



**SAMPLE WRITTEN PROPOSAL**

Boating Infrastructure Grant Program – Tier 2 – FY 201X  
Crystal Waters Marina – Anywhere, USA  
New Transient Dockage July 1, 201X

Grant Submitted by:  
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Lat: xx°xx'xx"      Long: -xx°xx'xx"

## PROJECT SUMMARY

### *New Transient Dock*

#### *Crystal Waters Marina – Anywhere, USA*

Transient boater visitation to the greater Anywhere, USA area continues to outstrip the available supply of transient slips. This is particularly true immediately proximate to historic downtown Anywhere, where the majority of the City's attractions are located (dining, theatre, museums, nightlife, etc.). Visiting boaters are often forced to seek dockage at one of the nearby area marinas that lack direct access to the downtown district. These boaters are then required to take a taxi or find other means of transportation to access many of the City's attractions.

Crystal Waters Marina is a privately-owned marina located in downtown Anywhere and offers direct access to all the City's unique offerings. However, most of the existing slips at the Crystal Waters Marina are reserved for seasonal usage and as such transient dockage at the facility is limited. Through the installation of a dedicated transient dock, the Crystal Waters Marina will become an exceptionally desirable transient boater destination.

The project is anticipated to cost approximately **\$1,100,000**, 90% of which is considered eligible for funding through the BIG program (\$990,000). Local funding in the amount of **\$300,000 (30% of BIG-eligible amount)** has been pledged by Crystal Waters Marina and their contributing partners towards the project. Crystal Waters is requesting **\$690,000 (70%)** in federal funding. Crystal Waters Marina will also provide funding for the non-eligible portion of the project. Please see Exhibit C for funding details.

The proposed project includes the installation of a 1,000' long side-tie dock **that will provide 1,800 linear feet of dockage for eligible transient boaters** in one of the most sought-after transient boating destinations in the U.S.

## PROJECT STATEMENT

Crystal Waters Marina respectfully requests Tier 2 funding through the Boating Infrastructure Grant (BIG) Program to facilitate the construction of a new, side-tie transient berthing dock. The project location and proposed expansion plans are illustrated in the attached Exhibits A & B.

### NEED

Anywhere, USA is one of the most popular transient boating destinations along the seaboard of the United States. There have been several efforts undertaken by marina facilities in the area to accommodate the growing need for transient dockage. However, these efforts are currently surpassed by the continued rise in boater visitation to the City.

There is an extreme shortage of transient slips in downtown Anywhere. There are only two (2) marina facilities in the downtown area that actively advertise and market public transient dockage: Anywhere Maritime Center and Anywhere City Marina.

- The existing slips at the Crystal Waters Marina (subject facility) are rented by seasonal boaters and not available for transient use.
- The Anywhere Maritime Center is a small (~10 slip) facility with limited amenity offerings for transient visitors.
- The Anywhere City Marina is located adjacent to the Crystal Waters Marina and is currently the largest provider of transient dockage in the area. According to Anywhere City Marina staff, there is often a monthly waiting list of up to 400 vessels requesting transient dockage at the Anywhere City Marina during peak transient season. There is currently insufficient capacity at other downtown facilities to accommodate this “extra” demand.
- Ultimately, there is not enough dedicated transient dockage in downtown Anywhere to accommodate the growing demand for transient berths. As an established facility with a wide range of amenities and direct access to downtown, the Crystal Waters Marina is exceptionally well-positioned to fill this need.

### PURPOSE

The purpose of the project is to meet the immediate and projected demand for transient slips in downtown Anywhere by installing new transient dockage at the Crystal Waters Marina. The proposed dock will be largely dedicated to transient boaters meeting the eligibility requirements of the BIG program.

The proposed dock will increase transient capacity at the Crystal Waters Marina and will provide well-appointed transient dockage to visitors that otherwise would be unable to find transient moorage downtown.

## OBJECTIVES

The following specific objectives are identified for the work proposed herein:

1. Construct a 1,000 LF side tie dock that will offer 2,000 LF of side-tie dockage, 90% or 1,800 LF of which will be dedicated to eligible transient boaters. This will create new transient berthing space at the Crystal Waters Marina and will also will increase the overall availability of transient dockage in downtown Anywhere.
2. Scheduled project completion within the next five (5) years maximum. RESULTS and

## BENEFITS

The proposed capital improvements and their benefits to eligible users include:

1. **Capital Improvement #1:** Construct a new 1,000' long side-tie dock and associated slip utilities. Utilities will include water and electric service.
2. **Benefit:** This new dockage (outside face and inside face) will be largely (90% or 1,800 LF) dedicated to eligible transient vessels. This dockage will accommodate a portion of the proven demand for transient dockage in downtown Anywhere.

## PROJECT APPROACH

If selected for funding, a formal permitting, design, engineering, and bidding process will be undertaken. Specific tasks will include:

- Develop and submit a Permit Application to the pertinent state permitting agency and the local District of the U.S. Army Corps of Engineers (USACE) for the proposed work.
- Develop detailed performance specifications for the floating docks. The performance specifications will be developed by a professional engineering firm specializing in marina development. The specifications will take into consideration loading criteria (wind/waves, maximum vessels sizes, etc.) as well as design parameters such as useful life, extreme storm conditions, etc.
- Compile a detailed bid package to solicit competitive bids from qualified marine contractors. The bid package will include all the capital improvements proposed herein and will incorporate any special BIG program requirements for the project.
- Select a marine contractor for the work based upon their qualifications, ability to perform the work to the required standards, and cost-competitiveness.
- Construct the proposed capital improvements with dedicated oversight by the Owner, their consultant/engineers, and state-level BIG Coordinator.
- Update the marina Operations and Maintenance (O&M) manual and staff operational protocols to ensure that the new facilities are used in accordance with the BIG program requirements.

## CONTACT INFORMATION

**Project Officer:** Mr. Roscoe P. McGrew of the state office of XYZ Management. Roscoe is the BIG program administrator and project officer. His contact information is as follows:

Roscoe P. McGrew  
Office of XYZ Management 217 Hazzard Road  
Anywhere, USA 11111  
843-555-1111  
[McgrewR@XYZ.gov](mailto:McgrewR@XYZ.gov)

Mr. McGrew will oversee and administer the BIG project on behalf of the Office of XYZ. He will be the primary Point of Contact for XYZ and will liaise between the Subgrantee and USFWS.

**Subgrantee:** Crystal Waters Marina, LLC will own and operate the new facilities proposed herein. The primary point of contact for Crystal Waters, LLC is the General Manager, Mr. Michael Knyght. He has been involved with BIG funded projects in the past (at other marinas) and is very familiar with the program. His contact information is as follows:

Michael Knyght  
843-555-2222 Office  
843-555-3333 Fax

Mr. Knyght will be the primary point of contact for Crystal Waters and will ensure that the project is completed in keeping with BIG program requirements. He will also be responsible for updating the facility's Operations and Maintenance (O&M) manual and operational protocols to ensure the BIG funded improvements are utilized for their intended purpose.

## ANTICIPATED TIMELINE

- March 201X – Notice of Award
- March 201X to March 201Y – Regulatory Permitting, Contracting between XYZ and Crystal Waters, other obligation requirements\*
- March 201Y to August 201Y – Design and Bid Package Development
- August 201Y to October 201Y – Bidding, Contractor Selection, and Contracting
- October 201Y to January 201Z – Construction
- February 201Z – Project Close-out

*\* The applicant understands that there are inherent uncertainties regarding the duration and timing of regulatory approvals and project obligation through the USFWS. The project schedule will be adjusted according to realized/actual approvals and project obligation.*

## RELATIONSHIP WITH OTHER GRANTS

Funding for marine pump-out system upgrades at the Crystal Waters Marina was approved through a Clean Vessel Act Grant but construction is not yet underway. The proposed improvements outlined herein will not affect the proposed pump-out system upgrades. The pump-out system upgrades will remain in place and will complement the transient facilities described herein. The project is not related to any other federally funded project.

## RESPONSES TO RANKING CRITERIA

### **Meet a Documented Need, Improve Eligible Boater Access, and Demonstrate Cost Efficiency**

*a) Will the proposed boating infrastructure meet a need for more or improved facilities? 0-10 pts.*

There is a **demonstrated** need for additional transient dockage in downtown Anywhere, USA. The largest transient provider, the Anywhere City Marina, is unable to accommodate the number of vessels seeking transient dockage and the other facilities downtown are currently unable to accommodate the demand. This need has increased significantly over the past several years and is anticipated to continue to do so with an improving economy and increasing popularity of Anywhere, USA as a tourist destination.

The Crystal Waters Marina is the second largest marina facility in downtown Anywhere. It offers direct access to downtown, and already has the required infrastructure (power, water, fuel) to accommodate additional transient dockage.

*b) Will eligible users receive benefits from the proposed boating infrastructure that justify the cost of the project? 0-7 pts.*

Eligible transient users will benefit from the project by being able to find well-appointed transient dockage instead of being put on a waiting list or forced to stay at one of the marinas in the surrounding area that doesn't provide direct access to downtown. Alternatively, these boaters are forced to utilize one of the area anchorages where currents are swift and dinghy trips to the dock can be inconvenience and potentially unsafe. This proposed project will create 2,000 linear feet of new transient dockage at the subject facility. 1,800 linear feet of this dockage will be dedicated for use by eligible transient boaters. This is equivalent to adding ~54 slips (assuming 33' per slip) **solely for transient use**.

The proposed floating dock system is significantly more cost-effective than other systems such as concrete. The floating dock system will be clad with treated pine decking which not only provides a high-quality walking surface for users, but also protects the sub-framing and utilities that are run underneath the decking. This will extend the useful life of the system significantly. Also, the proposed location is protected from adverse weather events, abnormal high tides, and is in a no-wake zone between two bridges. As such, an engineered wave suppression device will not be required thereby reducing project cost.

- c) *Will the proposed boating infrastructure accommodate boater access to significant destinations with services that support transient boater travel? 0-3 pts.*

Recently described as the “Number One City in America” by LEISURE TRAVEL USA magazine and regularly ranked in the top 5 cities in the U.S. by WIKI-TRAVEL-USA.COM, Anywhere is one of the most popular destination cities along the coastal United States. The historic district is accessible from the marina via a designated courtesy shuttle, a short cab ride, or bicycle. The city offers hundreds of dining opportunities and there are hundreds of historic and cultural sites downtown including museums, art galleries, and boutique shopping experiences. There are also beaches, historic NASCAR racetracks, parks, NASA telescopes, outlet malls, and numerous other attractions a short cab or shuttle ride away.

Also, it should be noted that the marina is located a short walk from Wal-Mart Park and the Homer E. Simpson Stadium. Wal-Mart Park is a well-appointed public park along the Springfield River with seating areas, a playground, and ample open space. Homer E. Simpson Stadium is the home of the Anywhere Izotopes minor-league baseball team. During baseball season, weekend games often end with a fantastic firework display that can be viewed from the marina. Also, there are numerous concerts and festivals held at the stadium throughout the year.

Finally, Anywhere has a strong boating-oriented culture. As such, the availability of boating supplies, parts, and services is ample and marina staff are available to assist with procurement of parts, services, provisioning, etc.

### **Meet Match Requirements and Demonstrate Partnerships**

- a) *Will the proposed project include private, local, or State funds greater than the required minimum match? 0-3 pts.*

Matching funds in the amount of **\$300,000** will be provided, which is equivalent to **30%** of the total eligible costs. Please reference the Budget Summary (Exhibit C).

- b) *Will the proposed project include contributions by private or public partners that contribute to the project objectives? 0-7 pts.*

Contributions will be made by the following project partners:

1. Contributor #1: Crystal Waters Marina, LLC
2. Contributor #2: River Master Events
3. Contributor #3: Anywhere USA Business Association

### **Demonstrate Innovation and Environmental Stewardship**

- a) *Will the proposed project include physical components, technology, or techniques that improve eligible user access? 0-3 pts.*

The project consists of a single, long, side-tie dock along the outside of the marina. This side-tie dockage can be accessed and utilized by vessels of any size and the transient boaters are not limited by the size of slip that may or may not be available. The current standard in the

project area is to provide traditional dedicated slips of a specific size for transient boats, rather than side- tie berthing. This can restrict the flexibility of marinas to accommodate various size transient vessels.

*b) Will the proposed project include innovative physical components, technology, or techniques that improve the BIG-funded project? 0-2 pts.*

The use of galvanized steel for the framing system of the floating docks over non-galvanized docks which are typical in the subject area will greatly enhance the useful life of the dock system. Also, the applicant has consulted with DuPont Chemical Company to invent a new and exciting pine deck board treatment that will eliminate all weathering of the deck boards and preclude the need for preservative chemical treatment such as CCA or similar. This DuPont treatment is 100% “green” and consists of natural oils extracted from lawn clippings. No timber deck board maintenance will be required for the life of the project and the potential for any harsh timber treatment chemicals to leach into the area waterways has been eliminated!

*c) 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 pt.*

The facility has been recognized by the state of XYZ as a Certified Clean Marina. See Photo X in Exhibit D for designation signage at existing facility.

### **Permitting**

*a) Projects for construction must be fully permitted by all permitting agencies before an agreement can be executed. 0-4 pts.*

The Marina has submitted permits to ACOE on July 1 201X and has received the FDEP permit number (XX-XXXXX) on November 15 201Y. Copies of applications and permits are attached.

## BUDGET

*Or submit a schedule of values with budget narrative*

<b>Cost Classification</b>	<b>a. Total Cost</b>	<b>b. Not Allowable</b>	<b>c. Allowable Costs (Column a-b)</b>
1. Administrative and legal	\$25,000	\$2,500	\$22,500
2. Land, structures, rights-of-way, appraisals, etc.	\$0	\$0	\$0
3. Relocation expenses and payments	\$0	\$0	\$0
4. Architectural and engineering fees	\$65,000	\$6,500	\$58,500
5. Other architectural and engineering fees	\$0	\$0	\$0
6. Project inspection fees	\$5,000	\$500	\$4,500
7. Site work	\$0	\$0	\$0
8. Demolition and removal	\$0	\$0	\$0
9. Construction: New Floating Docks and Anchorage and Standard Slip Utilities	\$900,000	\$90,000	\$810,000
10. Equipment	\$0	\$0	\$0
11. Miscellaneous: Permits	\$5,000	\$500	\$4,500
<b>12. SUBTOTAL (Sum of 1-11)</b>	<b>\$1,000,000</b>	<b>\$100,000</b>	<b>\$900,000</b>
13. Contingencies: 10%	\$100,000	\$10,000	\$90,000
<b>14. SUBTOTAL</b>	<b>\$1,100,000</b>	<b>\$110,000</b>	<b>\$990,000</b>
15. Project (program) income	\$0	\$0	\$0
<b>16. TOTAL PROJECT COSTS (Subtract 15 from 14)</b>	<b>\$1,100,000</b>	<b>\$110,000</b>	<b>\$990,000</b>

<b>Federal Funding Calculation</b>	<b>Amount</b>	<b>Percentage</b>
Applicant's Allowable Cost Share/Match: - Crystal Waters Marina, LLC \$175,000 - River Master Events \$100,000 - Anywhere USA Business Association \$25,000	\$300,000	30%
Federal Assistance Requested:	\$690,000	70%
<b>TOTAL ALLOWABLE</b>	<b>\$990,000</b>	<b>100%</b>

## **BUDGET NARRATIVE**

The total estimated budget for the project is **\$1,100,000**, 90% or \$990,000 of which is eligible for funding through the BIG program (see Exhibit C, attached, and prorating discussion below). Crystal Waters Marina, LLC and their contributing partners will provide **\$300,000** in matching funds for the project. This is equivalent to **30%** of the total eligible project costs. The remaining **\$690,000** of eligible costs would be funded through the BIG program.

### **BASIS OF COST ESTIMATE**

The following points describe the methods used to calculate the estimated project costs.

- The proposed expansion of the docks has included considerations such as required channel offsets, navigational requirements, turning radii, depth, etc.
- Unit costs for the floating docks have been estimated based on experience with marine construction and industry standards in the region.
- The per slip costs for marina utilities are estimated based upon recent, similar installations at other nearby marinas.

Note that the number of standard slips has been estimated as follows: The total length of new side-tie dock created (2,000 ft) has been divided by an average slip size of 33 ft to determine that sixty (60) new slips will be created ( $2,000\text{ft} \div 33 \text{ ft/slip} = 60 \text{ slips}$ ). The average slip size is based on data collected by Crystal Waters Marina and other boating facilities in the region regarding the average size of transient vessels that frequent their marinas.

- The soft costs as a percentage of total construction costs have been estimated based upon commonly accepted industry standards and recent marine construction projects in the project region.

### **MATCH AND OTHER PARTNER CONTRIBUTIONS**

A total of **\$300,000** of local matching funds have been pledged as follows:

- **Crystal Waters Marina, LLC** will provide **\$175,000** in direct (cash) contribution to the project. Crystal Waters Marina, LLC is the primary Subgrantee for the project and will own and operate the proposed transient dock.
- **River Master Events** will provide **\$100,000** in direct (cash) contribution to the project. River Master Events is a local group responsible for organizing and hosting water and boating-related events such as fishing tournaments, boat shows, etc. They are highly supportive of this project given that it promotes boater visitation to Anywhere, USA and will provide another venue to host transient boaters during their events.
- **Anywhere USA Business Association** provides assistance for business growth in the Anywhere area. They have committed **\$25,000** cash toward this project.

Note: Crystal Waters Marina, LLC will also provide funding for the non-eligible portion of the project.

## **CONTINGENCY COSTS**

A 10% contingency cost has been included in this application. Due to the status of the project which is in the pre-permitting planning stage, this contingency is necessary and typical. This contingency is intended to offset any unforeseen project cost changes that result from regulatory requirements and adjustments that occur during final design and construction efforts.

## **PRORATION**

90% of the proposed dock will be dedicated for use solely by eligible transient boaters. With this in mind, a prorating factor of 90% has been applied to all estimated project costs.

## **PROGRAM INCOME**

There is no program income associated with this project.

## **EQUIPMENT**

There is no equipment with a per-unit acquisition cost of more than \$5,000 associated with this application.

## **USEFUL LIFE**

### Floating Docks

The proposed floating dock system will consist of steel-framed docks on HDPE polytub flotation. Pine decking with an innovative new coating will be used to match the existing docks at the marina. The system will be produced by a qualified commercial dock supplier.

Commercially produced polytub pontoon dock systems typically have a useful life of between 20 and 30 years. In this case, a *minimum* useful life of **20 years** will be specifically designated in the performance specifications for the floating docks. As part of the design review process, the contractor/dock supplier will be required to certify that the useful life of the product meets or exceeds this minimum requirement.

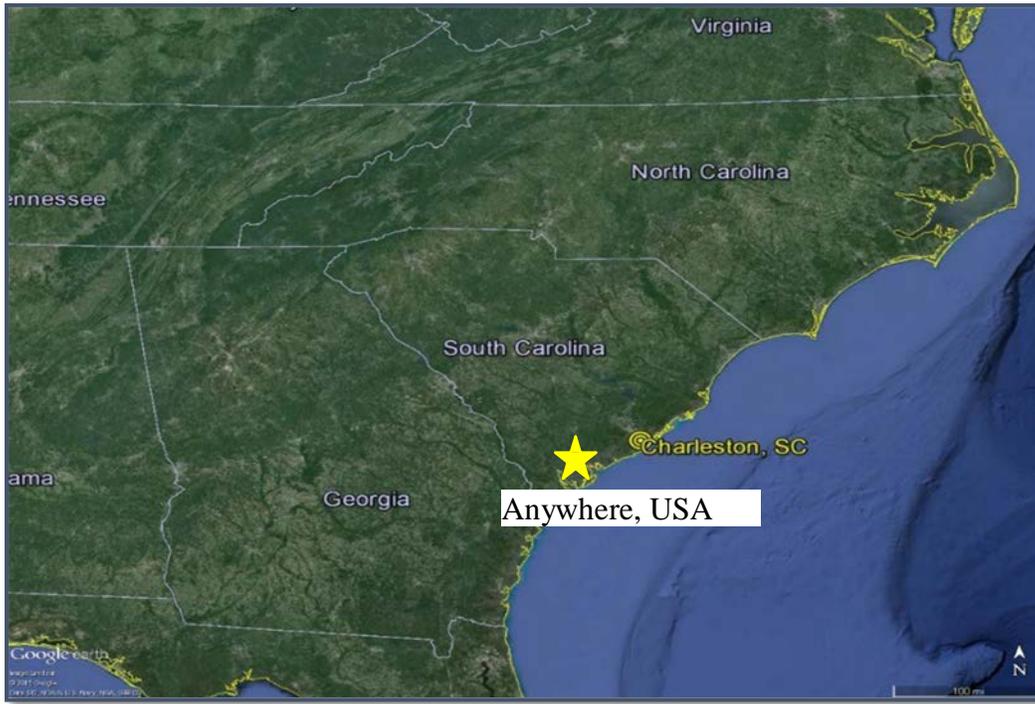
### Slip Utilities

All utility equipment (i.e. –pedestals, distribution panels, etc.) will be purpose-designed for use in the marine environment with a minimum design life of 20 years to meet or exceed the life expectancy of the floating dock system.

## SUPPORTING DOCUMENTAION

- 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 governmental entity, provide an adopted resolution, by the Governing Body, stating that the Governing 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 (e.g. deed, lease, title search, etc.).
- All applicants must provide project 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 project area.
- All applicants must include a local map that shows the facility location, and navigable water bodies. Include images that show proximity or distances to significant destinations, services, terrain considerations, access, or other 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 project site. Clearly mark the proposed project components. Clearly mark areas that are for (1) eligible transient recreational boaters, (2) areas that are not generally defined as transient, and (3) areas for shared use between eligible and non-eligible users.
- All applicants must provide an 8.5" X 11" photocopy (project site vicinity only) of a current NOAA North American Datum 83 nautical chart (provide the NOAA chart name and number) indicating the precise location of project site.
- 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 there is a dredging component included in this project please note depths before and after project completion). If dredging is proposed, you must include an aerial photograph or schematic drawing to indicate the specific area(s) you intend to dredge.
- 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/Engineering plans

**EXHIBIT A**



**Figure 1 - Project Location – National**



**Figure 2 – Project Location - Regional**



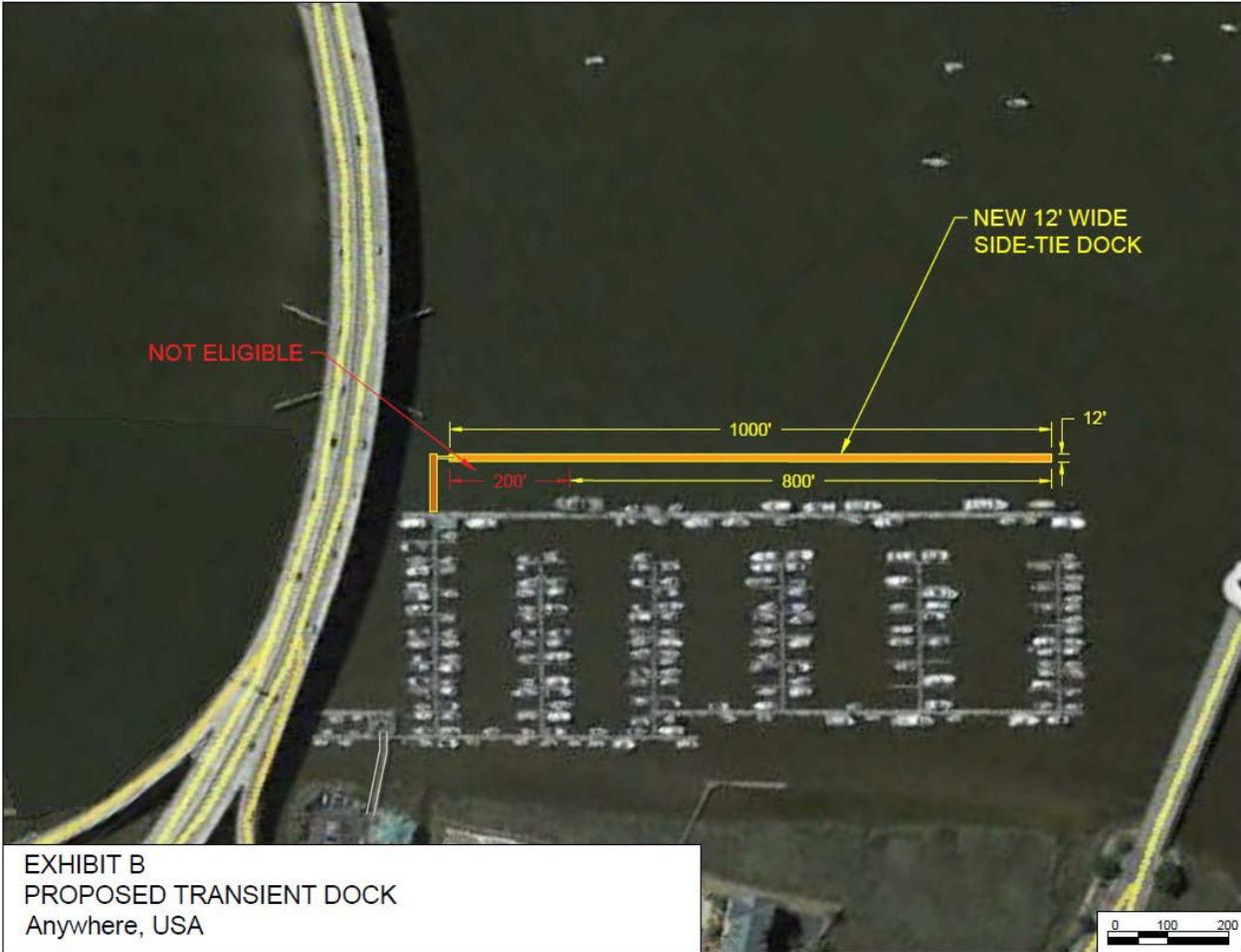
Figure 3 - Project Location – Local



Figure 4 - Active Transient Facilities on the Downtown Anywhere Peninsula

**EXHIBIT B**

*Proposed Improvements*



*Exhibit B – Proposed Expansion Illustration*

**EXHIBIT C**

*Budget Worksheet*

<b>EXHIBIT C - BUDGET WORKSHEET</b>							
<b>CRYSTAL WATERS MARINA - BIG TIER 2 FUNDING REQUEST</b>							
<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT COSTS</b>	<b>TOTAL COSTS</b>	<b>PRORATION</b>	<b>AMT ELIGIBLE</b>	
<b>CONSTRUCTION COSTS</b>							
New Floating Docks and Anchorage	12,000	sf	\$50	\$600,000	90%	\$540,000	
Standard Slip Utilities	60	slips	\$5,000	\$300,000	90%	\$270,000	
<b>Sub-total</b>				<b>\$900,000</b>		<b>\$810,000</b>	
Soft Costs (Permitting/Env. Studies, Design, Construction Administration)	1	ls		\$100,000	90%	\$90,000	
<b>Sub-total</b>				<b>\$100,000</b>		<b>\$90,000</b>	
Contingency Cost (10%)	10%	% of total		\$100,000	90%	\$90,000	
<b>Sub-total</b>				<b>\$100,000</b>		<b>\$90,000</b>	
<b>Total Project Costs</b>				<b>\$1,100,000</b>		<b>\$990,000</b>	
<b>LOCAL MATCHING FUNDS</b>							
Crystal Waters Marina, LLC						\$175,000	
River Master Events						\$100,000	
Anywhere USA Business Association						\$25,000	
<b>Total Local Matching Funds</b>						<b>\$300,000</b>	
<b>FUNDING SUMMARY</b>							
Total Project Costs Eligible for Funding						\$990,000	
<b>Total Local Matching Funds</b>	<b>30%</b>					<b>\$300,000</b>	
<b>Requested Federal Funding (Remaining Project Costs)</b>	<b>70%</b>					<b>\$690,000</b>	

***EXHIBIT D***

*Photos of Existing Facility*



Existing Facility at Crystal Waters Marina



Existing Marina Office and Restroom Facility



Existing Fuel Hut and Dock Marina Office



Ice and Beverage Service at Fuel Dock



Security Gate with Code Access for Boater