



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

DEPARTMENT OF PLANNING AND NATURAL RESOURCES

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St. Croix, VI 00840  
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dpr.vi.gov



# BOATING ACCESS SMALL GRANT | BOATING INFRASTRUCTURE GRANT | CLEAN VESSEL ACT PROGRAM APPLICATION

## FUNDING PROGRAM YOU ARE APPLYING FOR

Please specify which grant you are applying for by marking an "X" in box.

Boating Access Small Grant	<input type="checkbox"/>
Boating Infrastructure (BIG) Grant:	
Tier I Project <input type="checkbox"/>	Tier II Project <input type="checkbox"/>
Clean Vessel Act (CVA) Grant	<input type="checkbox"/>



## APPLICATION INFORMATION

Applicant/Organization:

Project Title:	GVI Vendor Number:	
Federal Employer ID Number:	SAMS Cage Number:	
Official with Signature Authority and Title:	Unique Entity Identifier Number:	
Address:	City:	Zip:
Telephone:	Email:	
Project Contact:	Project Contact Title:	
Address:	City:	Zip:
Telephone:	Email:	
Type of Application: New <input type="checkbox"/>	Reconsideration <input type="checkbox"/>	Improvement <input type="checkbox"/>
Federal Grant Amount Requested:	Total Project Cost:	



LOCALITY INFORMATION	
List the closest recreational, historical, cultural, natural attraction, public transportation, shopping, and other necessities used by transient boaters.	
Name of attraction:	Distance from project:
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	

List the nearest adjacent transient boating facilities (public and private)	
Name of Facility:	Distance from project:
1)	
2)	
3)	
4)	
5)	

Clean Vessel Act (CVA) Grant	
This section only if applying for Clean Vessel Act (CVA) Grant	
Does your marina currently provide an operational pump out service?	
YES ____	NO ____
If yes, what type:	If no, distance in miles to the closest pumpout facility: _____
Operating Time of facility:	

DESIGN, ENGINEERING, & PERMITTING (IF APPLICABLE)				
Who will complete the project design/engineering? <input type="checkbox"/> Staff <input type="checkbox"/> Consulting Engineers <input type="checkbox"/> Other <input type="checkbox"/> N/A				
What is the level of completion? <input type="checkbox"/> Conceptual <input type="checkbox"/> Preliminary <input type="checkbox"/> Final (ready for Bid) <input type="checkbox"/> Renovation <input type="checkbox"/> N/A				
Has a preliminary or final engineer's cost estimate been developed for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If, yes, please attach a copy of detailed engineer's cost estimate to this application package.				
Has an application been submitted to the following?	NO	YES	DATE SUBMITTED	DATE APPROVED
<b>NOTE:</b> Permit not necessary to submit a grant application.				
1) Department of Planning and Natural Resources (Building Permits, Environmental Protection, Historic Preservation, Fish and Wildlife, etc)				
2) U.S. Army Corps of Engineers				
3) National Environmental Policy Act (NEPA) compliance				
4) Section 7 consultation				

PROJECT COMPONENTS	
Will grant project work be on a new or existing dock? <input type="checkbox"/> New <input type="checkbox"/> Existing	
<input type="checkbox"/> Wood dock, fixed with wood piles	How many feet of side-tie dockage exists? _____ feet
<input type="checkbox"/> Wood dock, fixed with concrete piles	How may feet of side-tie dockage is planned? _____ feet
<input type="checkbox"/> Concrete dock, fixed with concrete piles	How may current transient slips exist? _____ slips
<input type="checkbox"/> Aluminum dock, fixed with wood piles	How many new transient slips are planned? _____ slips
<input type="checkbox"/> Aluminum dock, fixed with concrete piles	Do you have a pump-out facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Floating dock, wood frame	Is the pump-out fixed at the fuel dock? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Floating dock, aluminum frame	Is the pump-out system at the slips? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Floating dock, concrete piles	Do you have transient-only restrooms? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Concrete floating dock	Do you have transient-only shower facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Concrete floating dock, wave attenuation	Other:
What are the primary needs for this project:	
<input type="checkbox"/> Safety	<input type="checkbox"/> Age-end of Useful Life <input type="checkbox"/> Lack of Capacity <input type="checkbox"/> High User Demand

## APPLICANT ACKNOWLEDGMENT AND SIGNATURE

Application is hereby made for the activities described herein. I certify that I am familiar with the information contained in the application and written proposal, and, to the best of my knowledge and belief, this information is true, complete, and accurate. I further certify that I possess the authority, including the necessary property interests, to undertake the proposed activities.

I also certify that the Applicant's Governing Body is aware of and has authorized the person identified as the official representative of the Applicant to act in connection with this application and subsequent project, as well as to provide additional information as may be required. By signature below, the Applicant agrees to comply with all applicable federal and local laws in conjunction with this proposal and resulting project so approved.

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

For information or assistance with application, you may contact the Department of Planning and Natural Resources Division of Fish and Wildlife, 45 Mars Hill, Frederiksted, St. Croix, USVI, 00840, 340-773-1082.

## WRITTEN PROPOSAL

Please include the following applicable sections in your written proposal submitted along with application.

A written proposal is required to be submitted alongside application. Written proposal must be formatted as follows:

- Fit on 8.5" x 11" paper
- 1" margins (top, bottom, and both sides)
- 12-point Ariel or Times New Roman font
- Submitted in Microsoft Word
- Page numbers at bottom of each page

In accepting Federal funds, you must comply with all applicable Federal laws, regulations, and policies. If your application is selected for award, you will need to 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.

### **Section 1: Title Page** (Please include the following information)

- Name of Marina/Government Agency, Applicant
- Project Title
- Funding Opportunity Title and Tier (ex. BIGP Tier I or Tier II)
- Date submitted to Division of Fish and Wildlife
- Owner's name, mailing address, phone number(s), and email

### **Section 2: Project Summary** (Shall be no more than one-page long and be titled "Project Summary")

Applicants shall provide an overview of the project goal(s), objective(s), specific project activities, and expected outcomes for the benefit to recreational transient vessels (vessels staying at facility no more 15 days or less) or at least 26 or more feet long.

### **Section 3: Project Statement** (Shall be no more than ten pages long and be titled "Project Statement")

Applicants shall write about the following elements:

#### Need Statement:

- Explain why the project is necessary and how it fulfills the purpose of the Boating Infrastructure Grant.
- Describe the existing facilities available for eligible vessels at your location and near the proposed project.

- Describe how the proposed project fills a need or offers a benefit not offered by existing facilities (include supporting data).
- Provide 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.

Project Purpose (not needed for Clean Vessel Act (CVA) written proposal):

- State the ultimate purpose for the proposed project and link the purpose to the demonstrated need. Be as specific as possible and focus on the benefits to the transient recreational boater.

Project Objective(s)

- State desired outcomes that are specific and quantified.
- Write this section in active tense and use action verbs such as construct, survey, train, research, repair, conduct, provide, restore, acquire, etc.
- Identify specific, measurable, attainable, relevant, and time-bound objectives to be accomplished during the project period.
- State benchmarks that must be achieved to meet needs.

Expected Results and Benefits:

- Describe the expected results or benefits for the transient recreational boater and the community as a whole from accomplishing the project objectives.
- Describe each capital improvement (refer to 50 CFR §86.3), service or product that will result from the project.
- Describe how the structure(s), service, or other products will address the need(s) and benefits for recreational transient boaters.

Approach:

- Describe the methods, designs, and/or procedures to be used to achieve the object(s). Include 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).
- Identify the contact who has or will have detailed knowledge of the project and provide their contact information. State whether they have signatory authority for committing the grantee to a course of action.
- State the names, contact information, qualifications, and role of each known concessioner or subgrantee.
- Explain how you will operate, maintain, and manage the proposed project to ensure the BIG-funded facility continues to achieve its intended purpose during the useful life of the facility.

- Provide timeline of activities to include permitting, design, engineering, other regulatory clearances, bidding, material fabrication or procurement, construction, etc.

Relationship with other Grants:

- Describe any relationship between the proposed recreational transient boater project and other related work funded by other grant that are planned, anticipated, or underway.

Responses to Evaluation Criteria Questions: (Applicable to Tier 2 – National application only)

- Will the proposed boating infrastructure meet a need for more or improved facilities (50 CFR §86.52)?
- Will eligible users receive benefits from the proposed boating infrastructure that justify the cost of the project (50 CFR §86.53)?
- Will the proposed boating infrastructure accommodate boater access to significant destinations and services that support transient boater travel (50 CFR §86.54)?
- Do you have any project partner? Will they commit to a financial contribution, an in-kind contribution, or to take a voluntary action during the grant period (50 CFR §86.56)?
- Will the proposed project include physical components, technology, or techniques that improve eligible-user access (50 CFR §86.58)?
- Will the proposed project include innovative physical components, technology, or techniques that improve the BIG-funded project (50 CFR §86.59)?
- Has the facility where the project is located demonstrated commitment to environmental compliance, sustainability, and stewardship and been officially recognized by an agency or organization (50 CFR §86.60)?

Cost Classification	Total Cost	Not Allowable	Allowable Costs (column a-b)
1) Administrative and legal			
2) Land, structure, rights-of-ways, appraisals, etc			
3) Relocation expenses and payments			
4) Architectural and engineering fees			
5) other architectural and engineering fees			
6) Project inspection fees			
7) Site work			
8) Demolition and removal			
9) Construction			
10) Equipment			
11) Miscellaneous (describe in budget narrative)			

*Chart continued next page.*



<b>12) Subtotal (sum of 1-11)</b>			
13) Contingencies			
<b>14) Subtotal</b>			
15) Project (program) income			
<b>16) TOTAL PROJECT COSTS (subtract 15 from 14)</b>			

<b>Federal Funding Calculation</b>	<b>Amount</b>	<b>Percentage</b>
Applicant's Allowable Cost Share/Match:		
Federal Assistance Requested:		
<b>Total Allowable</b>		

**Section 4: Budget Narrative** (No page limit for this section. Should be titled “Budget Narrative”)  
Applicants shall explain and justify all requested budget items/costs listed in the project budget completed in this application. You must demonstrate a clear connection between costs and the proposed project activities. We recommend submitting a schedule of values broken down by deliverables.

Match, Cost Share, and Partner Contributions:

Applicant must identify the amount of cash and the value of in-kind contribution(s) that you, a partner, and/or entity will contribute to the proposed project. Describe how the contribution(s) will directly and substantively benefit completion of the project (refer to 50 CFR §86.32 and 50 CFR §86.33 for BIG and 50 CFR §85.40 for CVA).

Proration:

Applicant must prorate costs for facilities that will benefit operators of boats other than eligible recreational transient vessels of 26 feet or more and non-boating users sharing landside facilities such as restrooms, shower, laundry, etc.

Useful Life:

Applicants must 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.

Contingency Costs (If Applicable):

Explain how any contingency costs were calculated and why they are necessary to improve the precision of your budget estimates. These costs are permissible but must be separately identified in your budget. They must comply with federal cost principles, be necessary, and reasonable for proper and efficient accomplishment of project or program objectives and be verifiable from your financial records.

Program Income (If Applicable):

Indicate the method or combination of methods (deduction or addition) of applying your expected program income (refer to 50 CFR §86.77 and 50 CFR §86.78). It may be best to not charge fees for use on any part of the project until it has been finished, reimbursement completed, and the grant is closed.

Equipment (If Applicable):

Provide a list of equipment to be purchased with BIG funds. This includes tangible personal property having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more.

After Project Completion User Fees (if Applicable):

Describe the amount and frequency of fees charged to recreational transient boaters for the use of the funded infrastructure, after construction is completed and the Subgrantee Agreement has been terminated. Fees charged must be comparable to those charged regionally. The collection fees should be used for operations and maintenance of the funded infrastructure for its useable life.

**Section 5: Facility Operation and Maintenance Plan:**

Provide an outline describing how the facility will be operated and maintained. Plan should be as detailed as possible and include a timeline of scheduled maintenance and inspections aimed at aiding in the useful life of the facility.

**Section 6: Supporting Documents** (Title this section "Supporting Documents" and provide additional context by visually depicting the items below)

- All applicants must authorize and give authority to a designated representative to apply for and administer the grant on behalf of the applicant. If applicant is a private company, provide a letter, or if applicant is a government entity, provide an adopted resolution, by the Governing Body, stating that the Government Body is willing to enter into a 20-year agreement for the maintenance and operation of the project.
- All applicants must provide site control documentation for the upland portion of project site.
- All applicants must provide location using Global Positioning System (GPS) coordinates in the following format: degrees:nimutes:seconds.

- All applicants must provide a boundary map of the project area. The map must provide a description and sketch of the project area boundaries, displaying known easements and be legally sufficient to identify the in-water and upland projected area.
- All applicants must include a local map that shows the facility location, and navigable water bodies. Include images that show proximity or distance to significant destinations, services, terrain considerations, access, or to her information applicable to the project and available for used by transient boaters. Include images that illustrate the need for the proposed project.
- All applicants must submit existing condition photographs sufficient to depict the physical characteristics of the project site. Clearly mark the proposed project components. Clearly mark areas that are for:
  - eligible transient recreational boaters
  - areas that are not generally defined as transient
  - areas for shared use between eligible and non-eligible users
- All applicants must provide an 8.5" x 11" photocopy of a current NOAA North American Datum 83 nautical chart indicating the precise location of the project.
- All applicants must provide a map of water depths noted from main navigational channel to project site. Include depths for any waterside areas that transient boaters will access. If dredging is proposed, you must include an aerial photograph or schematic drawing to indicate the specific area(s) you intend to dredge.
- Submittal of deed, lease, property survey, and notarized owner acknowledgement letter (if property is rented).
- If applicable to your project and you have already acquired or completed, please provide photocopies of the following:
  - Necessary project permits or applications
  - State lands authorization
  - Engineering cost estimate
  - Preliminary design/Engineer plans