North Carolina Department of Environment and Natural Resources
Division of Marine Fisheries

Pat McCrory
Governor

Dr. Louis B. Daniel III
Director

John E. Skvarla, III
Secretary

NORTH CAROLINA BOATING INFRASTRUCTURE GRANT PROGRAM (BIG)
FY 2013 REQUEST FOR PROPOSALS – 2nd Opportunity

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 is to help you decide if your project is eligible for funding under the Federal guidelines, decide if you and your organization have the ability to carry out the project and meet all program requirements, and to assist you in preparing your proposal. Please read all of the enclosed information closely. If your proposal does not meet all of the Federal guidelines, it cannot be considered for funding. Your proposal must be received by the DMF by 5:00 p.m. on Wednesday, April 24, 2013 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, nontrailerable recreational vessels 26 feet or more in length.

There are two levels of funding in BIG. Tier 1 (Basic) provides each State and Territory up to $100,000 per Federal fiscal year. Applicants may request up to $48,934 in Federal funds under this opportunity.

The USFWS designed Tier 2 (Competitive) 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.

<u>Eligible activities</u> that can be funded by BIG include:

- Construction, renovation, and maintenance of privately or publicly owned boating infrastructure tie-up facilities. To be eligible, tie-up facilities must be on navigable waters at least 6 feet deep at the lowest tide (at project completion), available to the public, constructed to last at least 20 years, constructed for temporary use by recreational nontrailerable vessels 26 feet or more in length, provide security and safety for the boats, and have a sewage pumpout station if one is not within a reasonable distance (generally 2 miles) if you construct a facility for overnight stays.

- Performing one-time dredging to give transient vessels safe channel depths between the tie-up facility and maintained channels or open water. To be eligible, dredging costs must be limited to those associated with dredging the most direct route from the tie-up facility to the maintained channel or open water (this allows dredging where eligible transient boating infrastructure will be, as well as from these facilities to the maintained channel or open water).
- Installation of navigational aids (e.g. channel markers, buoys, and directional information) limited to giving transient vessels safe passage between the tie-up facility and maintained channels or open water.
- Funding preliminary costs including but not limited to appraisals, environmental reviews and permitting, feasibility studies, and site surveys. Preliminary costs will only be funded if your project is selected for award. Funds may also be applied to grant administration.
- Produce information and education materials such as charts, cruising guides, and brochures to increase boater awareness of related opportunities.

Tie-up facilities include transient boat slips (slips that can be occupied by recreational boaters for no more than 10 consecutive days), mooring buoys, day-docks (tie-up facilities that do not allow overnight use), safe harbors, floating docks and fixed piers, floating and fixed breakwaters, 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.

BIG funds may be used for a sewage pumpout station, however as a first option, we recommend that you consider applying for an NC Marine Sewage Pumpout Grant (Clean Vessel Act grant), administered by the NC Division of Coastal Management (DCM), to pay for the pumpout. Please see DCM's website for more information about this grant program at http://dcm2.ehnr.state.nc.us/marinas/pumpout.htm.

One-time dredging to provide transient vessels safe channel depths between the BIG-funded tie-up facility and maintained navigation channels or open water is an allowable expense under the program. The proposed dredged area must be part of a navigable water body or channel. Dredging may restore channels, but must not create new access. **Dredging costs cannot exceed 10% of the total BIG project costs, including match. Maintenance of the channel to meet the minimum draft of 6 feet and costs associated with the 20-year maintenance are responsibilities of the grantee.** If boats that do not meet the definition of transient, nontrailerable recreational vessels will travel the dredged area, you must prorate the costs appropriately. 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.

Mixed-use facilities are allowed to request BIG funds. **If an eligible BIG project will receive use by those who do not operate transient, nontrailerable boats 26 feet in length or longer, you must prorate the costs equitably or the proposal will be considered ineligible for funding.** Costs must be prorated based on the estimated percentage of eligible use, i.e., the percentage of boat slips or tie-ups that are dedicated for use by transient, nontrailerable recreational vessels in your marina or the immediate project location. Do not use the

percentage of transient, nontrailerable boats in the general area for prorating. For example, if you propose to construct restroom and shower facilities for a marina with 100 slips where only 20 slips are dedicated for eligible transient vessels, then you may only request 20 percent of the construction costs for the project (the 20 percent becomes the total cost of the BIG project and includes both the requested Federal share and the grantee's cost share). Documentation must be included in your proposal to validate your prorating method.

Ineligible activities that cannot be funded by BIG include:

- Construction, renovation, or maintenance of tie-up facilities that do not provide public benefits; are intended for use by vessels less than 26 feet, trailerable vessels, or long-term use (greater than 10 consecutive days) by a single party; or are not expected to last at least 20 years.
- Construction, renovation, or maintenance of dryland storage, haul-out features, and boating features for trailerable or "car-top" boats, such as launch ramps and carry-down walkways.
- Services or structures for food service, retail, or lodging. This would include ship stores, food courts, and hotels.
- Law enforcement activities.
- Any specific activities completed or begun prior to receiving an award and contract from the state of North Carolina.
- Maintenance dredging. Please note that all passage from the navigation channel to the tie-up facilities must have a mean low tide depth of at least 6 feet at project completion. If the depth has never been this deep, one-time dredging will be required as part of the proposal to be eligible. If the depth does not meet this requirement, and it had been dredged before, your proposal will not be eligible for any BIG funding until the minimum depth requirements are met through means other than BIG funding.
- Surveys to determine boating access needs.
- Activities that may degrade or destroy natural, cultural, or historic resources.
- Routine operational, custodial, and janitorial maintenance of facilities.
- Purchase of land or interest in land, including riparian rights.

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 you or the work you hope to get funded. 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.

Please note that there are additional components to proposals submitted for the Tier 2 competition. These are included in the proposal guidance below.

Your proposal should be no more than 15 pages in length, including the project statement and information describing the ranking criteria (detailed below). There are no page limits for maps or photos; drawing or schematics of the proposed project; letters of commitment; and other supporting documentation. Proposals must include the following sections:

Project Statement (10 page limit):

A. Need. Describe your current facilities and state why the funds are needed for transient dockage within your area. Provide factual support for your stated need. Include a table of dockage facilities within the vicinity of your proposed project, including the distance to your proposed site, the number of transient slips available (those that are 26 ft and greater, staying 10 days or less), occupancy rates, and current dockage fees.

B. Objectives. Provide a concise statement of what the project will accomplish in terms of your stated need. Your objectives should be discrete, quantifiable, and verifiable actions to be accomplished within a specific time period.

C. Expected Results and Benefits. Identify and, to the extent feasible, quantify the benefits to recreational boaters, the local economy, and overall quality of life as a result of this project.

D. Approach. Describe in detail how the work is to be done to meet the objectives, including specific procedures, schedules, key people involved, and cooperators. Provide a description of the capacity, type of construction, etc. Also provide a description of sensitive or protected species and historic or cultural resources that are on-site or in the project area such that USFWS staff can make a preliminary determination of compliance needs for the National Environmental Policy Act (NEPA), Section 7 of the Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA). If applicable, also describe third party arrangements for operation and/or maintenance of the facility, and include how revenue from user fees will be handled.

E. Location. Identify the specific project location, including GPS coordinates (degrees, minutes, seconds format).

F. Estimated Cost. Provide the estimated cost for the project, rounding to the nearest dollar. The various activities or components of your project should be broken down by cost and by cooperator, using prevailing rates. Prorate costs as appropriate (as described under the "Program Description and Eligibility Information" section of this document) and include relevant documentation to validate your prorating method. Also, please note that contingencies are no longer allowable costs.

BIG can pay up to 75% of the total allowable costs. Grantees 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. Existing real property (with the exception of land or interests in land), donations, and eligible in-kind services may be used as non-Federal match if it is necessary and reasonable for achieving the project objectives. Applicants must submit documentation of determined fair market value of real property and donated materials or equipment, in accordance with applicable Federal regulations and cost principles (see the specific rules and guidance that apply under the "Award Administration Information" section of this document).

Dredging costs must be detailed in this section, not to exceed 10% of the total BIG project cost, including match. Any dredge associate costs are to be included, such as the cost of divers, spoil disposal, dredge ponds, etc. so that we can determine that your project meets this requirement.

Matching contributions from applicants and any other third party must be documented with a signed letter of commitment from an authorized representative of the match provider. The letter(s) of commitment must detail the value of the match contribution, and must be submitted with your proposal. Costs must be necessary and reasonable to accomplishing the project objectives.

G. Timeline/Milestones. Provide a timeline and show when major activities will begin and end. This includes design periods, permitting and environmental compliance, and construction. We understand that this can only be an estimate; however, we need to have an idea of how long you think it will take to complete your project. If necessary, selected projects can receive more time for completion due to unforeseen circumstances.

H. Other Information. Please provide your organization's Federal Tax ID number, fiscal year end date, website URL for your organization (if you have one), contact information including an email address, and DUNS number (Dunn & Bradstreet Data Universal Numbering System). A DUNS number is a unique nine-digit identification number used by commercial and federal entities as a means of identifying business entities on a location-specific basis, and is the standard business identifier for federal electronic commerce. Organizations can receive a DUNS number at no cost by calling the DUNS number request line at 1-866-706-5711 or on-line at http://www.dnb.com. Also, please tell us if you are a business that is majority woman or minority owned.

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 and the name of the DCM field representative that conducted the 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 your proposal instead.

Ranking Criteria (5 page limit) (Submit for Tier 2 proposals only):

A description with appropriate documentation of how the proposed project addresses each of the ranking criteria described below and found in the BIG Program Final Rule (50 CFR 86.60). We suggest that you address each ranking criterion with a brief statement or table. It is not necessary to duplicate information that addresses the ranking criteria in your project statement.

Drawings/Maps/Photographs (no page limit):

Please attach the following to your proposal:

- Clearly marked drawing(s) (engineering drawings are not required, but encouraged) or photographs of the overall proposed project that include:
    - All existing structures, facilities, and amenities;
    - All proposed project components;

    - Clearly marked designations for areas that are for (1) transient nontrailerable vessels 26 ft in length or greater, (2) other types of vessels, and (3) shared use;
    - Current water depths;
    - Measurements for all docks, bulkheads, breakwaters, and other features where boats will be accommodated;
    - Project dimensions and methodology for determining the number of docks and/or slips proposed
    - Any other information that will assist reviewers to identify project components, prorating criteria, or other factors involved with ranking.
- A map showing the overall project area and specific location of the project. Images from Google Maps or Google Earth are acceptable.
- Aerial photograph or schematic drawing to indicate the specific area you intend to dredge and the water depth intended at project completion, if one-time dredging is proposed.
- Table, drawing, or other presentation to show destinations within the area of your proposed project and distances from your project to these destinations. Include boater services and amenities, tourist attractions, and other recreational, cultural, historic, natural or scenic opportunities of national, regional, or local significance. Also provide information on how a boater would get to the destination from the proposed project area.

Supporting Documents (no page limit):

Clearly identify each supporting document or group of supporting documents. This includes any materials not included in the section above, but are needed to support your project statement. Examples include: economic analysis, multi-state agreements, contractor cost quotations, etc.

Application Format

We request that you label all sections and arrange your application in this order:

- Project Statement
- Ranking Criteria
- Drawings/Maps/Photographs
- Letters of Commitment
- Supporting Documents

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 11 point Arial or 12 point Times New Roman. All images and maps should be printable in black and white.

PROPOSAL REVIEW AND SCORING INFORMATION

Receiving a BIG grant is a competitive process. Therefore you ought to 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 forwarded 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 applications to the USFWS.

Tier 1 Proposals

Tier 1 proposals that are complete, substantial and eligible will be ranked by a review panel comprised of DMF and NC Division of Coastal Management (DCM) staff based on how well it meets program requirements, demonstrated need, leveraging of existing facilities or match, ability to complete the work, and cost efficiency. The top proposals will be forwarded to the USFWS for review and approval. The USFWS expects to announce Tier 1 awards under this funding opportunity by October 2013.

Tier 2 Proposals

Tier 2 proposals that are complete, substantial and eligible will be forwarded on to the USFWS for a national-level competition. The review and ranking of proposals is completed by a National Review Panel, comprised of a panel of USFWS employees and a subcommittee of the Sport Fishing and Boating Partnership Council. The National Review Panel scores and ranks proposals using criteria published in the BIG Program Final Rule (50 CFR 86.60) and described below. A ranked list of projects is given to the USFWS Director, who makes the final award determination. The USFWS expects to announce Tier 2 awards under this funding opportunity by October 2013.

Tier 2 Scoring Criteria

1. Partnerships: Will the proposed project provide for public/private and public/public partnership efforts to develop, renovate, and maintain BIG facilities? Individuals, organizations, companies, and others may be considered partners if they provide cash or in-kind contributions to the proposed BIG project that are: (1) identified in the application, (2) quantifiable, and (3) necessary and reasonable to meet the objectives of the project. These partners must be other than the DMF and the USFWS. All applicants will be considered partners. Federal agencies that contribute to the success or completion of the project may be considered a partner, even though financial contributions cannot be accepted as match.
    - One partner. (5 points)
    - Two partners. (10 points)
    - Three partners. (15 points)

    Note – To receive points for this criterion, the value of partner contribution(s) must be documented with a signed letter of commitment from an authorized representative of the match provider/partner and must be necessary and reasonable to accomplishing the proposed project objective(s). Letters of commitment must be submitted with your proposal.

2. Innovation: Will the proposed project use innovative techniques to increase the availability of tie-up facilities for transient non-trailerable recreational vessels (includes education/information)? (0-15 points)

    Note – To receive points for this criterion, you must demonstrate that you have included something in the project that is unique, forward-thinking, serves a special purpose, or adds to the project in a special way that other marinas or facilities may

not be doing. Applicants are encouraged to detail how or why the proposed techniques or education/information materials are innovative and how they increase the availability of tie-up facilities.

3. Matching Funds: Will the proposed project include private, local, or State funds above the required non-Federal match? Identify the percentage of non-Federal match.
   - Twenty-six percent to thirty-five percent (5 points)
   - Thirty-six percent to forty-nine percent (10 points)
   - Fifty percent and above (15 points)

   Note – Non-Federal match contributions must be reasonable and necessary to accomplishing the proposed project objectives. Do not include items or costs that are not part of the BIG project.

4. Cost Efficiency: Will the proposed project be cost efficient? Projects are cost efficient when the tie-up facility or access site features add a high value of economic return and/or public use compared with the proposed funding. For example, an application that proposes to construct a small feature such as a transient mooring dock using BIG funds, within an existing facility with existing features (restrooms, utilities, etc.), adds higher value and opportunity than an application that proposes to install all of those features (restrooms, utilities, etc.). (0-10 points total)

   Applicants may receive between 0-5 points for an application based on whether the proposed project is an enhancement to an existing facility or additional services or if the application is for the development of entirely new supporting infrastructure for the proposed project (e.g., new marina development). Applications to increase the transient space at an existing marina or services will receive a higher score (3-5 points) compared to projects that propose the development of a brand new marina or supporting infrastructure (0-2 points).

   Also, to demonstrate cost efficiency, applicants should include the number of boat slips the project proposes to construct or renovate for nontrailerable, recreational vessels 26 feet in length or longer. This information helps the National Review Panel determine a Federal cost share per slip estimate, which accounts for half of the points for this criterion. The point breakdown follows:
   - 5 points if the Federal cost share per slip is $\leq$ $12,500
   - 4 points if the Federal cost share per slip is between $12,501 - $24,999
   - 3 points if the Federal cost share per slip is between $25,000 - $54,999
   - 2 points if the Federal cost share per slip is between $55,000 - $79,999
   - 1 point if the Federal cost share per slip is between $80,000 - $104,999
   - 0 points if the Federal cost share per slip is > $104,999 (or if no slip construction or renovation is included in your project proposal)

5. Link to Destinations: Will the proposed project provide a significant link to prominent destination way points such as those near metropolitan population centers, cultural or natural areas, or that provide safe harbors? (0 or 10 points)

   Note – Applications that propose to construct or renovate facilities that do not include boat slips or tie-ups will receive zero (0) points for this ranking criterion (e.g., fuel dock only).

6. Access to Opportunities: Will the proposed project provide access to recreational, historic, cultural, natural, or scenic opportunities of national, regional, or local significance? Projects that provide access to opportunities of national, regional, or local significance receive 5 points for each, for a maximum of 15 points.

   Note – Applications receive 5 points for providing access to at least one nationally significant opportunity, 5 points for providing access to at least one regionally significant opportunity, and 5 points for providing access to at least one locally significant opportunity.
   Applications will not receive more than 5 points for having multiple significant opportunities in any of the above categories.

   It is suggested that applicants list examples of opportunities, the type of opportunity (i.e., nationally, regionally, or locally significant), and the time and distance to access such opportunities by boat, car or bicycle (if appropriate). To receive points, access to the opportunity of significance must be within a reasonable distance of the project location.

7. Economic Impact: Will the proposed project provide positive economic impacts to the local community? For example, a project that costs $100,000 and attracts a number of boaters who altogether spend $1 million a year in the community would be providing significant positive economic impact to a community. (1-5 points)

   Applications that do not address, or inadequately address, the economic benefits of a project will receive the minimum score (1).

   To receive higher scores (2-5) an application must address the potential economic impacts to the local community. Applicants may use a variety of sources to estimate the economic impacts of a project, including previously completed studies from the local or surrounding area. The USFWS recognizes the importance of boating to North Carolina and regional economies, however, the application must address the potential economic impact on the local area to receive more than one point for this criterion.

AWARD ADMINISTRATION INFORMATION

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.

Once you have satisfied all compliance requirements and the USFWS approves of a grant, you will need to work with DMF by supplying information for the preparation of a state contract. This may require preparation of a scope of work and require more specific details regarding your project plans. DMF cannot reimburse you for work that has already been started or completed. Even if your project is selected for funding you cannot have any work reimbursed until there is a state contract in place. The entire process from the time you submit your proposal until you have money to spend can take from nine months to one year.

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 different grant recipients are as follows:

Recipient	**Specific Rules and Guidance**
States, local governments and Tribes	• 43 CFR 12 (Administrative and Audit Requirements and Cost Principles for Assistance Programs) • 43 CFR 18 (New Restrictions on Lobbying) • 2 CFR 225 (Cost Principles for State, Local and Indian Tribal Governments) • OMB Circular No. A-102 (Grants and Cooperative Agreements with State and Local Governments) • OMB Circular No. A-133 (Audits of States, Local Governments and Non-Profit Organizations)
Private businesses, individuals, and non-profits excluded from coverage under OMB Circular No. A-122	• 43 CFR 18 (New Restrictions on Lobbying) • 43 CFR 31.2 (Federal Acquisition Regulation – Contracts with Commercial Organizations)
Non-profit organizations covered under OMB Circular No. A-122	• 43 CFR 18 (New Restrictions on Lobbying) • 2 CFR 215 (Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations) • 2 CFR 230 (Cost Principles for Non-Profit Organizations) • OMB Circular No. A-133 (Audits of States, Local Governments and Non-Profit Organizations)
Educational Institutions (even if part of a state or local government)	• 43 CFR 18 (New Restrictions on Lobbying) • 2 CFR 215 (Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations) • 2 CFR 220 (Cost Principles for Educational Institutions) • OMB Circular No. A-133 (Audits of States, Local Governments and Non-Profit Organizations)

BIG funds are dispersed to grantees only on a reimbursement basis; therefore you will need to submit invoices to receive payment. 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 original, paid invoices received from contractors doing the work and any other backup documentation of expenditures. 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.

During project construction, you may be required to comply with certain endangered species requirements. These requirements usually are limited to stopping work in the water for a few hours when endangered sea turtles or West Indian manatees are present in the area. Your

specific endangered species requirements will be determined prior to your receiving a contract to do the work.

Minor changes in project design and time extensions may be granted, upon approval from the USFWS, once a grant award is in place. Major changes in project design 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.

During the course of your award, you will be required to submit annual performance reports to the DMF. Non-governmental organizations will also be required under GS 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; therefore, having Internet access and an email address to receive report notifications are required.

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:

Kelly Price, Federal Aid Coordinator
North Carolina Division of Marine Fisheries
3441 Arendell Street
PO Box 769
Morehead City, NC 28557-0769
(252) 808-8168 or (800) 682-2632 (in NC only)
Kelly.Price@ncdenr.gov

PROPOSAL SUBMISSION

You must submit your proposal in an electronic format using Microsoft Word (version 2007 or earlier). Proposals less than 10 MB may be emailed to *Kelly.Price@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 reviewed.

Proposals greater than 10 MB may also be placed on a CD, mailed to Kelly Price at the address above, and must be received by the submission deadline to be considered. Proposals on CD may also be hand delivered to the Division of Marine Fisheries 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 office in Morehead City is **5:00 p.m. on Wednesday, April 24, 2013**. 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.

3441 Arendell Street, P.O. Box 769, Morehead City, North Carolina 28557
Phone: 252-726-7021 \ FAX: 252-726-0254 \ Internet: portal.ncdenr.org/web/mf

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