead City, NC. You cannot be reimbursed for costs associated with preparing your proposal. Proposals cannot be accepted at other DMF offices. It is your responsibility to ensure that electronic submissions by email or on CD can be opened and utilized properly.

The deadline for receipt of proposals by email, mail or hand delivered at the DMF office in Morehead City is **5:00 pm on Thursday, July 29, 2010**. Any proposals or additional documents received after this date and time for any reason will not be considered.

Thank you again for your interest in working with us to provide better boating access in North Carolina waters.