Applicant's To-Do List

Boating Infrastructure Grant Program

This to-do list is designed to help an applicant prepare and submit a grant application for the Boating Infrastructure Grant (BIG) Program.

> *Grants may be used to develop and renovate public boating facilities dedicated exclusively to transient recreational boats twenty-six feet and larger. Transient means travel to a single facility for day use or staying at a single facility for up to fifteen days. Funds also may be used to provide information and enhance boater education.*

The BIG program has the following two categories:

- Tier 1 (state) is for grant requests from $5,000-$287,907 that compete against other projects in Washington State.
- Tier 2 (national) is for grant requests from $300,001-$1,440,645 that compete against projects throughout the country.

An applicant must submit the required information through PRISM Online, the online project data system used by the Recreation and Conservation Office (RCO). These steps will guide an applicant through RCO's application process.

NOTE: For all documents, forms, and manuals referenced here, go to the grant web page and grant manuals web page.

Step 1: Establish Eligibility

Eligible Applicants: Municipal subdivisions (cities, towns, counties, and districts: port, park and recreation, public utility, etc.), Native American Tribes, qualified nonprofit organizations, qualified private marina operators, and state agencies.

A first-time applicant must submit a legal opinion to establish eligibility (see "Section 2: Program Policies" in *Manual 12: Boating Infrastructure Grant Program*).

A "qualified" private operator or nonprofit organization must meet all the following criteria:

- Be registered with Washington's Secretary of State. Verify active status online with Washington's Secretary of State.
- Has an equivalent successor identified in its articles of organization.

- Has been active in recreational boating for at least three years.
- Does not require exclusive use of the facilities funded through this program.
- Does not discriminate on the basis of race, religion, creed, gender, disability, or income.
- Provides evidence that its primary purpose or business is recreational boating.
- Meets federal eligibility requirements.
- A nonprofit applicant must provide a copy of its Articles of Incorporation and bylaws. Please email these documents directly to the RCO grants manager.

Step 2: Review Materials and Schedule Pre-Application Meeting

- ❑ Review the appropriate Recreation and Conservation Funding Board manuals for this grant program:
    - *Manual 12: Boating Infrastructure Grant Program*
    - *Manual 4: Development Projects*
    - Schedule pre-application meeting with RCO grants manager, Allison Dellwo to discuss project scope, eligibility, and next steps.

Step 3: Complete Pre-Application Materials–June 5, 2025

SecureAccess Washington Account

Before beginning an application, an applicant must sign up for a SecureAccess Washington account and submit a PRISM New User Account Form. When using either of these databases for the first time, an applicant must complete a double sign-in.

PRISM Online Application

PRISM will open in March. To start an application, go to PRISM Online and select + *New Application*. Follow the prompts to fill out the application. On-screen instructions, tool tips, and links are available throughout the *Application Wizard*.

- ❑ An applicant must complete all screens in the following sections in the PRISM Online application by June 5, 2025:
    - Project details
    - Metrics

- Costs
- Application questions
- Project permits
- Attachments–at least one photograph in .jpg format

NOTE: An applicant does not need to include any other attachments at this time and is not submitting the application at this time.

Step 4: Submit an Application–July 17, 2025

PRISM Data Fields

- ☐ Log into PRISM Online, open the application, and make any necessary revisions. Use the *Check Application for Errors* button on the *Submit* screen to make sure everything is completed.

PRISM Attachments

There is an *Attachments* screen for each PRISM Online application. An applicant must attach the documents below before submitting an application. Include the applicant name, project name, and RCO grant number on each attachment. Maps must include a north arrow, scale, and labels for any major highways, roads, cities, water bodies, etc.

Attachments must be formatted to fit on 8½″ by 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 twelve-point Arial, Times New Roman, or other commonly used font.

For a project to be evaluated, scored, and ranked for funding consideration, an applicant must follow the requirements in the latest federal Notice of Funding Opportunity. This document outlines the required documents and specifies the format and page limits for each. These documents typically include a project narrative, responses to evaluation criteria, drawings, maps, photographs, letters of commitment, and other supporting documents.

- ☐ **Assurances for Construction Programs** **(SF–424D)** (development projects only). Provide a signed copy of this federal standard form.

- ☐ **Authorizing Resolution or Application Authorization** (due by the technical completion deadline) shows the application is supported by the elected council or commission, board, or executives of the applicant's organization. An applicant must adopt RCO's text verbatim even if using a different format.

- ❑ **Budget Narrative (suggested ten-page limit).** Explain and justify all requested budget items and costs. Demonstrate a clear connection between costs and the proposed project activities. Describe resources used to develop cost estimates for the project. See "Detailed Instructions for Attachments" below.

- ❑ **Certification of Applicant Match** (due by the technical completion deadline) to show what amounts and sources of match are in hand for the project.

- ❑ **Control and Tenure Documentation** For properties the applicant already owns or has control over, include property ownership information such as a deed. For properties that the applicant does not own but has control over, include any applicable lease, easement, or use agreement. Include documentation for both uplands and aquatic lands where work will occur. See *Manual 4: Development Projects*, for additional details about control and tenure.

- ❑ **Evaluation: Packet Visuals (suggested twenty-page limit).** The proposal will be scored, in part, on the quality of the access provided for eligible boaters to significant destinations, services, and other amenities. See "Detailed Instructions for Attachments" below.

- ❑ **Evaluation: Project Narrative (suggested ten-page limit).** A concise project narrative that addresses the required elements must be included in the application. In general, the project narrative must provide sufficient information so reviewers may verify that the proposed activities are eligible for funding and substantial in character and design. See "Detailed Instructions for Attachments" below.

- ❑ **Evaluation: Project Summary (four thousand character limit).** A brief, simple description of the project purpose, activities to be performed, deliverables and expected outcomes, and intended beneficiaries. Include the project title and location.

- ❑ **Evaluation: Written Criteria Responses–TIER 1 (enter in PRISM application)**. Provide written responses to the evaluation criteria as outlined in *Manual 12: Boating Infrastructure Grant Program*.

- ❑ **Evaluation: Written Criteria Responses–TIER 2 (suggested twelve-page limit)**. Provide written responses to the evaluation criteria. See "Detailed Instructions for Attachments" below.

- ❑ **Map: Boundary Map–Proposed** shows the extent of the site covered by the grant agreement. RCO and the project sponsor use the map to ensure compliance with the grant agreement. Factors to consider when establishing boundary maps include project scope, a complete recreation or public access experience, site management unit or area, and past RCO grant assistance at the site. See *Manual 4: Development Projects* for additional details and boundary map requirements.

- ❑ **Map: Regional Location (one page).** Shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, major highways, and water bodies, etc., so RCO staff and evaluators can locate the general worksite within a few miles.

- ❑ **Map: Site Location (one page).** Shows the specific location of the project. This map must show the project in relation to local roads, water bodies, landmarks, etc. If possible, show the boundaries of the site on the map.

- ❑ **Photo.** All applications require at least one general project photograph in .jpg format. A current ground shot or aerial view of the project site is appropriate.

- ❑ **RCO Fiscal Data Collection Sheet**

- ❑ **Site Plan: Development Site Plan** (development projects only) to show the proposed improvements at the project site. Development site plans should show site boundaries, major site features, and proposed project elements. Existing and future elements should be distinguished from those in the current project. Master, schematic design, development design, and construction document level plans are suitable for development site plans.

Note that letters and other documented expressions of project support or concern submitted with the application will be made available for advisory committee review. **These should be combined into one PDF and attached to the project in PRISM–use the attachment type *Project Support/Concern Documents*.** An applicant also should summarize this when responding to the evaluation questions.

Also note that except for a few protected items, such as cultural resources data or confidential appraisal documents, as soon as the application is started in PRISM, it and most attachments will be available for review by RCO staff, evaluators, and the public.

Step 5: Technical Review–July 18 to August 1 2025 ((estimate)

RCO sends the application to the evaluation committee for review. RCO also reviews the application for eligibility, completeness, and clarity and then returns the application with committee feedback, questions, or suggested changes.

Step 6: Resubmit Application by Technical Completion Deadline–August 14, 2025

- ❑ Applicant addresses issues raised during technical review and makes modifications, if needed.

- ❑ Attach an **Authorizing Resolution or Application Authorization** to show the application is supported by the elected council or commission, board, or executives of the applicant's organization. An applicant must adopt RCO's text verbatim even if using a different format.

- ❑ Attach a **Certification of Applicant Match** to show what amounts and sources of match are in hand for the project.

- ❑ An applicant must complete all revisions and <u>resubmit</u> the application in PRISM Online by the technical completion deadline or the application will be deemed ineligible.

Step 7: Complete Evaluations–August 19-22, 2025 (estimate)

Evaluators will rank project proposals using the criteria established by the U.S. Fish and Wildlife Service.

Tier 1 State–The RCO-appointed Boating Programs Advisory Committee will review and evaluate projects to provide a ranked list. RCO's director will approve the final list of projects to be sent to the federal government for funding consideration.

RCO then announces the results of the evaluation and posts the preliminary ranked list on its website.

Tier 2 National–RCO's director will approve a list of Tier 2 proposals to be sent to the U.S. Fish and Wildlife Service without state evaluation. Once the Service's regional office accepts an application, it is sent to the National Review Panel. The panel scores and ranks projects and submits a funding recommendation to the Service director, who makes the final funding decision.

Step 8: Submit Pre-Agreement Materials–Spring-Summer 2026

- ❑ An applicant provides information necessary to complete federal permitting, including section 106 of the National Environmental Policy Act (cultural and historic resources), section 7 of the Endangered Species Act, and U.S. Army Corps of Engineers.

- ❑ An applicant provides any other requested pre-agreement materials as required by RCO and the U.S. Fish and Wildlife Service.

Step 9: Sign Grant Agreement–After July 1, 2026

The U.S. Fish and Wildlife Service approves the grant awards and notifies RCO. RCO works with the applicant to execute a grant agreement before work begins.

- ❑ Applicant reviews the following other RCO policy manuals:

    - *Manual 7: Long-Term Obligations*

- *Manual 8: Reimbursements*

- ❑ Applicant reviews the Successful Applicant Workshop materials, then completes the project.

Detailed Instructions for Attachments

- ❑ **Budget Narrative (suggested ten-page limit).** Describe and justify all requested budget items and costs. For personnel salary costs, generally describe how estimates were determined by identifying what type of staff will support the project and how much time they will contribute to the project (in hours or workdays). Describe any item of cost that requires prior approval under the federal cost principles. See **2 CFR 200.407** “Prior written approval (prior approval)” for more information. If equipment purchased previously with federal funds is available for the project, provide a list of that equipment and identify the federal funding source. Identify any cash or in-kind contributions that a partner or other entity will contribute to the project and describe how the contributions directly and substantively benefit completion of the project. For in-kind contributions, include the source, the amount, and the valuation methodology used to determine the total value. See **2 CFR 200.306** “Cost sharing or matching” for more information. Please note the prohibitions on certain telecommunications and video surveillance services or equipment in 2 CFR 200.216. Recipients may not earn, make, or keep any profit resulting from any financial assistance awards. These costs are not allowable and should not be included in any proposed costs.

  - **Match and Other Partner Contributions:** Identify the cash and in-kind contributions that the applicant, a partner, or other entity contributes to the project and describe how the contributions directly and substantively benefit completion of the project. Be sure to clearly state the amount of actual cash match the applicant is providing. See 50 CFR 86.32-33 for more information.

  - **Contingency Costs:** Contingency costs estimated using broadly accepted cost-estimating methodologies are permissible but must be separately identified in the budget. They must comply with Federal Cost Principles. They must be necessary and reasonable for proper and efficient accomplishment of the project or program objectives and must be verifiable from the applicant’s financial records (2 CFR 200.433). Explain how any contingency costs were calculated and why they are necessary to improve the precision of the budget estimates.

  - **Cost allocation (Proration):** Costs for facilities that will benefit operators of boats other than transient recreational vessels at least twenty-six 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, and other features that are expected to partially benefit ineligible users. An applicant does not need to allocate costs between user groups when proposing to construct, renovate, or maintain facilities solely for eligible users, or when proposing to produce information and education materials. This list is not exhaustive; therefore, an applicant should contact RCO if unsure of the need to prorate costs or if the applicant believes proration is not required based on the information below. For each discrete project component or element, clearly state the following:

- **The basis or method used to allocate costs between eligible and ineligible users.** For example: The facility has slips for one hundred vessels, and twenty are dedicated for transient recreational vessels. The prorating basis would be 20 percent. If the applicant proposes to build a wave attenuator that will benefit the entire facility, the applicant may charge only 20 percent of the construction costs of the wave attenuator to the project.

- **The reasoning and evidence supporting use of this method.** Include relevant documentation to validate the basis for allocating costs between eligible and ineligible users, such as facility use records or trends.

- **Why prorating is not necessary (if applicable).** If a proposed facility, component, or element that is primarily designed to benefit eligible users happens to provide a secondary, tangential benefit to ineligible users, or if the value of a project component or element is $5,000 or less, the applicant does not have to prorate costs. For more guidance, see 50 CFR 86.19. However, RCO recommends that the applicant fully explain the approach in the application because uncertainty about how prorated costs were decided can negatively impact the evaluation score.

Note: After submitting the proposal, RCO may contact the applicant to clarify the proration basis or method or to negotiate a more equitable allocation before award.

- **Program Income (note: this is uncommon).** Program income is gross income earned by the applicant or sub-recipient that is directly generated by a supported activity or earned as a result of the grant during the grant period. Estimate the amount of program income that the project is likely to generate (see 50 CFR 86.90). If necessary, indicate the method or combination of methods (deduction or addition) of applying the expected program income (see 50 CFR 86.77 and 50 CFR 86.78 for more information). If necessary, RCO will request the Office of Conservation Investment regional director's approval for the additive method before the deadline and include documentation of the method and approval in this section and in attachments. Note that program income that is not approved for use as additive before the obligation of BIG funds will be applied using the deductive method.

- **Equipment:** Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or $5,000. Provide a list of equipment to be purchased with BIG funds, if any.

- **Useful Life:** Estimate the useful life in years of each capital improvement for the proposed project. A capital improvement is typically a structure that costs at least $25,000 to build, or a repair or renovation of a structure costing at least $25,000 that increases the structure's useful life by ten years or more (see 50 CFR 86.3). If awarded a grant, the applicant will be required to explain how the useful life of each capital improvement was estimated. The applicant must reference a generally accepted method used to determine useful life of a capital improvement; however, the estimates do not need to be certified by a licensed engineer or other professional. The applicant may be required to revise or adjust useful life estimates during the approval process. See 50 CFR 86.73 and 50 CFR 86.74.

- [ ] **Evaluation: Packet Visuals, Geographic Location, Drawings, Maps, Photographs (suggested twenty-page limit).** The proposal will be reviewed, in part, on the quality of the access provided for eligible vessels to significant destinations, services, and other amenities. Visuals should be a combination of photographs or other graphics such as schematic drawings, renderings, etc. An applicant may submit visuals with one image per page and/or in a collage style with several images per page. <u>All visuals must be combined into one PDF and attached to the project in PRISM.</u>

  The visuals or graphics below should include a north arrow, scale, and labels for any major highways, roads, cities, navigable water bodies, etc.

  - A site development plan that shows the proposed improvements at the site. This plan should show project boundaries, major site features, and proposed project elements. Existing and future elements should be distinguished from those in the current project. Master, schematic design, development design, and construction document level plans are suitable for a development site plan.

  - The location of the project site using Global Positioning System (GPS) coordinates in the following format: degrees:minutes:seconds.

  - All existing structures, facilities, and amenities. Use photographs, ground shots, and aerials to adequately display the site and proposed improvement areas.

  - All proposed project components.

  - Clearly marked areas that are for (1) eligible transient recreational vessels, (2) others, and (3) shared use.

- Water depths including before and after planned dredging, if applicable.
- If dredging is proposed, include an aerial photograph or schematic drawing to indicate the specific areas to be dredged.
- Measurements for all docks, bulkheads, breakwaters, and other features where boats will be accommodated.
- Any other information that will help reviewers identify project components, prorating criteria, or other factors involved with ranking.
- A small state map that shows the general location of the project.
- A local map that shows the facility location and the nearest community, public road, and navigable water body.
- Maps or images that show proximity or distances to significant destinations, services that support eligible users, terrain considerations, access, or other information applicable to the project.
- Any other maps, photographs, and graphics that support the information in the project narrative.

- [ ] **Evaluation: Project Narrative (suggested ten-page limit).** A concise project narrative that addresses the following elements must be included in the application. In general, the project narrative must provide sufficient information so reviewers may verify that the proposed activities are eligible for funding and substantial in character and design. Please see the Office of Conservation Investment for more details and examples. Identify any applicable federal permits and statuses of permits associated with the application.

  Note: images that show existing structures and facilities, the proposed grant-funded facility, and relevant details, such as the number of transient slips or the amenities for eligible users should be included in the "Evaluation: Packet Visuals" attachment.

  - **Need:** Explain why the project is necessary and how it fulfills the purpose of BIG.
    - Describe existing facilities available for eligible vessels at the location and near the proposed project.
    - Describe how the proposed project fills a need or offers a benefit not offered by existing facilities.
    - Give information to support the number of transient boats expected to use the facilities in the proposed project area and demonstrate why existing facilities are insufficient to meet demand.

- **Purpose:** State the ultimate purpose for the proposed project and link the purpose to the demonstrated need.

- **Objectives:** The Service created Standard Objectives to standardize performance reporting and document national accomplishments that deliver results consistent with the BIG Program's authorizing legislation and program regulation. The project narrative must only use one or more of the Standard Objectives listed in the TRACS Performance Matrix. The Service encourages the applicant to work with the RCO grants manager if you have questions about the use of TRACS Standard Objectives in the Project Narrative. Please refer to the Service's Training Portal site for example project narratives that use TRACS Standard Objectives. The applicant also may build objectives using the TRACS Objective Builder Tool available at the Training: TRACS Resources and Job Aids site.

- **Results or Benefits Expected:**

  - Describe the expected results or benefits from accomplishing the objectives.

  - Describe each capital improvement (see 50 CFR 86.3), service, or other product that will result from the project.

  - Describe how the structures, service, or other products will address the needs and benefits for eligible users.

- **Approach:**

  - Describe the approach to be used in meeting the objectives.

  - Describe the methods, designs, and/or procedures to be used to achieve the objectives, providing enough information on the status of required permits or other compliance requirements (National Environmental Policy Act, section 7 of Endangered Species Act, and section 106 of the National Historic Preservation Act) for reviewers to make a preliminary assessment of what environmental compliance may be needed.

  - Identify the project officer who has or will have detailed knowledge of the project and state whether that person is the federal assistance coordinator for the state agency and has signatory authority for committing the grant recipient to a course of action. Give contact information for the project officer.

  - Give the name, contact information, qualifications, and role of each known concessioner or sub-recipient.

        - Explain how the applicant will exercise control to ensure the grant-funded facility continues to achieve its authorized purpose during the useful life of the facility.

        - Provide a timeline of activities.

    - **Relationship with Other Grants:** Describe any relationship between the proposed project and other related work funded by federal grants that is planned, anticipated, or underway. List any previous federal grants with the Financial and Business Management System (FBMS) number, if one exists, that this application is related to. If this application is related to a previously awarded Office of Conservation Investment grant explain the reason for submission (adding funds, scope change, additional work, etc.)

- [ ] **Evaluation: Written Criteria Responses–TIER 2 ONLY (suggested twelve-page limit).** The applicant must provide a written response to each evaluation criteria individually.

A. Meet a Documented Need, Improve Eligible Boater Access, and Demonstrate Cost-efficiency (twenty points.)

1. Will the proposed boating infrastructure meet a need for more or improved facilities? (zero to ten points)

   In evaluating a proposed project under this criterion, reviewers consider whether the project will do any of the following:

   a. Construct new boating infrastructure in an area that lacks it, but where eligible vessels now travel or would travel if the project were completed.

   b. Renovate a facility to improve its physical condition, follow local building codes, improve safety, or adapt it to a new purpose.

   c. Create accessibility for eligible vessels by reducing wave action, increasing depth, or making other improvements.

   d. Expand an existing facility that is unable to accommodate current or projected demand by eligible vessels.

   e. Make other improvements to accommodate an established need.

2. Will eligible users receive benefits from the proposed boating infrastructure that justify the cost of the project? (zero to seven points)

   Evaluators will consider the total cost of the project, the benefits made available to eligible users, and the objectivity or reliability of the data and information used to demonstrate benefits relative to costs. Relate costs and benefits to the need for the project (See 50 CFR 86.43(a)). Evaluators may consider the availability of preexisting structures and amenities but only in the context of the identified need. Because costs vary depending on local factors, evaluators do not use a cost per slip to compare projects. Describe any factors that would influence costs such as the following:

a. The need for specialized materials to meet local codes; address weather, future sea level rise, or terrain, or extend useful life.

b. Increased transportation costs due to facility location.

c. Other factors that may increase costs but support needed benefits.

d. Describe any costs associated with providing a harbor of safe refuge, if applicable.

3. Will the proposed boating infrastructure accommodate boater access to significant destinations and services that support transient boater travel? (zero to three points)

   In evaluating a proposed project under this criterion, reviewers consider the following:

   a. The degree of access that the grant-funded facility will provide.

   b. Activities, events, or landmarks near the facility, how well known they are, how long they are available, and how likely they are to attract boaters to the facility.

   c. The availability of services and the degree of safety at and around the facility, the ease of access to these services, and how well they meet the needs of eligible boaters.

B. Meet Match Requirements and Demonstrate Partnerships (ten points)

1. Will the proposed project include private, local, or state funds greater than the required minimum match? (zero to seven points)

   As provided in 50 CFR 86.56, reviewers will award points under this criterion as follows. Please note that, while in-kind services and materials may be included in the minimum 25 percent match requirement, the proposal will only be scored on this criterion for additional cash match. Be sure to clearly state the cash match in the application.

Percent Cash Match	Points
26–30 Percent	1 Point
31–35 Percent	2 Points
36–40 Percent	3 Points

41–45 Percent	4 Points
46–50 Percent	5 Points
51–80 Percent	6 Points
81 Percent or higher	7 Points

2. Will the proposed project include contributions by private or public partners that contribute to the project objectives? (zero to three points)

   Partners may include non-federal entities such as subrecipients, private businesses, state agencies other than RCO, nonprofit organizations, or federal agencies other than the Service. To be considered a partner, the entity must commit a financial or in-kind contribution or take a voluntary action that is necessary for, and directly and substantively contributes to, completion of the project. See 50 CFR 86.55 and 86.57 for additional guidance. In evaluating proposed projects under this criterion, the reviewers consider the following:

   a. The significance of the contribution to the success of the project.

   b. How the contribution supports the actions proposed in the project narrative.

   c. How the partner demonstrates its commitment to the contribution.

   d. The demonstrated ability of the partner to fulfill its commitment.

C. Demonstrate Innovation and Environmental Stewardship (six points)

1. Will the proposed project include physical components, technology, or techniques that improve eligible user access? (zero to three points)

   In evaluating a proposed project under this criterion, the reviewers consider whether the project will increase the availability of the grant-funded facility for eligible users or improve eligible boater access to the facility. Describe whether the applicant will be doing the following:

   a. Using a new technology or technique.

   b. Applying a new use of an existing technology or technique.

   Reviewers will consider if the applicant is choosing to complete the project using an optional or advanced technology or technique. If choosing to go beyond the minimum technical requirements for a project component, the applicant must describe the current standard and how the standard will be exceeded. The reviewers will not award points for following standards set by law.

2. Will the proposed project include innovative physical components, technology, or techniques that improve the grant-funded project? (zero to two points)

   The reviewers will consider if the project will include physical components, technology, or techniques that are newly available or repurposed in a unique way. Examples include components, technology, or techniques that will do the following:

   a. Extend the useful life of the project.
   b. Are designed to help save costs, decrease maintenance, or improve operation.
   c. Are designed to improve services or amenities for grant-eligible users.
   d. Reduce the carbon footprint of the facility.
   e. Reduce negative environmental impacts (beyond compliance requirements).
   f. Improve facility resilience.

3. Has the facility where the project is located demonstrated a commitment to environmental compliance, sustainability, and stewardship and has an agency or organization officially recognized the facility for its commitment? (zero to one point)

   The reviewers will consider if the application documents that the facility has received official recognition for its voluntary commitment to environmental compliance, sustainability, and stewardship by exceeding regulatory requirements. The official recognition must be part of a voluntary, established program administered by a federal or state agency, local governmental agency, Sea Grant or equivalent entity, or a state or regional marina organization. The program must require the facility to use management and operational techniques and practices that will ensure it continues to meet the high standards of the program and must contain a component that requires periodic review. The facility must have met the criteria required by the program and received official recognition by the due date of the application.