



MD Boating Infrastructure Grant (BIG) Preliminary Application Form

SUBMISSION DEADLINE APRIL 30 EACH YEAR

BACKGROUND

Federal BIG funding is used to construct/renovate/maintain boating infrastructure facilities for "BIG-eligible" vessels ONLY. BIG-eligible vessels are transient (up to 15 days), recreational vessels at least 26' in length used by the general public. Because the focus of the BIG Program is larger vessels, 6' of water (mlw) is generally required.

Prior to completing this Preliminary Application, please read and become familiar with both the MD BIG Program Manual as well as the BIG Final Rule. Potential applicants are strongly encouraged to consult with the Federal Project Coordinator prior to completing the Preliminary Application.

PURPOSE OF THE BIG PRELIMINARY APPLICATION

Federal BIG grants are highly competitive either on a state level (Tier 1) or on a national level (Tier 2). Because potential recipients of federal BIG funding are required to undertake a very extensive and time-consuming application process, this preliminary application helps the Department have a "first look" at which potential projects best meet the needs of recreational, transient, boaters. **Information provided will also assist the Department in conducting the required risk assessment prior to passing through federal funds to the sub-grantee if the proposal is selected by the Department for submission to USFWS for funding consideration.**

APPLICANT (Government Entity or Business Name) INFORMATION

Applicant Name: _____

Applicant Address: _____

Federal Tax Identification Number: _____ **(attach a copy of W-9)**

DUNS# _____

Non-Governmental entities:

Please attach a copy of a recent Certificate of Status from the MD State Department of Assessments and Taxation (<https://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx>)

APPLICATION TYPE (Review the BIG Program Manual and select one of the following)

- [] BIG TIER I – State level competitive, maximum 75% federal share, maximum \$200,000 federal funds per state
- [] BIG TIER II – National level competitive, maximum 75% federal share, maximum \$1.5 million federal funds per project

PROJECT INFORMATION (Attach a copy of a current map with the exact project location clearly marked.)

Project Name: _____

Project Address (Street/City/Zip): _____

County: _____ **Latitude: (00.00000)** _____ **Longitude: (00.00000)** _____

CONTACT INFORMATION

Project Coordinator: _____ **Title:** _____

Coordinator Address: _____

Phone: _____ **Ext:** _____ **Email:** _____

I. PROJECT PURPOSE AND SUMMARY

a. Provide a detailed project description (Attach any available site plans/drawings/photographs of the proposed project): _____

b. Will the project expand/improve access for BIG-eligible vessels?
Yes _____ No _____
If yes, explain: _____

c. Status of federal/state/local permits (Check appropriate permits/approvals you have in hand where applicable):
 State Wetland License Corps of Engineers Permit Critical Areas Water Quality Cert.

Attach all approved permits. If all required permits are not available, provide further explanation (i.e. schedule to obtain permits, etc.): _____

d. What is the total slips/dockage in the marina currently? _____. How many BIG eligible vessels currently use the facility annually? _____; how many slips are currently designated for BIG-eligible vessels only?

e. Have any BIG eligible vessels been turned away during the past three years?
Yes _____ No _____ If yes, please attach a copy of any documentation (e.g. dockmaster log, phone records, emails)

f. What is the proposed total slips/dockage in your project? _____. How many slips/dockage are proposed to be designated for BIG use? _____

g. Is there a fee for use of the facility currently? Yes _____ No _____ N/A _____
(If yes, please attach fee structure. Note: If a fee is to be charged for use of the facility, the applicant must obtain prior written approval from the DNR if the project is selected for BIG funding. Please see the BIG Program Manual for more information).

h. Will the proposed project include innovative physical components, technology, or techniques (i.e., solar lights, recycled plastic decking, etc.)? Yes _____ No _____ If yes, explain: _____

i. Is the facility open to the general public? Yes _____ No _____. What are the business hours:

j. What is the controlling water depth (mlw) in the facility? _____.
Has the facility been dredged before? Yes __, No __. If yes, when was it dredged _____.

k. Additional justification for project (attach additional page if necessary): _____

II. PROJECT SCHEDULE AND CURRENT STATUS

Provide the estimated project schedule and architectural/engineering (A/E) firm information below.

Current project status: Planning Design Bidding

Phase	Start (Month/Year)	Completion (Month/Year)	Percent Completion
Planning			
Design			
Bidding			
Construction			

A/E Firm: _____ Planning Design

III. PROJECT FUNDING

Estimate total project costs by cost category (the applicant may customize the categories listed below based on its own project components)

	Category	Unit	Quantity	Unit price	Total cost	BIG eligible units/ratio	BIG eligible project costs
1	mobilization	Lump	1				
2	Demolition and removal	Lump	1				
3	Floating dock (width x length)	SF					
4	Guide piles	EA					
5	Mooring piles	EA					
6	Power pedestals (specify amp)	EA					
7	Power pedestals (specify amp)	EA					
8	Gangway(s) (width x length)	EA					
9	Utilities - water	Lump					
10	Utilities - electrical	Lump					
11	Utilities - sewer	Lump					
12	Miscellaneous	Lump					
13	contingencies						
14	SUBTOTAL (#1 thru #13)						
15	Program income						
16	TOTAL PROJECT COSTS (subtract #15 from #14)						

Requested federal BIG funds (shall not exceed 75% of BIG eligible project costs) \$ _____

Required match (minimum 25% of BIG eligible project costs) \$ _____

(Attach a commitment letter from the funding partner(s) providing the match)

IV. ADDITIONAL INFORMATION

- a. Is the applicant or any of its officers on the state or federal debarred or suspended list? Yes _____, No _____

- b. Does the applicant own the project site? If yes, provide a copy of the current deed (a full title search at the business owner's expense may be required). If no, explain how the applicant has irrevocable control of the project site (provide appropriate supporting document(s)) _____

- c. Has the applicant had prior experience with any grant(s), i.e. CVA grant? If so, explain:

- d. Has the applicant had a recent (the past 3 years) audit? Yes _____ No_____. If yes, please provide a copy of the audit report. Note: DNR requires an independent audit at the applicant's expense prior to pass through any federal funding.

- e. Please provide a copy of an income statement and balance sheet for the past three years.

- f. What is the current accounting/financial management system the applicant uses? How long has it been in place? Can the system establish a separate account to track the revenue collected from BIG funded project and how the funds expended?

- g. Does the applicant have written policies and procedures including but not limited to documented procurement procedures? Yes _____ No _____. If yes, please provide a copy.

- h. Has the business entity, or any of the officers in the business, ever been the subject of a civil/criminal action? Yes _____ No _____. If yes, provide details:

- i. Has the business entity, or any of the officers in the business, ever filed for bankruptcy? Yes _____ No_____. If yes, explain (additional information may be required).

- j. Are there currently or have there ever been any liens on this property and/or on the business? Yes _____ No _____. If yes, explain (additional information may be required).

- k. Is the facility a Certified Maryland Clean Marina? Yes _____ No _____

I HEREBY CERTIFY THAT I AM THE AUTHORIZED REPRESENTATIVE OF THE APPLICANT, THAT ALL INFORMATION IN THIS APPLICATION (INCLUDING ATTACHMENTS) IS TRUE AND CORRECT, AND THAT I UNDERSTAND AND AGREE:

- TO ALL REQUIREMENTS SET FORTH IN THE BIG FINAL RULE AND THE MD BIG PROGRAM MANUAL,
- THAT THERE IS NO GUARANTEE THAT DNR WILL SUPPORT THIS PROJECT FOR FURTHER CONSIDERATION,
- THAT ANY EXPENSES INCURRED BY THE APPLICANT IN ORDER TO COMPLETE THIS APPLICATION AND/OR TO PROVIDE ADDITIONAL INFORMATION IN SUPPORT OF THIS APPLICATION SHALL BE THE SOLE RESPONSIBILITY OF THE APPLICANT. THIS ADDITIONAL INFORMATION MAY INCLUDE, BUT IS NOT LIMITED TO, THE CONDUCTING OF AN INDEPENDENT AUDIT AND/OR THE CONDUCTING A COMPLETE TITLE SEARCH.

Name: _____

Title: _____

Authorized Official Signature: _____

Date: _____

APPLICATION SUBMISSION

Submit signed original, attachments and all supporting documents before April 30th (email is acceptable) to:

Li Lan Carson, Federal Project Coordinator
Center for Waterway Improvement & Infrastructure
Chesapeake & Coastal Service
Maryland Department of Natural Resources
Tawes State Office Building
580 Taylor Ave., E-2
Annapolis, MD 21401
Email: lilan.carson@maryland.gov

BIG Preliminary Application Check list

Check	Item needed
-------	-------------

- | | |
|-------|---|
| _____ | Signed preliminary application form |
| _____ | Certificate of Status from MD SDAT |
| _____ | Signed copy of W-9 |
| _____ | the project location map |
| _____ | Project site plan |
| _____ | Copy of MDE/USACE permits |
| _____ | Facility usage for the past three years i.e. dockmaster log, phone records, emails etc. |
| _____ | Current fee structure |
| _____ | Proof of ownership or long-term irrevocable control of the facility |
| _____ | Copy of audit report for the past three years |
| _____ | Income statement and balance sheet for the past three years |
| _____ | Copy of written policies and procedures i.e. procurement policy |
| _____ | Proposed timeline for the project |
| _____ | Signed Statement of Assurances – Construction Programs (SF-424D) |