

# Florida Boating Improvement Program Guidelines July 2019

Permission is granted for duplication, use and reuse of any and all information contained in this document.



Florida Fish  
and Wildlife  
Conservation  
Commission  
MyFWC.com

Division of Law  
Enforcement

Boating and  
Waterways Section

Florida Boating  
Improvement  
Program

620 South Meridian  
Street  
Tallahassee, FL  
32399-1600

Tel: (850) 488-5600  
Fax: (850) 488-9284  
E-mail:  
FBIFP@MYFWC.com

**TABLE OF CONTENTS**

**AT A GLANCE** ..... 2

**SECTION I – INTRODUCTION** ..... 3

Purpose and Statutory Authority ..... 3

Source of Funds ..... 3

Where to Get Information ..... 3

Tentative Grant Timeline and Process ..... 4

**SECTION II – ELIGIBILITY AND FUNDING** ..... 5

Eligible Applicants ..... 5

Ineligible Applicants ..... 5

Types of Applications ..... 5

Types of Requests ..... 5

Eligible Projects ..... 5

Ineligible Projects ..... 6

How We Fund ..... 7

**SECTION III – COMPLIANCE AND REQUIREMENTS** ..... 8

Permitting and Safety ..... 8

Access Requirements ..... 8

Property Records ..... 9

Monitoring and Audits ..... 9

Grant Management ..... 9

**SECTION IV – SUBMITTING AN APPLICATION** ..... 12

Application Process ..... 12

Keys to the Application Form ..... 12

Keys to the Application Attachments ..... 13

**SECTION V – PROJECT EVALUATION** ..... 15

How Project Evaluation Works ..... 15

Technical Evaluation ..... 15

Qualitative Evaluation ..... 16

Bonus Points ..... 17

The Breaker System ..... 17

**SECTION VI – ACRONYMS AND DEFINITIONS** ..... 18

**AT A GLANCE**



What is the Florida Boating Improvement Program (FBIP)?  
FBIP is a state financial assistance program that provides funding through competitive grants for boating access projects and boating-related activities on coastal and inland waters within the State.

Who administers the program?  
Pursuant to Sections 206.606 and 327.47 F.S., FBIP is administered by the Florida Fish and Wildlife Conservation Commission's Division of Law Enforcement, Boating and Waterways Section.

Who may apply?  
Eligible program participants include county governments, municipalities and other local governmental entities of the State of Florida.

When are applications due?  
The Commission will announce the application submission period in the Florida Administrative Register before February 1 of each year. Applications must be submitted within 60 days after the announcement date or by the deadline in the announcement, whichever is later.

What are the funding categories?  
• Boat Access Facilities  
• Recreational Channel Markings/Uniform Waterway Markers  
• Boater Education  
• Derelict Vessel Removal  
• Other Boating Related Activities

How is my project evaluated?  
Applications will be reviewed and scored by an evaluation committee comprised of the FBIP Program Administrator and no less than four (4) evaluators, appointed by the Commission's Director of the Division of Law Enforcement.

Is there a cost share requirement?  
No. However, Applicants who provide some share of the total cost will receive additional points in the technical evaluation.

## SECTION I - INTRODUCTION

### PURPOSE AND STATUTORY AUTHORITY

The Florida Fish and Wildlife Conservation Commission (Commission) pursuant to Sections 206.606 and 327.47, F.S., is charged with providing funding through competitive grants for projects designed to serve the needs of boaters and boating-related activities on coastal and inland waters within the State. General provisions, requirements, and information stated herein, and applicable laws and rules, constitute the program guidelines of the Florida Boating Improvement Program (FBIP).

The FBIP is established in accordance with ss. 206.606(1)(b)3., F.S., to fund local projects to provide recreational channel markings and other uniform waterway markers, public boat ramps, lifts, and hoists, marine railways, and other public launching facilities, derelict vessel removal, and other local boating-related activities.

Section 327.47, F.S., authorizes the Commission to fund projects through a competitive grant program for the construction and maintenance of publicly owned boat ramps, piers and docks, boater education and economic development initiatives that promote boating in the state. Section 328.72(15), F.S., authorizes a competitive grants program for public launching facilities.

The Commission reserves the right to use FBIP funds to fulfill the non-federal match requirements for grants funded through the Federal Sport Fish Restoration Act Boating Access Program in order to make the best use of available resources.

### SOURCE OF FUNDS

Section 206.606(1)(b)1., F.S., provides that a minimum of \$1.25 million of the funds collected from fuel sales taxes that are transferred to the State Game Trust Fund shall be used to fund local projects to provide recreational channel markings and other uniform waterway markers, public boat ramps, lifts, and hoists, marine railways, and other public launching facilities, derelict vessel removal, and other local boating-related activities.

Section 327.47, F.S., authorizes the Commission to fund projects through a competitive grant program using a portion of the moneys attributable to the sale of motor and diesel fuel at marinas transferred to the Marine Resources Conservation Trust Fund pursuant to Section 206.606(1)(d), F.S.

Section 328.72(15), F.S., requires \$1 from each recreational vessel registration fee to be deposited into the Marine Resources Conservation Trust Fund to fund a grant program for public launching facilities.

### WHERE TO GET INFORMATION

Florida Fish and Wildlife Conservation  
Commission  
Boating and Waterways Section  
Tel: (850) 488-5600  
Fax: (850) 488-9284

E-mail: FBIP@MyFWC.com  
620 South Meridian Street  
Tallahassee, FL 32399-6000  
Website: <http://myfwc.com>

**TENTATIVE TIMELINE AND PROCESS**

November – January:	Statewide workshops to educate potential applicants.
February:	Application submission period opens.
April:	Applications due to the Commission. Commission reviews applications for completeness and eligibility.
Mid-April:	Letters to applicants to confirm receipt of application and to ask for additional information if needed.
May:	Staff perform safety checks on proposed construction application sites.
Mid-May:	Additional or missing information due to the Commission. Applications sent to evaluation committee for review.
June:	FBIIP evaluation committee meets and ranks applications.
July:	Applicants are notified of selection; Agreement drafting process begins.

The Commission will announce the application submission period in the Florida Administrative Register before February 1 of each year. Applications must be submitted within 60 days after the announcement date or by the deadline in the announcement, whichever is later. The application submission period will also be announced on the Commission website. The Commission may announce additional application submission periods if funds become available after the initial submission period.

The Commission will only accept applicant submissions on the Florida Boating Improvement Program Application, Form FWC/FBIP, incorporated into Rule 68-1.003, Florida Administrative Code. This form will also be made available on the Commission website each funding cycle, and the Commission will not accept any other forms. The Commission will not accept late applications, nor will staff process any applications received after the specified deadline. Applications received after the deadline will be returned to the applicant. Applicants will be notified in writing of the status of their application.

Applications will be reviewed and scored by an evaluation committee comprised of the FBIIP Program Administrator and no less than four (4) evaluators, one of which must be a member of the Florida Boating Advisory Council, appointed by the Commission's Director of the Division of Law Enforcement.

Each evaluator will review and assign a score to each application based on the evaluation criteria found in these Guidelines. The final score for each application will be the average of the individual evaluator's scores, plus the technical score. Complete applications will then be ranked in descending order. Grants will be awarded to the highest-ranking applications until all funds have been awarded. Staff will send notification of award status to Applicants within fifteen (15) days of the evaluation committee decision. The Commission's performance and obligation to award program grants is contingent upon an annual appropriation by the Florida Legislature.

## SECTION II – ELIGIBILITY AND FUNDING

### ELIGIBLE APPLICANTS

Eligible applicants shall include county governments, municipalities and other local governmental entities of the State of Florida.

Eligible applicants may submit more than one project application for consideration. The project sites must be in different locations and the applicant must rank the priority of projects in their cover letter.

### INELIGIBLE APPLICANTS

Ineligible applicants shall include private or nonprofit entities.

Applicants shall be ineligible if they have adopted ordinances or rules that allow swimming or that in any way prohibit launching vessels in public boat ramps.

### TYPES OF APPLICATIONS

New: Project applications that have never been reviewed by the FBIP evaluation committee.

Reconsideration: Project applications that have been previously reviewed and not selected for funding by the FBIP evaluation committee.

Phased Continuation: Applications for large projects or projects with initial planning/pre-construction costs may be submitted in phases, over several years, to maximize funding; however, funding for an initial phase does not guarantee funding for subsequent phases.

### TYPES OF REQUESTS

FCO Design, Engineering, and Permitting Projects: Applicants who have not received all necessary federal, state, and local permits at the time of application will be allowed to apply for planning/pre-construction costs only. Once all necessary permits are received, applicants who seek construction funds for the proposed project site will need to submit a phased continuation application during the next grant cycle.

FCO Construction Projects: FCO construction project requests must be fully permitted by all permitting agencies before applying for funds.

Non-FCO Projects: Applicants applying for boater education, derelict vessel removal or other non-construction boating related activities shall select this type of request.

### ELIGIBLE PROJECTS

Eligible projects include those submitted for the planning, design, engineering, permitting, development, new construction, expansion or rehabilitation of projects on coastal and inland waters within the State of Florida that enhance recreational boating for motorized vessels in the following categories:

Program Funds will not be awarded for projects that do not directly relate to the enhancement of boating or boating access within the state. Costs listed below are not eligible for reimbursement under the FBIP:

## INELIGIBLE PROJECTS

- Costs associated with projects that provide economic development and promote boating in the state.
- Costs associated with construction projects (excluding boat ramps, lifts, hoists, marine railways, piers, docks, or other public launching facilities) that increase boating access for recreational boaters.
- Costs associated with projects that improve boater safety, boater education, or boater understanding of waterway regulations.
- Costs associated with non-construction projects that increase or enhance boating access for recreational boaters including, but not limited to, research, studies, or planning to determine the need for additional boating access or improvements.
- Costs associated with projects that increase boating access for recreational boaters, or boater understanding of waterway regulations.

### Other Local Boating-Related Activities:

- Costs for the removal and disposal of derelict vessels as defined in section 823.11, Florida Statutes. A sworn law enforcement officer must determine a vessel meets the definition in statute and this determination must be verified by the Commission in the Florida Fish and Wildlife Conservation Commission's Statewide At-Risk and Derelict Vessel Database to be eligible for removal.
- Only derelict vessels that are located on the public waters of the state may be removed with grant funds.

### Derelict Vessel Removal:

- Costs associated with projects that will increase public knowledge of boating issues through brochures, pamphlets, boater guides, educational programs, posters, signs and kiosks.

### Boater Education:

- Costs associated with the installation, repair, or replacement of signs or buoys marking a Commission-permitted boating restricted zone.
- Costs associated with the installation, repair, or replacement of permitted signs or buoys marking a channel to/from a recreational boating access facility.
- Costs associated with the installation, repair, or replacement of permitted signs or buoys which provide information to recreational boaters (other than aids to navigation).

### Recreational Channel Markings and Other Uniform Waterway Markers:

- Costs associated with the design, engineering, permitting, construction, repair, or enhancement of publicly-owned piers and docks, mooring fields, and associated amenities for recreational boaters.
- Costs associated with the design, engineering, permitting, construction, repair, or enhancement of publicly-owned boat ramps, lifts, hoists, marine railways, other public launching facilities, and associated amenities for recreational boaters.
- Costs associated with the design, engineering, permitting, construction, repair, or enhancement of amenities include boarding docks, staging areas, restrooms, trailer parking, access roads, dry storage facilities, utilities hook-ups, laundry facilities, fueling docks and educational kiosks.

### Boating Access Facilities:

- Costs for the construction or repair of any facilities not directly related to boating access (such as park benches, gazebos, trails, fishing piers, picnic areas, general parking for picnic areas, restrooms and walkways for picnic areas, etc.)
- Costs for the construction or repair of any boating access facilities not open to the general public on a first come, first served basis with no qualifying requirements such as club membership, stock ownership or equity interest.
- Costs associated with preparation of grant application(s). This includes overhead, payroll, salaries or accounting costs.
- Costs related to the acquisition of real property.
- Costs for any legal fees.
- Costs associated with ordinary operation, or routine maintenance of a proposed project. This includes costs to provide power, water or sewer or any other utilities or services to the facility for the stipulated length of the grant Agreement.
- Costs expended for any type or form of law enforcement or security activities, watchmen, fee collection, maintenance or other personnel costs.
- Costs associated with the acquisition or use of any type of equipment such as park equipment, vehicles, lawn care, dredge, computers, projectors, or other capital equipment used for operation and maintenance of the existing or completed project.
- Costs associated or directly related to a component of a project that would create or increase a boating safety hazard.
- Costs and activities conducted for the primary purpose of producing income.
- Costs for any type of general business, marketing or promotional plans.

## HOW WE FUND

**Funding Limits:** There are no funding limits for total project costs. Due to limited allocable dollars, applicants with total project costs under \$500,000 will higher technical point values, as outlined in the evaluation criteria described herein.

**Cost Reimbursement:** This is a reimbursable grant program. Grant funds will be disbursed to the Recipient only after pre-approved deliverables have been met or completion of the project occurs, and work is verified by Commission staff. Payment will only be made for documented and verified costs.

**Funding Advance:** The Commission will not approve a request for any advance in FBIF funds. The Recipient must have the financial capability to process invoices and make timely payments to contractors, vendors, etc. pending receipt of FBIF funds for reimbursement of project expenses.

**Financial Capacity:** Applicants must have the financial capability to make timely payments to all contractors or others working on the project (upon billing/invoice) pending requested receipt of reimbursable grant funds.

**Cost Overruns:** Once awarded, 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.

**Records:** Once awarded, the Recipient must keep detailed records of all funded project costs including audits and documents required for reimbursement. These records must be retained in keeping with Florida's Public Records Law.



### SECTION III – COMPLIANCE AND REQUIREMENTS

Applicants must be willing and able to comply with the requirements below if applying for FBIF grant funds. A grant Agreement will be terminated, and FBIF funds shall be returned to the Commission for non-compliance with any of the terms of the Agreement, applicable laws, or these guidelines, unless the non-compliance is rectified by the Recipient.

#### PERMITTING AND SAFETY

Regulations and Permits: The project must comply with all local, state, and federal regulations, including the Manatee Protection Plan, if applicable. Photo copies of necessary permits will be required with the application.

SOBA: The Commission recommends grant Recipients comply with the States Organization for Boating Access (SOBA) Design Handbook for Recreational Boating & Fishing Facilities when designing or building boating access facilities. A copy of the Design Handbook may be ordered from the SOBA Web site at <http://sobaus.org>.

Safety: Commission-approved uses for boat access sites include launching, retrieving, mooring and servicing of vessels. If the site is used or converted to use for non-boating purposes during the period specified in the Agreement, and not replaced with a like project acceptable to the Commission, the Recipient agrees to return to the Commission all funds tendered for the original project.

#### ACCESS REQUIREMENTS

Applicants must allow public access to all portions of a funded facility during the facility's useful life. Sites utilizing FBIF funds must be open to the public for reasonable periods. Also, the applicant must allow reasonable public access to other parts of the facility that would normally be open to the public and must not limit access in any way that discriminates against any member of the public.

Nondiscrimination: All Commission activities comply with Federal and State nondiscrimination laws and all applicants/grantees must also operate in a nondiscriminatory manner. The applicant shall ensure, to the maximum extent possible, that facilities or programs funded, in whole or in part by FBIF funds, are made available to the general public without regard to race, creed, color, national origin, age, sex, or disability.

Public Records: Commission records and files are public records that are subject to Florida's public records laws.

Maintenance: The applicant must agree to provide, during the period specified in the Agreement, any and all costs for ordinary and routine operations and maintenance of facilities funded in whole or in part through the FBIF grant, including equipment or service, and supplies costs.

Fees: Once awarded, the Commission reserves the right to review and approve any and all fees proposed for projects, funded in whole or in part by the FBIF, 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. Reasonable prevailing rates in the locality may be charged to boaters for transient mooring facilities constructed under FBIF.

Personnel Changes: If there is a change in Project Manager or the person assigned Signature Authority for the Recipient, or if any of the Recipient's information changes, including but not limited to mailing address, phone number, email or title change, the Recipient must notify the FBIP program administrator.

## GRANT MANAGEMENT

Property Management: Once awarded, the Recipient shall establish and administer a system to protect, preserve, use, maintain, and dispose of any property furnished to it by the Commission or purchased pursuant to the award.

Monitoring: Once awarded, the Recipient agrees to provide the Commission all documentation necessary to complete monitoring of the award and verify expenditures in accordance with s. 215.971, F.S.; and agrees to cooperate with the Commission on all grant monitoring requests, site visits and/or Florida Department of Financial Services contract reviews and Expanded Audits of Payment.

Audits: Once awarded, the Recipient shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Office of the Inspector General (s. 20.055, F.S.)

Records Retention: Once awarded, the retention of all financial records, supporting documents, statistical records or any other documents pertinent to the proposed project shall be maintained by the Recipient during the term of the Agreement and retained for a period of ten years after completion of the Agreement or longer when required by law.

## MONITORING AND AUDITS

Once awarded, the Commission requires that all Recipients record the State interest in real property that includes the FBIP-funded capital improvement with the local Clerk of the Court, which recorded interest must remain throughout the duration of the project's compliance period, 20 years.

Real Property: In accordance with s. 287.05805, F.S., any state funds provided for the purchase of or improvements to real property are contingent upon the contractor or political subdivision granting to the state a security interest in the property for a minimum of the amount of state funds provided for at least 5 years from the date of purchase or the completion of the improvements or as further required by law.

Site Dedication: Land owned by the Recipient that is developed with funds from FBIP funds shall be dedicated for a minimum of twenty (20) years as a boating access site for the use and benefit of the public.

Applicants must agree to the requirements contained in this section as a condition of receiving grant funding. Prospective applicants should carefully consider their ability and willingness to comply with these provisions before applying for a grant.

## PROPERTY RECORDS

Access: Recipients of FBIP funding must allow reasonable public access to any part of the FBIP-funded facility that would normally be open to the public and must not limit access in any way that discriminates against any member of the public. An FBIP funded facility must be open from a minimum of dawn to dusk unless it is necessary to temporarily limit public access to all or part of the facility due to an emergency, repairs, construction or as a safety precaution.

Obligation of Grant Funds: Unless prior approval is received in writing from the Commission, grant funds shall not under any circumstances be obligated prior to the effective date or subsequent to the termination or end date of the Agreement. Only project costs incurred on or after the effective date, and on or prior to the termination or end date of the Agreement are eligible for reimbursement unless pre-award costs were approved. All payments must be requested from the Commission within thirty days of project completion.

Grant Start: After execution of an Agreement with the Commission, if a project is not begun within 30 days, the Recipient must report by letter to the Commission the steps taken to initiate the project, the reasons for delay, and the expected start date.

If a project is not begun within 60 days of execution of the Agreement, the Commission shall determine if the reason for delay is justified or may, at its discretion, require additional project documentation and justifications throughout the term of the Agreement. The Commission will also require the Recipient to provide a revised project timeline that includes all anticipated project activities, tasks and estimated completion dates(s).

Financial Management: Once awarded, the Recipient must have a financial management system in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. An adequate accounting system must be able to separately track receipts, expenditures, assets, and liabilities for awards, programs and subrecipients. The Recipient shall maintain books, records, and documents in accordance with generally accepted accounting procedures and practices.

Procurement: Once awarded, the Recipient shall procure goods and services through a competitive solicitation process in accordance with Chapter 287, Florida Statutes. The Recipient must have written procedures for procurement transactions and asset management. The Recipient must agree to comply with all local and state laws related to procurement for any labor, equipment, materials, facilities, construction and other services related to the project funded.

Subcontracts: Once awarded, the Recipient agrees that all employees, subcontractors, or agents performing work under the Agreement shall be properly trained individuals who meet or exceed any specified training qualifications.

Project Reports: Once awarded, starting the first quarter after the date the Agreement is executed, the Grantee shall submit to the Commission, on a quarterly basis, Project Progress Reports outlining the progress of the Project and identifying any problems that may have arisen as well as actions taken to correct such problems.

Grant Amendments: Once awarded, the Recipient shall contact the FBIP program administrator if at any time the need for major substantive changes to the Agreement such as scope modifications, changes to the project activities, implementation schedules or any budget changes that affect a cost category that was not included in the applicant's budget become foreseeable.

The Recipient shall provide the FBIP program administrator at least 60 days' notice prior to the Agreement termination date if amendments to the Agreement are necessary.

Publications: Public information produced with assistance from FBIP funds shall not be copyrighted and shall be provided free of cost, except for the cost of reproduction, to the public.

Acknowledgement Signs: Once awarded, the Recipient, at its expense, shall purchase, erect and maintain a permanent sign, not less than three feet by four feet in size, displaying the Commission's logo and acknowledging the Commission and FBIP as a funding source for the project. Language to place on the sign shall include: "This Project was funded by the Florida Fish and Wildlife Conservation Commission through the Florida Boating Improvement Program."

Directional Signs: Once awarded, the Recipient, at its expense, shall purchase, erect and maintain directional signs, approved by the Commission, on main public highways to direct public users to each boating facility funded through FBIP regardless of which phase(s) of a project were funded.

Project Completion: Failure to complete the project and make final payment request to the Commission within the period provided in the Agreement will result in project termination and possible loss of FBIP funds.

## IV – SUBMITTING AN APPLICATION

### APPLICATION PROCESS

Applicants must submit their proposal for funding on the Florida Boating Improvement Program Application, form FWC/FBIP. The Application and these Guidelines may be obtained from the Commission's website, <https://myfwc.com/boating/grants-programs/fbip/>. Applicants must deliver applications on or before the last day of the announced submission period(s), no later than the close of business to the following address:

Florida Fish and Wildlife Conservation Commission  
Division of Law Enforcement  
Boating and Waterways Section  
620 South Meridian Street, Room 235  
Tallahassee, Florida 32399-1600.

In order to be complete, Applications must be submitted according to the following directions and with all of the following supporting documentation:

- One (1) cover letter summarizing the project request, ranking the priority of multiple projects if applicable, and signed by the individual with authority to submit the application;
- One (1) original signed application form and two (2) photocopies of the signed application form;
- Three (3) copies of required attachments (copies of the site control documentation and permits may be submitted in digital format on CD only). Attachments must be on paper no larger than 11" x 17";
- One (1) digital copy of application and attachments on CD;
- Staple the application in the upper left-hand corner or clip it together with one binder clip. Do not spiral bind or place the application in a three-ring binder or report cover; and
- Place a tabbed divider between each application attachment or section.

### KEYS TO APPLICATION FORM

**Cost Estimate:** All applicants are required to provide a detailed cost estimate or schedule of values in the form of a formal bid, written quote from proposed vendor, or an engineer's cost estimate. If the applicant does not have this required documentation, they must submit a detailed explanation of how the budget was developed.

**Budget Narrative:** All applicants must provide a brief description of services or activities to be provided including the number of units and rates for each budget category.

**Contingency Costs:** A construction contingency is an amount of money set aside to cover any unexpected costs that can arise throughout a construction project to cover items for which the cost is not known exactly at the time of the estimate, but which will occur on a statistical basis. If the applicant includes contingency costs, they may not exceed 10% of the proposed project.

**Pre-Award Costs:** For construction projects, costs for surveys, environmental reviews, working drawings, construction plans and specifications, engineering, design, or permitting required to begin a project are allowable as pre-award costs or pre-award cost share, only if the application clearly identifies the costs as

occurring prior to the application being submitted. A detailed explanation must be provided as to why the costs were necessary prior to the application being submitted. Costs associated with preparation of grant application(s) are not allowable.

Cost Share: Cost share is not required. However, Applicants who provide some share of the total cost will receive additional points in the technical evaluation. The Applicant's cost share may be in the form of in-kind services, cash expenditures or partner contributions.

In-kind services include:

- The cost of administration/contract management, project management, labor, materials, and equipment provided through in-house resources of the Applicant.
- In-kind project administration may not be more than 5% of the total project cost and in-kind project management may not be more than 10% of the total project cost.

Cash expenditures may be in the form of the following:

- Master plans or other engineering and/or consultant services paid for by the Applicant.
- Construction expenditures paid for by the Applicant.
- Other expenditures paid by the Applicant directly related to the grant-funded project and not listed as ineligible costs. Cash expenditures for items listed as ineligible uses of program funds may not be used as the Applicant's cost share.

Applicants are encouraged to seek cash funds from other sources including state or local grants to help leverage the maximum amount of grant funds available.

Applicants can use the county-retained portion of vessel registration fees for recreational channel markers, derelict vessel removal, and public launching facility projects only.

Proration (If Applicable): Applicants must prorate costs for facilities that will benefit non-boating users sharing landside facilities such as restrooms, etc.

After Project Completion User Fees (If Applicable): Applicants must describe the amount and frequency of proposed fees that will be charged to boaters for the use of the funded infrastructure after construction is complete and the Agreement ends or has been terminated. Fees charged must be comparable to those charged regionally. All collected fees shall be used for operation and maintenance of the funded infrastructure for its useable life.

## KEYS TO APPLICATION ATTACHMENTS

Resolution or Legal Authorization: The Applicant must submit documentation that certifies it possesses the legal authority to receive the funds to be provided under the FBIF program, and that its governing body has authorized, by resolution or otherwise, the authorized signature authority to apply for and administer the grant on behalf of the Applicant. Acceptable documentation includes, but is not limited to, adopted resolutions by the governing body, ordinances, charters, by-laws, and adopted rules or policies.

Site Control: The Applicant must have control of upland project sites sufficient and adequate to construct, operate, and maintain the areas for the term required in the Agreement. This requirement is necessary to protect investments made with FBIF grant funding and to ensure public access to those investments. This "control and tenure" may be through land ownership, a lease, a use agreement, or an easement.

If a project will occur over or in a navigable body of water, an authorization to use State-owned aquatic lands may be needed.

If the project is on State-owned aquatic lands, the applicant will need to secure a lease or easement (use authorization) to use those lands. Securing a lease or easement may take up to a year. The Commission requires the executed lease or easement within 2 calendar months after the Commission's award selection to show control and tenure for the site. The lease or easement is required before the project will be placed under agreement.

Boundary Map: The applicant must provide a boundary map to define and indicate the boundary of the project area to be dedicated for public use.

Detailed Cost Estimate: All applicants are required to provide a detailed cost estimate or schedule of values in the form of a formal bid, written quote from proposed vendor, or an engineer's cost estimate or must provide a detailed explanation of how the budget was developed.

Navigational Chart: If available, Applicants must submit an 8.5" x 11" copy of a current North American Datum 83 nautical chart with NOAA chart name and number, indicating the precise location of the project site using latitude and longitude in degrees, decimal minutes and seconds.

Photographs: The applicant shall submit photos to depict the physical characteristics of the project area.

## V – PROJECT EVALUATION

### HOW PROJECT EVALUATION WORKS

Upon receipt and review of the Application for completeness, Commission staff will assign a grant application number and outline the review process in an acceptance letter back to the Applicant. The Applicant will use this grant number for all future correspondence regarding the Application.

Applications will be reviewed by Commission staff for assignment of a technical score based on the criteria contained herein and shall then be scored by an evaluation committee comprised of the FBIP Program Administrator and no less than four evaluators, appointed by the Commission's Director of the Division of Law Enforcement, one of which must be a member of the Florida Boating Advisory Council.

The meeting of the Evaluation Committee will be noticed in the Florida Administrative Register and advertised on the Commission website. Scoring for each application will be the total of the technical score added to the average of the individual evaluator's qualitative scores. Applicable bonus points will then be added to generate the final score. Complete applications will be ranked in descending order according to total assigned points.

To be eligible for funding, an application must receive a minimum of 50 percent of the points available from the evaluation committee scores and a minimum of 65 percent of the total points available after combining the committee's average qualitative scores with the technical review scores. Grants will be awarded to the highest-ranking applications until all funds have been awarded.

### TECHNICAL EVALUATION

Commission staff will review and assign a technical score based on the criteria listed below. Commission staff can assign a total of 30 points in a technical evaluation of the Application's completeness.

Technical Evaluation Criteria	Technical Points
1. Does the Applicant have the correct number of applications (three hard copies and one electronic copy) submitted?	Yes = 5 points No = 0 points
2. Has the Applicant provided a cover letter, signed by a person with signature authority?	Yes = 5 points No = 0 points
3. Has the Applicant completed all required sections of the Application?	Yes = 5 points No = 0 points
4. Has the Applicant included all required attachments?	Yes = 5 points No = 0 points



Qualitative Evaluation Criteria		Qualitative Points
1. <u>Need Statement</u> : Does the Applicant explain why the project is necessary? Does the Applicant describe why the existing facilities or activities are insufficient? Does the project address a documented need? Is the need documented with photos and statistics?	0 – 10 points	
2. <u>Project Purpose</u> : Does the Applicant summarize the ultimate purpose of the proposed project and describe how the proposed project will address the need(s) and benefit(s) boating access? Does the project improve or enhance boating?	0 – 10 points	
3. <u>Expected Results and Benefits</u> : Does the Applicant describe how the proposed structures, services, products or activities will accomplish the desired project purpose and outcome? Will the proposed project increase boating access, safety or education?	0 – 10 points	
4. <u>Project Goal(s) and Timeline</u> : Does the Applicant describe the project goal(s)? Does the Applicant provide a proposed timeline to achieve the project purpose, desired goal(s) and expected benefits?	0 – 10 points	
5. <u>Approach and Tasks</u> : Does the Applicant describe what tasks must be performed or services provided to reach the project goal? Are the tasks and goals specific, measurable and those that can achieve the desired outcome(s)?	0 – 10 points	

Each evaluation committee member will review and assign a score to each Application based on the criteria listed below. The evaluation committee members can award a total of 70 points in a qualitative evaluation of the Applicant's responses.

**QUALITATIVE EVALUATION**

30 Points Available						
Possible Points = 5	6. <u>Cost Share</u> : Applicant is providing some share of the total cost through in-kind services, cash expenditures or partner contributions; or, Applicant is located in a Rural Area of Opportunity.					
	Boat Access	Facilities	Channel	Markings	Boater Education	Derelict Vessel Removal
	>\$500,000	>\$100,000	>\$100,000	>\$100,000	>\$200,000	>\$200,000
	\$499,999	\$99,999	\$99,999	\$79,999	\$199,999	\$199,999
	\$399,999	\$79,999	\$79,999	\$79,999	\$149,999	\$149,999
	\$299,999	\$49,999	\$49,999	\$49,999	\$99,999	\$99,999
	<\$199,999	<\$29,999	<\$29,999	<\$29,999	<\$49,999	<\$49,999
5. Amount requested is less than or equal to:						
POINTS	Other Boating Activities					

If two or more applications receive the same score as a result of the scoring process, the following tie-breaker system will be used in the order listed to decide the priority ranking:

- The Application submitted is for a project located in a county having a population of 100,000 or less, or a coastal county with a high level of boating related activities from individuals residing in other counties.
- The Applicant having received the lowest amount of program funds during the previous three fiscal years receives the higher priority.
- Applications submitted by counties, or municipalities within counties, with the lesser amount of revenue from vessel registration fees will be ranked higher.

**THE BRAKER SYSTEM**

Projects located in a county with a population of 100,000 or less.  
 Projects located in a coastal county with a high level of boating-related activities from individual residing in other counties.  
 Projects located in a county with more than 35,000 registered vessels.

Five (5) bonus points will be awarded based on priority consideration established in s. 206.606 and 328.72, Florida Statutes, to applicants meeting at least one of the criteria listed below. If a municipality is located within a county that meets the criteria for these bonus points, that municipality shall also be given the bonus points. Counties who have not submitted an annual detailed accounting report of vessel registration revenues to the Commission as required in section 328.72(15), Florida Statutes, are not eligible for bonus points. Bonus points will be added to the score created by adding the average of all the qualitative evaluations and the technical evaluation score to determine an applicant's final score.

**BONUS POINTS**

70 Points Available	
0 – 10 points	7. <u>Cost Estimate</u> : Does the Applicant provide a detailed cost estimate or schedule of values in the form of a formal bid, written quote from proposed vendor, or an engineer's cost estimate or provide a detailed explanation of how the budget was developed? Is the proposed estimate reasonable?
0 – 10 points	6. <u>Budget Narrative</u> : Does the Applicant provide a brief description of services or activities, including the number of units and rate(s), for each budget category? Do the associated budget items demonstrate cost effectiveness in meeting project objectives?

## SECTION VI – ACRONYMS AND DEFINITIONS

### ACRONYMS

**FBIP:** Florida Boating Improvement Program, created by Rule 68-1.003, Florida Administrative Code

**FAR:** Florida Administrative Register

**FCO:** Fixed Capital Outlay

**NOAA:** National Oceanic and Atmospheric Administration

### DEFINITIONS

**ACCESS ROAD:** Roadway to provide motor vehicle access to a boat ramp or other public launching facility. Does not include a public thoroughfare or through street.

**AGREEMENT:** Written document under which the Recipient and Commission mutually agree to carry out respective responsibilities for a fixed period, unless amended by mutual consent.

**APPLICANT:** Eligible participant that applies for Program Funds to the Commission during an announced Application Submission Period.

**APPLICATION:** A formal request for Program Funds by an Applicant on the form approved by the Commission and with required documentation.

**APPLICATION SUBMISSION PERIOD:** The formally announced period of time provided by the Commission for the submission of Applications by eligible participants for Program Funds.

**AUDIT:** An audit of the Recipient project records conducted by the Commission.

**AWARD:** A grant is awarded when it is chosen for funding by the Commission.

**BOARDING DOCKS:** A fixed, floating, or adjustable structure extending parallel to a launch ramp and designed to permit mooring of a watercraft in such a way as to facilitate boarding or exiting the craft.

**BOAT RAMP:** A graded and surfaced slope consisting of one or more launching lanes constructed of concrete, timber, or asphalt, which extends from the shoreline into the body of water and partially above and below the water surface. It is designed to accommodate launching or retrieving a boat from or to a trailer.

**CAPITAL IMPROVEMENT:** Is defined as (1) a new structure that costs at least \$25,000 to build; or (2) Altering, renovating, or repairing an existing structure if it increases the structure's useful life by 10 years or if it costs at least \$25,000.

**COMMISSION:** Florida Fish and Wildlife Conservation Commission.

**DOCK (PIER):** A fixed or floating structure, including access walkways, terminal platforms, catwalks, mooring pilings, lifts, davits, and other associated water-dependent structures used for mooring and accessing vessels.

**EVALUATION COMMITTEE:** A committee formed by the Commission to evaluate each application.

**FACILITY:** The structures, equipment, and operations that (1) Provide services to boaters at one location and; (2) Are under the control of a single operator or business identified in the grant application.

**FIXED CAPITAL OUTLAY:** The appropriation category used to fund real property (building including appurtenances, fixtures and equipment, structures, etc.) including additions, replacements, major repairs, and renovations to real property which materially extend its useful life or materially improve or change its functional use.

**MARINA:** Licensed commercial facility which provides secured public moorings or dry storage for vessels on a leased basis.

**MAINTENANCE:** Activities that allow a facility to function, such as repairing docks, excluding routine janitorial duties. Examples of maintenance actions are: (1) Lubrication of mechanical components of FBIP-funded equipment; (2) Replacing minor components of an FBIP-funded improvement such as bolts, boards, and individual structural components and; (3) Painting, pressure washing, and repointing masonry.

**MAINTAIN:** Keeping structures or equipment in a condition to serve the intended purpose. It includes cyclical or planned actions to keep facilities fully functional

**PROGRAM ADMINISTRATOR:** The Commission's staff member designated by the Commission's Director, Division of Law Enforcement, to manage the Florida Boating Improvement Program.

**PROGRAM FUNDS:** Funds appropriated by the Legislature to the Florida Boating Improvement Program as specified in Sections 206.606, 328.72, and 379.208 Florida Statutes.

**PROJECT:** Component(s) designed to provide additional or enhanced boating access that meet criteria.

**PROPOSAL:** A description of one or more projects for which an applicant requests grant funds.

**PUBLIC LAUNCHING FACILITY:** A boat ramp, lift, hoist, marine railway or similar facility for launching and retrieving vessels from the water; includes associated amenities like boarding docks and boat trailer parking.

**REAL PROPERTY:** One, several, or all interests, benefits, and rights inherent in owning a parcel of land. A parcel includes anything physically and firmly attached to it by a natural or human action. Examples of real property include fee and leasehold interests, easements, fixed docks, piers, permanent breakwaters, buildings, utilities and fences.

**RECIPIENT:** The Applicant that has been awarded Program funds and party responsible for completing the project and the operation and maintenance of the site.

**CHANNEL MARKING:** Labor and materials to provide and install any device external to a vessel intended to assist a mariner to determine position or safe course, warn of dangers or obstructions to navigation, or to alert the mariner of various regulatory matters.

**RURAL AREA OF OPPORTUNITY:** A region composed of rural communities adversely affected by extraordinary economic events which meet the criteria stipulated in Section 288.0656, Florida Statutes, and which are designated by the Governor in an Executive Order.

**USEFUL LIFE:** The period during which a FBIP funded capital improvement can fulfill its intended purpose with adequate routine care and maintenance.