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**FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
FLORIDA BOATING IMPROVEMENT PROGRAM
PROCEDURE GUIDE**

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APPROVED

DATE

Jack D. Amato Project Mgr.
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SECTION I - INTRODUCTION

1.1 **Purpose**

The Florida Fish and Wildlife Conservation Commission (COMMISSION) pursuant to Section 206.606, F.S., is charged with providing funding for projects designed to serve the needs of recreational boating on waters within the State. The primary purpose of program funds is to fund the direct costs of projects for recreational channel marking, public launching facilities, aquatic plant control and other local boating-related activities that are directly related and necessary to recreational boating. Emphasis is given to counties that have population less than 100,000 and coastal counties with a high level of boating related activities from individuals residing in other counties. This program, known as the "Florida Boating Improvement Program" (FBIP) implements procedures to provide funding to Applicants. These procedures are outlined below:

1.2 **Program Participants and Project Activities**

A. Eligible Program Participants:

1. All county governments of the State of Florida. All other local bodies of government must apply through their counties in order to be eligible for consideration.
2. All participants must further agree to abide by all of the COMMISSION rules, policies and procedures as well as any and all state and federal rules that may apply.

B. Eligible Uses of Program Funds:

1. In general, grant funds may be used for: master planning, project engineering, development, new construction, expansion or rehabilitation of recreational channel marking, public launching facilities, aquatic plant control or other local boating-related activities, statewide on coastal and/or inland waters.
2. Eligible projects must occur on public lands owned outright or managed under an agreement with another party. To the extent possible, all capital improvements made on land leased to public agencies, must have lease terms at least 20 years in length or with an automatic renewable clause to ensure a Conversion to any other use in the 20 years period will not occur.

C. Ineligible Uses of Program Funds:

1. Applicant costs for Application preparation, overhead and all other indirect project costs. This includes overhead, payroll, salaries or accounting costs.
2. Acquisition of real property.
3. Any legal fees.
4. Costs for ordinary operation, maintenance or routine minor repairs. This includes costs to provide power, water or sewer or any other utilities or services to the facility for the stipulated length of the Agreement, 20 years.
5. Any type or form of enforcement activities, watchman, fee collection, maintenance or other personnel costs.
6. Any type of equipment such as park equipment, vehicles, lawn care, dredge, or other capital equipment purchases used for operation and maintenance.
7. Any items or costs neither listed under Eligible Uses of Program Funds nor pre-approved by the COMMISSION.
8. Any project that increases the potential for damage to natural resources or boating safety hazards.
9. Costs for any type of general business, marketing or promotional plans.

1.3 **Distribution of Program Funds and Application Period**

A. Reimbursement of Project Expenses:

1. This is a reimbursable grant program. Funds are distributed as grants by the COMMISSION on a project-by-project basis to eligible Applicants after a competitive evaluation of eligible grant Applications submitted within an announced Application Submission Period.
2. Grant funds will be disbursed to the Recipient only after pre-approved phase or final completion of the project occurs and work is verified by the COMMISSION staff. Payment will only be made for documented and verified costs. **The COMMISSION will in no case, pre-approve or disburse any advance in Program Funds.**

3. The Recipient must have the financial capability to make timely payments to the contractor or others (upon billing/invoice) pending requested receipt of reimbursable grant funds.
4. **Failure to complete the project and make final payment request to the COMMISSION within the stipulated period will result in project termination.** Any grant funds not disbursed or expended by the end of the stipulated period are subject to the provisions of Chapter 216.301, F.S.

B. Grant Fund Availability and Notice:

1. The COMMISSION's performance and obligation to award program grants is contingent upon an annual appropriation by the Florida Legislature.
2. Notice of Program Fund availability will be given to all interested parties on or about January 1st of every year. The COMMISSION will maintain a list and notify all eligible Applicants interested in this program of the grant application deadlines.
3. The COMMISSION, at its discretion, may adjust the amount of funds available, application and consideration dates to meet existing needs or opportunities that may occur. Large projects may be phased over several years to maximize leverage, distribution and availability of funds.
4. If a project is not selected for funding in a given fiscal year, the Applicant must resubmit a new Application (and revised costs) for reconsideration in a new fiscal year. Previously submitted Applications will not be carried forward.
5. Projects that were previously approved, but the Recipient failed to expend the funds during the Agreement period will not be eligible for reconsideration, unless the failure was for reasons beyond the control of the Recipient and an explicit approval was granted by the COMMISSION.
6. If any funds awarded during a funding cycle are not accepted by the Recipient or become available before termination of the fiscal year for which appropriated, the COMMISSION may apply the funds in priority order to unfunded Applications remaining on the Evaluation Committee ranked Applications listing.

1.4 Matching Funds, Operation and Fee Policy

A. Matching Funds (Hard and Soft) Policy:

1. Applicants do not have to provide hard (**cash**) funds, but in addition to priority needs consideration, the COMMISSION will give priority funding consideration to Applicants that provide the highest amount of hard (**cash**) matching funds and thereby reduce the total amount of grant funds required to complete the project. Hard (**cash**) matching funds may also be in the form of land value of a real property project site purchased by the Applicant when such value is supported by an appraisal reviewed and approved by the Division of State Lands, permit fees, materials, supplies or demolition provided by the Applicant.
2. Applicants are encouraged to seek other sources of hard (**cash**) matching funds to help leverage the maximum amount of grant funds available.
3. Applicants must identify and agree to furnish some form of in-kind (**soft**) match fund to the project. This includes the cost of all administrative, contract management and inspection of the project. Typical in-kind (**soft**) match amounts (based on total construction value) should be no more than 10% for project administration and 5% for project inspection.

B. Operation and Maintenance Participation and Fee Policy:

1. The Recipient must agree to provide, for the 20-year term of Agreement, any and all costs for ordinary and routine operations and maintenance of the facility. This includes any and all personnel, equipment or service and supplies costs.
2. To the extent possible the COMMISSION desires to provide free public access to the state's waterways. However, the COMMISSION recognizes that some form of user fees may be needed to help support the costs of site maintenance and operation. The COMMISSION reserves the right to review and approve any and all fees proposed for grant project sites for the term of the Agreement to ensure that excess collection does not occur and that funds collected are not reallocated or diverted to any non-boating related purpose.

1.5 Project Engineering and Inspection

A. Engineering Required for all Capital Construction Projects:

1. It is the policy of the COMMISSION to have all capital construction public works projects designed and engineered in accordance with local, state and federal laws.
2. Professional engineering assures the Applicant and the COMMISSION that proper and necessary provisions are being met with respect to public safety, codes, and standards. It also assures the best use of materials and

labor at the best cost. As each individual project site is unique, it requires site-specific design to best meet Value Engineering.

3. Due to the very short period in which grant funds must be used (one year or less) the COMMISSION strongly recommends that at least some preliminary project engineering and a preliminary cost be established prior to submitting an Application for "construction" grant funds. Note: Preliminary engineering contains far more specific detail than master plans or conceptual planning "engineering" work.
4. All engineering must be completed by a professional engineer or architect registered in the State of Florida.

B. Completing Project Engineering and Master Planning:

1. Applicants may provide (at their cost or as an approved match) their own staff or consulting engineers to survey, design and inspect a project. All work must meet or exceed minimum design standards and guidelines established by all applicable local, state and federal laws.
2. Applicants may request Program Funds from the COMMISSION to assist or pay for the cost of a consulting engineer to survey, design, and engineer a project. All work must meet or exceed minimum design standards and guidelines established by all applicable local, state and federal laws.
3. After preliminary design or engineering is completed, the Applicant may then request construction grant funds from the COMMISSION during the Application Submission Period of the next fiscal year of Program Funding. Each request requires a separate Application to be submitted for consideration.
4. Applicants may request Program Funds from the COMMISSION to assist or pay for Master Plans or Feasibility Studies. Projects that are large in scale, complex or may result in significant impacts should have a Master Plan or Feasibility Study completed prior to initiation of engineering work. Master Plans ensure both the Applicant and the COMMISSION that the scope, cost, impacts, feasibility and benefits, are reasonable and achievable.

C. Project Management and Inspection:

1. It is the Recipient's responsibility to contract, manage and inspect all aspects of grant projects including: the construction contract, materials purchase, engineering, master plan or force account labor performed at any project site.

2. The COMMISSION staff will, within budgetary constraints, inspect all Grant Project site work prior, during, and upon completion to ensure compliance with the Agreement between the COMMISSION and the Recipient. The Recipient will maintain regular contact with the COMMISSION staff during the Agreement Period to provide an update on the progress of work and any problems that may arise.
3. Project deficiencies shall be corrected by the Recipient prior to final project acceptance and payment by the COMMISSION. **The Recipient shall inform the COMMISSION staff of any changes or time delays incurred with the project.** The COMMISSION may restrict any or all payment of grant funds pending correction of such deficiencies.

1.6 Source of Funds and Priority Needs

A. Source of Funds:

1. Funds are transferred to State Game Trust Fund pursuant to ss 206.606(b)(1), F.S. from "fuel sales tax" collected pursuant to ss. 206.41(1)(g) and 206.87(1)(e), F.S.

B. Priority Needs:

1. The COMMISSION evaluates all projects based on the greatest need and benefits to recreational boaters.
2. The COMMISSION will select and fund only projects with the highest priority needs as determined by the COMMISSION in a standard evaluation methodology listed in Subsection 3.3.
3. As a general rule the COMMISSION gives highest priority to rehabilitation of existing facilities, followed by expansion of existing facilities, then development of new facilities.

SECTION II - APPLICATION SUBMISSION REQUIREMENTS

2.1 Grant Deadlines and Submission Requirements

- A. The COMMISSION will provide public notice of Application Submission Period deadlines and availability of funds at least two months prior to application deadlines. Application Submission Periods shall be announced, at a minimum, in the "Florida Administrative Weekly."
- B. Applications must be delivered no later than 3:00 P.M., on the last day of the announced Application Submission Period to the Florida Fish and Wildlife Conservation Commission, Florida Boating Improvement Program, Division of Freshwater Fisheries, Room 302-H, 620 South Meridian Street, Tallahassee, Florida 32399-1600.
- C. The COMMISSION may announce additional Application Submission Periods if funds remain after the initial funding cycle.
- D. Any late or incomplete Applications will not be considered for funding by the COMMISSION. Staff will not process any Applications received after the specified deadline and will return them to the Applicant.
- E. Applicants will be notified by mail of the status of their Applications.
- F. In addition to the completed Application, the Applicant must provide written documentation regarding the following:
 - 1. The Applicant is authorized and has authority to submit a grant Application for consideration by the COMMISSION.
 - 2. Project activities are on land owned solely by the Applicant or the Applicant has a legal ability (by lease agreement or otherwise) to make improvements on the site.
 - 3. A willingness to enter into a 20-year Agreement with the COMMISSION.
 - 4. A commitment to provide resources to operate and maintain the facility for a period of 20 years.
 - 5. Capability of completing this project within a one-year period or other stipulated completion period by providing a schedule of activities.
 - 6. Any possible environmental effects and mitigation actions proposed for construction and land use consistency of the facility.

- G. The accuracy of the proposed project budget by providing a detailed cost estimate in the form of an engineer's cost estimate, a formal bid's schedule of values or a bona fide vendor's quote. All hard and soft matching funds shall be clearly identified with respect to the amount and authorized availability (especially other matching fund grants).

2.2 Application Preparation – General

- A. This Procedure Guide and the Grant Application form are provided in both Microsoft Word 97-2000 (.doc) and in Adobe Acrobat (.pdf) format . The Applicant must submit six (6) total of the completed Grant Application and required Attachments (one original plus five copies) on/or before the specified deadline.
- B. In order to fill out the Application Form in Microsoft Word, the macro security level must be set to low (not recommended). However, the Grant Application form is also provided as "OmniForm Mailable Filler" program (FBIP Application Form.exe). Run the program from the enclosed CD and fill out the applicable yellow colored fields. Click with the mouse to move between fields and to make selections. When finished, save the program on a floppy disk and send along with the completed Application as mentioned in Paragraph-A above.
- C. Completed Applications should include a cover letter addressed to the Program Administrator requesting consideration of the project(s), identifying the priority of multiple projects and any other pertinent information.
- D. The eight-page Application normally takes less than one hour to complete, **if the applicant is prepared with project engineering and budget information.** **Please note the Attachments are required to be submitted with the completed Grant Application.**

2.3 Application Preparation – Detail

Page 1

- Section I Applicant Information. Name, address and project type.
- Section II Project Location.
- Section III Project Summary. Cost and written need statements.

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- Section IV General Facility Information. Type, ownership, use, fees and adjacent public and private facilities.
- Section V Facility Components and Use - Existing Conditions. "Poor" represents items that are at the end of useful life, worn out and need to be replaced. "Average" represents items that are mid-life and serviceable. "Good" represents items that are new or nearly new.

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- Section VI Project Need. Mark all items that best apply. Identify by name, known “significant” support or opposition to the project.
- Section VII Project Engineering and Construction. Identify who will complete engineering and status at time of application and period of construction work. Identify who will manage or inspect the project and the status of permits at time of application.

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- Section VIII Proposed Project Components. Mark all items that best apply. “Replacement” means in like manner and kind. “Expansion” means substantive increase in number or size and may also include upgrade activities. “New” means never existed.
- Section IX Property Value. Complete only if property is to be used as a matching fund.

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- Section X Project Cost - Soft (non-cash) Funds. Identify applicant/other estimated in-kind match funds by project type. Project types are defined as:
- Type I : Recreational Channel Marking.
 - Type II : Public Launching Facility.
 - Type III : Aquatic Plant Control.
 - Type IV : Other Local Boating Related Activities.

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- Section XI Project Cost - Hard (cash) Funds. Identify all cash project costs and then total.

Note any other source of funds and status of approval.

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- Section XII Permits. Required to be completed for all construction projects.
- Section XIII Environmental Assessment Checklist. Identify any environmental issues that may require mitigation.

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- Section XIV Required Application Attachments Check List. **Important - Applicant signature required.** Don’t overlook the required attachments. Submit one (1) original Application and five (5) copies with a transmittal cover letter.

SECTION III - PROJECT CONSIDERATION AND APPROVAL

3.1 COMMISSION Evaluation

- A. Upon receipt and initial review of the Application for completeness, the COMMISSION staff will assign a Grant Application Number and outline the review process in an acceptance letter back to each Applicant. **Please use this Grant Number for all future correspondence regarding this Application and/or project.**
- B. The Evaluation Committee, comprised of five (5) COMMISSION staff members appointed by the Director of the Division of Freshwater Fisheries and chaired by the Program Administrator, shall evaluate each eligible Application based upon the information provided in the Application and in accordance with the FBIP Policy Guidelines.
- C. Using the established Application Scoring And Evaluation Form, the Evaluation Committee will review and assign a rank score to each Application based upon the extent to which it is determined to meet the criteria set forth in Subsection 3.3 - Application Evaluation Criteria. This is the primary tool used by the Evaluation Committee to rank and evaluate all requests. Applications shall be ranked on the list according to assigned point scores, in descending order. The list shall rank all eligible Applications and include recommendations for distribution of available Program Funds.

3.2 COMMISSION Coordination and Public Comment

- A. In order not to duplicate the multi-level local and state public review of each project during planning, application and project permitting process, the COMMISSION does not normally circulate any Applications for additional public review or comment. However, any interested party or group may obtain a copy and submit information to the COMMISSION on any Application.
- B. In addition, the Evaluation Committee will make a determination on each request of whether or not a public hearing is warranted if there will be a significant change in the use of the waters based on the project impacts.

3.3 Application Evaluation Criteria

An eligible Application will be evaluated according to criteria set forth in the applicable category below. A maximum score will be indicated for each category, with each element's maximum value as indicated in parenthesis (). A total point score shall be assigned to each eligible Application according to the category criteria as assigned by the Evaluation Committee.

- A. Category I: Project Type. (63) points
 - 1. Recreational Channel Marking. (15) Points
 - a. Corrects a known navigation problem, which increases boating safety. (5)
 - b. Prevents a potential navigation problem from occurring. (5)
 - c. Reduces boating impacts to natural resources. (5)
 - 2. Public Launching Facilities. (15) Points
 - a. Provides improved recreational boating access in an area where a documented need has been identified. (5)
 - b. Provides improved recreational boating access where there are no conflicts to boating safety. (5)
 - c. Provides improved recreational boating access where there are no unresolved conflicts with resource protection. (5)
 - 3. Aquatic Plant Control. (15) Points
 - a. Provides improved recreational boating access in an area where a documented need has been identified. (5)
 - b. The body of water, in its entirety, is within the county borders with no tributaries from adjacent counties. (5)
 - c. The requested grant will be used as a matching fund requirement for a grant from the Florida Department of Environmental Protection Cooperative Aquatic Plant Control Grant. (5)
 - 4. Other Local Boating Related Activities. (20) Points
 - a. Provides Boarding Docks at a recreational boating public launching facility. (2)
 - b. Provides Transient Tie-up(s) for recreational boating in an area where a documented need has been identified. (2)
 - c. Provides overnight moorage for recreational boating in an area where a documented need has been identified. (2)
 - d. Provides Vessel Waste Facility for recreational boating in an area where a documented need has been identified. (2)
 - e. Provides restrooms for recreational boaters. (2)

- f. Provides adequate parking at a recreational boating public launching facility. (2)
- g. Provides increased public awareness, such as access facility signs, educational materials or area maps in a kiosk. (2)
- h. Provides dredging for recreational boating in an area where a documented need has been identified. (2)
- i. Educates, improves or increases the knowledge of boating safety issues. (2)
- j. Conducts research, studies, planning or engineering to determine the need for additional recreational boating access or improvements. (2)

B. Category II: Financial Need. (125) Points

- 1. Provides for unmet needs in counties with populations of 100,000 or less. (30)
- 2. Provides for unmet needs in coastal counties with high level of boating related activities from individuals residing in other counties. (30)
- 3. A detailed cost estimate is submitted in the form of an engineer's cost estimate, a formal bid's schedule of values or a bona fide vendor's quote. (15)
- 4. Project Cost. (15)
 - a. \$50,000 or less. (15)
 - b. Greater than \$50,000 and less than or equal to \$100,000. (10)
 - c. Greater than \$100,000 and less than or equal to \$200,000. (5)
 - d. Greater than \$200,000. (0)
 - e. Unknown. (0)
- 5. Matching Funds. (20)
 - a. Requested grant is 10% or less of Total Project Cost. (20)
 - b. Requested grant is greater than 10% and less than or equal to 25% of Total Project Cost. (15)
 - c. Requested grant is greater than 25% and less than or equal to 50% of Total Project Cost. (10)

- d. Requested grant is greater than 50% and less than or equal to 75% of Total Project Cost. (5)
 - e. Requested grant is greater than 75% of Total Project Cost. (0)
 - f. Requested grant percentage of Total Project Cost is unknown. (0)
6. Project Priority Rank in Multiple Applications By the Same County. (15)
- a. Only one Application submitted. (15)
 - b. First priority rank of multiple Applications. (10)
 - c. Second priority rank of multiple Applications. (5)
 - d. Third priority rank and lower of multiple Applications. (0)

C. Category III: Project Permitting Status. (20) Points

- 1. All permits for the project have been obtained or a permit waiver letter submitted or permit requirement is not applicable. (20)
- 2. Permits for project are pending (permits applied for). (10)
- 3. Permits have not been applied for or obtained. (0)

3.4 Tie-Breaker System

- A. If two or more Applications receive the same score as a result of the above scoring process, the following tie-breaker system will be used to decide the priority ranking among them:
- 1. An order of priority among those Applicants with equal scores shall be established based on current boat registrations. The Application from the Applicant in the county having population of 100,000 or less receives the highest priority.
 - 2. The Application from the Applicant in the county having the lower number of boat registrations.
 - 3. If steps 1 and 2 above produce Applicants with equal scores, an order of priority shall be established based on the per capita amount of funds previously received by the Applicant through this program during the previous three fiscal years. The Applicant having received the lowest per capita amount of funds receives the highest priority. The boat registrations within the Applicant's county shall be utilized to compute the Applicant's per capita amount of funds received.

3.5 Approved Projects

- A. Upon approval of a project for funding, an Agreement shall be entered into between the Recipient and the COMMISSION. This Agreement will describe the responsibilities of both parties.
- B. The Agreement, unless modified by mutual consent of both parties, shall bind the parties for a period of 20 years or as stipulated in the Agreement. This Agreement must be duly executed by all parties **within 90 days of formal COMMISSION approval and prior to any expenditure of grant funds or commencement of any work**. Failure to execute the Agreement within the 90-day period will render the grant null and void.

3.6 Prior Work

- A. Reimbursement **will not** be made for any portion of a project initiated or completed prior to the COMMISSION approval unless this specifically is pre-approved by the COMMISSION. Recognizing that emergencies may arise which necessitate quick action, the Applicant/Recipient must contact the Program Administrator for direction before initiating any actions with fiscal impacts.

3.7 Review and Approval

- A. Recipient shall forward one copy of the **bid package** to the Program Administrator for review, **prior** to soliciting for quotations or commencing any work. Please allow twenty-one (21) working days for review. This review will ensure that minimum guidelines are being met. Approval is for the limited purpose of checking for conformance with the scope of work expressed in the Agreement. **APPROVAL DOES NOT AUTHORIZE CHANGES TO THE AGREEMENT.**
- B. Upon completion of review, the Program Administrator will notify Recipient of approval, at which time Recipient may commence bid solicitation of the Project.

3.8 Project Bidding and Contracting Requirements

- A. Depending on the type and cost of the project, bidding and contracting requirements may be different. The Recipient's bidding and contracting transactions must comply with all state public works contracting requirements in addition to any local requirements.

3.9 Beginning Work

- A. Recipients are to begin work within four (4) months of execution of a project agreement or the Agreement shall be cancelled, unless the Agreement stated otherwise.

SECTION IV - PROJECT CLOSEOUT

4.1 Contract Closeout

- A. Upon project completion, the Recipient shall notify the Program Administrator and arrange an on-site project inspection. Upon approval and/or correction of any identified defects, the Recipient may submit the Project Completion Certification along with the itemized payment request.
 - 1. Project Completion Certification: The Recipient shall submit to the COMMISSION a Project Completion Certificate, upon final completion of the project, certifying that the project is completed and operational.
 - 2. Payment: The Recipient shall submit the Payment Request Form with the Project Completion Certification. Upon a Desk Audit review of the payment request, acceptance of the project and receipt of project closeout documents, the COMMISSION will process the final payment.

4.2 Cost Overruns

- A. The Recipient shall make every effort to avoid cost overruns on a project. If the total cost of the project exceeds the grant amount and match, the Recipient shall assume liability for any additional cost.

4.3 Signs

- A. Boating facilities developed with financial assistance from the COMMISSION must have an approved sign posted at the roadway entrance to the facility to let the public know this is a public Boat Access Site.
- B. The Recipient must also post at the facility one credit sign identifying the COMMISSION, Recipient (and others) as primary funding partners. All credit signs will be provided by the Recipient as part of the project.

4.4 Reports and Maintenance

- A. It is the responsibility of the Recipient to provide any and all ongoing maintenance and operation activities necessary to protect, preserve and provide quality boating facilities for the use and enjoyment of the public. Any significant events (vandalism, flood, fire, or closures) that require corrective actions should be promptly reported to the COMMISSION.

4.5 Site Dedication, Conversion and Disputes

- A. Land owned by the Recipient, which is developed with Program Funds, shall be dedicated for a minimum period of twenty (20) years as a site for the use and benefit of the public. The dedication must be recorded in the public property records by the Recipient. Land under control other than by ownership of the Recipient (e.g., lease, management agreement or other similar instrument, etc.) and developed with Program Funds shall be managed for a minimum period of twenty (20) years from the completion date set forth in the Project Completion Certificate. Title to all improvements is retained by the Recipient upon final payment by the COMMISSION.
- B. Should a Recipient, within the periods set forth in Subsection (A) above, convert all or part of a project to other than COMMISSION approved uses, the Recipient shall Replace the area, facilities, resource or site at its own expense with a project acceptable to the COMMISSION of comparable scope and quality.
- C. Disputes shall be handled in accordance with Chapter 120, F.S. (Administrative Procedure Act).

4.6 Financial and Accounting Requirements

- A. All Recipients must retain all grant project accounting records, supporting documents and any other documents for a period of up to three (3) years following project completion and acceptance by the COMMISSION.
- B. The Recipient shall ensure that upon reasonable notice, inspection of the financial records specific to the project will be available for auditing.

4.7 Public Access

- A. The Recipient shall agree to allow unencumbered access to the COMMISSION, its employees or agent for the duration of the Agreement for the purpose of site visit or inspection to verify the facility is being maintained, in operation, and is open and available to the public. As part of the inspection, the COMMISSION may request maintenance and use information from the Recipient to validate condition of the facility.
- B. The Recipient shall ensure, to the maximum extent possible, that no person, on the grounds of race, creed, color, national origin, age, sex, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination.

SECTION V - GLOSSARY

For the purpose of this Program Grant Procedures Guide the following definitions shall have the meanings indicated which are applicable to both the singular and plural thereof:

AGREEMENT: The written document under which the Recipient and the COMMISSION mutually agree to carry out respective responsibilities for a fixed period unless amended by mutual consent.

AGREEMENT PERIOD: The number of days or the dates stated in the Agreement to complete the Grant Project so that it is ready for final payment as evidenced by the Project Completion Certification.

APPLICANT: A county of the State of Florida that submits an Application for Florida Boating Improvement Program funds to the COMMISSION during an announced Application Submission Period.

APPLICATION: A formal request for Florida Boating Improvement Program funds by an applicant on the COMMISSION approved form and with required documentation.

APPLICATION SCORING AND EVALUATION FORM: A form used by the Evaluation Committee to review and assign a rank score to each Application based upon the extent to which it is determined to meet the criteria set forth in Subsection 3.3 - Application Evaluation Criteria.

APPLICATION SUBMISSION PERIOD: The formally announced period of time provided by the COMMISSION for the submission of Florida Boating Improvement Program applications by the counties as Applicants in a single funding cycle.

BOARDING DOCKS: Docks located next to launch ramps used by trailered boats for boarding and unboarding of boats.

BOAT ACCESS SITE: An existing developed or improved site for launching and retrieving registered boats. Includes, at the very minimum, a ramp, gravel or asphalt parking, access road and sanitation. May be adjacent to a marina, park or campground.

COMMISSION: Florida Fish and Wildlife Conservation Commission.

CONVERSION: The use of the Grant Project for any other purpose not specified in the Agreement.

DESK AUDIT: An audit of the Recipient project records made by the COMMISSION.

EVALUATION COMMITTEE: A committee comprised of five (5) COMMISSION staff members appointed by the Director of the Division of Freshwater Fisheries and chaired by the Program Administrator to evaluate each eligible Application.

EXPAND: Significant increase to an existing boat access site in size and number (i.e. expand one lane ramp to a two lane ramp).

FLORIDA BOATING IMPROVEMENT PROGRAM: The program authorized by Section 206.606, F.S

FEASIBILITY STUDY: A controlled process for identifying problems, opportunities or mandates, determining objectives, describing current situations and successful outcomes, and assessing the range of costs and benefits associated with several alternatives for solving a problem. The study will be used to support the Applicant's justification for a Grant Project.

GRANT PROJECT: A project to acquire, develop, or replace recreational channel marking, public launching facilities, aquatic plant control and other local boating-related activities that are directly related and necessary to recreational boating.

MASTER PLAN: A master plan is an integrated series of documents presenting in graphic, narrative, and tabular form the present composition of the installation and the plan for its orderly and comprehensive development to perform its various missions in the most efficient and economical manner.

MOTORIZED BOAT ACCESS SITE: A site where predominant annual use (over 70%) is by registered boats.

NEW: A facility that never existed previously or a substantial upgrade to an existing facility (i.e. add new boarding floats and piles to site where none existed previously).

PROGRAM ADMINISTRATOR: The COMMISSION's staff member designated by the Director of the Division of Freshwater Fisheries to manage the Florida Boating Improvement Program.

PROGRAM FUNDS: The primary purpose is to fund the direct costs of projects for recreational channel marking, public launching facilities, aquatic plant control and other local boating-related activities that are directly related and necessary to recreational boating.

PROJECT COMPLETION CERTIFICATION: Certification by the Recipient when the Grant Project or a specified part thereof is sufficiently completed, in accordance with the Agreement, so that the Grant Project or the specified part can be utilized for the purposes for which it was intended.

PROPOSED BOAT ACCESS SITE: A non-existing or unimproved boat access site with potential for facility developments; may currently be in use as an undeveloped site.

RECIPIENT: The recipient of grant funds and party responsible for completing the project and the operation and maintenance of the site.

REGISTERED BOATS: All recreational boats powered by motor, including electric motors, personal watercraft, jet boats and sail boats 12 feet and longer.

REPAIR: Existing facility needs to be repaired (i.e. repair potholes in existing asphalt parking lot).

REPLACE: Existing facility needs to be replaced in a similar manner (i.e. replace wood boarding floats with wood boarding floats).

TRANSIENT TIE-UP: Short-term tie up float, without individual slips, used by non-trailerred cruising boats on a first come first serve basis.

VESSEL WASTE FACILITY: Includes all types of stationary or portable systems that pump or remove human waste from recreational boats holding tank or porta potty. This includes pumpouts, dump stations, related forward sewage lift stations and necessary docks, piles, gangways, and related facilities.

VALUE ENGINEERING: A systematic effort directed at analyzing the functional requirement of systems, equipment, facilities, and supplies for the purpose of achieving essential functions at the lowest total cost, consistent with the needed performance, reliability, quality, and maintainability.

51:11:11 4/15/10

III - PROJECT SUMMARY	
Type of Application:	<input type="checkbox"/> New (never considered before) <input type="checkbox"/> Reconsideration
Type of Project:	<input type="checkbox"/> I Recreational Channel Marking <input type="checkbox"/> II Public Launching Facilities <input type="checkbox"/> III Aquatic Plant Control <input type="checkbox"/> IV - Other Local Boating Related Activities
Grant Funds Requested \$	<input type="text"/>

II - PROJECT LOCATION	
Facility Name:	<input type="text"/>
District Numbers	<input type="text"/>
US Congress:	<input type="text"/>
State Senate:	<input type="text"/>
State House:	<input type="text"/>
County Commission:	<input type="text"/>
Facility Street Address or Location:	<input type="text"/>
Latitude (DD:MM:SS):	<input type="text"/> N
Longitude (DD:MM:SS):	<input type="text"/> W
County:	<input type="text"/>
Waterbody:	<input type="text"/>

I - APPLICANT INFORMATION	
Applicant or Entity Name:	<input type="text"/>
Applicant Mailing Address:	<input type="text"/>
City:	<input type="text"/>
Zip Code:	<input type="text"/>
E-Mail:	<input type="text"/>
Telephone No.:	<input type="text"/>
Fax No.:	<input type="text"/>
Suncom No.:	<input type="text"/>
Federal Employment Id. No.:	<input type="text"/>
Title:	<input type="text"/>
Project Manager Name:	<input type="text"/>

Fill in all sections that apply - Leave all other sections blank.

FOR OFFICE USE ONLY	Grant Application Number:
Fiscal Year:	Date Received:

**FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
FLORIDA BOATING IMPROVEMENT PROGRAM
GRANT APPLICATION**



<p>Project Description:</p>

IV - GENERAL FACILITY INFORMATION

Type of Facility:

- Primitive
- Small (1 lane ramp)
- Medium (2 lane ramp)
- Large Regional (3+ lane ramp)
- Tie-up/Overnight Moorage/Marina
- Other:

Upland Ownership:

- Public- Fee Simple
- Public - Lease
- Number of Years Remaining in Leas

Name of Owner:

Is this facility open to the general public? Yes No

Estimate Percent (%) Use of Launching Facility:

Motorboats/Sailboats

Non-Motorboats

Day Use, Parking or Launch Fee Amount: \$

Tie-up/Overnight Moorage: \$

Names of adjacent boating facilities, public and private (ramps, tie-up facilities/marinas) within a 10-mile radius.

Name	Distance	Name	Distance
1. <input type="text"/>	<input type="text"/>	6. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	7. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	8. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	9. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	10. <input type="text"/>	<input type="text"/>

V - FACILITY COMPONENTS AND USE - EXISTING CONDITIONS

Number of Launch Lanes:

Type of Ramp: Asphalt Concrete Other

Condition: Poor Average Good

Length of Boarding Docks:

Type of Dock: Wood Aluminum Other

Condition: Poor Average Good

Number of Boat Trailer Parking Spaces:

Type of Parking: Asphalt Concrete Other

Condition: Poor Average Good

Length of Tie-up Dock or Moorage: Ft or Slips

Type: Slip Broadside

Condition: Poor Average Good

Other Facility Attributes:

Pump out or Dump Station: Yes No

Restroom: Yes No

VI - PROJECT NEED

List Primary Need for Project

- | | |
|--|---|
| <input type="checkbox"/> Safety | <input type="checkbox"/> High Demand by Users |
| <input type="checkbox"/> Age-end of Useful Life | <input type="checkbox"/> Recommended by FWC Staf |
| <input type="checkbox"/> Environmental Needs of the Area | <input type="checkbox"/> Lack of In-house Capabilty |
| <input type="checkbox"/> Other <input type="text"/> | |

Known Public Support: (Name)

- | | |
|---|----------------------|
| <input type="checkbox"/> Adjacent Land Owners | <input type="text"/> |
| <input type="checkbox"/> Users Groups | <input type="text"/> |
| <input type="checkbox"/> Neighborhood Assoc. | <input type="text"/> |
| <input type="checkbox"/> Local/State/Federal Government | <input type="text"/> |
| <input type="checkbox"/> Legislature | <input type="text"/> |
| <input type="checkbox"/> Other | <input type="text"/> |

Known Public Opposition: (Name)

- | | |
|---|----------------------|
| <input type="checkbox"/> Adjacent Land Owners | <input type="text"/> |
| <input type="checkbox"/> Users Groups | <input type="text"/> |
| <input type="checkbox"/> Neighborhood Assoc. | <input type="text"/> |
| <input type="checkbox"/> Local/State/Federal Government | <input type="text"/> |
| <input type="checkbox"/> Legislature | <input type="text"/> |
| <input type="checkbox"/> Other | <input type="text"/> |

VII - PROJECT ENGINEERING AND CONSTRUCTION

Who is or will be completing project design/engineering?

- | |
|--|
| <input type="checkbox"/> Applicant Staff Engineers |
| <input type="checkbox"/> Consulting Engineers |
| <input type="checkbox"/> N/A (Materials or Equipment Purchase) |
| <input type="checkbox"/> Other <input type="text"/> |

Level of engineering completed at time of application:

- | |
|---|
| <input type="checkbox"/> None |
| <input type="checkbox"/> Conceptual (Master Plan Phase) |
| <input type="checkbox"/> Preliminary |
| <input type="checkbox"/> Final (Ready to Bid) |

Has a preliminary or final engineer's cost estimate been developed for this project at time of application?

- Yes No

If yes, please attach a copy of detailed engineers cost estimate to application.

Preferred period of construction (based on user activity, weather and water level):

- | | | | | |
|---------------------------------|---------------------------------|---------------------------------|-------------------------------|--|
| <input type="checkbox"/> Winter | <input type="checkbox"/> Spring | <input type="checkbox"/> Summer | <input type="checkbox"/> Fall | <input type="checkbox"/> Anytime of the Year |
|---------------------------------|---------------------------------|---------------------------------|-------------------------------|--|

VIII - PROPOSED PROJECT COMPONENTS *Note: See Procedure Guide for definitions, Check all that apply*

	Replacement	Expansion	New	Engineering/Planning
Recreational Channel Marking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Launching Facility (Boat Ramp)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aquatic Plant Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Local Boating Related Activities:				
Boarding Dock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transient Tie-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overnight Moorage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paved Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Paved Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curbs, Signs, Markings, Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Pier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vessel Waste Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debris Deflection Boom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Piles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dredging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IX - PROPERTY VALUE

Size Acres: <input type="text"/>	Assessed Value: \$ <input type="text"/>
Appraisal Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Current Zoning: <input type="text"/>

X - PROJECT COST - SOFT (NON CASH) FUNDS

Cost Item	Project Type	Applicant	Other* (List in Page-6)	Do Not Use This Column	TOTAL
Administration	Type I	\$	\$		\$
	Type II	\$	\$		\$
	Type III	\$	\$		\$
	Type IV	\$	\$		\$
In-kind Engineering	Type I	\$	\$		\$
	Type II	\$	\$		\$
	Type III	\$	\$		\$
	Type IV	\$	\$		\$
In-kind Labor	Type I	\$	\$		\$
	Type II	\$	\$		\$
	Type III	\$	\$		\$
	Type IV	\$	\$		\$
In-kind Materials	Type I	\$	\$		\$
	Type II	\$	\$		\$
	Type III	\$	\$		\$
	Type IV	\$	\$		\$
In-kind Equipment	Type I	\$	\$		\$
	Type II	\$	\$		\$
	Type III	\$	\$		\$
	Type IV	\$	\$		\$
In-kind Inspection	Type I	\$	\$		\$
	Type II	\$	\$		\$
	Type III	\$	\$		\$
	Type IV	\$	\$		\$
Other: <input type="text"/>	Type I	\$	\$		\$
	Type II	\$	\$		\$
	Type III	\$	\$		\$
	Type IV	\$	\$		\$
Total Soft Funds		\$	\$		\$

XI - PROJECT COST - HARD (CASH) FUNDS

Cost Item	Project Type	Applicant	Other*(List Below)	FBIP Grant	TOTAL
Property Value	Type I	\$	\$		\$
	Type II	\$	\$		\$
	Type III	\$	\$		\$
	Type IV	\$	\$		\$
Consultant Master Plan	Type I	\$	\$	\$	\$
	Type II	\$	\$	\$	\$
	Type III	\$	\$	\$	\$
	Type IV	\$	\$	\$	\$
Consultant Engineering	Type I	\$	\$	\$	\$
	Type II	\$	\$	\$	\$
	Type III	\$	\$	\$	\$
	Type IV	\$	\$	\$	\$
Consultant Inspection	Type I	\$	\$	\$	\$
	Type II	\$	\$	\$	\$
	Type III	\$	\$	\$	\$
	Type IV	\$	\$	\$	\$
Construction	Type I	\$	\$	\$	\$
	Type II	\$	\$	\$	\$
	Type III	\$	\$	\$	\$
	Type IV	\$	\$	\$	\$
Other: <input type="text"/>	Type I	\$	\$	\$	\$
	Type II	\$	\$	\$	\$
	Type III	\$	\$	\$	\$
	Type IV	\$	\$	\$	\$
Total Hard Funds		\$	\$	\$	\$

Total Funds	\$	\$	\$	\$
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****Other Source of Funds**

Federal
 State/Local
 Loan

Grant Name:
 Agency:

Approval Status:
 Approved
 Pending
 Intend to Apply, Date:

XII - PERMITS <i>Note: Construction Projects Only.</i>	YES	NO
Has an application been submitted with the Florida Department of Environmental Protection?	<input type="checkbox"/>	<input type="checkbox"/>
U.S. Army Corps of Engineers	<input type="checkbox"/>	<input type="checkbox"/>
Local and Others (If needed): _____	<input type="checkbox"/>	<input type="checkbox"/>

XIII- ENVIRONMENTAL ASSESSMENT	YES	NO
1. Will the project significantly or adversely affect the environment?	<input type="checkbox"/>	<input type="checkbox"/>

If Yes, please explain key issues and describe any mitigation actions proposed.

XIV - REQUIRED APPLICATION ATTACHMENTS CHECK LIST

<input type="checkbox"/>	1. An adopted Resolution, by the Governing Body, authorizing that the Project Manager has the authority to apply for and administer the grant on behalf of the applicant.
<input type="checkbox"/>	2. Boundary map of the project area. The map must provide a description and sketch of the project area boundaries, displaying known easements, and legally sufficient to identify the program area.
<input type="checkbox"/>	3. Site control documentation (e.g. deed, lease, results of title search, etc...) for the project site.
<input type="checkbox"/>	4. Existing Condition Photographs sufficient to depict the physical characteristics of the project area.
<input type="checkbox"/>	5. Aerial Photographs marked with the approximate boundaries of the project site.
<input type="checkbox"/>	6. If applicable, an 8.5"x11" 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 the project site. NOAA charts may be obtained from: Distribution Branch (N/CG33), NOAA-National Ocean Service, 6501 Lafayette Avenue, Riverdale, Maryland 20737.
<input type="checkbox"/>	7. Photocopies of necessary project permit(s) or permit application(s).
<input type="checkbox"/>	8. Engineering Cost Estimate (if completed).
<input type="checkbox"/>	9. Preliminary Design/Engineering Plans (if completed)
<input type="checkbox"/>	10. Application transmittal cover letter (Identify priority rank with multiple applications)
<input type="checkbox"/>	11. One (1) original application
<input type="checkbox"/>	12. Five (5) copies of application (unbound)

APPLICANT SIGNATURE

Application is hereby made for the activities described herein. I certify that I am familiar with the information contained in the application, 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 requisite property interests to undertake the proposed activities.

I also certify that the Applicants governing body is aware of and has authorized the Project Manager 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, state, and local laws in conjunction with this proposal and resulting project if so approved.

Print/Type Name

Title

Applicant Signature

Date

STATE OF FLORIDA, COUNTY OF ()

Personally appeared before me this ____ day of _____, 200__, _____, who subscribed and swore to the above instrument in my presence.

Notary Public Name: _____

My commission expires: _____

NOTE: Instruction and further information regarding this application and the Florida Boating Improvement Program can be found in the Florida Boating Improvement Program Procedure Guide or you may contact the Program Administrator, Florida Fish and Wildlife Conservation Commission, 620 South Meridian Street, FL 32399-1600. Telephone (850) 487-3755.