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# Recreational Boating Project Proposal Guidelines for the U.S. Virgin Islands

**Boating Access Small Grant**  
**Boating Infrastructure Grant (BIG)**  
**Clean Vessel Act Grant (CVA)**



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## **SECTION I: INTRODUCTION**

The Department of Planning and Natural Resources Division of Fish and Wildlife (DFW) is tasked with the management of several boating access facilities throughout the territory. The planning, construction, renovation, and maintenance of these facilities is coordinated and funded through federal grants, which are allocated to the territory under the Dingell-Johnson Sport Fish Restoration Act (16 U.S.C. §777).

There are three main grant programs funded through the Sport Fish Restoration Act, aiming to assist states and territories with providing the recreational boating community with access facilities. These programs include the Boating Access Small Grant, the Boating Infrastructure Grant (BIG), and the Clean Vessel Act (CVA). Each of these grants provides the department with opportunities to sub-award funds aimed at either constructing new facilities or renovating existing ones.

Within this guide, you will find information on each grant, including required documents for submittal of a project proposal. You will also find all applicable laws, rules, and regulations governing each program, to include links for future reference. As well as definitions of commonly used terms surrounding these grant programs.

It is our hope that this guide will assist in answering most questions a potential applicant to any of these three grant programs may have. The Division of Fish and Wildlife will aid and assist any applicant during the project proposal and application period. For further inquiries, please feel free to contact the Division's Chief of Fisheries or Boating Access Coordinator listed in the contact section of this document.

The department is committed in providing our recreational boating community with a wide range of safe, secure, and up to date access points and facilities. The implementation of these grants is a small step forward in realizing that commitment.

## **SECTION II: BOATING ACCESS SMALL GRANT**

### **2.1 Overview:**

Boating Access Small Grant provides funding for up to three (3) projects of up to \$10,000 per project within a fiscal year to develop, renovate, maintain, acquire, or improve facilities geared at increasing or improving public access for recreational boaters throughout the Territory.

### **2.2 Eligible Project Activities:**

- Construction or renovation of boating infrastructure:
  - Ramps
  - Floats
  - Piers
  - Bulkheads
  - Roads
  - Parking lots
  - Wash-down stations
  - Sediment traps
  - Fish cleaning stations
  - First-aid stations
  - Pump out stations
  - Dump stations
  - Sewage treatment facilities
  - Wireless internet
  - Security cameras
- Completing engineering designs, permits, and permitting.
- Navigational aids
  - Lighting
  - Traffic control devices
  - Signals
- Outreach Materials
  - Brochures
  - Maps
  - User guides
  - Web sites
  - Signs

### **2.3 Who can apply?**

Any member of the public who is interested in aiding in the maintenance or construction of a facility. As well as publicly or privately owned marina facility that is open to the public or project proposal.

## 2.4 Requirements for Boating Access Small Grant Projects:

- Project proposals must be submitted to DPNR-DFW, in accordance with 517 FW 7 and 2 CFR §25.
- Adhere to requirements of the Buy America, Build America Act (Sections 70901-52 of the Infrastructure Investment and Jobs Act, Pub. L. 117-58)
- Improve access to recreational boaters.
- Potential project site(s) must have water access of at least six (6) feet deep at the lowest tide or fluctuation, unless applicant can provide data within written project proposal that project will serve its intended purpose for eligible users visiting that location.
- Potential sub-recipient must secure SAMS registration (2 CFR §25).
- Potential sub-recipient(s) must register to be a vendor with the Government of the Virgin Islands through the Department of Property and Procurement's GVI Buy.
- Grant Application
- Project proposal:
  - Written Proposal
    - Title page
    - Project summary
    - Project statement
      - Statement of need
      - Project purpose
      - Project objectives
      - Expected results and/or benefits
      - Approach
    - Budget
    - Budget narrative
    - Facility operations and maintenance plan
    - Supporting documents

## 2.5 Project Timeline:

<b>January 1<sup>st</sup> through May 31<sup>st</sup></b>	Potential applicant(s) reach out to DPNR-DFW for project requirements and drafting proposal(s).
<b>June 1<sup>st</sup> through July 31<sup>st</sup></b>	Application submittal closes; DPNR-DFW, along with Review Committee review and score project proposal(s).
<b>August 1<sup>st</sup></b>	DPNR-DFW announce project selection(s).
<b>September 1<sup>st</sup></b>	Awarded project(s) submit invoice(s) for commencement of payment process.
<b>October 1<sup>st</sup> through September 30<sup>th</sup></b>	Awarded project(s) completed; awardee(s) provided DFW with necessary reporting information on project(s).

## 2.6 Project Proposal Submittal:

Project proposals should be submitted by May 31<sup>st</sup>, to be considered for the upcoming fiscal year. Applications received after the deadline date will be rejected. Applicants shall receive notification on steps they can take to move forward with project at another time.

## 2.7 Project Consideration:

All project proposal(s) submitted shall be reviewed by DFW staff. During initial review of submitted documents, applicant(s) shall be informed of any deficiencies with documents. Submittal checklist shall be completed and provided to applicant. Document deficient proposal(s) shall not be reviewed further until necessary documents are submitted. Applicant(s) will be informed if additional documents are needed either via email or telephone number provided in proposal.

## 2.8 Evaluation for Boating Access Small Grant:

Eligible applications submitted to DFW shall be evaluated and ranked according to criteria outlined in 517 FW §7. Ranking shall be performed by DFW staff and Boating Access Council members. Applicant(s) shall be informed of ranking their project proposal received. If project proposal is denied by DFW, applicant(s) shall receive a list of deficiencies. Applicant is able to reapply for the next fiscal year, if desired.

### 2.8.1 Ranking Criteria:

<b>BOATING ACCESS SMALL GRANT</b>	
<b>(a) Need, Access, and Efficiency</b>	<b>32 total possible points</b>
(1) Will the proposed project meet eligible projects specified under 517 FW 7?	20
(2) Will recreational boaters benefit from the proposed boating infrastructure project?	0 - 5
(3) Will the proposed boating infrastructure project increase access to the recreational boating community?	0 - 5
(4) Will the proposed project use either materials or methods that will aid in coast efficiency?	0 - 2
<b>(b) Match and Partnerships</b>	<b>8 total possible points</b>
(1) Will the proposed project include other local or State (Territorial) funds?	0 - 4
(2) Will the proposed project include contributions by private or public partners that contribute to the completion of project objectives?	0 - 4

*Chart continued next page.*



<b>(c) Innovation</b>	<b>10 total possible points</b>
(1) Will the proposed project include physical components, technology, or techniques that improves eligible-user access?	0 - 5
(3) Has the applicant or facility where the project is located demonstrated a commitment to environmental compliance, sustainability, and stewardship?	0 - 5
<b>(d) Total possible points</b>	<b>50</b>

### 2.9 Approval of Proposal:

Up to three (3) project proposals that adhere to all outlined laws and regulations, with receipt of all required documents, and determined to be of high impact value, shall be selected. Application with supporting documents must be submitted. A written grant proposal should accompany application package and consist of items listed in 517 FW 7. Additional information covering budget, in-kind donations, and matches should also be included.

## **SECTION III: BOATING INFRASTRUCTURE GRANT (BIG)**

### **3.1 Program Overview:**

Boating Infrastructure Grants will provide funding for construction and renovations of boating infrastructure projects and tie-up facilities for transient recreational vessels of 26 feet or longer and traveling to a single facility for either day use or staying for up to 15 days. BIG funds are funded through the U.S. Fish and Wildlife Service and applied for by the Department of Planning and Natural Resources Division of Fish and Wildlife (DPNR-DFW). There are two types of Boating Infrastructure Grants (BIG), Tier I and Tier II.

#### **3.1.1 Tier I Projects:**

Proposals for Tier I funding must meet the eligible actions requirements of 50 CFR Subpart B (§86.10 – 86.19). Projects cannot exceed \$300,00.00. DPNR-DFW may select more than one Tier I eligible project, as long as the total sum of all projects does not exceed the total of that year's funding cycle allotment.

#### **3.1.2 Tier II Projects:**

Proposals for Tier II are nationally competitive in nature. Proposed projects must meet the eligible actions requirements of 50 CFR Subpart B (§86.10 – 86.19). Each project shall compete nationally against every other project submitted in Tier II.

### **3.2 Eligible Project Activities:**

- Construction or renovation of boating infrastructure:
  - Boat slips
  - Piers
  - Mooring buoys
  - Floating docks
  - Dinghy docks
  - Day docks
  - Dockside utilities
  - Fueling stations
  - Dredging
  - Breakwaters
  - Sea walls
- Engineering, planning, and permitting.
- Navigational aids
  - Lighting
  - Communications
  - Buoys
  - Beacons
  - Signals
  - Markers
  - Signs

### 3.3 Who can apply?

Any publicly or privately owned marina facility that is open to the public, or private landowner may submit a BIG project proposal.

### 3.4 Requirements for BIG Projects:

- Project proposals must be submitted to DPNR-DFW, in accordance with 50 CFR §86.41 – 86.43.
- Adhere to requirements of the Buy America, Build America Act (Sections 70901-52 of the Infrastructure Investment and Jobs Act, Pub. L. 117-58)
- Designed for transient recreational vessels of 26 feet or greater.
- Prospective project site(s) must have water access of at least six (6) feet deep at the lowest tide or fluctuation, unless applicant can provide data within written project proposal that the BIG-funded facility will serve its intended purpose for typical eligible users that visit that location. Potential sub-recipient must secure SAMS registration (2 CFR §25).
- Potential sub-recipient(s) must register to be a vendor with the Government of the Virgin Islands through the Department of Property and Procurement's GVI Buy.
- Grant Application
- Project proposal:
  - Written Proposal
    - Title page
    - Project summary
    - Project statement
      - Statement of Need
      - Project purpose
      - Project objectives
      - Expected results and/or benefits
      - Approach
    - Budget
    - Budget narrative
    - Facility operation and maintenance plan
    - Supporting documents
    - User fees

### 3.5 Project Timeline:

<b>January 1<sup>st</sup> through May 31<sup>st</sup></b>	Potential applicant(s) reach out to DPNR-DFW for project requirements and technical assistance drafting proposal(s).
<b>June 1<sup>st</sup></b>	Deadline
<b>June 1<sup>st</sup> through July 31<sup>st</sup></b>	DPNR-DFW review of project proposal(s).
<b>August 1<sup>st</sup></b>	DPNR-DFW announces project(s) selections.

*Chart continued next page.*

<b>September 1<sup>st</sup></b>	DPNR-DFW submits project proposal(s) to USFWS.
<b>October 1<sup>st</sup> through September 30<sup>th</sup></b>	Applicant goes into Subrecipient Agreement with DPNR-DFW and work can begin.

### **3.6 Project Proposal Submittal:**

In addition to submitting an application with supporting documents, you must include a BIG statement as described at 50 CFR §86.43, documents, maps, images, and other information asked for in the annual NOFO at <http://www.grants.gov>, CFDA 15.622, in the format ask for.

You must include supporting documentation explaining how the proposed work complies with applicable laws and regulations. You must also list the permits, evaluations, and reviews you will need to complete the project. If project is approved, you will adhere to guidance specified by 50 CFR §86.61 to complete requirements that will become part of your application.

Additional information or clarification requests shall become part of the application. Misrepresentation or false statements of information submitted may result in rejection of your application or termination of your grant and require applicant to repay any funds received.

### **3.7 Project Consideration:**

All project proposal(s) submitted shall be reviewed by DFW staff. During initial review of submitted documents, applicant(s) shall be informed of any deficiencies with documents. Deficient documents received in the specified time frame will be considered. Submittal checklist shall be completed and provided to applicant. Document deficient proposal(s) shall not be reviewed further until necessary documents are submitted. Applicant(s) will be informed if additional documents are need either via email or telephone number provided in proposal.

### **3.8 Evaluation for Boating Infrastructure Grant (BIG):**

#### **3.8.1 Tier I**

Eligible BIG Tier I applications submitted to DFW shall be evaluated and ranked according to required documents outlined in 50 CFR §86.43. Applicant(s) shall be informed of ranking their project proposal received. If project proposal is denied by DFW, applicant(s) shall receive a list of deficiencies. Applicant is able to reapply for the next fiscal year, if desired.

#### **3.8.2 Tier II**

Eligible BIG Tier II applications submitted to DFW shall be evaluated and ranked against other BIG Tier II projects Nationally, according to criteria outlined in 50 CFR §86.50-86.60.

**3.8.3 Ranking Criteria:**

<b>BOATING INFRASTRUCTURE GRANT (BIG)</b>	
<b>(a) Need, Access, and Boat Efficiency</b>	<b>20 total possible points</b>
(1) Will the proposed boating infrastructure meet a need for more or improved facilities?	0 - 10
(2) Will eligible users receive benefits from the proposed boating infrastructure that justify the cost of the project?	0 - 7
(3) Will the proposed boating infrastructure accommodate boater access to significant destinations and services that support transient boater travel?	0 - 3
<b>(b) Match and Partnerships</b>	<b>10 total possible points</b>
(1) Will the proposed project include private, local, or State funds greater than the required minimum match?	0 - 7
(2) Will the proposed project include contributions by private or public partners that contribute to the project objectives?	0 - 3
<b>(c) Innovation</b>	<b>6 total possible points</b>
(1) Will the proposed project include physical components, technology, or techniques that improve eligible-user access?	0 - 3
(2) Will the proposed project include innovative physical components, technology, or techniques that improve the BIG-funded project?	0 - 2
(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?	0 - 1
<b>(d) Total possible points</b>	<b>36</b>

**3.9 Approval of Proposal:****3.9.1 Tier I**

Grant proposals along with all submitted documents are submitted by DFW to the Service for review. All final award decisions are made by the Service, not DFW.

### **3.9.2 Tier II**

These grant proposals compete nationally and are awarded by the Federal United States Fish and Wildlife Service (USFWS), to the USVI to give to community members. Approval is not guaranteed and is not determined by DFW. Projects are to be completed within three (3) fiscal years of award approval.

## **SECTION IV: Clean Vessel Act (CVA)**

### **4.1 Program Overview:**

Provides funding to facilities for construction, renovation, operations, and maintenance of pump-out and dump stations that are open and available to be used by the public during reasonable time of day.

### **4.2 Eligible Activities:**

- Construction or renovation of pump out/dump stations
- Surveys of recreational vessels in coastal waters with holding tanks or portable toilets
- Developing list of operational pump-out and dump stations in the area.
- Development of educational material for responsible waste disposal by recreational boaters.
- Construction, renovation, or operations and maintenance of floating restrooms, used solely by boaters.
- Holding tanks, piping, haulage cost, and any other activity necessary for the sewage treatment plants to accept waste from pump-out and dump stations.

### **4.3 Who can apply?**

Any public or private marina which allows public access to facilities.

### **4.4 Requirements for Clean Vessel Act (CVA) Grant:**

- Project proposals may be submitted to DPNR-DFW, in accordance with 50 CFR §85.22.
- Adhere to requirements of the Buy America, Build America Act (Sections 70901-52 of the Infrastructure Investment and Jobs Act, Pub. L. 117-58)
- Potential project site(s) must be open and accessible to the public and charge equitable fee (50 CFR §85.11).
- Potential sub-recipient must secure SAMS registration (2 CFR §25).
- Potential sub-recipient(s) must register to be a vendor with the Government of the Virgin Islands through the Department of Property and Procurement's GVI Buy.
- Grant Application
- Project proposal:
  - Written Proposal
    - Title page
    - Project summary
    - Project statement
      - Statement of need
      - Project objectives
      - Expected results and/or benefits
      - Approach
    - Budget

- Budget narrative
- Facility operations and maintenance plan
- Supporting documents
- User fees

#### 4.5 Project Timeline:

<b>January 1<sup>st</sup> through May 31<sup>st</sup></b>	Potential applicant(s) reach out to DPNR-DFW for project requirements and drafting proposal(s).
<b>June 1<sup>st</sup></b>	Deadline
<b>June 1<sup>st</sup> through July 31<sup>st</sup></b>	DPNR-DFW review of project proposal(s).
<b>August 1<sup>st</sup></b>	DPNR-DFW announces project(s) selections.
<b>September 1<sup>st</sup></b>	DPNR-DFW submits project proposal(s) to USFWS.
<b>October 1<sup>st</sup> through September 30<sup>th</sup></b>	Applicant goes into Subrecipient Agreement with DPNR-DFW and work can begin.

#### 4.6 Project Proposal Submittal:

Application with supporting documents must be submitted. A written grant proposal should accompany application package and consist of items listed in 50 CFR §85.22. Additional information covering budget, in-kind donations, and matches should also be included.

#### 4.7 Project Consideration:

All project proposal(s) submitted shall be reviewed by DFW staff. During initial review of submitted documents, applicant(s) shall be informed of any deficiencies with documents. Submittal checklist shall be completed and provided to applicant. Document deficient proposal(s) shall not be reviewed further until necessary documents are submitted. Applicant(s) will be informed if additional documents are needed either via email or telephone number provided in proposal.

#### 4.8 Evaluation of Project Proposal:

Project proposal shall be evaluated by DFW staff using the criteria outlined in 50 CFR §85.30. Applicant(s) shall be informed of ranking their project proposal received. If project proposal is denied by DFW, applicant(s) shall receive a list of deficiencies. Applicant can reapply for the next fiscal year, if desired.



**4.8.1 Ranking Criteria:**

<b>CLEAN VESSEL ACT (CVA)</b>		
Criteria	Coastal State	Inland State
(a) Completed a survey/plan	50	-
(b) Construct w/no plan	10	5
(c) Construct with plan	20	10
(d) Partnership	10	5
(e) Innovative approach	5	2
(f) Education	5	2
(g) Sensitive area	5	2
(h) Low pump out ratio	5	2
<b>Total possible points</b>	<b>110</b>	<b>28</b>

**4.9 Approval of Project Proposal:**

Project proposals that successfully pass the evaluation performed by DFW, shall be submitted to the regional Federal FWS office for further evaluation.

## **SECTION V: WRITTEN PROJECT PROPOSAL**

### **5.1 Overview:**

A written proposal is required to be submitted alongside application. This section is also attached to the project 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.

### **5.2 Title Page** (Please include the following information)

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

### **5.3 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.

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

Applicants shall write about the following elements:

#### **5.4.1 Need Statement:**

- Explain why the project is necessary for recreational boating in the USVI 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.

#### **5.4.2 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.

#### **5.4.3 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.

#### **5.4.4 Expected Results and Benefits:**

- Describe the expected results or benefits to 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.

#### **5.4.5 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.

#### 5.4.6 Relationship with other Grants:

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

#### 5.4.7 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(s)? 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)			
<b>12) Subtotal (sum of 1-11)</b>			

*Chart continued next page.*

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>		

**5.5 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.

#### **5.5.1 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).

#### **5.5.2 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.

#### **5.5.3 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.

#### **5.5.4 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.

#### **5.5.5 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.

#### **5.5.6 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.

#### **5.5.7 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. See section 7.2 for fees associated to each program.

#### **5.6 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.

#### **5.7 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 an agreement for the maintenance and operation of the project spanning the useful life of the infrastructure.
- All applicants must provide site control documentation for the upland portion of the project site.

- All applicants must provide location using Global Positioning System (GPS) coordinates in the following format: degrees:minutes: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 other information applicable to the project and available for use 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

## **SECTION VI: PROJECT CLOSEOUT**

### **6.1 Reporting:**

Reporting requirements for all grants will be outlined within the sub-award contract. Sub-recipient(s) are responsible for submitting interim and final reports as outlined and agreed upon. Failure to comply may result in cancelation of grant and future project rejection by DFW.

### **6.2 Noncompliance:**

The sub-recipient(s) is responsible for following all agreed upon scope of work activities as outlined within the sub-award. Noncompliance activities shall be reported to point of contact for grant via email or letter. If action(s) are not corrected as outlined by sub-award agreement, DFW may take actions to suspend or retract grant funding from project as outlined by sub-award agreement. All effort will be made by DFW to bring sub-recipient(s) into compliance and finalizing project.

### **6.3 Financial and Accounting Requirements:**

Financial and accounting requirements for all grants will be outlined within the sub-award contract. Sub-recipient(s) are responsible for submitting reports as outlined and agreed upon. Failure to comply may result in cancelation of grant and future project rejection by DFW.

### **6.4 Sub-award Closeout:**

Once all steps are completed and submitted, DFW shall conduct a final site visit of the project. An inventory of the scope of work, as outlined within the sub-award, shall be completed. Outlying items must be completed for project contract to be deemed closed-out. In addition to completing all listed scope of work, sub-recipient shall also submit required audit reports when completed.



## **SECTION VII: PUBLIC ACCESS AND FEES**

### **7.1 Public Access:**

#### **7.1.1 Boating Access Small Grant**

Projects funded through this grant must be accessible to recreational boaters. Access to facilities shall not be prohibited, unless otherwise stated within the approved project proposal.

#### **7.1.2 Boating Infrastructure Grant (BIG):**

Facilities funded by BIG shall provide access to all recreational vessels, as outlined within 50 CFR 86.

#### **7.1.3 Clean Vessel Act (CVA):**

Access to facilities must be provided to all recreational vessels at reasonable times, as outlined in 50 CFR 85.

### **7.2 FEES:**

#### **7.2.1 Boating Access Small Grant:**

No fees should be associated with projects funded through this grant.

#### **7.2.2 Boating Infrastructure Grant (BIG):**

Fees for funded project(s) are outlined within 50 CFR §86.90 and shall be determined by comparing comparable facilities within the vicinity of funded project. Breakdown of proposed fees should be included within the project proposal for review and approval.

#### **7.2.3 Clean Vessel Act (CVA):**

Fees charged shall be no more than \$5.00 for facilities constructed, operated, or maintained with federal funds. If fees charged are higher, it must be included within the project proposal with justification for higher fee structure.

## **SECTION VIII: OPERATION AND MAINTENANCE**

### **8.1 Boating Access Small Grant Projects:**

Operation of facility shall be the responsibility of the owner, unless other agreements are made with DFW. An operation and maintenance plan should be submitted within the written project proposal for approval.

### **8.2 Boating Infrastructure Grant (BIG):**

You must operate and maintain any facility funded through BIG for the useful life of the facility as outlined in 50 CFR §86.73. Maintenance of BIG funded facilities can occur through submittal of a Tier I project proposal. If awarded, the useful life of the facility shall be increased accordingly.

### **8.3 Clean Vessel Act (CVA):**

Facilities funded under this grant shall be operated, maintained, and provide access to all recreational vessels for the full period of their useful life (50 CFR §85.45)

## **SECTION IX: FEDERAL CONSISTENCY AND LINKS**

### **9.1 Federal Consistency Requirements for Boating Infrastructure Grant (BIG) projects**

Boating Infrastructure Grant (BIG) projects within the U.S. Virgin Islands requires consistency with the following federal agencies and regulations:

- a. Boating Infrastructure Grant Program, 50 C.F.R. §86.  
<https://www.ecfr.gov/current/title-50/chapter-I/subchapter-F/part-86>
- b. Clean Vessel Act, 33 U.S.C. §1322  
<https://www.law.cornell.edu/uscode/text/33/1322>
  - a. Clean Vessel Act Grant Program, 50 C.F.R. §85.  
<https://www.ecfr.gov/current/title-50/chapter-I/subchapter-F/part-85>
- c. H.R. 3702-117th Congress (2021-2022): Sport Fish Restoration, Recreational Boating Safety, and Wildlife Restoration Act of 2021. (2021, July 17).  
<https://www.congress.gov/bill/117th-congress/house-bill/3702>
- d. S. 1303-117th Congress (2021-2022): Build America, Buy America Act. (2022, December 19).  
<https://www.congress.gov/bill/117th-congress/senate-bill/1303>
- e. U.S. Army Corps of Engineers (USACE) under the Rivers and Harbors Act of 1899 (RHA) [33 U.S.C. §403], the Outer Continental Shelf Lands Act (OCSLA) [43 U.S.C. §1333(a)(1)], and the Clean Water Act (CWA) (33 U.S.C. §1344).
- f. Department of Planning and Natural Resources, 3 V.I.C. Ch. 22.  
[VIRGIN ISLANDS CODE UNANNOTATED CUI | PAW Document Page \(lexis.com\)](#)
- g. Department of Property & Procurement Policies and Procedures, 31 V.I.C. Pt. II, Ch. 23.  
[VIRGIN ISLANDS CODE UNANNOTATED CUI | PAW Document Page \(lexis.com\)](#)

### **9.2 Links and Resources:**

The following links will provide you with additional information on all laws and regulations dictating these grants.

Department of Planning and Natural Resources Division of Fish and Wildlife  
<https://dpnr.vi.gov/>

517 FW 7:  
<https://www.fws.gov/policy/517fw7.html>

2 CFR §25

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I>

33 U.S.C. §1322

<https://www.law.cornell.edu/uscode/text/33/1322>

50 CFR §85:

<https://www.ecfr.gov/current/title-50/chapter-I/subchapter-F/part-85>

50 CFR §86:

<https://www.ecfr.gov/current/title-50/chapter-I/subchapter-F/part-86>

Buy America, Build America Act:

<https://uscode.house.gov/view.xhtml?path=/prelim@title41/subtitle4/chapter83&edition=prelim>

## **SECTION X: DEFINITIONS**

All definitions listed below were obtained from the guiding laws and regulations of each grant, to include the US and Virgin Islands Code.

**Act** means the Pittman-Robertson Wildlife Restoration Act of September 2, 1937, as amended ([16 U.S.C. 669-669k](#)), and the Dingell-Johnson Sport Fish Restoration Act of August 9, 1950, as amended ([16 U.S.C. 777-777n](#), except 777e-1 and g-1).

**BIG** means Boating Infrastructure Grant

**BIG-funded facility** means only the part of a facility that we fund through a BIG grant.

**CFR** means Code of Federal Regulations.

**Clean Vessel Act or Act** means The Clean Vessel Act (Pub. L. 102-587, subtitle F).

**Construction** means the act of building or significantly renovating, altering, or repairing a structure. Acquiring, clearing, and reshaping land and demolishing structures are types or phases of construction. Examples of structures are buildings, roads, parking lots, utility lines, fences, piers, wells, pump stations, ditches, dams, dikes, water-control structures, fish-hatchery raceways, and shooting ranges.

**Director** means:

- (1) The person whom the Secretary:
  - (i) Appointed as the chief executive official of the U.S. Fish and Wildlife Service, and
  - (ii) Delegated authority to administer the Acts nationally; or
- (2) A deputy or another person authorized temporarily to administer the Acts nationally.

**Dump station** means a facility specifically designed to receive sewage from portable toilets carried on vessels. Dump stations do not include lavatories or restrooms.

**Eligible applicant** means an agency of a State designated by the Governor.

**Eligible user** means an operator or passenger of an eligible vessel.

**Eligible vessel** means a transient recreational vessel at least 26 feet long. The term includes vessels that are owned, loaned, rented, or chartered. The term does not include:

- (1) Commercial vessels;
- (2) Vessels that dock or operate permanently from the facility where a BIG-funded project is located; or
- (3) Vessels that receive payment to routinely transport passengers on a prescribed route, such as cruise ships, dive boats, and ferries.

**Facility** means the structures, equipment, and operations that:

- (1) Provide services to boaters at one location; and
- (2) Are under the control of a single operator or business identified in the grant application.

**Facility open to the public** means:

(1) A Clean Vessel Act facility that is open and available to the public is one where the public has full and reasonable access to the pump out/dump station, including:

- (i) Provision of signage visible from the water to direct boaters to pump out/dump stations;
- (ii) Location of pump outs to facilitate ease of use by all boats typical to that particular marina;
- (iii) Equitable fees; and
- (iv) Reasonable open periods.

(2) To be eligible for funding under this program, both public and private facilities must be open to the public.

**FW** means U.S. Fish and Wildlife Service.

**Grant** means an approved award of money, the principal purpose of which is to transfer funds from a federal awarding agency to the non-Federal entity (grantee) to carry out an authorized public purpose and includes the matching cash and any matching in-kind contributions. The legal instrument used is a grant agreement.

**Maintenance** means keeping structures or equipment in a condition to serve the intended purpose. It includes cyclical or occasional actions to keep facilities fully functional. It does not include operational actions such as janitorial work. Examples of maintenance actions are:

- (1) Lubricating mechanical components of BIG-funded equipment;
- (2) Replacing minor components of a BIG-funded improvement, such as bolts, boards, and individual structural components; and
- (3) Painting, pressure washing, and repointing masonry.

**Match** means the value of any cash or in-kind contributions required or volunteered to complete the BIG-funded facility that are not borne by the Federal Government, unless a federal statute authorizes such match. Match must follow the criteria at [2 CFR 200.306\(b\)](#).

**Operation** means actions that allow a BIG-funded facility or parts of a BIG-funded facility to perform their function on a daily or frequent basis. Examples of operation are janitorial work, service workers, facility administration, utilities, rent, taxes, and insurance.

**Plans** means those plans identified in the technical guidelines as published in the Federal Register, for construction or renovation of pump out and dump stations necessary to ensure that there are adequate and reasonably available stations to meet the needs of recreational vessels using the coastal waters of the State.

**Private facility** means private facilities include those operated by the following:

- (1) For profit or non-profit private marinas, docks, etc.;
- (2) For profit or non-profit concessionaires, whether they are leased or private facilities, on public lands; or
- (3) Yacht or boating clubs, whether they are open to the public or members-only facilities.

**Project** means one or more related actions that are eligible for BIG funding, achieve specific goals and objectives of BIG, and in the case of construction, occur at only one facility.

**Project cost** means total allowable costs incurred under BIG and includes Federal funds awarded through the BIG grant and all non-Federal funds given as the match or added to the Federal and matching shares to complete the BIG-funded project.

**Public facility** means public facilities include municipal, county, port authority, State and Federal marinas, docks, etc., operated by those agencies.

**Pumpout station** means a facility that pumps or receives sewage from a type III marine sanitation device (holding tank) installed on board vessels.

**Reasonable open periods** means this part does not specify hours, days and seasons, however, some suggested examples, provided no other factors are involved, are presented:

- (1) Pump out/dump stations may be open during the same period the fuel docks are normally open.
- (2) Pump out stations may be open when the marina is open and staff is present to pump out boats.
- (3) Pump out/dump stations may be open during the hours considered to be normal marina business hours as adjusted by seasonal differences.

**Recreational vessel** means watercraft manufactured for operation, or operated, primarily for pleasure. This term includes any watercraft leased, rented, or chartered to another for the latter's pleasure.

**Renovate** means to rehabilitate all or part of a facility to restore it to its intended purpose or to expand its purpose to allow use by eligible vessels or eligible users.

**SAMS or SAMS.Gov** means the System of Awards Management. This is the repository for standard information about applicants and recipients.

**Scope** of a project means the purpose, objectives, approach, and results or benefits expected, including the useful life of any capital improvement.

**Service** means the U.S. Fish and Wildlife Service.

**State** means any State of the United States, the Commonwealths of Puerto Rico and the Northern Mariana Islands, the District of Columbia, and the territories of Guam, the U.S. Virgin Islands, and American Samoa.

**Sport fish** means aquatic, gill-breathing, vertebrate animals with paired fins, having material value for recreation in the marine and fresh waters of the United States.

**Transient** means travel to a single facility for day use or staying at a single facility for up to 15 days.

**Useful Life** means the period during which a BIG-funded capital improvement is capable of fulfilling its intended purpose with adequate routine care and maintenance. See [§§ 86.73](#) and [86.74](#).

**Vendor** means a person or entity registered through the Department of Property and Procurement to do business with the Government of the Virgin Islands.

**Wildlife** means the indigenous or naturalized species of birds or mammals that are either:

- (1) Wild and free-ranging;
- (2) Held in a captive breeding program established to reintroduce individuals of a depleted indigenous species into previously occupied range; or
- (3) Under the jurisdiction of a State fish and wildlife agency.

## **SECTION XI: CONTACT INFORMATION**

The Department of Planning and Natural Resources Division of Fish and Wildlife is committed to assisting any person or business wishing to apply for one of the three grants described within this document. For questions on any of our Boating Access grants, please feel free to contact the Division of Fish and Wildlife personnel listed below:

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