

California State Parks – Division of Boating and Waterways

**INSTRUCTIONS FOR THE NATIONAL BOATING INFRASTRUCTURE GRANT
PROPOSALS FY 2015**

Attached is the USFWS BIG Grant announcement for State Agencies responsible for implementing the grant program.

This announcement instructs State Agencies on how to submit the grant proposals it collects, **however**, it also contains important information on how you can maximize your grant proposal. Please read this document carefully concerning the eligible grant activities and requirements.

Please submit your Proposal only to CA State Parks - Division of Boating and Waterways.

Do not submit your proposal to the Grants.gov website. Do not submit any of the federal forms referenced in the USFWS document. All of the required forms will be completed and submitted by the Division of Boating and Waterways.

IMPORTANT NOTES:

DEADLINE: All Grant Proposals must be submitted to the Division of Boating and Waterways no later than August 15, 2014.

Submit 1 hard copy and 1 electronic copy in MS Word format. (Pictures, exhibits, and maps may be submitted in PDF format.)

Proposals must be mailed to:

**Ron Kent
CA State Parks – Division of Boating and Waterways
One Capitol Mall, Suite 500
Sacramento, CA 95814**

DO NOT SUBMIT your proposal to any address or website found within the attached USFWS document. These addresses are for use by the Division of Boating and Waterways only.

Failure to submit your proposal directly to the CA State Parks – Division of Boating and Waterways will cause your proposal to be rejected and you will not be eligible to compete in the program.

If you have any questions or would like to discuss your proposal you may contact Ron Kent at (916) 327-1819.

Boating Infrastructure Grant Program (Tier 1)

FY 2015

Notice of Availability of Grants and Request for Applications

Program Overview Information

Federal Agency Name:

U.S. Department of the Interior
Fish and Wildlife Service
Wildlife and Sport Fish Restoration Program (WSFR)

Funding Opportunity Title:

Boating Infrastructure Grant Program - Tier 1

Announcement Type:

Announcement of availability of grants for fiscal year (FY) 2015 and application instructions.

Funding Opportunity Number: F14AS00240

~~Dates: State applicants must submit applications through www.Grants.gov (Grants.gov) by the deadline. The deadline for receipt is September 19, 2014, 11:59 p.m. EDT. The U.S. Fish and Wildlife Service (Service) recommends that you submit early enough to allow for any unforeseen technical complications. The Service will not consider applications received after the deadline.~~

~~State applicants are encouraged to contact the Service (see Section VII, Agency Contacts) immediately if they intend to apply. State agency recipients of Boating Infrastructure Grant Program funds may elect to subgrant funds to other public or private entities. If you would like to be a subgrantee, check with your State agency for their deadlines and requirements to apply.~~

~~We expect to announce the awards by March 2015.~~

Additional information:

The Sportfishing and Boating Safety Act of 1998 (Public Law 105-178) established the Boating Infrastructure Grants Program (BIG) (16 U.S.C. 777g-1) to provide funding to the 50 States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories of Guam, American Samoa, and the U.S. Virgin Islands (States) for the development and maintenance of boating infrastructure facilities for transient, nontrailerable recreational vessels. Nontrailerable recreational vessels are defined as recreational vessels at

least 26 feet long operated primarily for pleasure, or leased, rented, or chartered to another for the recreational user's pleasure. Transient means passing through or by a place, staying up to ten days at any one location. The Act amended the Dingell-Johnson Sport Fish Restoration Act (16 U.S.C. 777). Subsequent reauthorizations of the Act allow expenditures from the Sport Fish Restoration and Boating Trust Fund and the continuation of BIG.

References to "you" in this announcement refer to the State agency completing the application and any potential subgrantee, if applicable. References to "we" or "us" in this announcement refer to the U. S. Fish and Wildlife Service.

We awarded more than \$2.4 million in BIG Tier 1 grants in FY 2014 to 27 States for boating infrastructure projects across the United States. We anticipate awarding approximately \$2.5 million in BIG Tier 1 funding in FY 2015.

The Request for Applications for FY 2015 BIG Tier 2 is in a separate announcement posted at Grants.gov. You can locate it by doing an advanced search using CFDA number 15.622.

The final rule establishing the requirements for participation in BIG (50 CFR 86) was published in the Federal Register on January 18, 2001 (66 FR 5282). Although we published a proposed rule in March 2012, a new final rule has not been published.

Additional information about the Boating Infrastructure Grant program is on the internet at <http://wsfrprograms.fws.gov/Subpages/GrantPrograms/BIG/BIG.htm>.

Please Note:

- ~~Applications must be submitted through Grants.gov instead of mail or email (See Section IV, Application and Submission Instructions).~~
- Updated guidance on submitting budget information (See Section IV, Application and Submission Instructions).

I. Description of Funding Opportunity

Recreational boating is a popular activity; there are approximately 13 million registered boats in the U.S. Of this total, an estimated 600,000 are at least 26 feet long and are considered nontrailerable. BIG provides Federal funds to States to construct, renovate, and maintain boating infrastructure facilities for transient, nontrailerable recreational vessels 26 feet in length or longer. Projects completed using BIG funds must provide public access, but may be publicly or privately owned.

Some examples of potentially eligible activities include (See Section IV (E), Funding Restrictions for additional information):

(a) Mooring buoys (permanently anchored floats designed to tie up eligible recreational vessels);

- (b) Day-docks (tie-up facilities that do not allow overnight use);
- (c) Navigational aids (e.g., channel markers, buoys, and directional information);
- (d) Transient slips (slips that boaters with eligible recreational vessels occupy for no more than 10 consecutive days);
- (e) Safe harbors (facilities protected from waves, wind, tides, ice, currents, etc., that provide a temporary safe anchorage point or harbor of refuge during storms);
- (f) Floating docks and fixed piers;
- (g) Floating and fixed breakwaters;
- (h) Dinghy docks (floating or fixed platforms that boaters with nontrailerable recreational vessels use for a temporary tie-up of their small boats to reach the shore);
- (i) Restrooms and showers;
- (j) Retaining walls;
- (k) Bulkheads;
- (l) Dockside utilities;
- (m) Pumpout stations;
- (n) Recycling and trash receptacles;
- (o) Dockside electric service;
- (p) Dockside water supplies;
- (q) Dockside pay telephones;
- (r) Debris deflection booms;
- (s) Marine fueling stations; and
- (t) One time dredging.

Additional information on BIG, including application requirements, eligible activities, and grants, is in the BIG regulation (50 CFR 86), throughout this document, and in the Question and Answer attachment at the end of this document.

II. Award Information:

The Service expects that approximately \$2.5 million will be available for BIG Tier 1 grants in FY 2015. The maximum Federal share for Tier 1 grants is \$100,000 per State.

III. Eligibility Requirements

A. Eligible Applicants

Eligible applicants are the Governor-designated State agencies in the United States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories of Guam, American Samoa, and the U.S. Virgin Islands. If you are uncertain of your eligibility, please contact the Service (see Section VII, Agency Contacts), as we maintain a list of eligible agencies.

Many States allow BIG subgrants to private marinas, local municipalities, or other non-State entities. Interested parties must contact the appropriate State agency representative for detailed information on possible eligibility and application instructions.

B. DUNS Registration

~~Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See Title 2 of the Code of Federal Regulations (CFR), Part 25 for more information.~~

~~Request a DUNS number online at <http://fedgov.dnb.com/webform>. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday—Friday, 7 AM to 8 PM CST at the following numbers:~~

~~U.S. and U.S. Virgin Islands: 1-866-705-5711~~

~~Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)~~

~~For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)~~

~~Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.~~

C. Entity Registration in SAM

~~Register in SAM online at <http://www.sam.gov/>. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information. Foreign entities who wish to be paid directly to a United States bank account must enter and maintain valid and current banking information in SAM.~~

D. Excluded Entities

~~Applicant entities identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.~~

E. Cost-Sharing or Matching

The maximum Federal cost share for BIG Tier 1 grants is 75 percent of the total allowable cost up to \$1.5 million. American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands are exempt from match requirements up to \$200,000 per application.

States may include cost share as cash or in-kind contributions from a third party. A third party is any individual or organization other than the State applicant. We consider subgrantees to be third parties. **The State must document matching contributions from any third party, including potential subgrantees, with a signed letter of commitment from an authorized representative of the third party.** Even if a subgrantee is writing the application, they still must provide a letter documenting their contribution. States must include the letter(s) in the application package by the deadline and must provide detailed information on the value of the match contribution. Costs must be necessary and reasonable to accomplishing the proposed project objective(s).

The State applicant is responsible for ensuring the full amount of the non-Federal contribution as listed on the Standard Form 424, Application for Federal Assistance.

F. Other

Although only State agencies can apply for and receive grants through this program, we encourage partnering with Tribes, Federal agencies, other State agencies, local governments, non-governmental organizations, private marinas, and others as subgrantees and cooperators.

IV. Application and Submission Instructions

A. Address to Obtain Application Package

~~You can download the application package for BIG Tier 1 at: https://apply07.grants.gov/apply/forms_apps_idx.html, searching by CFDA 15.622. If you have trouble accessing the online forms, you can contact one of the Service WSFR Offices (see Section VII, Agency Contacts).~~

~~States must submit applications online at www.Grants.gov through the BIG Tier 1 Funding Opportunity. It can be located by performing an advanced search using CFDA 15.622.~~

B. Content and Format of Application

Applications submitted for BIG Tier 1 **must** include the following information. Your application must include responses to all items noted in the Dingell-Johnson Sport Fish Restoration Act Administrative Requirements (50 CFR 80.82).

1. **Required Federal Forms (no page limit).** Forms are available for download at <http://apply07.grants.gov/apply/FormLinks?family-15>. Financial assistance awards made under this Program are subject to the Federal cost principles applicable to States (2 CFR Part 225). For links to the full text of these Federal cost principles, including those applicable to subgrantees, see <http://www.fws.gov/grants/>.

- a. Application for Federal Assistance form, i.e., **Standard Form (SF) 424.**

- b. Budget Information for Construction Programs (**SF 424C**) form, or SF 424A if your project does not include construction.
- c. Statement of Assurances of compliance with applicable Federal laws, regulations, and policies (**SF 424D**), unless the State agency has an approved Statement of Assurances on file with the Regional Office.
- d. Certification and Disclosure of Lobbying Activities: Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds \$100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

2. Project Statement (10 page limit):

A concise project statement that addresses the following elements must be included in the application. In general, the project statement must provide sufficient information so reviewers may verify that the proposed activities are eligible for funding and substantial in character and design.

- a. The need for the proposed project;
- b. Discrete, quantifiable, and verifiable objectives to be accomplished during a specific time period;
- c. Expected results or benefits from accomplishing the objectives;
- d. The approach to be used in meeting the objectives, including specific procedures, schedules, key personnel, and cooperators;
- e. Description of the activity, so the Service can make a preliminary assessment of compliance needs for the National Environmental Policy Act (NEPA), Section 7 of Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA);
- f. A project location, including the GPS coordinates (degrees, minutes, seconds format preferred);
- g. Describe any relationship between the proposed project and other related work funded by Federal grants that is planned, anticipated, or underway.

3. Budget Justification:

In a separate narrative titled “Budget Justification”, explain and justify all requested budget items/costs. Detail how the SF 424 Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the baseline salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that requires the Service’s approval and estimate its cost. As applicable, we recommend that you present budget information in a table with cost categories broken down by the funding source, e.g., BIG Federal request, non-Federal match provided by State agency, non-Federal match provided by the subgrantee, prorated costs, etc. You should provide sufficient detail in a budget narrative for reviewers to understand proposed costs.

- a. Contingency reserves are ineligible and must not be included in estimated costs (2 CFR 225, Appendix B (9)).
- b. Costs for facilities that will benefit operators of boats other than transient, nontrailerable recreational vessels at least 26 feet long must be **prorated**. Common examples of costs that often must be prorated include fuel docks, restrooms and showers, retaining walls, bulkheads and breakwaters, pumpout stations, dredging, debris deflection booms, recycling and trash receptacles, pay telephones, etc. This list is not exhaustive; therefore, contact your Regional Office if you are unsure of the need to prorate a cost.
 1. You must prorate costs based on the estimated percentage of eligible use, i.e., the percentage of boat slips or tie ups that are dedicated for use by transient, nontrailerable recreation vessels in your marina or the immediate project location. Do not use the percentage of transient, nontrailerable boats in the general area for prorating. An example of prorating: Your facility has tie ups for 100 vessels, and 20 tie ups are dedicated for transient, nontrailerable recreational vessels. Your prorating percentage would be 20 percent. If you propose to construct a wave attenuator that will benefit the entire facility, you may only charge 20 percent of the construction costs of the wave attenuator to the project.
 2. You must include relevant documentation to validate your prorating percentage. We will reject your application if you do not prorate costs based on estimated percentage of eligible use and include supporting documentation in the application package.
- c. Estimate the amount of program income that the project is likely to generate, if any. Indicate the method or combination of methods (deduction, addition, or matching) of applying program income to Federal and non-Federal outlays. Request the Regional Director’s approval for the matching method and include documentation of your method and approval in the proposal. Describe how the agency proposes to use the program income, the expected results, and the essential need for using program income as match. Indicate whether the agency wants to treat program income that the

subgrantee earns as license revenue, additional funding for the purposes consistent with the grant or subprogram, or income subject only to the terms of the subgrant agreement. Note that program income which is not approved for use as match or as additive prior to the submission deadline will be applied using the deductive method.

4. Response to Ranking Criteria (5 page limit):

A description with appropriate documentation of how the proposed project addresses each of the ranking criteria found at 50 CFR 86.60. We suggest you address each ranking criterion with a brief statement or table.

5. Drawings/ Maps/Photographs (no page limit):

Clearly marked drawing(s) (engineering drawing are not required) or photographs of the overall proposed project that include:

- i. All existing structures, facilities, and amenities;
- ii. All proposed project components;
- iii. Clearly marked designations for areas that are for (1) transient nontrailerable vessels, (2) areas that are for others, and (3) areas that are for shared use;
- iv. Water depths (before and after planned dredging, if applicable);
- v. Measurements for all docks, bulkheads, breakwaters, and other features where boats will be accommodated;
- vi. Project dimensions and methodology for determining the number of docks and/or slips proposed (NOTE: You may not use "rafting" vessels on a bulkhead or other feature to increase the number of proposed slips in a project.); and
- vii. Any other information that will assist reviewers to identify project components, prorating criteria, or other factors involved with ranking.
- viii. You must include at least one map to show the overall project area and the specific location of the project.
- ix. If one-time dredging is proposed, you must include an aerial photograph or schematic drawing to indicate the specific area you intend to dredge.
- x. To allow reviewers to score the proposed project for significant destinations, you should include a table, drawings, or other presentation in this section to show the destinations and distances from the project. We recommend that you include boater services and amenities, as well as tourist attractions and provide information on how a boater would get to the destination from the project area.

6. Letters of Commitment for BIG Tier 1 (no page limit):

You must include a signed letter of commitment from each third party contributing match, including subgrantees, even if they participate in developing the application. Each letter must include the cash or in-kind value and be signed by an authorized representative. The application will receive scoring credit only for match-contributing partners supported by letters of commitment.

7. Supporting Documents (no page limit):

You must clearly identify each supporting document or group of supporting documents. Supporting documents include any materials not included in sections above, but are needed to support your project statement. Examples include:

- a. Economic analysis
- b. Multi-state agreements

8. Indirect Cost Information:

Applicants must identify any indirect costs which are proposed to be charged to a Federal financial assistance award, and attach any supporting documentation necessary to justify these costs. For more information on indirect cost rates, see the Service's Indirect Costs and Negotiated Indirect Cost Rate Agreements guidance document on the web at <http://www.fws.gov/grants/>.

9. Application Format

We request that you number pages consecutively, label all sections (see above for details on what should be included in each section), and arrange the application in this order:

- Required Federal Forms
- Project Statement
- Budget Justification
- Responses to Ranking Criteria
- Drawings/Maps/Photographs
- Letters of Commitment
- Supporting Documents
- Indirect Cost information (if applicable)

~~Although proposals must be submitted at Grants.gov, you are also encouraged to send a single electronic (.pdf) file containing your entire application package, including items listed and in the order given in this section, to your Regional WSFR contact (see contact information in Section VII, Agency Contacts) by or before the deadline. This practice can help ensure we receive your full application in the event you encounter difficulties in Grants.gov.~~

Applications must be formatted to print on 8.5" X 11" paper, with 1" margins at the top, bottom, and both sides, and page numbers at the bottom of the page. Fonts must be no less than 12 point Arial, Times New Roman, or other commonly used font.

In accepting Federal funds, you must comply with all applicable Federal laws, regulations, and policies. If we select the application for award, you will need to provide evidence of compliance with the NEPA, ESA, NHPA, and other Federal laws as part of the post-award approval process.

C. Submission Dates and Times:

~~State applicants must submit applications through www.Grants.gov (Grants.gov) by the deadline. The deadline for receipt is September 19, 2014, 11:59 p.m. EDT. The Service recommends that you submit early enough to allow for any unforeseen technical complications. The Service will not consider applications received after the deadline.~~

D. Intergovernmental Review

~~Before submitting an application, U.S. state and local government applicants should visit http://www.whitehouse.gov/omb/grants_spec/ to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental review of Federal Programs." E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each state to designate an entity to perform this function. The official list of designated entities is posted on the website. Contact your state's designated entity for more information on the process the state requires to be followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.~~

E. Funding Restrictions

1. You may include the following eligible activities in the application:
 - a. Construct, renovate, and maintain either publicly or privately owned boating infrastructure facilities. To be eligible, you must:
 - i. Build these facilities on navigable waters, available to the public.
 - ii. Design new construction and renovations to last at least 20 years.
 - iii. Design these facilities for temporary use for transient nontrailerable recreational vessels;
 - iv. Build these facilities in water deep enough for nontrailerable recreational vessels to navigate;
 1. A minimum of 6 feet of depth at the lowest tide or other measure of lowest fluctuation;
 2. You must meet the required 6 feet depth at project completion. Therefore, one-time dredging may be included to meet this depth. (See 1. b. in this section)
 - v. Provide security, safety, and service for these boats; and
 - vi. Install a pumpout station, if you construct a facility for overnight stays.
 1. If there is already a pumpout within a reasonable distance (generally within 2 miles) of the facility, you may not need one;

2. For facilities intended as day stops, we encourage you to install a pumpout;
 3. You may use funds from the BIG program, however as a first option, we recommend that you consider applying for Clean Vessel Act grant program funding, also administered by the Service, to pay for a pumpout; and
 4. You must prorate BIG Tier 1, Basic funds for a pumpout that is available for boats that don't meet the definition of transient, nontrailerable recreational vessel.
- b. Do one-time only dredging to provide transient vessels safe channel depths between the BIG funded tie-up facility and maintained navigation channels or open water. **The following rules apply to dredging for BIG Tier 1:**
- i. Eligible dredging costs are limited to those associated with dredging the most direct route from the tie-up facility to the maintained channel or open water (this would allow you to dredge where slips, day docks, mooring buoys, floating docks, floating piers, dinghy docks, or other eligible boating infrastructure facility for transient, nontrailerable recreational vessels will be, as well as from these facilities to the maintained channel or open water);
 - ii. Maintenance dredging, which is dredging to maintain a channel after having received BIG funds for one-time dredging, is ineligible;
 - iii. Include an explanation of why dredging is necessary and reasonable to meet the project objectives in your application, including the need, dredging method, and planned maintenance of the dredging project;
 - iv. The proposed dredged area must be part of a navigable water body or channel. Dredging may restore channels, but must not create new access;
 - v. You must dredge the area to a minimum draft of 6 feet at the lowest point during the lowest tide or fluctuation. You must meet the required 6 feet depth at project completion. You must maintain the dredged area to meet this minimum requirement for 20 years;
 - vi. Maintenance of the channel and costs associated with the 20 year maintenance are responsibilities of the grantee (maintaining a dredged area is not an eligible cost under BIG);
 - vii. You must prorate dredge costs if boats that do not meet the definition of transient, nontrailerable recreational vessel will travel the dredged area; and
 - viii. After selection, but prior to grant approval, you may be required to forward us copies of permits and approvals needed for the dredging project.
- c. Install navigational aids, limited to giving transient vessels safe passage between the tie-up facility and maintained channels or open water.
- d. Apply funds to grant administration.
- e. Fund preliminary or "pre-award" costs:

- i. Preliminary costs may include any of the following activities completed before we approve a grant:
 - 1. conducting appraisals;
 - 2. administering environmental reviews and permitting;
 - 3. conducting technical feasibility studies, for example, studies about environmental, economic, and construction engineering concerns;
 - ii. We will only fund preliminary costs if we select your project for award and costs are approved in writing by the WSFR Regional Office.
 - f. Produce information and education materials such as charts, cruising guides, and brochures.
2. An application is **ineligible** for funding if you propose to:
- a. Complete a project that does not provide public benefits, for instance, a project that is not open to the public for use;
 - b. Involve law enforcement activities;
 - c. Significantly degrade or destroy valuable natural resources or alter the cultural or historic nature of the area;
 - d. Construct or renovate principal structures not expected to last at least 20 years;
 - e. Do maintenance dredging (See Question 1, Appendix A);
 - f. Fund operations or routine, custodial, and janitorial maintenance of the facility;
 - g. Construct, renovate, or maintain boating infrastructure tie-up facilities for the following:
 - 1. Tie-up slips available for occupancy for more than 10 consecutive days by a single party;
 - 2. Dryland storage;
 - 3. Haul-out features; and
 - 4. Boating features for trailerable or “car-top” boats (boats less than 26 feet in length), such as launch ramps and carry-down walkways.
 - h. Develop a State program plan to construct, renovate, and maintain boating infrastructure tie-up facilities;
 - i. Conduct surveys to determine boating access needs; and
 - j. Purchase land or interests in land, including riparian rights.
3. If boats other than transient, nontrailerable recreational boats will use or benefit from an eligible BIG project, you must prorate the costs according to Federal cost principles. We will reject the application for funding consideration if you do not prorate costs appropriately. Please contact your Regional WSFR Office for more information on prorating (see Section VII, Agency Contacts). **In order to avoid having your application rejected, it is important that you prorate appropriately.**

V. Application Review Information

A. Criteria and Point Values

We will review BIG Tier 1 grant applications for eligibility. We will not rank them competitively against other applications. We plan to award up to \$100,000 to each eligible State for eligible BIG activities, provided sufficient funds are available and all eligibility criteria are met.

B. Review and Selection Process

Project selection is a two-step process: application acceptance and application selection.

- Application acceptance - The Service Regional WSFR Offices will accept applications via grants.gov for review any time prior to the application deadline. We determine that applications are complete, substantial, and eligible. We will notify applicants of applications that are not eligible. States may revise and resubmit applications until the identified application deadline. We encourage applicants to communicate with the Service Regional WSFR Office well in advance of the deadline to ask for a preliminary review.
- Application selection - The WSFR Offices collect eligible applications and recommends a list to the Service Director. The Service Director makes final grant determinations.

C. Anticipated Announcement and Award Dates

~~We expect to announce the grants by March 2015. Service Regional WSFR Offices will notify State applicants of the process needed to receive a grant, if selected.~~

VI. Award Administration Information

1. Award Notices

Following review, you may be asked to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail. Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

2. Administrative and National Policy Requirements

Once we have selected a project for funding, compliance with all applicable Federal laws, regulations, and policies, including environmental laws such as the National Environmental

Policy Act, the Endangered Species Act, the National Historic Preservation Act, and applicable executive orders must be satisfied before we can approve a grant and make funding available.

All financial assistance awards are subject to Federal financial administration requirements. The Service Regional WSFR Offices will work with applicants to ensure that all financial arrangements comply with these requirements. The rules that apply to different grant recipients are:

Table 1. Federal Financial Administrative Guidance	
<u>Categories of Recipients</u>	<u>Specific Rules and Guidance</u>
States, local governments and Tribes	<ul style="list-style-type: none"> - 43 CFR 12 (Administrative and Audit Requirements and Cost Principles for Assistance Programs) - 43 CFR 18 (New Restrictions on Lobbying) - 2 CFR 225 (Cost Principles for State, Local and Indian Tribal Governments) - OMB Circular No. A-102 (Grants and Cooperative Agreements with State and Local Governments) - OMB Circular No. A-133 (Audits of States, Local Governments and Non-Profit Organizations)
Individuals, private firms, and non-profits excluded from coverage under OMB Circular No. A-122	<ul style="list-style-type: none"> - 43 CFR 18 (New Restrictions on Lobbying) - 48 CFR 31.2 (Federal Acquisition Regulation - Contracts with Commercial Organizations)
Non-profit organizations covered under OMB Circular No. A-122	<ul style="list-style-type: none"> - 43 CFR 18 (New Restrictions on Lobbying) - 2 CFR 215 (Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations) - 2 CFR 230 (Cost Principles for Non-Profit Organizations) - OMB Circular No. A-133 (Audits of States, Local Governments and Non-Profit Organizations)
Educational Institutions (even if part of a State or local government)	<ul style="list-style-type: none"> - 43 CFR 18 (New Restrictions on Lobbying) - 2 CFR 220 (Cost Principles for Educational Institutions) - 2 CFR 215 (Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations) - OMB Circular No. A-133 (Audits of States, Local Governments and Non-Profit Organizations)

3. Reporting

See reporting requirements, including retention and access requirements, in 43 CFR 12.82. Additional details regarding new requirements, guidance, consequences, etc. are available in the document “Interim Guidance for Financial and Performance Reporting” located at <http://wsfrprograms.fws.gov/subpages/toolkitfiles/intgdrpt.pdf>. Electronic submission of

performance information may be required, as will be detailed in the terms and conditions of the award.

VII. Agency Contacts

~~The Service administers the Boating Infrastructure Grant Program. You may learn about the national level program by contacting:~~

~~Paul Van Ryzin
U.S. Fish and Wildlife Service
Wildlife and Sport Fish Restoration Program
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Arlington, VA 22203
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For specific information and application details, contact your Service Region WSFR Office:

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VIII. Other Information

The Federal government is not bound to give financial support to any project until the Service authorized representative has approved the award.

OMB Control Number 1018-0109, Expires September 30, 2015

PAPERWORK REDUCTION ACT STATEMENT: The Paperwork Reduction Act requires us to tell you why we are collecting this information, how we will use it, and whether or not you have to respond. We will use the information that we collect to evaluate applications submitted to acquire funding for Boating Infrastructure Grant Program funds. Your response is required to be considered to receive funding. A Federal agency may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB Control Number. We estimate that it will take an average of 40 hours to complete the application. The average estimated annual burden associated with writing and submitting required performance reports is 6 hours. You may send comments concerning the burden estimates or any aspect of this information collection to the Information Collection Clearance

Officer, U.S. Fish and Wildlife Service, 4401 N. Fairfax Drive, MS 2042-PDM, Arlington, VA 22203.

Attachment A

Boating Infrastructure Grant Program Questions and Answers

1. Is maintenance dredging eligible for funding?

No. Maintenance dredging, which is dredging to maintain a channel after having received BIG funds for one-time dredging, is ineligible and will disqualify an application from funding consideration.

As stated in the program rule (50 CFR 86.20), you may “do one-time dredging only, to give transient vessels safe channel depths between the tie-up facility and maintained channels or open water.” Eligible dredging costs are limited to those associated with dredging the most direct route from the tie-up facility to the maintained channel or open water (this would allow you to dredge where slips for transient, nontrailerable recreational vessels will be, but not between slips and the land).

2. Are services such as food service, retail, or lodging considered eligible boating infrastructure facilities for this program?

No. BIG will not fund services or structures for food service, retail, or lodging. This would include ship stores, food courts, and hotels.

BIG can fund restrooms and laundry facilities for boaters of transient, nontrailerable recreational vessels. You must prorate costs for these facilities to account for any use by others.

3. Are parking lots and access roads adjacent to boating facilities for transient, nontrailerable recreational vessels eligible costs?

If the costs are necessary and reasonable to meeting the project objectives, the costs may be eligible. There should be no more than a small number of parking spots or a short access road built with BIG funds or non-Federal cost share. You must prorate if anyone other than boaters in or operating transient, nontrailerable recreational vessels will use them.

4. Can I fund a pumpout or floating restroom with BIG funds?

Yes. However, you must prorate if a proposed facility will be used by anyone other than boaters in or operating transient, nontrailerable recreational vessels.

We encourage you to use Clean Vessel Act funding for pumpouts and floating restrooms, as available.

5. Are applications that propose to fund only engineering studies and other planning efforts eligible for BIG funds?

Yes, we can award BIG funds for projects that involve only engineering and feasibility studies, as well as other activities necessary for the planned construction of facilities for transient boaters. We list these as eligible activities for the program (50 CFR 86.20).

6. May you purchase land, or an interest in land, with BIG funds?

No, land acquisition (fee simple or easement) is not an eligible cost for BIG. The purpose of BIG is to provide infrastructure for nontrailerable, transient recreational boats at least 26 feet long.

7. May you use existing real property as non-Federal match? If yes, then how will the value of these be determined?

With the exception of land and interest in the land, you may use existing real property as non-Federal match if it is necessary and reasonable for achieving the project objectives. The State is responsible for determining the fair market value of accepted real property, e.g., docks and buildings, in accordance with applicable Federal regulations and cost principles. If the proposed value of the match is not adequately justified, the application may be ineligible.

8. May real property and in-kind services serve as the entire State match?

With the exception of land and interest in the land, existing real property and eligible in-kind services may serve as the entire non-Federal match or any portion thereof. The property and services must be necessary and reasonable and must continue to serve the purpose for the useful life of the BIG project.

9. Can riparian rights serve as the State match?

No, riparian rights constitute an interest in land. Existing riparian rights are not eligible as in-kind match nor is the acquisition of riparian rights an eligible project cost for the BIG program.

10. What do we consider real property?

Real property as defined at 43 CFR 12 is "land, including land improvements, structures and appurtenances thereto, excluding movable machinery and equipment." You cannot use land and interest in land as non-Federal match for BIG, but you can use other existing real property as non-Federal match.

11. Who determines if an application is eligible?

Service Regional WSFR personnel determine whether an application is eligible. If Regional personnel have questions regarding the eligibility of a project, they are encouraged to consult with the Service National WSFR Office.

Service National WSFR Office will reexamine the application's eligibility if questions arise. If deemed ineligible, we will not consider the application for funding.

12. Who should you contact if you have additional questions?

Additional information is available from the Service Regional WSFR Offices contact listed in Section VII, Agency Contacts.