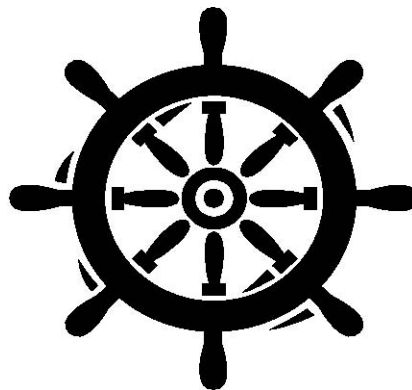


**The Boating Infrastructure Grant
Program
How to Apply**

BIG



State of Tennessee
August 2015

The application shall be submitted to TWRA for review, additional Federal Form attachments, and final submittal to the U.S. Fish and Wildlife Service.

Please submit to;

TWRA

Attn: Boating Division

P.O. Box 40747

Nashville, TN 37204

The due dates will change each year, but TWRA requires the applications be in at least 10 days prior to the Federal submittal date. (Normally this date is in the middle of September)

Please use either Times New Roman or Arial font with a size of 12. This is required by U.S. Fish and Wildlife for all BIG submittals.

The application to TWRA should include 5 sections:

- 1) Project Statement (maximum of 10 pages)**
- 2) Detailed budget**
- 3) Budget Narrative**
- 4) Maps/Drawings/Photos/plans/Geographic Location (maximum of 20 pages)**
- 5) Responses to Ranking Criteria (maximum of 12 pages)**

What should be included in each section?

Project Statement:

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

1. *Need*: Explain why the project is necessary and how it fulfills the purpose of BIG;
 - a. Describe existing facilities available for eligible vessels at your 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 objectives to be accomplished;

4. *Results or benefits expected*: Describe the expected results or benefits from accomplishing the objectives;
 - a. Describe each capital improvement to your marina that will result from the project;
 - b. Describe how the structures, service, or other products will address the need(s) and benefits for eligible users;

5. *Approach*: Describe the approach to be used in meeting the objectives;
 - a. 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 us to make a preliminary assessment;
 - b. Provide a timeline of activities;

Detailed Budget:

Please provide a spreadsheet that clearly shows a detailed budget of all costs related to the BIG project. Please do not include any costs that are not related to the BIG project, even if the work would be done at the same time. Ensure that you show on the budget the amount of match you would be providing for the project. The minimum match required under BIG is 25%, but more criteria points are awarded for more match (explained under response to ranking criteria b.).

Budget Narrative:

Please explain and justify all requested budget items/costs. Demonstrate a clear connection between costs and the proposed project activities. Describe resources you used to develop cost estimates for your project. Please also address the following:

1. **Match and other partner contributions:** Identify the cash and in-kind contributions that you, a partner, or other entity contribute to the project and describe how the contributions directly and substantively benefits completion of the project. (This will also be included under ranking criteria b.)
2. **Contingency Costs:** Contingency costs estimated using broadly-accepted cost estimating methodologies are permissible but must be separately identified in your budget. Please explain how any contingency costs were calculated and why they are necessary to improve the precision of your 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. For each discrete project component or element, clearly state:
 - a. *The basis or method you used to allocate costs between eligible and ineligible users.* For example: Your facility has slips for 100 vessels, and 20 are dedicated for transient recreational vessels. Your prorating basis would be 20 percent. If you propose to construct a wave attenuator that will benefit the entire facility, you may only

charge 20 percent of the construction costs of the wave attenuator to the project.

- b. *Your reasoning and evidence supporting use of this method.* Include relevant documentation to validate your 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 which 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, you do not have to prorate costs.

- 4. **Equipment:** Provide a list of equipment to be purchased with BIG funds, if any. Typically, equipment 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. **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. Please explain how you estimated the useful life of each capital improvement. You must reference a generally accepted method used to determine useful life of a capital improvement; however, your estimates do not need to be certified by a licensed engineer or other professional.

Maps/Drawings/Photos/plans/Geographic Location:

Your proposal will be scored, in part, on the quality of the access you provide for eligible boaters to significant destinations, services, and other amenities. In addition to addressing the project location generally in the Project Statement, please provide additional context by visually depicting the following:

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

2. All existing structures, facilities, and amenities;
3. All proposed project components;
4. 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;
5. Water depths (before and after planned dredging, if applicable);
6. If dredging is proposed, you must include an aerial photograph or schematic drawing to indicate the specific area(s) you intend to dredge;
7. Measurements for all docks, bulkheads, breakwaters, and other features where boats will be accommodated;
8. Any other information that will assist reviewers to identify project components, prorating criteria, or other factors involved with ranking.
9. A small State map that shows the general location of the project;
10. A local map that shows the facility location and the nearest community, public road, and navigable water body;
11. 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;
12. Any other map that supports the information in the project statement.

Responses to Ranking Criteria:

The U.S. Fish and Wildlife Service ranks all submittals based off the following criteria. Criteria for reviewing and ranking BIG Tier 2 applications are in the Final Rule for BIG (50 CFR 86.51) published May 6, 2015 in the [Federal Register](#). There are a total of 36 points possible per application. Please fully address the following criteria to demonstrate that the proposed BIG project will:

(a) Meet a Documented Need, Improve Eligible Boater Access, and Demonstrate Cost Efficiency (20 total possible points.)

(1) Will the proposed boating infrastructure meet a need for more or improved facilities? (0–10 points)

In evaluating a proposed project under this criterion, we consider whether the project will:

- 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; or
- 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? (0–7 points)

In evaluating a proposed project under this criterion, we 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 § 86.43(a)). We may consider the availability of preexisting structures and amenities, but only in the context of the identified need. As costs vary depending on local factors, we do not use a cost per slip to compare projects. Describe in your application any factors that would influence costs such as:

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

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? (0–3 points)

In evaluating a proposed project under this criterion, we consider:

- a. The degree of access that the BIG-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 (10 total possible points)

(1) Will the proposed project include private, local, or State funds greater than the required minimum match? (0-7 points)

Please note that, while in-kind services and materials may be included in the minimum 25 percent match requirement, but the in-kind match must be included in the budget and budget narrative, **your proposal will only be scored on this criterion for additional cash match.**

Percent Cash Match	Points
26–30	1
31–35	2
36–40	3
41–45	4
46–50	5
51–80	6
81 or higher	7

(2) Will the proposed project include contributions by private or public partners that contribute to the project objectives? (0–3 points)

Partners may include non-Federal entities such as subgrantees, private businesses, other State agencies other than the primary recipient of BIG funds, non-profit 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 § 86.55 and § 86.57 for additional guidance. In evaluating proposed projects under this criterion, we consider:

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

- b. How the contribution supports the actions proposed in the project statement;
- c. How the partner demonstrates its commitment to the contribution; and
- d. The demonstrated ability of the partner to fulfill its commitment.

(c) Demonstrate Innovation and Environmental Stewardship (6 total possible points)

(1) Will the proposed project include physical components, technology, or techniques that improve eligible user access? (0-3 points)

In evaluating a proposed project under this criterion, we consider whether the project will increase the availability of the BIG-funded facility for eligible users or improve eligible boater access to the facility. Describe whether you will be:

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

We will consider if you choose to complete the project using an optional or advanced technology or technique. If you choose to go beyond the minimum technical requirements for a project component, you must describe the current standard and how you will exceed the standard. We 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 BIG-funded project? (0–2 points)

In evaluating a proposed project under this criterion, we 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:

- 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 BIG-eligible users;
- d. Reduce the carbon footprint of the facility;
- e. Reduce negative environmental impacts (beyond compliance requirements);
or

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? (0–1 points)

In evaluating a project under this criterion, we 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.