Next Steps–Tier 1

Boating Infrastructure Grant Program
Notice of Funding Opportunity Requirements

This document is for applicants that submitted a preliminary application by the June 1, 2020 deadline. It will guide you through the next steps of your Recreation and Conservation Office (RCO) grant application. All applicants must submit the information required through PRISM Online, RCO's online project data system.

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

Step 1: Applicant Submits an Application by July 6, 2020

PRISM Online Application

Applicants should log into PRISM Online, open the application they already started, and make any necessary revisions. Use the "Check Application for Errors" button on the "Submit" screen to make sure everything has been completed.

Required PRISM Attachments

To be considered for funding, an application must contain the information below. Attachments must be formatted to fit 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, applicants must comply with all applicable federal laws, regulations, and policies. If RCO selects the application for award, applicants must provide evidence of compliance with the National Environmental Policy Act (NEPA), the Endangered Species Act (ESA), the National Historic Preservation Act (NHPA), and other federal laws as part of the post-award approval process.

- ❑ **Assurances for Construction Programs–424D** (development projects only). Applicants must provide a signed copy of this federal standard form.

- ❑ **Authorizing Resolution/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. Applicants must adopt the text verbatim, even if they use their own format.

- ❑ **Budget Narrative (10-page Limit).** Describe and justify all requested budget items and costs. Demonstrate a clear connection between costs and the proposed project activities. Describe resources the applicant 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**. Include property ownership information such as a deed, and 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 (20-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 Statement (10-page Limit).** A concise project statement that addresses the required 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. See "Detailed Instructions for Attachments" below.

- ❑ **Evaluation: Project Summary (1-page Limit).** Briefly summarize the project. Include the title of the project, geographic location, and a brief overview of the need for the project. Goal(s); specific, measurable, attainable, relevant, and time-bound (SMART) objectives; specific project activities that would be funded, anticipated outputs and outcomes also should be included.

- ❑ **Evaluation: Written Criteria Responses (4-page Limit).** Provide written responses to the evaluation criteria. See Section 4: Project Evaluation in *Manual 12 Boating Infrastructure Grant Program* on RCO's website.

- ❑ **Map: Area of Potential Effect (APE)** showing the location of all proposed ground-disturbing activities, including access and staging areas. The map must include a polygon of the entire project area and must include section, township, and range information, project name and number, and sponsor name. A U.S. Geological Survey quad map is the preferred base map, though the applicant may use an aerial base map, as long as section, township, and range information are included on the map. Section lines and numbers must be clearly visible in the map. Applicants may need to attach more than one map–one zoomed out far enough to depict section lines and numbers, and another zoomed in close enough to clearly depict the boundaries of all proposed ground-disturbing activities.

- ❑ **Map: Boundary Map–Draft** shows the extent of the site covered by the grant agreement. RCO and the grant recipient use the map to ensure compliance with the project 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, single-sided page that 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 reviewers can locate the general worksite to within a few miles.

- ❑ **Map: Site Location.** One, single-sided page showing the specific location of the project. This map must show the project in relation to local roads, park or ranger district boundaries, 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** 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. Applicants also should summarize this when responding to the evaluation questions. <u>All letters must be combined into one PDF and attached to the project in PRISM</u>.

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

Step 2: Technical Review–July 8-27, 2020

RCO sends your 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 3: Re-Submit Application by Technical Completion Deadline August 12, 2020

- ❑ Applicants address issues raised during technical review and make modifications, if needed, and **resubmit** the application in PRISM Online by the technical completion deadline or the application will be deemed ineligible.
- ❑ **Authorizing Resolution/Application Authorization** (if not already submitted). Attach a signed resolution form. This shows the application is supported by the elected council or commission, board, or executives of the organization. The text must be adopted verbatim even if a different format is used.
- ❑ **Certification of Applicant Match** (if not already submitted) to show what amounts and sources of match are in hand for the project.

Step 4: Evaluations–August 17-31, 2020

The RCO-appointed Boating Programs Advisory Committee will review and evaluate projects to provide a ranked list for consideration. 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 lists on its Web Site.

Step 5: Applicants Submit Pre-Agreement Materials–Spring-Summer 2021

- ❑ Applicants provide information necessary to complete federal permitting, including National Environmental Policy Act, Section 106 (cultural and historic resources), Section 7 (Endangered Species Act), and U.S. Army Corps of Engineers.
- ❑ Applicants provide any other requested pre-agreement materials as required by RCO or the U.S. Fish and Wildlife Service.

Step 6: Grants Awarded and RCO Issues Agreements–Summer-Fall 2021

- The U.S. Fish and Wildlife Service approves the grant awards and notifies RCO.
- RCO works with the applicant to execute a project agreement before work begins.
- Applicants review other RCO policy manuals, including the following:
    - *Manual 7, Funded Projects*
    - *Manual 8, Reimbursements*
- Applicant reviews the Successful Applicant Workshop materials; then completes the project.

Detailed Instructions for Attachments

- ❑ **Budget Narrative (10-page limit).** Describe 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. Describe any item that under the applicable federal cost principles requires the U.S. Fish and Wildlife Division of Wildlife and Sport Fish Restoration Program's approval and estimate its cost. If federally funded equipment will be used for the project, provide a list of that equipment, including the federal funding source. Please also address the following:

    1. **Match and Other Partner Contributions:** Identify the cash and in-kind contributions that the applicant, a partner, or other entity contribute to the project and describe how the contributions directly and substantively benefit completion of the project. See 50 CFR 86.32-33 for more information.

    2. **Contingency Costs:** Contingency costs estimated using broadly accepted cost estimating methodologies are permissible but must be identified separately in the applicant's 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.

    3. **Proration:** Costs for facilities that will benefit operators of boats other than transient 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, and other features that are expected to partially benefit ineligible users. You do not need to allocate costs between user groups when you propose to construct, renovate, or maintain facilities solely for eligible users, or when you propose to produce information and education materials. This list is not exhaustive; therefore, applicants should contact RCO if they are unsure of the need to prorate costs or if they believe proration is not required based on the information below. For each discrete project component or element, clearly state the following:

        A. *The basis or method used to allocate costs between eligible and ineligible users*. For example: The facility has slips for 100 vessels, and 20 are dedicated for transient recreational vessels. The prorating basis would be 20 percent. If the applicant propose 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.

B. *Your 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.

C. *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 as 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.

4. **Program Income:** 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, <u>during the grant period</u> (do not include income anticipated after project/grant closure). 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). The applicant should request 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 Boating Infrastructure Grant program funds will be applied using the deductive method.

5. **Equipment:** Equipment means tangible personal property (including information technology systems) having a useful life of more than 1 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 a Boating Infrastructure Grant, if any.

6. **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 10 years or more (see 50 CFR 86.3). If awarded funds, 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 (20-page Limit).** These should be a combination of photographs or other graphics such as schematic drawings, renderings, etc. Applicants 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 following visuals/graphics should include a north arrow, scale, and labels for any major highways, roads, cities, navigable water bodies, etc.:

  1. Site development plan that shows the proposed improvements at the site. Development site plans 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 development site plans.
  2. The location of the project site using Global Positioning System (GPS) coordinates in the following format: *degrees:minutes:seconds*.
  3. All existing structures, facilities, and amenities. Use photos, ground shots, and aerials to adequately display the site and proposed improvement areas.
  4. All proposed project components.
  5. Clearly marked areas that are for (1) eligible transient recreational vessels, (2) areas that are for others, and (3) areas that are for shared use.
  6. Water depths (before and after planned dredging, if applicable).
  7. If dredging is proposed, you must include an aerial photograph or schematic drawing to indicate the specific areas to be dredged.
  8. Measurements for all docks, bulkheads, breakwaters, and other features where boats will be accommodated.
  9. Any other information that will help reviewers identify project components, prorating criteria, or other factors involved with ranking.
  10. A small state map that shows the general location of the project.
  11. A local map that shows the facility location and the nearest community, public road, and navigable water body.

12. Maps or images that show proximity or distances to significant destinations, services that support eligible users, terrain considerations, access, or other information applicable to your project.

13. Any other map that supports the information in the project statement.

- ❑ **Evaluation: Project Statement (10-page Limit).** A concise project statement that addresses the elements below 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. Please see the Division of Wildlife and Sport Fish Restoration Program's financial assistance guidance Web site for more details and examples. Identify any applicable federal permits and status 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.

  1. **Need:** Explain why the project is necessary and how it fulfills the purpose of BIG. Answer all of the following:

     A. Describe existing facilities available for eligible vessels at the applicant's location and near the proposed project.

     B. Describe how the proposed project fills a need or offers a benefit not offered by existing facilities.

     C. 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.

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

  3. **Objectives:** Identify specific, measurable, attainable, relevant, and time-bound (SMART) objectives to be accomplished during the project period. Please use the Division of Wildlife and Sport Fish Restoration Program's standard objectives when designing the project. See the division's financial assistance guidance Web site for more details and examples.

  4. **Results or Benefits Expected:**

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

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

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

5. **Approach:**

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

   B. 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.

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

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

   E. 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.

   F. Provide a timeline of activities.

6. **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. You must also list any previous federal grants with the applicable FBMS #, if one exists, that this application is related too. If this application is related to a previously awarded WSFR grant explain the reason for submission (adding funds, scope change, additional work, etc.)