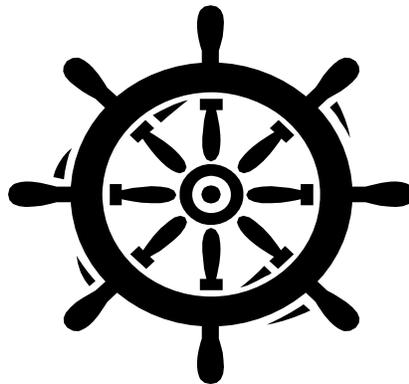


# The Boating Infrastructure Grant Program

A template for developing a proposal

# BIG



U.S. Fish & Wildlife Service  
Division of Federal Assistance  
March 2006

## **Suggested Template for Development of a Boating Infrastructure Grant/Tier II Proposal**

Project proponents are not required to use this template to submit proposals for consideration for funding through the Boating Infrastructure Grant Program (BIG). However, if used, this template may simplify the process and will help guide the preparer to address all of the issues that must be addressed to fully satisfy the needs of a comprehensive grant application. Further information about the Federal Assistance Program, and the BIG program specifically (authorizing legislation, grant guidelines, etc.), is available in the *Federal Aid Toolkit* at:

**<http://training.fws.gov/fedaid/toolkit/toolkit.pdf>**

The template is comprised of four sections:

- A. An Application for Federal Assistance (Standard Form 424);(DBW Completes)
- B. Standard Grant Narrative;
- C. Addressing the Criteria; and
- D. Maps.

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**A. Application for Federal Assistance** (or, "Standard Form 424" – available from the *Federal Aid Toolkit*, or from the State agency coordinator for the BIG Program). **This form will be completed by DBW for each project.**

- B. Standard Grant Narrative** – A project narrative is required which describes in specific detail the work to be accomplished in the proposal.
- 1) **Need** -- Discuss the need for the project. Why is the project being undertaken, and how will the project benefit the public. Focus on the current and/or future demand for transient facilities in the area and how this demand is not being met by the facilities currently available.
  - 2) **Objective** – Include a short, concise description of what is to be accomplished during the period of the project. Focus on the parts of the project that are quantifiable and verifiable.
  - 3) **Expected Results/Benefits** -- Demonstrate how the facilities described in the *Objectives* section fulfill the need; include all *reasonable* benefits to the public. This may include economic benefits to the community.
  - 4) **Approach** -- Provide a detailed discussion of the work to be done; be specific about numbers, dimensions, orientation, etc. of piers, slips, and docks, and/or any other facilities to be provided. If applicable, include a discussion of the existing facilities and how the new facilities will fit within them. Include proposed plans.
  - 5) **Location** -- Be specific; include County and/or City, general locale. Provide maps (see also section 4).

- 6) **Estimated Costs** --\_Provide an estimate of all costs, including a breakdown of partners who will be providing the match and in what form (cash or in-kind). If the match will be in-kind, be specific about exactly what it is, and how the value was determined. If possible, include a letter from the organization/individual committing to be a partner. (Note: Do not include letters of support that *do not* have a financial commitment.)
- 7) **Contacts** – List primary project proponents with addresses and phone numbers.

**C. Addressing the Criteria** – Proposed work must be activities that are intended to construct and/or renovate maintain tie-up facilities for transient, non-trailerable (26 ft and over) recreational vessels. Prospective grantees must *clearly* address all criteria.<sup>1</sup>

- 1) **Program priorities** – 15 points (all or none)
  - a) Discuss how the proposal follows the priorities identified in the State’s boating needs assessment plan.
- 2) **Partnerships** – maximum 15 pts (1= 5 pts, 2= 10 pts, ≥3= 15 pts)
  - a) *Partners* are defined as organizations/agencies/individuals, other than the Fish and Wildlife Service and the lead State agency, which *bring something of value* to the proposal (money, in-kind, etc.);
  - b) A partner’s contribution must be reasonable and specific to the accomplishment of the work proposed to be funded through the BIG program.
- 3) **Innovativeness** – maximum 15 pts (1 example of innovativeness - 5 pts; 2 examples - 10 pts; 3 or more examples – 15 pts)
  - a) To be judged innovative, the example must provide a sense of vision or an idea of value that has not routinely been included in these types of boating access projects (e.g., boater’s lounge, education and information, use of recycled material, etc.)
  - b) Also, explain how the innovative proposal will benefit the project.
- 4) **Non-Federal match** – maximum 15 pts (26 > 35% non-federal match = 5 pts; 36 > 49% = 10 pts; ≥ 50% = 15 pts)
  - a) Includes only the non-federal value (cash, in-kind); and
  - b) Must be a reasonable and necessary contribution applicable to the proposed BIG project.

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<sup>1/</sup> An additional criterion, the creation of a *plan* to identify, construct, renovate, and/or maintain tie-up facilities (worth an additional 15 points) is not currently included in ranking criteria.

c) Please do not include items or costs which have no direct relationship to the project.

**5) Cost Efficiency** – (sliding scale of 0-10 points)

- a) Proposals are cost efficient when the project features add value to an existing facility (an existing facility would require less infrastructure development than a completely new site); 0-5 points for adding to existing facility with more points for a larger array of facilities; and
- b) Efficiency is based, in part, on Federal cost/docking space (slip or docking area) (< \$12,500 per space = 5 pts; \$12,500 - \$25,000/space = 4 pts; \$25,000 - \$55,000 = 3 pts; \$55,000 - \$80,000 = 2 pts; > \$80,000 = 1 pt).

**6) Way Point Link or Safe Harbor** – (10 points, all or none)

- a) The proposed project must provide a significant link to, or safe harbor within or along, a cruising, navigable route.
- b) Include in the description of the proposal a statement which enables the reader to understand how transient boaters will cruise into and out of the facility (i.e., describe where they can come from and where they can go after using the facility).

**7) Access to Cultural/Natural Resources** – (step scale, 0-15 points; 5 points for each of local, regional, or national attractions)

- a) The proposal must mention and *give examples of* attractions (within reasonable distance) that could be accessed from the project.

**8) Economic Impact** -- (sliding scale of 1-5 points)

- a) The proposal must give examples of significant economic benefit to the community.
- b) The economic benefit is based upon the impact of the BIG project, not the marina as a whole

**9) Multi-State Coordination** – (5 points, all or nothing)

- a) The proposal must cite a formal plan or agreement between or among States that result in a coordinated effort for location of tie-up facilities; the plan must be included or referenced by title in the proposal.

**D. Maps** – Please include maps of the general, regional, and specific locale, as well as a schematic of the proposed project; aerial photos are helpful, but not required.