



FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION

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Grants to Marinas Damaged During the 2004 Hurricane Season



POLICIES AND GUIDELINES

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INTRODUCTION

The 2004 Legislature created funding from Specific Appropriation 1910A to be used to provide grants to marinas that provide public access to waterways and suffered **uninsured** damages from named hurricanes during the 2004 hurricane season. These policies and guidelines jointly developed between the Florida Fish and Wildlife Conservation Commission and the marina industry, together with applicable laws and rules constitute the policies and guidelines. Total funding appropriated is \$5,000,000.

ELIGIBILITY REQUIREMENTS

Eligible Participants

1. **Public Access**

Marinas may be publicly or privately owned, but must be a water-dependent facility of which 90 percent of the "in-water" slips, operated on submerged sovereign lands, and "upland" dry-stack slips are available on a "first-come, first-served" basis and the services are opened to the general public with no qualifying requirements such as club memberships, stock ownership, or equity interest with no longer than one-year rental terms and with no automatic renewal rights or conditions.

2. **Damages due to 2004 Hurricanes**

Damages must be documented as occurring during at least one (1) of the four (4) named hurricanes in 2004 (Charley, Frances, Ivan, and Jeanne)

3. **Emergency Area**

Facility must be located in a County declared as an "Emergency Area" by an Emergency Final Order during the 2004 hurricane season as listed on Attachment A.

4. **Public Access for at Least 5 Years**

Applicants must agree that public access will continue to be provided for the period of at least five (5) years from the fully executed date of the grant agreement (see "Restrictions").

Types of Eligible Projects

Funding will be provided for the reimbursement of expenditures for uninsured losses only for activities described in 1 through 4 below. Uninsured losses are defined as those structures, facilities, and equipment damaged during the 2004 hurricane season that meet one or more of the following criteria:

- Not insured at the time the damages were incurred;
- Under insured for the assessed value;
- Deductibles paid to insurance companies;
- Amounts not reimbursed to rebuild/repair, remove debris, or replace equipment from insurance companies or other sources such as Federal Emergency Management Agency (FEMA), Florida Department of Community Affairs, etc.

1. **Repair/rebuild structures and facilities**

- a. Repaired and/or rebuilt to the original footprint as defined in a deed or other documentation with any additions that may be required to meet code standards and American with Disabilities Act (ADA) requirements
- b. Applications that are submitted which include both repair/rebuild to meet code standards and ADA requirements + expansion costs must clearly identify and document repair/rebuild costs in order to be considered.

2. **Debris removal**

Removal of structures, trash, etc. that were in and at the marina documented as due to the hurricane(s) to include, but not limited to:

- a. Damaged docks and other structures and facilities;
- b. Damaged vessels;
- c. Sand, silt, tree limbs, other materials in and at the marina from wind or storm surge;
- d. Dredging to original design specifications necessary to restore navigable access

3. **Replace/repair equipment**

- a. Equipment must be directly related to boat access within the marina, i.e forklifts, electrical, utilities, plumbing
- b. Replacement must be with same/comparable type, model, value of the equipment damaged or destroyed

4. **Insurance deductibles**

- a. Deductibles paid for reimbursement by insurance companies or other sources of funding for the cost to repair/rebuild as described in #1 above
- b. Deductibles paid for reimbursement by insurance companies or other sources of funding for the cost to remove debris as described in #2 above
- c. Deductibles paid for reimbursement by insurance companies or other sources of funding for the cost to replace equipment as described in #3 above

Ineligible Projects

Reimbursement will not be awarded for the following:

1. **Expansion costs**

Costs for expansion of facilities from the original footprint as defined by a deed, permit, or other documentation, except what is needed to meet current code standards and ADA compliance

2. **Insured losses**

Funds received for costs to repair/rebuild, remove debris, or replace equipment from insurance companies, FEMA, or other funding sources

3. **Documentation not available**

Documentation not available to evidence that damages were the result of the 2004 named hurricanes or invoices, receipts, checks not submitted for any pre-award costs requested.

Restrictions

1. **Public Access**

Marinas submitting applications must agree to provide public access and continue to provide public access for at least five (5) years. If marinas awarded a grant do not continue to provide public access for five (5) years, the amount of the grant must be reimbursed to the State.

2. **Permits**

- a. Applicants must have an approved Environmental Resource Permit (ERP) or Wetlands Resource Permit (WRP) for any requests to rebuild/renovate issued by the Department of Environmental Protection (DEP), Water Management District, or delegated agency, or a valid emergency field authorization issued under an Emergency Final Order by DEP or the Suwannee River, St. Johns River, Southwest Florida or South Florida Water Management District.
- b. Applicants must not have any unresolved permit violations
- c. Applications that are not required to have a permit **must** include documentation from the issuing agency that a permit is not required under S. 403.813, Florida Statutes

3. **Submerged Lands Lease**

- a. All lease payments for sovereignty submerged lands leases must be current and the facility must be in compliance with all terms and conditions of the lease.

FUNDING REQUIREMENTS

Cost Reimbursement

All grants awarded shall be on a cost reimbursement basis only with requirements as follows:

1. **Documentation**

Documentation described on the State of Florida Comptroller Contract Payment Requirements, Attachment B, must be submitted

2. **Invoice**

Costs will be reimbursed upon submission of an invoice, signed by a duly authorized representative, along with all documentation.

3. **Schedule of Payments**

Payments will be made on a quarterly basis. Exception shall be payment of approved pre-award costs that will be reimbursed upon submission of an invoice and documentation upon full execution of the grant agreement

4. **Pre-Award Costs**

Costs incurred prior to the award of a grant for eligible projects **only** may be requested for reimbursement.

5. **ADVANCE PAYMENTS ARE NOT AUTHORIZED**

Matching Funds

1. **Hard (Cash) Funds**

Matching cash funds are not required

2. **Soft (In-kind Service, Non-Cash) Funds**

Applicant **must** identify and agree to furnish some form of in-kind services (with percentage for project management not to exceed percentages below, based on the total construction costs) to include:

- a. Cost of administrative/contract management (no more than 5%)
- b. Engineering/construction management (no more than 10%)
- c. Labor, materials, and equipment provided through in-house resources
- d. Insurance deductibles – applicant shall indicate total deductible paid for total claim and request a percentage of the deductible paid for time/effort and costs incurred to submit claim (no more than 1.6%)

APPLICATION – AWARD

Applications

1. **Submission Period**

Applications will be accepted during the application period advertised in the “Florida Administrative Weekly” and on the Florida Fish and Wildlife Conservation Commission’s Web Site at www.MyFWC.com/Boating/Grants.

2. **Application**

Application Form and Instructions are incorporated as Attachment C. Applicant may download from the website or request an electronic version.

- a. Applicant must complete the application and submit pursuant to all instructions included with the application or the application may be rejected
- b. All requirements of the application and policies and guidelines must be completed and submitted or the application may be rejected.
- c. The application must be received on or before the advertised submission deadline or the application will be rejected.

3. Application Review

Upon submission, the application will be reviewed for completeness and compliance with the Policies and Guidelines and all applicable statutes and rules.

- a. Applicant will be notified of any portion that is considered to be in noncompliance and given an opportunity within a specified time period to provide the necessary information or documentation. Failure to provide the required information or documentation within this time period will result in the application not being considered for funding.

Evaluation

1. Evaluation Committee

All grant applications will be reviewed by a four-member Evaluation Committee that will be comprised of representatives as follows: One (1) staff member of the Boating and Waterways Section within the Fish and Wildlife Conservation Commission, one (1) representative from the public who has technical expertise and knowledge of the marina environment, one (1) representative from the Department of Environmental Protection, one (1) representative from the Boating Advisory Council.

2. Evaluation Criteria

Applications will be evaluated on the Evaluation Criteria, Attachment D to the Policies and Guidelines. Maximum score for each factor and element is indicated in the parenthesis ().

3. Scoring – Ranking

Each Evaluation Committee Member will assign a point score based on the Evaluation Criteria, Attachment D, with the total point score from all Members used to rank the applications for funding.

Award

1. Funding

Funding of each application is limited to \$250,000. If requests for funding exceed the total funding available, the amount awarded to those applications scoring a minimum of 60 will be pro-rated based on the total amount requested vs. total funding available.

2. Notification

All applicants awarded funding will be notified, in writing.

Grant Agreement

1. All applicants awarded a grant will be required to enter into a Grant Agreement.
2. Reimbursements will not be made until the grant agreement is fully executed by all authorized parties.

ATTACHMENT A

COUNTIES DECLARED EMERGENCY AREAS

Emergency Final Order for Repairs, Restoration, and Certain Other Measures Made Necessary by 2004 Named Hurricanes:

04-1458 – Hurricane Charley (August 13, 2004) 04-1559 – Hurricane Frances (September 4, 2004)
04-1625 – Hurricane Ivan (September 16, 2004) 04-1659 – Hurricane Jeanne (September 25, 2004)

County	Emergency Order No.
Alachua	04-1559
Bay	04-1625
Brevard	04-1458, 04-1559, 04-1659
Broward	04-1559
Charlotte	04-1458
Citrus	04-1559, 04-1659
Collier	04-1458
Desoto	04-1458, 04-1659
Escambia	04-1625
Franklin	04-1625
Glades	04-1559, 04-1659
Gulf	04-1625
Hardee	04-1458, 04-1559, 04-1659
Hernando	04-1559, 04-1659
Highlands	04-1458, 04-1559, 04-1659
Hillsborough	04-1559, 04-1659
Indian River	04-1559, 04-1659
Lake	04-1458, 04-1559
Lee	04-1458
Manatee	04-1458, 04-1559
Marion	04-1559
Martin	04-1559, 04-1659
Okaloosa	04-1625
Okeechobee	04-1559, 04-1659
Orange	04-1458, 04-1559, 04-1659
Osceola	04-1458, 04-1559, 04-1659
Palm Beach	04-1559, 04-1659
Pasco	04-1559, 04-1659
Pinellas	04-1559, 04-1659
Polk	04-1458, 04-1559, 04-1659
Santa Rosa	04-1625
Sarasota	04-1458
Seminole	04-1458, 04-1559, 04-1659
St. Lucie	04-1559, 04-1659
Sumter	04-1659
Volusia	04-1458, 04-1559, 04-1659
Walton	04-1625
Washington	04-1625

ATTACHMENT B

State of Florida Comptroller Contract Payment Requirements

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.) Supporting documentation must be provided for each amount for which reimbursement is being claimed indicating that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved contract budget should be reimbursed.

Listed below are examples of types of documentation representing the minimum requirements:

- (1) Direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.
- (2) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.
- (3) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Pursuant to 216.346, Florida Statutes, a contract between state agencies including any contract involving the State University system or the State Community College system, the agency receiving the contract or grant moneys shall charge no more than 5 percent of the total cost of the contract or grant for overhead or indirect cost or any other cost not required for the payment of direct costs.



ATTACHMENT C
FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
MARINAS DAMAGED IN 2004 HURRICANES
GRANT APPLICATION



FOR OFFICE USE ONLY		Grant Application Number:
Fiscal Year: 2005-2006	Date Received:	

Fill in all sections that apply – Leave all other sections blank

I – APPLICANT INFORMATION		
a. Marina/Facility Name:		
b. County:	f. Project Manager Name:	
c. Federal Employer Id. No.:	Project Manager Title:	
d. Applicant Name:	g. Mailing Address:	
Applicant Title:	City:	Zip Code:
e. Applicant Address:	h. Telephone No.:	Fax No.:
City:	Zip Code:	Suncom No.:
	i. E-mail:	

II – PROJECT SUMMARY		
a. Type of Costs:	<input type="checkbox"/> Pre-Award	<input type="checkbox"/> Proposed Costs
b. Type of Eligible Project:	<input type="checkbox"/> Repair/rebuild – insurance deductibles <input type="checkbox"/> Debris removal – insurance deductibles <input type="checkbox"/> Repair/replace equipment – insurance deductibles	<input type="checkbox"/> Repair/rebuild – insurance deductibles <input type="checkbox"/> Debris removal – insurance deductibles <input type="checkbox"/> Repair/replace equipment – insurance deductibles
c. Total Damages/ Cost:	Total Cost of Damages: \$ _____ Amount of Uninsured Damages: \$ _____ Amount of Deductible (if app.) \$ _____ <i>Amount Requested</i> \$ _____	Total Cost of Damages: \$ _____ Amount of Uninsured Damages: \$ _____ Amount of Deductible \$ _____ <i>Amount Requested</i> \$ _____
d. Loss	% of Uninsured Damages to Total Cost of Damages _____ % of Uninsured Damages vs. Amount Requested _____	% of Total Cost of Damages vs. Uninsured Losses _____ % of Uninsured Damages vs. Amount Requested _____
e. Reimbursed: Insurance \$ _____ FEMA \$ _____ Grants \$ _____ Other \$ _____ Specify: _____		
f. Brief Description of the Project:		

III – NEED ASSESSMENT

a. Assess/Describe damages:

_____ Number of wet slips _____ Number of wet slips damaged _____% of wet slips damaged
_____ Number of dry stack slips _____ Number of dry stack slips damaged _____% of dry stack slips damaged
_____ Number of boat ramp lanes _____ Number of boat ramp lanes damaged _____% of boat ramp lanes damaged

Describe any damages to fueling facilities and what repairs were needed:

Describe any damages to public restrooms, showers or laundry facilities and what repairs were needed:

_____ Number of environmental educational kiosks _____ Number of environmental educational kiosks damaged

Briefly describe the kiosks:

Describe debris created by hurricane damaged to be removed and provide estimates or actual size/weight of debris:

Describe any equipment that was damaged or destroyed and with what facilities or services it is associated:

b. Describe other vital services the marina was providing that are not currently available to the public since the damage:

IV – PUBLIC SERVICES

a. Answer Yes or No to the following and provide information requested to describe the services provided:

Yes No

- Are at least 90 percent of the slips at the marina open to the general public on a first-come, first-served basis, pursuant to Rule 18-21.011, F.A.C.?
- Is the marina a designated “Clean Marina” under the Clean Marina Program within the Florida Department of Environmental Protection? If so, attach documentation that verifies the designation.

Does the marina provide services to the public on a first-come, first-served basis as follows:

Yes No

- Sewage pump-outs? Method (Direct/Mobile): _____ Number: _____ Method (Direct/Mobile): _____ Number: _____
- Fueling facilities? Number: _____
- Repair facilities? Type: _____ Number: _____
- Public restrooms? Type: _____ Number: _____ Type: _____ Number: _____
- Public showers? Type: _____ Number: _____
- Public laundry facilities? Type: _____ Number: _____
- Environmental educational kiosks, signs, and other displays, such as how to identify sea grasses and how to avoid that area, manatees, littering?

b. Describe how this marina provided vital services prior to the damages and how funding from this grant will benefit public access to waterways in this area:

V – BUDGET

a. Has a detailed cost estimate been developed for this project? If yes, attach a copy to application.
 Yes, Preliminary Yes, Final No

b. PROJECT COST - SOFT (NON CASH) FUNDS

Cost Item	Applicant	Other (List in Section VI)	Do Not Use This Column	TOTAL
Administration (no more than 5%)	\$	\$		\$ 0.00
In-Kind Engineering/Construction Management (no more than 10%)	\$	\$		\$ 0.00
In-Kind Labor, Materials, or Equipment	\$	\$		\$ 0.00
Insurance deductibles – costs incurred by claimant (not to exceed 1.6%)				
Total Soft Funds	\$ 0.00	\$ 0.00		\$ 0.00

c. PROJECT COST – HARD (CASH) FUNDS				
Cost Item	Applicant	Other (List in Section VI)	Amount Requested	TOTAL
Planning/Engineering	\$	\$	\$	\$ 0.00
Implementing/ Construction	\$	\$	\$	\$ 0.00
Other:	\$	\$	\$	\$ 0.00
Total Hard Funds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
d. TOTAL FUNDS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

VI – OTHER SOURCE OF FUNDS (STATUS)	
a. <input type="checkbox"/> Federal <input type="checkbox"/> State/Local <input type="checkbox"/> Loan Agency: _____ b. Grant Name: _____ Amount \$ _____ c. Approval Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Intend to Apply, Date: _____	
a. <input type="checkbox"/> Federal <input type="checkbox"/> State/Local <input type="checkbox"/> Loan Agency: _____ b. Grant Name: _____ Amount \$ _____ c. Approval Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Intend to Apply, Date: _____	

VII – PERMITS STATUS	Pending	Approved	Exempt
a. Florida Department of Environmental Protection, other than those listed below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Florida Fish and Wildlife Conservation Commission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. U.S. Army Corps of Engineers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Local, Water Management Districts, and Others (if needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIII – PERMITS AND LEASES	Number	Attached
a. Florida Department of Environmental Protection Environmental Resource Permit (ERP) or Wetlands Resource Permit (WRP)		<input type="checkbox"/>
b. Submerged Lands Lease		<input type="checkbox"/>

IX – APPLICATION ATTACHMENTS CHECKLIST

Inc.	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	a. Cover Letter: application transmittal cover letter (Identify priority rank with multiple applications).
<input type="checkbox"/>	<input type="checkbox"/>	b. Project Proposal: a detailed description of project as outlined in the application instructions.
<input type="checkbox"/>	<input type="checkbox"/>	c. Delegation: If someone other than the Applicant is signing the application, attach a letter, adopted resolution, or other notifications authorizing the representative to sign the application and/or that the Project Manager has the authority to administer the grant on behalf of the applicant.
<input type="checkbox"/>	<input type="checkbox"/>	d. Boundary Map: indicate boundary of the project area.
<input type="checkbox"/>	<input type="checkbox"/>	e. Site Control Documentation: (e.g. a deed, lease, results of title search, etc. for the project site.)
<input type="checkbox"/>	<input type="checkbox"/>	f. Photographs of Damages (sufficient to damages incurred during the 2004 hurricane season)
<input type="checkbox"/>	<input type="checkbox"/>	g. Permits: Photocopies of necessary project permit(s) or permit application(s). If exempt, provide notification of exemption from permitting agency.
<input type="checkbox"/>	<input type="checkbox"/>	h. Detailed Cost Estimate: Cost estimate in the form of a formal bid, written quote from proposed vendor or an engineer's cost estimate.
<input type="checkbox"/>	<input type="checkbox"/>	i. Plans: preliminary design/engineering plans (if completed).
<input type="checkbox"/>	<input type="checkbox"/>	j. One (1) original application.

Mail application to: Florida Fish and Wildlife Conservation Commission, Marina Grants Program
 PO Box 22105, Tampa, FL 33622-2105

APPLICANT SIGNATURE

Application is hereby made for the activities described herein. I do hereby certify that to the best of my knowledge and belief, that the documentation and information is true, complete, and accurate.

I also certify the following:

- That 90 percent of the slips and associated services at the named facility are available to the general public on a first-come, first served basis, such they are available for use with no qualifying requirements such as club membership, stock ownership, or equity interest, with no longer than one-year rental terms and with no automatic renewal rights or conditions.
- The marina will continue to provide public access, as described above, for at least five (5) years.
- Lease fee payments for sovereign submerged lands leases are current
- No unresolved violations of ERP or WRP at the facility

By signature below, the Applicant agrees to comply with all applicable federal, state, and local laws in conjunction with this proposal and resulting project 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 Fish and Wildlife Conservation Commission, Marina Grants Program can be found in the Policies and Guidelines, or contact the Program Administrator, Florida Fish and Wildlife Conservation Commission, 620 South Meridian Street, Tallahassee, FL 32399-1600 - Telephone (850) 488-5600.

ATTACHMENT C-1
FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
MARINAS DAMAGED IN 2004 HURRICANES

Instructions for Completing the Grant Application

General Instructions:

- Submit one (1) original and an electronic copy of application on CD or floppy disk.
- Staple application in upper left-hand corner, or clip with one binder clip. **DO NOT SPIRAL BIND OR PLACE IN A THREE-RING BINDER OR REPORT COVER.**
- Please place a tabbed divider between each attachment.
- Please make all photocopies of attachments on paper no larger than 11” x 17”.

I – APPLICANT INFORMATION	
a. Marina/Facility Name:	Enter the name of the marina/facility
b. County:	Enter the county in which the project is located. Must be a county listed in Attachment A to the Policies and Guidelines.
c. Federal Employer Id. No.:	Enter the Federal Employer Identification (FEID) Number of the marina/facility or Social Security Number of the owner of the facility. Payment will be sent to the address associated with this FEID number. NOTE: FEID number must be the same as the one registered in MyFloridaMarketPlace . Applicants must register on-line at https://vendor.myfloridamarketplace.com/
d. Applicant Name: Applicant Title:	Enter the name and title of the person that is authorized to submit and sign the application. If the title of the Applicant is other than owner, must submit letter of authorization, resolution, etc. to document delegation of authority to submit and sign the application. EXAMPLES: Don May is the Owner of Sunshine Marina Applicant: Don May Title: Owner Don May signs the Application. Forest Green is the City Manager of the City of Shineville where the Shineville Marina is located. However, only the Mayor, Gail Place is authorized to sign. Applicant: Forest Green Title: City Manager However, either the Mayor provides delegation to Mr. Green to sign the Application or the Mayor must sign.
e. Applicant Address: City: Zip Code:	Please enter the official address of the applicant (i.e. Corporate address, board of county commissioners, city commission, etc.)
f. Project Manager Name: Title:	Enter the name and title of the person in charge of the project. All correspondence will be sent to this person..
g. Mailing Address: City: Zip Code:	Enter the mailing address for the Project Manager. All correspondence will be sent to this address, including payment. If a P.O. box, please include a street address also for overnight deliveries.
h. Telephone No.: Fax No.: Suncom No.:	Enter the telephone number, fax number, Suncom telephone number (if applicable), where the Project Manager may be contacted during regular business hours.
i. E-mail	Indicate the e-mail address for the Project Manager

II – PROJECT SUMMARY													
a. Type of Costs:	Check “Pre-Award” if requesting funding for expenditures incurred <u>prior</u> to application/award of grant; i.e. deductibles paid. Check “Proposed Costs” if requesting funding for costs of eligible projects upon award of grant. Check BOTH BOXES if requesting both types of funding.												
b. Type of Eligible Project:	Refer to the Policies and Guidelines for Types of Eligible Projects descriptions. Check all types that will apply.												
c. Total Damages/Cost: Example Scenario: Cost to replace: Docks and slips = \$200,000, Dry stack building = \$300,000, and a forklift = \$50,000. Insurance on the dry stack building and the forklift with a 10% deductible. Docks and slips have been repaired, but the dry stack building has not yet been rebuilt and the forklift replaced.	Enter each amount requested for each Type of Cost Example:												
d. Loss	<table border="0"> <thead> <tr> <th colspan="2">Pre-Award</th> <th colspan="2">Proposed Costs</th> </tr> </thead> <tbody> <tr> <td>% of Uninsured Damages to Total Cost of Damages</td> <td>100%</td> <td>% of Uninsured Damages to Total Cost of Damages</td> <td>0%</td> </tr> <tr> <td>% of Uninsured Damages to Amount Requested</td> <td>100%</td> <td>% of Uninsured Damages to Amount Requested</td> <td>10%</td> </tr> </tbody> </table>	Pre-Award		Proposed Costs		% of Uninsured Damages to Total Cost of Damages	100%	% of Uninsured Damages to Total Cost of Damages	0%	% of Uninsured Damages to Amount Requested	100%	% of Uninsured Damages to Amount Requested	10%
Pre-Award		Proposed Costs											
% of Uninsured Damages to Total Cost of Damages	100%	% of Uninsured Damages to Total Cost of Damages	0%										
% of Uninsured Damages to Amount Requested	100%	% of Uninsured Damages to Amount Requested	10%										
d. Reimbursed:	List the sources for which the costs of damages may be reimbursed. Example: In the scenario above, the dry stack building and forklift was covered by insurance except for a 10% deductible. Indicate - Insurance: \$315,000												
e. Brief Description of the Project:	Provide a brief description of the goal of the project, the work to be done and the expected outcome.												

III – NEED ASSESSMENT	
a. Assess damages/describe damages:	Indicate the number of facilities vs. number of facilities damaged = percent of damages to facilities Example: 100 wet slips 100 wet slips damaged = 100% wet slips damaged 4 boat ramp lanes 2 boat ramp lanes damaged = 50% boat ramp lanes damaged Describe any damages to facilities indicated.
b. Describe other vital services the marina was providing to the public that are currently not available	List services that are provided that are not listed in a. above that are provided to the public

IV – PUBLIC SERVICES	
a. Answer Yes or No Questions and provide information requested to describe the services provided	Check Yes or No to each question. If the answer is Yes, provide the information requested.
b. Describe how this marina provided vital services prior to the damages and how funding from this grant will benefit public access to waterways in this area	Example: This marina is located in Brevard County where public access is already at a crisis, and is one of the few marinas in the area that provides fueling facilities and repair facilities. This marina has the largest number of dry stack slips in the area.

V – BUDGET	
a. Has a detailed cost estimate been developed for this project?	Indicate whether a preliminary or final cost estimate has been developed. If yes, attach a copy of the estimate to the application.

b. PROJECT COST - SOFT (NON-CASH) FUNDS*	Enter amount of in-kind matching funds for each cost item. Amounts in "Other" column should include in-kind funds from any third-party agreements (provided by someone other than the applicant). *Please note: All applications must include some form of non-cash matching funds.
c. PROJECT COST - HARD (CASH) FUNDS	Enter amount of funding to be provided by the applicant and other sources. Enter the amount of funding requested in the column labeled "Amount Requested."
d. TOTAL FUNDS	Sum of soft (non-cash) funds and hard (cash) funds for each column.

VI - OTHER SOURCE OF FUNDS (STATUS)	
Include information on funding from sources other than Marina Grants or applicant. Enter information for each funding source.	
a. Funding Source:	Check source of funds: Federal grant, State/Local grant, or loan.
b. Grant Name:	Enter name of grant program.
c. Approval Status:	Enter status of grant/loan application. If "Intending to Apply", enter date of application deadline.

VII - PERMITS STATUS	
a. Florida Department of Environmental Protection (DEP)	Environmental Resource Permit (ERP) or Wetlands Resource Permit (WRP) must be issued by DEP and attached. All other permits must be pending or exempt. Applicant must submit documentation for status of the permits.
b. Florida Fish and Wildlife Conservation Commission (FWC)	
c. U.S. Army Corps of Engineers	
d. Local and Others (If needed)	

VIII - PERMITS AND LEASES	
a. Florida Department of Environmental Protection Environmental Resource Permit (ERP) or Wetlands Resource Permit (WRP)	Indicate the permit number and attach a copy of the permit
b. Submerged Lands Lease	Indicate the lease number and attach a copy of the lease

IX - APPLICATION ATTACHMENTS CHECKLIST	
<p>Indicate which attachments have been included with the application. If an attachment does not apply to your project, please check N/A. All projects require a cover letter and projects for rebuild/repair and/or debris removal require a project proposal. Please place a tabbed divider between each attachment.</p> <p>Completed applications should be in the following order: Cover Letter, Application Form, Attachments in the order they are listed on the checklist (Project Proposal first).</p> <p>Requests for funding that is for reimbursement of insurance deductibles, requires a completed Application only, and attach documentation of deductible paid.</p>	

APPLICANT SIGNATURE

The Applicant, named in Section I of the Application, shall sign and certify the application unless the Applicant does not have the authority.

EXAMPLE: Applicant is the City of Sunshine and the City Manager is named as the Applicant, but only the Mayor has the authority to sign. 1) Mayor must complete a letter authorizing the City Manager to sign, 2) Mayor signs

The Applicant should always sign, not the Project Manager, unless this is the same person.

The Applicant must check the for each certification, print/type name, indicate title, sign and date.

Signature must be notarized.

PROJECT PROPOSAL

The Project Proposal should be a detailed description of the project and should include the following elements:

Project Description	A detailed description of the project including what the project will produce or accomplish and how the project will provide public access to serve the needs of recreational boaters and boating-related activities in your area.
Specific Tasks	Describe the work that will be done in order to complete the project. (For example: Task 1 – Removal of docks damaged during Hurricane Ivan, Task 2 – Engineering for rebuild of docks Task 3 – Rebuild 400 linear feet of dock
Timetable	Include a proposed schedule for when tasks are to begin and when they will be completed.

Mail application to: Florida Fish and Wildlife Conservation Commission, Marina Grants Program
PO Box 22105, Tampa, FL 33622-2105

ATTACHMENT D

FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION MARINAS DAMAGED IN 2004 HURRICANES GRANT APPLICATION

Evaluation Criteria

I. Project Summary (40)

1. Type of Project (25)

Project provides funding to a marina that provides public access to waterways and suffered uninsured losses during 2004 hurricanes.

2. Project Summary (15)

Summary clearly defines the request, outlines the overall project, and demonstrates the project complies with all policies and guidelines.

II. Need Assessment (30)

1. Damages (10)

Percentage of damages documents the marina suffered substantial losses during 2004 hurricanes.

2. Loss (10)

Percentage of total cost to repair/rebuild, debris removal, replace equipment vs. total uninsured loss

3. Need Statement (10)

Need statement details damages to the marina were the results of the 2004 named hurricanes and indicates damages for which an insurance company has settled a claim for insurance deductibles paid.

III. Public Services (40)

1. Level of services provided (25)

Services that were being provided to the general public prior to the damages and how repairs will benefit public access to waterways

2. Clean Marina Designation (15)

Applicant provided documentation that the facility is designated as a "Clean Marina" **NOTE:** Marinas that do not have this designation receive 0 points. Those that have applied and the application is pending receive 10 points.

IV. Budget (5)

1. Project Cost – Soft Match (0)

Project costs include the required soft match. (0).

2. Project Cost – Hard Match (5)

Project costs include a match from the Applicant of cash funds or funds from other sources.

NOTE: An application must score a minimum of 60 points to be awarded a grant.

V. Tie Breaker

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 in the following order:

- 1) The Application for a facility that will provide the highest level of public access to waterways
- 2) The Application that suffered the highest percentage of uninsured damages