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## NORTH CAROLINA BOATING INFRASTRUCTURE GRANT PROGRAM (BIG) FFY 2021 REQUEST FOR PROPOSALS

Thank you for your interest in the Boating Infrastructure Grant Program (BIG) of the U.S. Fish and Wildlife Service (USFWS). The North Carolina Division of Marine Fisheries (DMF) serves as the lead agency for administering the program in North Carolina and acts as the liaison between the state's projects and the USFWS. The purpose of this document and the referenced resources is to help you decide if your project is eligible for funding under the Federal guidelines, decide if you and your organization can carry out the project and meet all program requirements, and to assist you in preparing your proposal. Please read all the enclosed information closely. If your proposal does not meet all the Federal requirements, it cannot be considered for funding.

The following resources will be referenced within this document and should also be read in their entirety before making the decision to apply for funding:

- USFWS BIG Program Tier 1 – State, Notice of Funding Opportunity (herein referred to as Tier 1 NOFO);
- USFWS BIG Program Tier 2 – National, Notice of Funding Opportunity (herein referred to as Tier 2 NOFO); and
- USFWS BIG Program Final Rule, 50 CFR Part 86, published in the Federal Register on May 6, 2015 (herein referred to as BIG Final Rule and 50 CFR 86).

Your proposal must be received by the **DMF by 5:00 p.m. on Wednesday, August 05, 2020** to be considered for this funding opportunity.

### PROGRAM DESCRIPTION AND ELIGIBILITY INFORMATION

The BIG Program provides matching grants to U.S. States and Territories for the installation of tie-up facilities for transient, recreational vessels 26 feet or more in length. You may propose to construct new boating infrastructure and supporting facilities where none existed before or propose a major renovation to existing infrastructure. Applications for major renovation or projects that supplement previously-funded BIG projects are eligible.

There are two levels of funding in BIG. *Tier 1-State* provides each State and Territory up to \$200,000 per Federal fiscal year. Applicants may request up to \$200,000 in Federal funds under this opportunity.



The USFWS designed *Tier 2-National* to fund individual projects based solely on their merit using a national competition process. Applicants may request up to \$1.5 million in Federal funds under this opportunity.

If your proposal is not accepted for funding, even if it is eligible according to the below criteria, you must submit a new proposal under each new funding opportunity. Receiving BIG funding in one year does not preclude you from applying for additional funds in subsequent years.

Both publicly owned and privately-owned marina facilities that are open to the public and located in North Carolina are eligible to apply for funding, including private marinas, local municipalities, other State agencies or other non-governmental entities. Selected subrecipients must meet all Federal requirements as detailed in the Tier 1 NOFO or Tier 2 NOFO, and the BIG Final Rule 50 CFR 86.

Examples of potentially eligible tie-up facilities that may be funded include transient boat slips (slips that can be occupied by recreational boaters for no more than 15 consecutive days), mooring buoys, day docks (tie-up facilities that do not allow overnight use), floating docks and fixed piers, breakwaters or other physical improvements and services that offer a harbor of safe refuge, debris deflection booms, dinghy docks (temporary tie-ups for small boats of eligible vessels to reach shore), retaining walls and bulkheads, dockside utilities (e.g. water, electric, telephone, wireless Internet, trash and recycling), fueling stations, sewage pumpout stations, and land-based structures that support transient boaters such as restrooms, showers and laundry facilities.

Examples of ineligible activities that may not be funded include law enforcement activities; administration or operation of the facility such as routine custodial activities; acquisition of land or interest in land; boat storage, repair, or transportation facilities and services; construction, renovation or maintenance of roads and parking lots; and construction, renovation or maintenance of shops, stores, food service, retail businesses, lodging, and facility administration offices (dockmaster's office).

The following selected changes or clarifications were made in the BIG Final Rule 50 CFR 86 and should be noted for this funding opportunity:

- When dredging meets the criteria as part of a BIG-funded project (defined in the BIG Final Rule 50 CFR 86.15), an applicant may request up to \$200,000 in BIG funds for dredging. Additionally, dredging is no longer restricted to the "direct route between open water and docks". Dredging includes the physical action and any associated actions (engineering, removal, permits, etc.). Costs must be prorated for multi-use facilities as appropriate. Applicants must include an explanation of why the dredging is necessary and reasonable to meet the project objectives in your proposal, including the need, dredging method, and planned maintenance of the dredging project.
- The water depth at project completion must be at least 6 feet at the lowest tide or fluctuation. The water depth may be approved to be less than 6 feet if the applicant demonstrates that the project can still serve the typical user at that location.
- The applicant must estimate the useful life in years for each proposed BIG-funded capital improvement that may be based on materials used, engineering standards, and/or facility's environment. A capital improvement is typically a structure that costs at least \$25,000 to build, or a repair or renovation of a structure costing at least \$25,000 that increases the structure's useful life by 10 years or more (defined at 50 CFR 86.3). The useful life means the period during which a BIG-funded capital improvement is



capable of fulfilling its intended purpose with adequate routine care and maintenance, except in the case of a catastrophic event (for guidance on determining useful life, see 50 CFR 86.73 and 86.74). You may be required to revise or adjust useful life estimates during the approval process. The former 20-year requirement for maintaining a BIG-funded facility has been removed.

- The applicant, or another entity approved by the NCDMF and USFWS, must own or have legal right to operate the BIG-funded facility, or the applicant must demonstrate in the proposal that the owner of the facility will use the BIG-funded facility for its authorized purpose for its useful life.
- Awarded subrecipients must record a Notice of Federal Participation for the Federal interest in the BIG-funded real property (defined in the BIG Final Rule 50 CFR 86.3).
- Funds may be requested for facility maintenance only if the maintenance action will be completed within the grant award period and only if it directly benefits eligible users and is directly related to the proposed BIG project (for guidance on facility maintenance, see 50 CFR 86.14).
- Sewage pump-out service must be provided if your project will allow overnight stays and existing service is not available within 2 nautical miles of the facility, or as required by State or local laws. Though BIG funds may be used for a sewage pump-out station, as a first option, we recommend that you apply for an NC Marine Sewage Pump-out Grant (Clean Vessel Act grant), administered by the NC Division of Coastal Management (DCM), concurrently with this request for funding or provide this service through other means. Please see DCM's website for more information about the pump-out grant program at <http://deq.nc.gov/about/divisions/coastal-management/coastal-management-recognition/pumpout-program>. This restriction may be waived as described in 50 CFR 86.13(b).
- Clear information must be given using signs or other methods that direct eligible users to BIG-funded facilities and information users of restrictions and operating periods (see guidance at 50 CFR 86.94). Credit must also be given to the Sport Fish Restoration Program through use of the program logo and language at BIG-funded facilities and within educational/informational materials that are produced.
- Print or electronic advertising and communications related to the BIG-funded facility or services for eligible users that credit BIG as the source of funding are eligible expenses, but not marketing of your marina as a whole to promote your business and obtain customers. See 50 CFR 86.3 and 86.11 for additional guidance.
- You may only prohibit overnight use at a BIG-funded facility if you state in your proposal that the facility is only for day use. After funds are awarded, you may expand the facility's use to allow for overnight use. However, if you state in your proposal that the BIG-funded facility will allow overnight use, you may not change the purpose to allow day use only without receiving prior approval from the DMF and USFWS. A reduction in use or services to be provided after grant funds are awarded may result in penalties. See 50 CFR 86.93 and Subpart H for additional information.
- BIG-funded facilities must allow public access that does not interfere with the purpose of the BIG-funded project as described at 50 CFR 86.92. Access may be temporarily limited in cases of emergency, repairs, construction, or as a safety precaution, or when the facility is seasonally closed for business.



A complete description of eligible and ineligible activities and funding restrictions is detailed in the Tier 1 NOFO and Tier 2 NOFO under *Section I. Description of Funding Opportunity* and *Section IV. Funding Restrictions*, as well as in BIG Final Rule 50 CFR 86.

## WRITING YOUR PROPOSAL

Your proposal should be a concise, but complete, narrative of your plans for activities under the BIG Program. Several people will be involved in reviewing your proposal. You should not assume they know anything about your business or organization, or the facility you hope to fund. Your proposal should be compelling and based on facts. Use the guidelines of why, what, where, who, how, and how much when preparing the narrative. The USFWS may apply penalties if they determine you have purposely misrepresented anything in your application (50 CFR 86.42(d)).

### Proposal Format

Paper size should be 8.5" x 11" with 1" margins all around. Pages should be numbered with page numbers located at the bottom of the page. Font should be 12-point Arial or 12-point Times New Roman.

Proposals for both the Tier 1 – State and Tier 2 – National competitions **MUST** include all components as listed below. Additional information is required by the state in order to review your proposal and is detailed below. We request that you label all sections as listed and arrange your application in this order:

- (1) Project Summary (1-page limit)
- (2) Project Statement (10-page limit)
- (3) Budget Narrative (no page limit)
- (4) Response to Ranking Criteria (12-page limit)
- (5) Geographic Location/Drawings/Maps/Photographs (20-page limit)
- (6) Supporting Documents

### Proposal Contents

#### (1) Project Summary (1-page limit)

- A. Organization title.
- B. Project Manager(s)
- C. Address, telephone number, and email address of Project Manager(s)
- D. Area of interest for which you are applying (construction, renovation, or maintenance)
- E. Project title.
- F. Requested project period (earliest start date is July 1, 2021, up to three years total)
- G. Project objectives for the project period.
- H. Summary of work to be performed within the project period.
- I. Budget information (show only the eligible costs)
  - i. Total Federal funds requested
  - ii. Total cost share to be provided from non-Federal sources. Specify whether contributions are cash, in-kind, or from other grant or private funds.
  - iii. Total project cost



## (2) Project Statement (10-page limit)

The project statement should be concise and provide sufficient information, so reviewers may verify that the proposed activities are eligible for funding and substantial in character and design.

Elements 1 through 6 of the Project Statement should follow the guidance as detailed within the Project Statement section of the Tier 1 NOFO or Tier 2 NOFO for which you're applying. Images and site plats or drawings should be included within Section 5 (Geographic Location/Drawings/Maps/Photographs) of the proposal.

1. **Need:** Explain why the project is necessary and how it fulfills the purpose of BIG. (Refer to details in NOFO)
2. **Purpose:** State the ultimate purpose for the proposed project and link the purpose to the demonstrated need.
3. **Objectives:** Identify specific, measurable, attainable, relevant, and time-bound (SMART) objectives to be accomplished during the project period.
4. **Results or benefits expected:** Describe the expected results or benefits. (Refer to details in NOFO)
5. **Approach:** Describe the approach to be used in meeting the objectives. (Refer to details in NOFO)
6. **Relationship with other grants:** Describe any relationship between the proposed project and other related work funded by Federal grants that is planned, anticipated, or underway.

The following elements are also requested:

7. **Other Information:** Provide your organization's Federal Tax ID number (EIN), fiscal year end date, website URL for your organization (if you have one), and DUNS number (Dun & Bradstreet Data Universal Numbering System). DUNS registration information is detailed within the Tier 1 NOFO and Tier 2 NOFO under Basic Eligibility Requirements Section III. Also, tell us if you are a business that is majority woman or minority owned.

Selected subrecipients will be asked to sign the Statement of Assurances (SF-424 D or SF-424B), certify that grant funds will not be used for lobbying activities or provide disclosure of lobbying activities, and notify the state and USFWS of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of the award, in the event an award is made. Descriptions of these requirements are found in the Tier 1 NOFO and Tier 2 NOFO under Application Requirements Section V.

8. **Permitting:** Securing permits from the NC Division of Coastal Management (DCM) for any proposed work is your responsibility. Your proposal must include evidence of an on-site consultation with the DCM indicating conditional approval of your proposed activity, if it will be required. Please provide the date on which your consultation was held, the name of the DCM field representative that conducted the consultation, and the details of this consultation. If you already have a CAMA Permit for the work this consultation is not required. Please include a copy of your approved permit with the proposal's supporting documentation.



9. *Audit Reporting Statement:* As required by 2 CFR 200, Subpart F, all non-Federal entities expending \$750,000 or more in Federal funds during the non-Federal entities fiscal year must conduct a single or program-specific audit for that year. A “Single Audit” means an audit that includes an examination of an organization’s financial statements, internal controls, and compliance with the requirements of Federal or State awards. Provide a statement regarding whether your organization was or was not required to submit a Single Audit report for your most recently closed fiscal year, and if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>).

Similarly, if your organization receives \$500,000 or more in state funds from the State of North Carolina during your fiscal year, audited financial statements must be filed with the State Auditor and each funding agency as prescribed in State Auditor Memorandum NGO-2 “Grantee Audit Reports”. Provide a statement regarding whether or not your organization was or was not required to submit audited financial statements to the NC State Auditor for your most recently closed fiscal year, and if so, where the report may be obtained electronically. Please attach a copy of this report, if not available electronically, or any other independently conducted audit report and corrective action plan for any audit findings and recommendations, if applicable, with the proposal’s supporting documentation as appropriate.

### (3) Budget Narrative (no page limit)

This section should follow the guidance as detailed within the Budget Narrative section of the Tier 1 NOFO or Tier 2 NOFO for which you’re applying. Applicants MUST address matching and partner contributions, contingency costs, project cost proration, equipment, useful life, and indirect cost elements if applicable and as appropriate. BIG-funded facilities may not collect user fees until projects are deemed complete and all required final documentation has been accepted and approved for grant closure; therefore, the program income element is not applicable. However, a statement of the intended rate schedule and user fees the operator will charge during the useful life of the BIG-funded facility must be included within this section (50 CFR 86.90 and 86.91). Any item that has cost limits or requires USFWS approval must be described in full. Examples are dredging and pre-award costs.

Provide the estimated budget for the project in a table, rounding costs to the nearest dollar. The various activities or components of your project should be broken down by cost and by cooperator, using prevailing rates. Mixed-use facilities are allowed to request BIG funds. If an eligible BIG project will receive use by those who do not operate transient vessels 26 feet in length or greater, you must prorate the costs equitably or the proposal may be considered ineligible for funding. The budget table should reflect the total project cost and eligible prorated cost, if applicable. The table should also provide a breakdown of Federally-requested funds vs. matching funds by major project element. Costs should be prorated following guidance in Budget Narrative section of NOFO. Include the basis and method for the proration and reasoning to support the method. Project elements may be prorated using different rates and methods.

BIG can pay up to 75% of the total eligible costs. Applicants are required to provide at least 25% of the total allowable project costs. Tier 2 proposals that provide more than the 25% match will receive a higher score in the national ranking of proposals. All matching funds must come from non-Federal sources. In-kind services, materials, and other contributions



may also be used to satisfy the required minimum non-Federal match. The value of existing real property (with the exception of land or interests in land) may be used as match if the USFWS approves it as a pre-award cost, though this cannot be guaranteed. Applicants must submit documentation of determined fair market value of existing real property and donated materials or equipment, in accordance with applicable Federal regulations and cost principles (2 CFR 200). All proposed match provided by the applicant and any other third party must be necessary and reasonable to accomplishing the project objectives.

If the project will be jointly funded or related to other projects funded by Federal, state, or other grants that are planned, anticipated, or underway, please identify these funding sources and amounts being contributed to the total project cost in this section.

Letters of commitment from applicants and any other third party for match contributions are not required, but are encouraged. All proposed partnerships must be adequately described within the Project Statement to allow reviewers to evaluate the proposed project against the criteria given in BIG Final Rule 50 CFR 86.51.

(4) Response to Ranking Criteria (12-page limit) (submit for both Tier 1 and Tier 2 proposals)

Criteria for reviewing and ranking BIG Tier 2 proposals are found in the BIG Final Rule at 50 CFR 86.51. There is a total of 36 points possible per application. You must fully address the criteria detailed within the Tier 2 NOFO, Section VII. and at 50 CFR 86.52 through 86.60 for BOTH Tier 1 and Tier 2 proposals to be considered for this funding opportunity. Responses to the ranking criteria will be used to rank and select projects under the Tier 1 – State funding competition.

If ranking criteria responses are included within the Project Statement, please provide a table, or “road map”, showing reviewers where to find the corresponding responses to the ranking criteria. The 10-page limit for the Project Statement will still apply. If you choose to respond to the ranking criteria in a separate document, you do not need to duplicate information that was previously stated in your Project Statement.

(5) Geographic Location/Drawings/Maps/Photographs (20-page limit)

Your proposal will be scored, in part, on the quality of the access you provide for eligible boaters to significant destinations, services, and other amenities. In addition to addressing the project location generally in the Project Statement, please provide additional context by visually depicting the twelve elements stated in the Tier 1 NOFO, Project Statement section or Tier 2 NOFO, Project Statement section. for which you’re applying.

1. The location of the project site using Global Positioning System (GPS) coordinates in the following format: *degrees:minutes:seconds*;
2. All existing structures, facilities, and amenities;
3. All proposed project components;
4. Clearly marked areas that are for (1) eligible transient recreational vessels, (2) areas that are for others, and (3) areas that are for shared use;
5. Water depths (before and after planned dredging, if applicable);
6. If dredging is proposed, you must include an aerial photograph or schematic drawing to indicate the specific area(s) you intend to dredge;



7. Measurements for all docks, bulkheads, breakwaters, and other features where boats will be accommodated;
8. Any other information that will assist reviewers to identify project components, prorating criteria, or other factors involved with ranking.
9. A small State map that shows the general location of the project;
10. A local map that shows the facility location and the nearest community, public road, and navigable water body;
11. Maps or images that show proximity or distances to significant destinations, services that support eligible users, terrain considerations, access, or other information applicable to your project;
12. Any other map that supports the information in the project statement.

Engineering drawings are not required but encouraged. Map images from Internet mapping services are acceptable to show the location of your project, such as Google Maps or Google Earth. Please include the map scale on all map images. The location of a pump-out(s) within the area of the project, if one will not be provided at the project site, must also be depicted.

#### (6) Supporting Documents (optional, no page limit)

Clearly identify each supporting document or group of supporting documents. This includes any materials not included in Section 5, but are needed to support your project statement. Examples include: economic analysis, partnership agreements, contractor cost quotations, permits, etc. Letters of commitment are encouraged, but not required.

## **PROPOSAL REVIEW AND RANKING INFORMATION**

Receiving a BIG grant is a competitive process. Therefore, you should do your best to prepare the highest quality proposal you can, especially if you are seeking Tier 2 funding. Your proposal will be reviewed based only on facts; therefore, you should provide those facts as clearly as possible. Also note that DMF cannot help you prepare your proposal or review it prior to submission.

The DMF will initially review proposals. Only the best proposals in each Tier will be submitted to the USFWS. We will apply to the USFWS on your behalf for BIG Program funds based on information that you provide. We may ask you to revise your proposal before we submit the complete application to the USFWS. Selected applicants will be notified by September 9, 2020. The NCDMF will submit selected proposals to the USFWS by September 14, 2020.

If you are selected for funding and you find that information submitted with your application is incorrect, please contact DMF with this information as soon as you discover it.

### Tier 1 Review and Selection Process

Tier 1 proposals that are complete, substantial and eligible will be reviewed by a state-level panel comprised of various agency staff. Proposals will be evaluated based on how well they meet program requirements, demonstrated need, leveraging of existing facilities or cost share, ability to complete the work, and cost efficiency. Proposals will be ranked using the Tier 2 National Ranking Criteria. Funding recommendations, up to the \$200,000 maximum available



under this funding opportunity, will be made to the division director. Selected proposals will then be submitted to the USFWS for review and approval.

### Tier 2 Review and Selection Process

Tier 2 proposals that are complete, substantial and eligible will be reviewed, evaluated, and ranked following the same state-level process as Tier 1 proposals. Selection recommendations will be made to the division director. Selected proposals will then be submitted to the USFWS for the national-level competition.

The regional BIG coordinator will review your proposal first and may ask for minor errors or omissions, corrections or for additional information, such as clarification of cost proration and useful life.

The final review and ranking of proposals is completed by a National Review Panel, comprised of a panel of USFWS staff and a subcommittee of the Sport Fishing and Boating Partnership Council. The National Review Panel scores and ranks proposals using the Tier 2 Ranking Criteria published in the BIG Program Final Rule (50 CFR 86.51). A ranked list of funding recommendations is prepared for the USFWS Director, who makes the final award determination.

## **AWARD ADMINISTRATION INFORMATION**

### Award Announcements

The USFWS expects to announce both Tier 1 and Tier 2 awards by April 2021. Award announcements do not necessarily guarantee funding, which is contingent upon the grantee receiving all required permits and compliance approvals. Funds will not be obligated until compliance requirements have been met. The earliest expected award start date is July 1, 2021 under this funding opportunity.

### Administrative and Policy Requirements

If your project is selected for funding, compliance with all applicable Federal laws, regulations, and policies, including environmental laws such as the National Environmental Policy Act, the Endangered Species Act, the National Historic Preservation Act, and applicable executive orders must be satisfied before a grant will be approved and funding made available. The USFWS has up to three federal fiscal years to obligate funds for an award (for FY2021 awards, funds must be obligated by September 2023). Specific terms and conditions that may apply to your project because of this compliance review will be detailed within the grant award.

Once a grant has been awarded to DMF, projects have up to a three-year period to be completed. Additional information may be requested to establish a state contract for the project. Work may not begin until a state contract has been executed between you and DMF. The state cannot reimburse you for any work that has begun or has been completed prior to the start date of the state contract.

Obtaining permits and selecting contractors is the responsibility of the grantee. Copies of approved permits must be submitted to the DMF Grants Office with your application or once



received. Bid solicitations and sub-contract agreements must be reviewed by DMF for conformance with BIG Program rules before being made effective.

All financial assistance awards are subject to Federal financial administration requirements. The rules that apply to all grant recipients include 43 CFR 12 (Administrative and Audit Requirements and Cost Principles for Assistance Programs) and 2 CFR 200 (Uniform Guidance for Grants and Cooperative Agreements). Subrecipients that are commercial enterprises are subject to 2 CFR Part 200, subparts A through D, for grant administrative requirements. Administration of the Boating Infrastructure Grant Program is governed by 50 CFR 86.

Once an award and state contract are in place, changes in project design or scope that will not significantly decrease the benefits of the project, and time extensions, may be granted upon approval from the USFWS, following the guidance in 50 CFR 86.72, 86.100, and 86.101. One no cost time extension for a period of up to two years may be approved. A second no cost time extension may be approved only if the delay is not due to inaction, poor planning, or mismanagement; and the project will be completed by the end of the second extension.

Major changes in project design and scope will require review by the USFWS for continued eligibility under the program and compliance with Federal laws. Major changes to Tier 2 awards may also require review by the National Review Panel. If program eligibility, compliance, or a Tier 2 project score cannot be retained due to major changes in the projects, your award may be terminated.

#### Performance and Financial Reports

You will be required to submit performance reports to the DMF semi-annually through the duration of the grant award period and a final report upon completion of the project. At a minimum, performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives the award as detailed in the approved project statement; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

Non-governmental organizations will also be required under G.S. 143C-6-23 to file annual reports with the State on how grant funds were used. These reports will be entered by the grantee at [www.ncgrants.gov](http://www.ncgrants.gov); therefore, having Internet access and an email address to receive report notifications are required.

Events may occur between the scheduled performance reporting dates that have a significant impact upon the supported activity. In such cases, you are required to notify DMF in writing as soon as problems, delays, or adverse conditions that will materially impair your ability to meet the objectives of the award occur; or if the project will be completed ahead of schedule, at a cheaper cost, or produce a greater benefit than originally planned.

BIG funds are dispersed to grantees only on a reimbursement basis; therefore, you will need to submit invoices to receive payment, which will serve as a financial report. Cash advances will not be allowed. The program requires a minimum 25% match; therefore, if you plan to provide your match using cash, each invoice you submit will be reimbursed at the rate of 75% of the actual cost incurred, or value of the services provided. With each invoice, you will need to submit copies of all receipts and original invoices received from contractors doing the work, approved for payment, and the accompanying pay statements. The state will only authorize up to 90% of the total anticipated project cost prior to completion. The final 10% will be withheld until a final inspection of the work is completed and all required deliverables have been



received. You also must be willing to allow inspections of work in progress and after completion. In order to receive payment, you will need to have Internet access to register with the State of North Carolina's eProcurement system.

## AGENCY CONTACT

The Boating Infrastructure Grant Program is administered by the North Carolina Division of Marine Fisheries. Questions about the program and this request for proposals can be directed to:

Vicky Pohoresky, Federal Aid Coordinator  
North Carolina Division of Marine Fisheries  
3441 Arendell Street  
PO Box 769  
Morehead City, NC 28557-0769  
(252) 808-8016  
[Vicky.Pohoresky@ncdenr.gov](mailto:Vicky.Pohoresky@ncdenr.gov)

## PROPOSAL SUBMISSION

You must submit your proposal in an electronic format using Microsoft Word (version 2010 or earlier). Proposals less than 20 MB may be emailed to [Vicky.Pohoresky@ncdenr.gov](mailto:Vicky.Pohoresky@ncdenr.gov). Please take appropriate actions to reduce image and file sizes prior to sending such that your entire proposal, including all sections, is submitted as one document. The DMF will not assemble your proposal for you. When image and file sizes have been reduced as much as possible, but are still too large to transmit, proposals may be submitted in pieces by section (project statement, ranking criteria, drawings/maps/photographs, etc.). Each section must be clearly labeled and submitted as a whole. It is your responsibility to ensure that all pieces are submitted. Incomplete applications will not be considered.

Proposals greater than 20 MB may be placed on a thumb drive, mailed to Vicky Pohoresky at the address above, and must be received by the submission deadline to be considered. Proposals on thumb drive may also be hand delivered to the Division of Marine Fisheries Headquarters office located at 3441 Arendell St., Morehead City, NC.

You cannot be reimbursed for costs associated with preparing your proposal. Proposals cannot be accepted at other DMF offices. It is your responsibility to ensure that electronic submissions by email or on CD can be opened and utilized properly.

The deadline for receipt of proposals by email, mail or hand delivered at the DMF Headquarters office in Morehead City is **5:00 p.m. on Wednesday, August 05, 2020**. Any proposals or additional documents received after this date and time for any reason will not be considered.

Thank you again for your interest in working with us to provide better boating access in North Carolina waters.

