DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO
NAVSEAINST 4520.1B
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NAVSEA INSTRUCTION 4520.1B

From: Commander, Naval Sea Systems Command

Subj: NAVY SHIP DONATION PROGRAM MANUAL

Ref: (a) Title 10 United States Code, Section 7306
(b) OPNAVINST 4770.5G, General Policy of the Inactivation, Retirement, and Disposition of U.S. Navy Vessels, of 06 Feb 09

Encl: (1) NAVY SHIP DONATION PROGRAM MANUAL

1. Purpose. To provide the Naval Sea System Command's (NAVSEA) policies and procedures for implementing the Navy ship donation application process pursuant to reference (a). This document supersedes and is a major revision to NAVSEA Instruction 4520.1A of November 3, 1987. Enclosure (1) should be reviewed in its entirety.

2. Cancellation. NAVSEA Instruction 4520.1A of 30 Nov 1987.

3. Scope and Applicability

a. The Navy is committed to utilizing the reference (a) authority to transfer historically significant non-nuclear powered vessels under the Navy Ship Donation Program for static, public display in the United States in a manner that is fully compliant with all applicable and relevant Federal, State, and local regulations. Navy will also demonstrate fiscal responsibility during the execution of the Navy Ship Donation Program. This applies to all entities eligible to receive a donated naval vessel, which are per reference (a):

(1) Any State, Commonwealth, or possession of the United States or any municipal corporation or political subdivision thereof;

(2) The District of Columbia; or

(3) Any not-for-profit or nonprofit entity.

b. The Navy's policy for designating and retaining ships in a donation hold category is contained in reference (b). As such, vessels will not typically be retained in a donation hold status beyond two (2) years unless authorized by the Assistant Secretary of the Navy for Research, Development and Acquisition (ASN (RD&A)) with concurrence from Chief of Naval Operations (OPNAV) (N8F). This manual establishes revised ship donation application procedures designed to conform to OPNAV policy to minimize the length of time an inactive ship is maintained in a donation hold category while providing an opportunity for viable organizations to obtain a historically significant ship for use as a public museum/memorial.

c. The number of environmental regulations has increased in recent years, and these regulations are in a continuous state of change. This manual discusses Federal laws and regulations and Navy policies applicable to the Navy Ship Donation Program.

d. Summary of Changes

(1) This manual implements a major change in the ship donation application process. Previously, an applicant was required to submit a complete ship donation application as the first document to be submitted to the Navy in response to a Federal Register notice advertising a vessel for donation. This required a significant effort and time to complete. An organization's viability was largely unknown until an application was submitted, resulting in extended costs to maintain inactive ships in a safe stowage condition pending donation or redesignation for disposal. When applications were submitted, none were fully satisfactory upon initial submission. This revised instruction divides the existing minimum requirements for donation into three time-based phases of application data submission. This is designed to obtain earlier identification of whether a potential donee has a viable plan and application, thereby reducing the length of time inactive ships are on donation. The revised process also focuses an applicant's efforts on the most important aspects of its proposal, the business/financial and environmental plans, and saves the applicant from developing the towing, mooring, maintenance and curatorial/museum plans if the business/financial and environmental plans are not viable.

(2) This instruction revises the ship donation inspection process for previously donated ships. The inspection checklist is updated to focus on hull integrity issues as the highest priority concern. Incorporated into this instruction

are streamlined procedures and tools developed during a LEAN event, including the newly revised checklist emphasizing the material condition of the vessel and hull integrity; PMS 333 management of administrative details through use of a self-inspection checklist prepared and provided to the Navy by the ship museum; and a new SharePoint site with easier access and greater visibility to all parties, which also provides the reservists access to prior year inspection data and donation contracts. The more focused process and procedures provide for improved communications with the naval reservists conducting the inspections and reduces the timeframe for providing inspection results back to the museum.

(3) This instruction is a major revision to NAVSEAINST 4520.1A of November 3, 1987. This instruction, NAVSEAINST 4520.1B, provides updates which are consistent with changes in environmental regulations enacted since 1987, as well as conforming to business best practices which have evolved significantly since 1987. NAVSEAINST 4520.1B also addresses the ship donation process, inclusive of consideration of all costs associated with conformance to applicable federal, state, and local regulations specific to the proposed mooring location of the vessel.

(4) Procedures for the donation of excess shipboard material from ships stricken from the Naval Vessel Register are removed from this instruction and are maintained on Navy Inactive Ships Program web site, http://teamships.crane.navy.mil/Inactiveships.

4. Action

a. This manual is applicable to all Navy organizations and eligible applicants participating in the Ship Donation Program. The policies, procedures, and actions required are published without the necessity for further implementing instructions. This manual is effective on the date of signature.

b. Thirty (30) Day Congressional Notice. Before a vessel can be transferred, 10 USC 7306(c) requires a thirty (30) day Congressional notice-and-wait period for ship donations. The notice-and-wait period requires the Secretary to submit notice of the proposed transfer to Congress, and thirty (30) days of a session of Congress must expire following the date on which the notice was sent before the transfer of a vessel can take effect. The thirty (30) day Congressional notice-and-wait period is determined by the following criteria:

(1) Saturdays, Sundays, and Friday or Monday holidays are counted toward thirty (30) days "in-session." Only if both Houses of Congress are adjourned for more than the same three continuous days are the days in the weekend not counted.

(2) If both Houses of Congress adjourn for more than three (3) continuous days (e.g., week of the 4th of July), the thirty (30) day notice-and-wait period is suspended and recommences when at least one of the two Houses of Congress returns. If only one House adjourns for more than three continuous days, the thirty (30) day notice-and-wait period continues.

(3) The clock starts when the Office of Legislative Affairs (OLA) hand-delivers the original signed notifications to the clerks of the House and Senate, and gets a receipt from each before leaving. Receipts from both Houses of Congress must be obtained to start the thirty (30) day notice-and-wait period. If a written receipt upon delivery to either House is not obtained, the default recognition of receipt is the notice's entry in the Congressional Record.

(4) The thirty (30) day notice-and-wait period only resets to zero at the commencement of a newly elected Congress (every other year).

5. Forms and Reports. Records created as a result of this manual, regardless of media and format, shall be managed in accordance with Secretary of the Navy (SECNAV) Manual 5210.1.

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NAVY SHIP DONATION PROGRAM MANUAL

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1. Ship Donation Application Process Overview

a. Scope

(1) The Navy's Ship Donation Program has been serving the interests of both the Navy and the public since its inception in 1948, through the authority of Title 10, United States Code, Section 7306 (10 USC 7306), "Vessels stricken from Naval Vessel Register; captured vessels: transfer by gift or otherwise." Under the Navy Ship Donation Program, which is part of the Navy Inactive Ships Program (PMS 333), naval vessels determined to be historically significant are available for donation for public display as ship museums or memorials, providing a tangible reminder of the United States Navy's role in American history.

(2) Prospective applicants will be advised of the availability of donation ships via the Federal Register. The Federal Register is the official daily publication for notices of Federal agencies and organizations. It is published daily, Monday through Friday, except Federal holidays, and is available free of charge. It is located on the internet at the following address: http://www.gpoaccess.gov/fr/index.html. All requirements for preparing and submitting a ship donation application are posted on the Navy website: http://teamships.crane.navy.mil/Inactiveships/Donation/default.htm.

(3) Note that changes to guidelines, policy, and law are reflected in the guidance published on the Navy website and shall take precedence over the contents of the Federal Register notice or this manual. Prospective applicants are advised to read and follow the website guidance for the most current set of ship donation requirements.

(4) The improved ship donation application process will be conducted in three (3) phases.

b. Phase I

(1) The first phase begins with issuance of a Federal Register notice announcing the availability of a vessel for donation transfer and concludes with the applicant's submission of a Letter of Intent and an Executive Summary of the applicant's proposed plans. Applicants will have sixty (60) days from the date of the Federal Register notice to submit

these documents to the Navy in conformance with the requirements detailed below.

(a) If the Navy receives at least one acceptable Letter of Intent and Executive Summary, other applicants whose Letter of Intent and Executive Summary fail to meet the requirements detailed below will be disqualified from any further consideration under this ship donation opportunity.

(b) If none of the Letters of Intent and Executive Summaries received from any applicant fully meets the requirements detailed below, the Navy reserves the right to enter into discussions with all applicants in an effort to achieve at least one acceptable submission.

(c) If the Navy does not receive any Letter of Intent and Executive Summary, the Navy will remove the vessel from donation consideration and proceed with its disposal.

c. Phase II

(1) If the Navy receives at least one satisfactory Letter of Intent and Executive Summary, the Navy will contact the applicant(s) to ensure they have a full understanding of the remaining application requirements and provide notification to the applicant(s) to develop and submit a Business/Financial Plan and Environmental Plan. This begins Phase II of the application process. The applicant(s) must submit Phase II documentation to the Navy within twelve (12) months of the notice of an acceptable Letter of Intent and Executive Summary. Notification will be provided concurrently to all applicants that have satisfactorily completed Phase I to ensure that applicants have an equal opportunity to complete Phase II on the same schedule.

(a) If at least one applicant submits Phase II documentation which is found by the Navy to meet the minimum requirements for donation, other applicants whose Phase II documentation does not meet the minimum requirements for donation may be disqualified from any further consideration under this ship donation opportunity.

(b) If none of the Phase II documents received from any applicant are found by the Navy to meet the minimum requirements for donation, the Navy reserves the right to enter into discussions with all applicants who satisfactorily completed Phase I in an effort to achieve at least one acceptable submission. No applicant will be directed to proceed

to Phase III until all the requirements of Phase II are satisfied.

(c) If the Navy does not receive any Phase II documentation from any applicant, the Navy will remove the vessel from donation consideration and proceed with its disposal.

d. Phase III

(1) If the Navy receives at least one satisfactory Phase II documentation package meeting the minimum requirements for donation, the Navy will notify the applicant(s) to submit the remaining required elements of a ship donation application package (Phase III of application process). Upon such notification, applicant(s) will have six (6) months to submit the Phase III documentation, which includes the proposed Mooring, Towing, Maintenance, and Curatorial/Museum Plans. Notification will be provided concurrently to all applicants that have satisfactorily completed Phase II to ensure that applicants have an equal opportunity to complete Phase III on the same schedule.

(a) If at least one applicant submits Phase III documentation which is found by the Navy to meet the minimum requirements for donation, other applicants whose Phase III documentation does not meet the minimum requirements for donation may be disqualified from any further consideration under this ship donation opportunity.

(b) If none of Phase III documents received from any applicant is found by the Navy to meet the minimum requirements for donation, the Navy reserves the right to enter into discussions with all applicants who satisfactorily completed Phase II in an effort to achieve at least one acceptable submission.

(c) If the Navy does not receive any Phase III documentation from any applicant, the Navy will remove the vessel from donation consideration and proceed with its disposal.

(2) Once the applicant(s) have submitted all three phases of required documentation and the Navy's evaluation concludes that at least one ship donation application package fully meets the Navy's minimum requirements for donation, a recommendation for award of a donation transfer contract will be

forwarded to the Assistant Secretary of the Navy for Research, Development and Acquisition (ASN (RD&A)).

(a) If multiple ship donation application packages are found to fully meet the Navy's minimum requirements for donation, the Navy will conduct a comparative assessment of the successful applications to determine the best qualified applicant for award of the ship prior to forwarding a recommendation to ASN (RD&A).

(b) If one ship donation application package has been found to fully meet the Navy's minimum requirements for donation while other applicants who completed Phase II but have not yet satisfactorily completed Phase III, it is in the best interests of the Navy to proceed with the first applicant that has satisfactorily completed Phase III without further delay.

2. Phase I: Letter of Intent and Executive Summary

a. Submission of Phase I Documentation. The Letter of Intent and and Executive Summary must be submitted to the Naval Sea Systems Command, Navy Inactive Ships Program (PMS 333) (hereinafter "NAVSEA PMS 333") as instructed in a Federal Register notice in hard copy and electronically. Applicants are discouraged from photocopying, cutting and pasting, and generally providing information which is easily accessible via the internet and/or is already in the public domain. Original content which is specific to the vessel being donated is of greatest importance to the evaluators.

b. Deadline for Submission. Prospective applicants must submit a Letter of Intent and an Executive Summary to NAVSEA PMS 333 within sixty (60) days of the published Federal Register Notice of Availability for the subject vessel.

c. Phase I Requirements. The prospective applicant must complete and submit the Letter of Intent and Executive Summary utilizing the below requirements for the submission of Phase I documents. The below requirements are also contained in Appendix A as the Phase I Checklist. The completed Phase I Checklist must be submitted by the applicant to verify that all aspects of these requirements are included in their Phase I submission. Prospective applicants are to be advised to take special notice of page length limitations where specified. Areas of discussion will only be evaluated within the page limits, and sections which exceed those page limits will not be evaluated.

(1) Letter of Intent Requirements.

(a) Identify the specific vessel sought for donation (name and hull number);

(b) Include a statement that the vessel will be used as a static public display as a museum/memorial, and the applicant will not activate any system aboard the vessel for the purpose of navigation or movement of the vessel;

(c) Identify the proposed permanent berthing location, identification of the current property owner for the proposed permanent berthing location, and evidence from the current property owner of its intent to make the proposed permanent berthing location available to the applicant;

(d) Include a statement that the applicant understands and agrees that it will be solely responsible to obtain, repair, and maintain the vessel at its own expense, in a condition satisfactory to the Secretary of the Navy and in compliance with all Federal, State, and local laws, that no expense shall be incurred by the United States government, and that the applicant will not seek financing from the United States government;

(e) Include a statement that the applicant understands and agrees to take delivery of the vessel in an "as is/where is" condition, and assume all costs associated with the vessel's removal from Navy custody, including, but not limited to, towing, insurance, berthing, restoration, maintenance and repair, periodic dry-docking, and, ultimately, ship dismantling in the United States;

(f) If required by Congress, Secretary of the Navy (SECNAV), or Chief of Naval Operations(CNO), include a statement that the applicant agrees to return the vessel to the Navy in an "as is/where is" condition if so directed in the event of a national emergency, or allow the Navy to remove, without compensation, any critical parts to support active Navy ships;

(g) Include a statement that the applicant will not use the vessel other than as stated, or destroy, transfer, or otherwise dispose of the vessel or any artifacts without the written approval of the Secretary of the Navy or his designee;

(h) Include a statement that the applicant will agree to indemnify, hold harmless, and defend the government from and against all claims, demands, actions, liabilities, judgment costs, and attorney's fees, arising out of, claimed on account of, or in any manner predicated upon personal injury, death, or property damage caused by or resulting from possession and/or use of the donated property, and/or return of the vessel to government custody;

(i) If the vessel is eligible for listing on the National Register of Historic Places, include a statement that the applicant understands and agrees that it must maintain the vessel so as to preserve the vessel's historic features. The State Historic Preservation Officer must be a copy to addressee on the Letter of Intent to the Navy;

(j) If the applicant is not a State, Commonwealth, or possession of the United States, or a political subdivision

or municipal corporation thereof, or the District of Columbia, the applicant must provide a copy of a determination letter by the Internal Revenue Service that the applicant is exempt from tax under the Internal Revenue Code, Section 501(c)(3), or submit evidence that the applicant has filed the appropriate documentation in order to obtain tax exempt status;

(k) If the applicant asserts that it is a corporation or an association whose charter or articles of agreement deny it the right to operate for profit, the applicant must provide a properly notarized copy of its charter, a certificate of incorporation, and a copy of the organization's by-laws;

(l) Provide a notarized copy of the resolution or other action of the applicant's governing board authorizing the person signing the Letter of Intent to represent the organization and to sign on its behalf for the purpose of obtaining a vessel;

(m) Provide a signed copy of the Assurance of Compliance Form (Appendix D), in compliance with Title VI of the Civil Rights Act of 1964;

(n) Provide written affirmation that the applicant can submit a Business/Financial Plan and an Environmental Plan addressing all the Phase II requirements for a viable ship donation application within twelve (12) months of notification from NAVSEA PMS 333 that its Letter of Intent and Executive Summary is satisfactory; and

(o) Provide written affirmation that the applicant can submit the remaining required elements of the ship donation application package (Mooring Plan, Tow Plan, Maintenance Plan, and Curatorial/Museum Plan) addressing all the Phase III requirements within six (6) months of notification from NAVSEA PMS 333 that the Business/Financial Plan and Environmental Plan have been evaluated and found to meet the Navy's minimum requirements for donation.

(2) Executive Summary Requirements. The applicant shall limit the Executive Summary submission to eleven (11) pages total.

(a) Organizational Description: Provide an overview of the applicant's organizational structure, functional

components, and names of current key leadership and staff positions;

(b) Market Analysis: Summarize the local and regional market demand for additional museum/memorial attractions. Succinctly define the target market. Discuss the available demographic information, the existing competition in the local and regional area for visitor museum/memorial attractions, visitor attendance numbers for existing area museum/memorial attractions, and projected visitor attendance for the applicant's proposal;

(c) Marketing and Sales Outreach: Outline the overarching marketing strategy for integrating the proposed ship museum/memorial into the local and regional community, and how the applicant plans to penetrate that market. Provide an overview of customer and market analysis, marketing communications, and sales strategies;

(d) Museum/Memorial Services Assessment: Discuss the benefits the proposed ship museum/memorial will offer to visitors/customers and the community. Identify challenges anticipated in establishing a new ship museum/memorial. Cite available data/evidence regarding the willingness of a defined customer base to pay for the services being offered;

(e) Funding: Provide a Rough Order of Magnitude (ROM) cost estimate that the applicant anticipates will be required to cover all costs associated with the acquisition/start-up costs of the proposed ship donation transfer, including mooring, towing, environmental surveys and cleanup, dredging, museum development, maintenance, refurbishment of the vessel, pier, insurance, legal services, etc. Separately provide a ROM cost estimate of the annual operational and support costs of the proposed ship museum/memorial. In addition, provide a ROM cost estimate of the applicant's cost of dismantling the ship in the United States upon completion of its use as a museum/memorial or in the event of bankruptcy or inability to properly maintain the vessel;

(f) Financial: Provide a summary of projected sources of income to support both the acquisition/start-up costs and the annual operational and support costs;

(g) Environmental: Discuss the challenges anticipated in meeting the environmental requirements regarding

hazardous materials, maintenance of polychlorinated biphenyls (PCB) containing materials, endangered species, dredging disposal, and required environmental permits from all cognizant authorities;

(h) Mooring: Discuss the approach to be proposed for the mooring plan, including location, design, and mooring system in accordance with United States Coast Guard (USCG) requirements;

(i) Towing: Discuss the approach to be proposed for relocating the vessel from its current location to the proposed permanent berth location in conformance with the Navy Tow Manual and USCG requirements;

(j) Maintenance: Discuss the challenges in restoring and preserving for an infinite period the steel-hulled ship proposed as a ship museum/memorial; and

(k) Curatorial/Museum Plan: Discuss the approach to be proposed for display and interpretation of the ship, including collection policies, exhibit plans, and collection management procedures.

3. Phase II: Business/Financial and Environmental Plans

a. Submission of Phase II Documentation. The Business/Financial Plan and Environmental Plan must be submitted to the Naval Sea Systems Command, Navy Inactive Ships Program (PMS 333) (hereinafter "NAVSEA PMS 333") as instructed in a notification to the applicant regarding acceptability of the Phase I documentation submission, in hard copy and electronically. Applicants are discouraged from photocopying, cutting and pasting, and generally providing information which is easily accessible via the internet and/or is already in the public domain. Original content which is specific to the vessel being donated is of greatest importance to the evaluators. The principal authors of the Business/Financial and Environmental Plans must be identified with their experience and qualifications, and relationship to the applicant's organization.

b. Deadline for Submission. Applicants must submit Phase II documentation to NAVSEA PMS 333 within twelve (12) months of the notification to the applicant regarding acceptability of the Phase I documentation submission for the subject vessel. The Business/Financial and Environmental Plans must fully address all of the minimum requirements for donation as detailed below to be considered a viable plan and in order to proceed with Phase III of the ship donation application process.

c. Phase II Requirements. The applicant must complete and submit a Business/Financial Plan and an Environmental Plan, as they apply to the proposed ship museum/memorial, utilizing the below minimum requirements for the submission of Phase II documents. The below minimum requirements are also contained in Appendix B, Phase II Checklist. The completed Phase II Checklist must be submitted by the applicant to verify that all aspects of these requirements are included in their Phase II submission.

d. Business/Financial Plan Requirements.

(1) Organizational Description and Management. The applicant must provide a detailed description of the applicant's organization (current and proposed), its structure and functional components, including details of its governance, articles of incorporation, and the names and experience of its senior leaders, both volunteer and staff. Identify the number and function of paid and volunteer positions in the organization planned upon opening of the proposed ship museum/memorial.

Provide descriptions of senior leadership responsibilities and authorities. Provide the names and experience of key leadership and staff positions. Provide a list of the Board of Directors, their positions on the board, their extent of involvement with the organization, and the background and expertise that they bring to the organization. Provide a description of how the organization has the business skills to satisfy the needs of its anticipated customers. Discuss use of volunteers, if applicable, and describe with enough detail to support financial projections.

(2) Marketing and Sales Management. The applicant must provide a detailed description of the organization's marketing strategies, including market penetration, sustaining business growth, and communication strategies. Provide an outline of the marketing and sales management personnel descriptions and responsibilities, anticipated sales activities, and budget requirements. Include evidence of strategic consultation regarding website design, development and operations. Provide an outline with articulated goals and objectives for your existing or proposed website, and how the website will fit into the organization's overall marketing strategy. Explain how the internal organizational structure or component will be created to design, launch, and oversee the organization's web-related activities, including its budgetary requirements and proposed e-commerce/selling products on-line. Explain the design, management, and budgetary considerations and decisions relating to server(s), hosting, website design/development, content management software, and e-commerce.

(3) Museum/Memorial Services Assessment. The applicant must describe in detail the proposed services to be provided by the organization, with emphasis on anticipated benefits for customers (e.g., live-aboard programs, educational programs, etc.). Describe in detail any new services that your organization might bring to the market.

(4) Community Support Requirements. The applicant must describe the community support for the proposed ship museum/ memorial. Address the existence of community support in the following areas:

(a) Local and Regional Support:

1. Approval from Port Authority;

2. Letters of endorsement from the city and/or local government;

3. Letters of endorsement from public or private sources in adjacent counties, cities and/or states;

4. A sampling of letters of support from individuals and organizations;

5. Newspaper articles or editorials indicating support; and

6. Describe how veterans' associations in the area are willing to support the vessel.

(b) Benefit to the Navy

1. Support for Navy recruitment, including hosting Navy recruitment events on the vessel;

2. Provide occasional publicity in the local media about the museum, history of the vessel, and the Navy;

3. Bring training events to local schools (lectures about the vessel);

4. Arrange museum visits by local schools or other recruitment potentials; and

5. Continued association with Navy and Navy veterans.

(5) Marketing and Feasibility Study Requirements. Provide a marketing and feasibility study developed by an independent consulting firm experienced in developing such studies. The purpose of this study is to support the decision-making process which determines if a proposed ship museum/memorial is economically viable. A market and feasibility study focuses on all aspects of a project or plan and involves an analysis of the potential market support for a project and an evaluation of the potential for an attraction attendance to achieve break-even operations. It must include an analysis of the economic impacts associated with the project on existing businesses and regional development. The below must be addressed in the marketing and feasibility study, as it applies to the proposed ship museum/memorial.

(a) Introduction: Describe the proposed elements of the museum and museum concept/experience; provide methodology used for study; provide a description of the primary services to be provided by your organization, the anticipated size of the market you plan to serve, and its anticipated growth rate, trends, and characteristics related to memorial ship business operations.

(b) Market Analysis: Provide complete review and analysis of market conditions and trends; clearly define and describe the industry, including size, growth rate and outlook; describe the key factors that drive the market (i.e., innovation, cultural change, regulation, etc); describe the target market, including estimate of market size, targeted geographic area, and targeted market share; demographic factors; market area potential; projected attendance; and community capacity and support.

(c) Competitive Analysis: Identify the direct and indirect competition, including market share, and strength and weakness of key competitors; list all key barriers; describe your uniqueness compared to competition; and ability to satisfy customer needs. Provide analysis of how the proposed ship museum/ memorial would benefit or impact the direct and indirect competition.

(6) Acquisition/Start-up Costs. Acquisition/Start-up Costs are defined as the total cost of all activities necessary to acquire a vessel via donation transfer and to establish that vessel as a new ship museum/memorial prior to opening the vessel to the public (i.e., the pre-opening costs). The applicant shall provide detailed estimates for all acquisition/start-up costs. Include substantiating documentation demonstrating the basis on which the estimates are made, such as vendor quotes or engineering estimates. Detailed information and substantiating documentation must be provided in the following areas at a minimum:

(a) Proposed display site (lease or purchase);

(b) Marketing and feasibility study;

(c) Consulting services, such as application preparation services;

(d) Tow preparations and towing;

(e) Environmental studies, surveys, and clean-up, such as polychlorinated biphenyls (PCB) removal and any mitigation costs/actions, etc.;

(f) Temporary mooring, if applicable;

(g) Mooring and construction permits;

(h) Dredging and dredge spoils disposal, including all required environmental permits;

(i) Mooring system construction;

(j) Pier repairs and preparation, including utility improvements;

(k) Building construction, i.e., visitor center, gift shop, etc.;

(l) Office and equipment/spares;

(m) Capital improvements, i.e., cathodic protection, security systems, etc.;

(n) Ship refurbishment, repair and restoration, handicap access modifications, etc.;

(o) Museum development, i.e., exhibit/display development, artifact acquisition, etc.;

(p) Financial service charges, i.e., on loans and/or bonds, etc.;

(q) Travel and transportation;

(r) Insurance (towing and liability);

(s) Legal services; and

(t) Public relations services.

(7) Operating and Support Costs. Operating and support costs are defined as the annual costs of running the ship museum/memorial, plus the annualized requirements for capital reserves for long-term maintenance such as periodic dry-docking, and other capital improvements planned after the initial opening to the public. The applicant must provide a break-even analysis

using costs and income data that reflects at what point the organization will move from an overall negative cash flow position to a net positive cash flow position. Additionally, the applicant must provide evidence that planning and resources are in place to address capital improvements such as dry-docking the vessel for repairs, as well as for disposition of the vessel in the event of bankruptcy or inability to properly maintain the vessel. Detailed information and supporting documentation of the projected annual operating and support costs must be provided in the following areas at a minimum for each of the first five years upon opening the ship to the public:

(a) Advertising and marketing;

(b) Artifacts acquisition;

(c) Capital reserve requirements;

(d) Consulting services;

(e) Contractual services;

(f) Debt service and interest on loans;

(g) Environmental remediation;

(h) Exhibit development;

(i) Insurance (all types);

(j) License fees;

(k) Merchandise costs;

(l) Museum maintenance;

(m) Payroll/personnel costs (i.e., benefits, training, travel, taxes);

(n) Property rental fees (i.e., land, pier, equipment);

(o) Replacement materials;

(p) Security services;

(q) Ship maintenance;

(r) Special events;

(s) Transportation; and

(t) Utilities.

(8) Sources of Income

(a) The applicant must provide evidence of the availability of firm financing to cover the projected acquisition/start-up costs. Firm financing is defined as substantiated cash and/or cash equivalents on hand (i.e., bank statements), approved loans and/or lines of credit with letters from banking institutions describing the terms and conditions of such loans and/or credit, approved grants with letters from the granting institution describing the terms and conditions of such grants, approved and documented municipal and/or State budgets and/or bonds specifically identifying the amount and year of funds for the proposed ship museum/memorial, firm corporate and personal pledges receivable (i.e., letters from pledge contributors for pledges of $10,000 or more identifying the amount pledged and the terms and conditions of such pledges; listing of names and pledge amounts of pledges if less than $10,000 individually), and in-kind contributions of goods and services.

(b) The applicant must provide a five-year balance sheet detailing the projected annual income upon opening the ship museum/memorial to the public. Demonstrate the relationship of projected income to the marketing and feasibility study. Demonstrate that the proposed ship museum/memorial will be self-sufficient within five years of opening to the public. Provide detailed annual income projections and supporting documentation in the following areas at a minimum:

1. Museum membership income;

2. Value of volunteer labor;

3. In-kind contributions of goods and services;

4. Municipal and/or State budget income;

5. Admission ticket sales;

6. Gift shop and concession sales;

7. Educational tour and live-aboard program sales;

8. Special event income;

9. Facility rental fees; and

10. Parking fees.

(9) Facility Availability. The applicant must provide evidence of availability of the facility (i.e., pier and real property) necessary for establishing the proposed ship museum/memorial. Provide evidence of ownership, a copy of lease agreement, or other evidence of approval for use of the proposed facilities.

(10) Public Access Plans. The applicant must provide deck plans identifying the specific exterior areas and interior compartments and passageways planned to be accessible to the public upon initial opening of the proposed ship museum/memorial to the public. If areas and compartments are planned to be opened to the public in phases after the initial opening, identify those specific areas and the timeframes anticipated to be opened to the public.

(11) Schedule. The applicant must provide a detailed notional schedule identifying the critical path events from the submission of the Phase II documentation to the opening of the proposed ship museum/memorial to the public. The applicant is encouraged to communicate in advance with NAVSEA PMS 333 regarding the timeline associated with Navy-responsible actions and to incorporate those actions into the notional schedule.

(12) Business/Financial Resources. Additional business planning information, resources, training, counseling, and possible funding resources are available through publicly supported agencies and organizations. Specific information may be found on-line at:

(a) SCORE "Counselors to America's Small Business": http://www.score.org

(b) Small Business Administration: http://www.sba.gov/smallbusinessplanner/plan/writeabusinessplan/SERV_ESSENTIAL.html

(c) Museum Grant/Fundraising/Development Resources: http://www.hnsa.org/handbook/development.htm

e. Environmental Plan Requirements

(1) The Environmental Plan must detail the existing environmental conditions and provide detailed environmental consequences of the proposed post-donation actions. Post-donation actions include towing and mooring (this includes, but is not limited to, acquiring and improving facilities, and dredging, if required), vessel restoration, any temporary mooring for off-site restoration work, pier infrastructure and construction, operations and meeting environmental requirements (including permitting), and maintaining the vessel in a condition satisfactory to the Secretary of the Navy.

(2) Applications which are found to be non-responsive to the requirements listed for the Environmental Plan may indicate the organization's lack of understanding of the environmental burden of establishing a ship museum/memorial and will be disqualified. In addition to addressing the requirements listed below, the applicant must complete the Donation Application Phase II Checklist, Appendix B, in the Navy Ship Donation Application Process Manual. The purpose of the checklist is to ensure that the applicant has addressed all requirements in the application for Phase II of the application process. Refer to the List of Appendices for a complete listing of all required forms that must be submitted as part of the complete application.

(3) The purpose of the Environmental Plan is to produce an environmental study to support the decision-making process, which determines if a proposed ship museum concept is in fact viable. Environmental studies focus on all aspects of a project or plan, involve an analysis of the existing environmental conditions, and provide detailed environmental consequences and avoidance/minimization/mitigation measures for the proposed actions. The Environmental Plan provides a systematic examination of the potential environmental consequences resulting from implementation of the proposed action including direct, indirect, and cumulative impacts. It identifies and analyzes potential consequences on the natural and human environment in sufficient detail to determine the significance of impacts on the affected environment.

(4) The Environmental Plan encompasses a wide variety of existing Federal, State, and local environmental legislation.

The applicant must describe pertinent regulations and the organization's plan for compliance, including a discussion of schedule. Laws/regulations to be addressed include, but are not limited to, the following:

(a) Endangered Species Act;

(b) Marine Mammal Protection Act;

(c) Coastal Zone Management Act;

(d) Migratory Bird Treaty Act;

(e) National Historic Preservation Act;

(f) Essential Fish Habitat (National Marine Fisheries Services);

(g) Section 404 of the Clean Water Act (Dredge Material Disposal Permit);

(h) Section 10 of the Rivers and Harbor Act (United States Army Corps of Engineers Permit); and

(i) Marine Protection, Research and Sanctuaries Act.

(5) The Environmental Plan must address all elements listed as they apply to the organization's proposed display site. Failure to provide a detailed and comprehensive plan as related to the required elements may be an indication that the applicant does not fully comprehend or appreciate the complex environmental aspects of obtaining and preparing a ship museum, and will result in the application being disqualified.

f. Environmental Plan Format. The Environmental Plan shall be concise and focused on pertinent environmental issues. The format is specified in Council on Environmental Quality (CEQ) regulations, 40 CFR Part 1502 (found at http://www.whitehouse.gov/ceq and www.nepa.gov/nepa/regs/ceq/toc_ceq.htm) and OPNAVINST 5090.1C revised October 2007 (found at http://doni.daps.dla.mil/OPNAV.aspx). A summary of the format is provided below with the corresponding CEQ regulation section identified in parenthesis for reference to detailed requirements. The Environmental Plan must include the following:

(1) Cover Sheet (1502.11). This shall include a one-paragraph abstract of the Environmental Plan.

(2) Table of Contents (1502.10 (c)). This shall include a list of tables, list of figures, and an acronym list as part of the table of contents, in addition to major headings and subheadings.

(3) Executive Summary (1502.12). The summary shall include a brief description of the proposed action and schedule, justification for the proposed action, environmental impacts, significance of impacts, and commitment to avoidance/ minimization/ mitigation measures. The executive summary shall describe the environmental impacts of each alternative in comparative (matrix) form. This must be a separate and stand-alone document. The executive summary must not exceed three (3) pages in length.

(4) Justification and Requirements for the Proposed Action (1502.13). This section shall be developed as Chapter 1 of the Environmental Plan, and shall include the justification and objectives of the proposed action; explain the decisions to be made; and identify permits, licenses, entitlements, and any other necessary requirements needed to implement the project.

(5) Description of the Proposed Action (1502.14). This section shall be developed as Chapter 2 of the Environmental Plan, and shall provide a detailed description of the entire scope of the proposed action. Mitigation/conservation measures shall be addressed to the extent appropriate in this section. Summarize in narrative form the environmental impacts of the proposed action. This shall be accomplished through the development of a matrix that allows for the comparison of the type, magnitude, direction, and duration of impacts to all environmental media. The project description shall describe all actions necessary to implement the project, and shall include the following information:

(a) Analysis and objective evaluation of the proposed action;

(b) Project demand and schedule;

(c) Project location;

(d) Existing projects in the area influenced by or influencing the project, including their map locations; and

(e) Proposed mitigation activities included as part of the proposed action or alternative.

(6) Existing and Affected Environment (1502.15). This section shall be developed as Chapter 3 and shall succinctly describe the environment of the area affected as it exists prior to a proposed action, including existing and anticipated uses/activities in the area, i.e., a baseline description from which to compare the probable impacts associated with the proposed action. The descriptions are to be no longer than necessary to understand the effects of the proposed action. The amount of detail provided in such descriptions must be commensurate with the extent and impact of the action, and with the amount of information required for decision-making. Parameters used to evaluate impacts in the environmental consequences chapter shall be discussed and defined in this section. Refer below to section 3.g, Environmental Plan Considerations, for a list of resource areas that must be included in the analysis of environmental consequences.

(7) Environmental Consequences (1502.16). This section shall be developed as Chapter 4 and shall contain all scientific and analysis data that are required to prepare the comparative matrix for the evaluation of impacts. Impacts shall be quantified and qualified for positive and negative effects on the physical, natural and human environment. Mitigation measures shall be identified if needed. A holistic approach shall be applied to environmental impact analysis by addressing impacts to ecosystems, as well as impacts to individual environmental resources. Description of environmental effects shall encompass direct, indirect, and cumulative effects and their significance on the physical, biological, and human (economic and social) environment. The plan shall identify any irreversible or irretrievable commitment of resources, and conservation potential of the proposed action.

(8) Cumulative Impacts. This section shall be developed as Chapter 5 and shall include an analysis of the cumulative environmental impacts of the proposed action when viewed in connection to other past, present, and reasonably foreseeable future actions/projects regardless of what agency or person undertakes such other actions. Include all projects that are related by type of project or location of project, and include a description of all past, present, or reasonably foreseeable future projects that may have a cumulative impact. Include the nature of the project, related impacts, environmental

documentation, and whether or not a cumulative impact is present. Additional information on Cumulative Impacts can be found at: http://www.epa.gov/compliance/resources/policies/nepa/cumulative.pdf.

(9) List of Preparers (1502.17). This section shall include the names, positions on project team, expertise, years of experience, and professional disciplines of training for the persons responsible for preparing the environmental documentation or significant background papers. Where possible, the persons who are responsible for a particular analysis, including analyses in background papers, will be identified. This list must not exceed two (2) pages.

(10) List of Personnel and Agencies Contacted or Consulted (1508.9). Provide a list of consultations, permits, and other authorizations required and their status of approval.

(11) Donation Application Phase II Checklist. Provide a completed Donation Application Phase II Checklist (Appendix B). This checklist must be completed and submitted as part of the Environmental Plan.

(12) References. To the extent possible, materials shall be incorporated by reference when the effect will cut down on bulk without impeding the Navy and public review of the application.

(13) Appendices (1502.18). Include copies of letters, documents, meeting minutes, etc., as appendices if warranted. All appendices shall be listed in the Table of Contents. All appendices must be properly titled and referenced to in the main text of the report. Combine all files for the report and appendices into a single electronic file whenever possible.

g. Environmental Plan Considerations

(1) Applicants shall appropriately research, quantify, and analyze the following resource areas throughout the Environmental Plan. These resource areas include, but are not limited to:

(a) Geology, Soils, and Seismicity. Use existing available data to describe and summarize the general geology and physiography of the area to be affected. The description shall include, but not be limited to, topography, major rock types and

formation, structural geology, soil characteristics (i.e., permeability, erodability), natural hazards (i.e., slope instability, earthquake fault lines), and special soil/rock conditions unique to coastal areas and their importance.

(b) Climate, Meteorology, and Currents. Address general conditions, as appropriate, to aid in environmental impact analyses. Variability must be addressed to the extent appropriate if impacts of the proposed action could vary based on baseline environmental conditions.

(c) Biology. Discuss the flora and fauna (terrestrial and marine, marine mammals, migratory birds), including listed species and species given special management consideration, that may be either directly or indirectly, temporarily or permanently, impacted by the proposed action. Discuss the possible cumulative impacts to such species or their habitats that would result due to project implementation. Discuss impacts on migration corridors/habitats of all local plants and wildlife, sensitive and endangered species, and wetland habitats. Analyze the relationship between local short-term use of the environment and the maintenance and enhancement of long-term biological productivity.

(d) Water Resources, Hydrology, Drainage, and Flood Control. Identify and list available surface and groundwater resources, include quality where feasible. Provide a discussion of the Clean Water Act and Executive Orders 11990 and 11988 requirements, and any impacts the proposed action may have on wetlands and floodplains. If dredging is necessary, provide engineering studies to determine the level of sediment contamination and disposal requirement of dredged material. Engineering studies shall include, but are not limited to, core sample testings, sea bottom surveys, dredging and sampling seasonal timelines, and amount of sediment to be disposed. Provide evidence that the local pilots association has reviewed the dredging plans for adequacy for the safety of towed and towing vessels when locating the vessel being sought to the proposed berthing/mooring location.

(e) Noise. Conduct literature searches, interviews of local and resource agency experts, and field surveys as agreed upon, sufficient to identify all significant noise resources in the area that could be generated or affected (directly or indirectly) by the proposed action. Noise impacts associated with dredging, traffic, construction, and fixed and intermittent nuisance noise sources shall be discussed. Provide

an equipment list with hours of use expected per each for all aspects of project (towing, dredging, mooring, construction at pier and on board, etc.). Identify effects on humans and wildlife in sufficient detail to obtain needed permits and concurrences from affected regulatory agencies.

(f) Air Quality. Provide an analysis on the probable impact of the proposed action on the regional ambient air quality. Include information on pollution standards index (PSI) ratings, local, State, and Federal air quality regulations, air quality impacts due to increased traffic and development and operation of the museum, etc. Include in the discussion how the proposed action conforms to the current State Implementation Plan. Air quality analysis shall be sufficient to support a Record of Non-Applicability or the need for a Conformity Determination, as required by the Navy. Additionally, identify any permits required by the local Air Quality Control District and lead times associated with obtaining such permits.

(g) Land Use. Discuss the relevant land use and compatibility of the proposed action and alternatives. The Environmental Plan shall discuss how the donation actions may conform or conflict with approved or proposed Federal, State and local (and in the case of a reservation, Indian tribe) land use plans, policies, and controls. Identify any real estate actions which may be required.

(h) Cultural Resources. Using existing information, identify any historic or prehistoric resources in the proposed project areas, and discuss the potential impacts on such resources. Contact and coordination with Native American groups shall occur through the appropriate representative. Identify the need for extensive field surveys. Discuss all potential direct, indirect, and cumulative impacts to cultural resources in addition to appropriate mitigation measures.

(i) Socioeconomics and Environmental Justice. Discuss the effect of the proposed action on the State, local, and regional economy. Determine if any environmental impacts would result in disproportionately high and adverse health or environmental effects on minority and low income populations. Describe potential impacts to low income and minority populations, if any; provide population growth in surrounding areas; describe commercial and recreational activities in area, including, but not limited to, tourist attractions, hotels, and convention centers; identify capacities and impacts to community

services including schools, medical, etc. Demographic information shall be analyzed. Identify any benefits to the State, local, and regional community that would occur from the proposed action.

(j) Transportation/Circulation. Analyze the project and surrounding area for personnel vehicular ingress and egress. Base calculations both on construction and preparation of museum, as well as on projected number of visitors and museum employees. Provide analyses of potential short-term and cumulative impacts due to project implementation, including descriptions of road facilities to be added and/or modified. Discuss traffic volumes and their generation rates using baseline traffic conditions reflecting full operation of the museum. Discuss parking and space requirement needs. Calculate the peak-hour Level of Service at project-affected intersections and roadways.

(k) Public Health and Safety. Discuss any existing Installation Restoration sites, electromagnetic radiation hazards, ordnance issues, hazardous materials and wastes, and other public health and safety issues as appropriate for the Environmental Plan. Identify Superfund sites in the area, as contamination and restoration efforts may impact use of project site. Use existing data and surveys on underground storage tanks, radon, lead and asbestos both aboard ship and pier-side in project area. Address the disposal of debris from the demolition of existing buildings, if applicable, based on the potential hazardous materials contained within the structure. Dredged material shall be included in discussion, if applicable. Also, determine if any environmental impacts would result in disproportionately high and adverse health or safety risks to children.

(l) Aesthetics. Provide a discussion of any existing aesthetic values and impacts that would occur from implementation of the proposed action. The assessment of aesthetic impacts may be inherently subjective in nature. To encourage reasonable objectivity in the evaluation, the applicant shall demonstrate an understanding of the community values and anticipated sensitivity of viewers. The Environmental Plan shall discuss the conformity status with State and local requirements, such as State/city General Plan, local implementation plan, and State Coastal Management Plan policies that are relevant to the protection of aesthetic resources. Specific analysis shall include an inventory of existing visual features, viewer groups and probable effects, as

well as an evaluation of the public's anticipated perception of the existing resource and its visual setting.

(m) Utilities. Identify and discuss the various utilities required to construct and operate the proposed action. Address existing utility locations, capacities, and/or the need for new services. Include coordination and approval for tie-ins for all required utilities. Discuss energy requirements and conservation potential of the proposed action.

4. Phase III: Mooring, Tow, Maintenance, and Curatorial/Museum Plans

a. Submission of Phase III Documentation. The Mooring, Tow, Maintenance, and Curatorial/Museum Plans must be submitted to the Naval Sea Systems Command, Navy Inactive Ships Program (PMS 333) (hereinafter "NAVSEA PMS 333") as instructed in a notification to the applicant regarding acceptability of the Phase II Documentation submission, in hard copy and electronically. Applicants are discouraged from photocopying, cutting and pasting, and generally providing information which is easily accessible via the internet and/or is already in the public domain. Original content which is specific to the vessel being donated is of greatest importance to the evaluators. The principal authors of the Mooring, Towing, Maintenance, and Curatorial/Museum Plans must be identified with their experience and qualifications, and relationship to the applicant's organization.

b. Update of Phase II Documentation. It is anticipated that various Business/Financial and Environmental Plan data may change during Phase III documentation preparation. Therefore, any updates to the Business/Financial and Environmental Plans submitted in Phase II may be included in the Phase III Documentation submission as change pages with the changes highlighted. Portions of the Phase II documents that are not updated should not be resubmitted. The applicant is responsible for ensuring that the Phase II and Phase III documents together represent a complete, comprehensive ship donation application, and that there are no conflicts between the Phase II and Phase III documents.

c. Deadline for Submission. Applicants must submit Phase III documentation to NAVSEA PMS 333 within six (6) months of the notification to the applicant regarding acceptability of the Phase II documentation submission for the subject vessel. The Mooring, Tow, Maintenance, and Curatorial/Museum Plans must fully address all of the minimum requirements for donation as detailed below to be considered a viable plan and in order for the Navy to proceed with a recommendation for award of a ship donation transfer contract.

d. Phase III Requirements. The applicant must complete and submit a Mooring Plan, Tow Plan, Maintenance Plan, and Curatorial/Museum Plan, as they apply to the proposed ship museum/memorial, addressing the below minimum requirements for the submission of Phase III documents. The below minimum

requirements are also contained in Appendix C Phase III Checklist. The completed Phase III Checklist must be submitted by the applicant to verify that all aspects of these requirements are included in their Phase III submission.

e. Mooring Plan

(1) Mooring Plan Requirements. A detailed Mooring Plan identifies a permanent, long-term mooring location that is capable of withstanding a 100-year storm condition without damage to the vessel, its mooring system, or neighboring facilities.

(2) Mooring Design Requirements. The proper design requires the services of a registered professional engineer with a background in marine construction and mooring system design. Since the Mooring Plan is such an important part of the donation application, the preparation of the Mooring Plan by a registered professional is required. Mooring design must be in accordance with United States Guard mooring requirements for the proposed permanent mooring location or Interim Technical Guidance - Mooring Service Type III (Heavy Weather Moorings) dated May 3, 2000 and Technical Report 6012-OCN Rev B U.S. Navy Heavy Weather Mooring Safety Requirements located on-line at: http://www.wbdg.org/ccb/NAVFAC/INTCRIT/fy00_04.pdf and UFC 4-159-03 Design: Mooring (replaced MIL-HDBK 1026/4) located on-line at: http://www.wbdg.org/ccb/DOD/UFC/ufc_4_159_03.pdf.

The Mooring Plan must include all necessary information and calculations to assure that the ship will be safely moored, including:

(a) Letter of endorsement from the United States Coast Guard Captain of the Port where the vessel will be moored;

(b) Details of vessel characteristics (length, width, draft, displacement, wind areas, strength of ship fittings, etc.);

(c) Design criteria for the site (winds, currents, water levels, waves, etc.);

(d) Soils data (if required);

(e) Bathymetric data;

(f) Existing conditions (such as condition of existing facilities);

(g) Engineering drawings/sketches;

(h) Cost estimates;

(i) Permits (note that Army Corps of Engineers and other permits are required for permanent moorings); and

(j) Calculations of wind and current forces/moments.

f. Tow Plan

(1) Tow Plan Requirements. The applicant must provide a detailed Tow Plan that conforms to the Navy Tow Manual requirements and criteria found at this link: www.supsalv.org/pdf/towman.pdf. In addition to the Tow Plan, the applicant is required to submit the completed Navy Tow Manual Appendix H, "Checklist for Preparing and Rigging a Tow," also found at the above link.

g. Maintenance Plan

(1) Maintenance Plan Requirements. The applicant must provide a detailed Maintenance Plan that addresses long-term and short-term maintenance requirements. The Maintenance Plan must document the existing material condition of the vessel being sought, and identification of the specific restoration work and repairs to be accomplished as part of the acquisition/start-up costs, the specific restoration work and repairs to be accomplished in phases after the initial opening of the proposed ship museum/memorial to the public, and the recurring maintenance to be accomplished annually as part of the operating and support costs. At a minimum, provide detailed information and supporting documentation in the following areas:

(a) Ship Preservation Plan/Schedule (daily, yearly, and long-term);

(b) Position descriptions of key maintenance staff;

(c) Composition and qualifications of professional maintenance staff;

(d) Cathodic protection system;

(e) Dry-docking plan and periodicity for dry-docking the ship if waterborne storage is planned, along with identification of currently available dry-docking facilities suitable for the vessel being sought;

(f) Underwater Hull Inspection Plan;

(g) Fire/flood/intrusion Alarm Plan;

(h) Emergency Response Plan;

(i) Pest Control Plan;

(j) Security Plan;

(k) Policies and procedures for integration of volunteer labor for ship maintenance activities; and

(l) Maintenance Dredging Plan and periodicity for maintenance dredging.

h. Curatorial/Museum Plan. The applicant must provide a detailed Curatorial/Museum Plan that addresses the organization's collection policy, exhibit plans, and collection management procedures.

(1) General Curatorial/Museum Plan Requirements. The plan must describe items such as storage facilities, security protection of artifacts, curatorial resources, and the qualifications of the proposed professional museum staff.

(2) Curatorial Staff. A professional curator on staff and adequate curatorial support is required. The Curatorial/Museum Plan must include the position description requirements of the professional curator and, if proposed, curator's staff. If specific individuals have been identified, include resumes showing prior museum experience and education meeting the position description requirements. Adequate curatorial support equates to proper facilities, storage materials, and professional staff.

(3) Collection Management Plan. The application must include a Collection Management Plan. Key elements of a successful Collection Management Plan include:

(a) Statement of purpose (mission statement)

(b) Scope and description of artifact collections

(c) What types of artifacts will be collected? Will the collection be limited to items relating to the specific ship?

(d) Will the museum have a broader collection scope?

(e) Access to the collection: Which staff members will have access to the collections?

(f) Will researchers be given access to collections? If so, what guidelines will be followed to safeguard the items?

(g) Authority and responsibility regarding museum collection activity and collection management activity

(h) Documentation: Deed of Gift, loan forms, and Memorandum for the Record, etc.

(i) Acquisition of collections: Accessioning policy and procedure

(j) Disposal of collections: Deaccessioning policy and procedure

(k) Risk management and insurance

(l) Collections care and storage: Provide a brief provisional plan for storing artifacts not on exhibit. Include information on storage area, exhibits, etc.

(m) Collection control: Security, inventory, and tracking

(n) Collections in temporary custody: Short and longer-term loans

(o) Lending collections: Loans (outgoing and incoming)

(4) Historic Management Plan. An application must include a Historical Management Plan. Elements of a Historical Management Plan include:

(a) Description of the historical context in which the vessel will be displayed, as the primary artifact;

(b) The historical subject matter which will be dealt with in the exhibits; and

(c) Tentative exhibits plan.

(5) Curatorial/Museum Plan Resources. Operating a museum and caring for museum collections are much more complex than most people realize. The ever-increasing sophistication and complexity of the museum business demands that those persons responsible for the care and exhibit of museum type collections must be familiar with the basic literature of the profession. There is a considerable amount of literature available on all aspects of museum operations. The below is provided to identify some readily available sources of museum literature and information and to acquaint the reader with some useful museum publications.

(a) The American Association of Museums, 1575 Eye Street NW, Suite 400, Washington, DC 20005, Web Site: http://www.aam-us.org. The American Association of Museums (AAM) is the largest museum professional organization in the United States. Their professional journal, Museum, is an excellent source of information on what is happening in the museum profession. They also have a very large annual conference. On a regular basis, the AAM issues an extensive catalog of publications relating to all aspects of the museum profession.

(b) The American Association for State and Local History, 1717 Church Street, Nashville, TN 37203-2991, Web Site: http://www.aaslh.org. The American Association of State and Local History (AASLH) is both a history and a museum professional organization. Its emphasis is that portion of the American museum and historical communities - primarily smaller museums and historical organizations - that specialize in local or regional history. Their quarterly publication, History News, is a very useful reference source for those working in this venue. They too have an annual conference. The books offered by this organization are available through Altamira Press, A Division of Sage Publications, Inc., 1630 North Main Street, Suite 367, Walnut Creek, CA 94596. Various other publications are available directly through AASLH.

NOTE: The appearance of hyperlinks does not constitute endorsement by the United States Navy of the website or the information, products or services contained therein. Other than

authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the Department of Defense (United States Army, United States Navy, United States Air Force, United States Marine Corps, etc.) does not exercise any editorial control over the information you may find at these locations.

5. Ship Donation Inspection Process (SDIP)

a. Overview. It is Navy policy that all donated vessels be utilized as static displays, i.e., memorials or museums. Therefore, the Navy has established a Ship Donation Inspection Program (SDIP) for vessels donated through the Navy Ship Donation Program.

The purpose of the SDIP is to confirm that the donated vessel is maintained in accordance with the terms and conditions of its donation transfer contract and in a condition which is in accordance with Title 10, United States Code, Section 7306 (10 USC 7306), is satisfactory to the Secretary of the Navy, in such a manner that it will not cast discredit upon the Navy or upon the proud tradition of the vessel, and shall not allow the vessel to become a menace to navigation or a danger to public health or safety.

Inspections are conducted in two (2) parts. Part I is a museum self-inspection which is provided by the museum to Naval Sea Systems Command, Navy Inactive Ships Program (NAVSEA PMS 333) annually and prior to the scheduling of the Navy on-site inspection. Part II is a Navy on-site inspection conducted on behalf of NAVSEA PMS 333 by Naval Sea Systems Command Engineering Duty Officer reservists.

Following the Navy on-site inspection, a letter and inspection report are generated by the NAVSEA PMS 333 Program Manager and provided to the inspected museum. This letter and report will include observations and findings, both positive and negative, of the Navy on-site inspection. Subsequent to the issuance of this inspection letter and report, the museum is required to respond to NAVSEA PMS 333 with a plan of action for addressing any items of concern.

APPENDICES

A. Phase I Checklist: Letter of Intent and Executive Summary

B. Phase II Checklist: Business/Financial Plan and Environmental Plan

C. Phase III Checklist: Comprehensive Donation Application

D. Assurance of Compliance Form

E. Acronym Listing

Appendix A - Phase I Checklist: Letter of Intent and Executive Summary

	LETTER OF INTENT
☐	Letter of Intent is submitted within sixty (60) days of published Federal Register Notice of Availability. *Note: Failure to meet this requirement will disqualify the applicant from any further consideration under this ship donation opportunity.*
☐	Completed checklist provided as part of the ship donation application package.
☐	Identify the specific vessel sought for donation, including name and hull number.
☐	Include a statement of the proposed use of the vessel.
☐	Statement that the vessel will be used as a static display museum/memorial and applicant will not activate any system aboard the vessel for the purpose of navigation or movement of the vessel.
☐	Identify the proposed permanent berthing location.
☐	Statement that applicant agrees to obtain, repair, and maintain vessel at its own expense, in a condition satisfactory to the Secretary of the Navy and in compliance with Federal, State and local laws; no expense shall be incurred by the U.S. government.
☐	Statement that applicant agrees to take delivery of vessel "as is/where is" and pay all charges including, but not limited to, towing, insurance, berthing, restoration, maintenance and repair, periodic dry-docking, and ship dismantlement.
☐	Statement that applicant agrees to return the vessel, if requested, during a national emergency and/or allow the Navy to remove critical parts.
☐	Statement that the applicant will not use the vessel other than as stated, or destroy, transfer, or otherwise dispose of the vessel or any artifacts.
☐	Statement that applicant agrees to indemnify, hold harmless and defend the government from and against all claims, demands, actions, liabilities, judgment costs, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon personal injury, death, or property damage caused by or resulting from possession and/or use of the donated property, and/or return of the vessel to government custody.

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Appendix A - Phase I Checklist: Letter of Intent and Executive Summary

☐	If vessel is eligible for listing on the National Register of Historic Places, include a statement that the applicant understands that it must maintain the vessel so as to preserve the vessel's historic features.
☐	The State Historic Preservation Officer is a copy to addressee on the Letter of Intent to the Navy.
☐	If the applicant is not a State, Commonwealth, or possession of the United States, or a political subdivision or municipal corporation thereof, or the District of Columbia, it must provide a copy of a determination letter by the Internal Revenue Service that the applicant is exempt from tax under the Internal Revenue Code, Section 501(c)(3) or submit evidence that the applicant has filed the appropriate documentation in order to obtain tax exempt status.
☐	Provide notarized copy of charter, certificate of incorporation, copy of organization's by-laws (if applicant is a non-profit).
☐	Provide a notarized copy of the resolution or other action of the applicant's governing board authorizing the person signing the application to represent the organization and to sign on its behalf for the purpose of obtaining the vessel.
☐	Provide signed copy of Assurance of Compliance Form, in compliance with Title VI of the Civil Rights Act of 1964.
☐	Provide written affirmation that the applicant can submit a Business/Financial Plan and an Environmental Plan addressing all the Phase II requirements for a viable ship donation application within twelve (12) months of notification from NAVSEA PMS 333 that its Letter of intent and Executive Summary are satisfactory.
☐	Provide written affirmation that the applicant can submit the other required elements of the ship donation application (Mooring Plan, Tow Plan, Maintenance Plan, and Curatorial/Museum Plan) within six (6) months of notification from NAVSEA PMS 333 that the Business/Financial Plan and Environmental Plan have been evaluated and found to meet the Navy's minimum requirements for donation.

Appendix A - Phase I Checklist: Letter of Intent and Executive Summary

EXECUTIVE SUMMARY	
☐	Executive Summary is submitted within sixty (60) days of published Federal Register Notice of Availability. *Note: Failure to meet this requirement will disqualify the applicant from any further consideration under this ship donation opportunity.*
☐	Provide this completed checklist as part of the ship donation application package.
☐	The Executive Summary submission does not exceed eleven (11) pages.
☐	**Organizational Description:** Provide an overview of the applicant's organizational structure, functional components, and name of key leadership and/or staff positions. Additional guidance can be found at: http://www.sba.gov/smallbusinessplanner/plan/writeabusinessplan/serv_bp_compdesc.html.
☐	**Market Analysis:** Summarize local/regional market demand; define the target market and local and regional area competition, including existing visitor attendance data and projected attendance. Additional guidance can be found at: http://www.sba.gov/smallbusinessplanner/plan/writeabusinessplan/serv_bp_markanal.html.
☐	**Marketing and Sales Outreach:** Outline the overarching marketing strategy for integrating the proposed ship museum/memorial into the local/regional community and how the applicant plans to penetrate the market. Provide an overview of customer and market analysis, marketing communications, and sales strategies. http://www.sba.gov/smallbusinessplanner/plan/writeabusinessplan/serv_bp_marksale.html.
☐	**Museum/Memorial Services Assessment:** This summary must outline the benefits to be provided to visitors and the community. Identify challenges anticipated and cite data/evidence regarding the willingness of a defined customer base to pay for the services being offered. Additional guidance can be found at: http://www.sba.gov/smallbusinessplanner/plan/writeabusinessplan/serv_bp_servprod.html.

Appendix A - Phase I Checklist: Letter of Intent and Executive Summary

☐	**Funding:** Provide a ROM cost estimate required to cover all costs associated with the start-up costs including mooring, towing, environmental surveys and cleanup, dredging, museum development, maintenance, refurbishment of the vessel, pier, insurance, legal services, etc. Provide a separate ROM estimate of the annual operational and support costs of the proposed ship museum/memorial. Provide a ROM cost estimate of the applicant's cost to dismantle the ship. Additional guidance can be found at: http://www.sba.gov/smallbusinessplanner/plan/writeabusinessplan/serv_bp_fundreq.html. Also, specific additional resources for veterans (potentially including funding opportunities) can be found at: http://www.sba.gov/aboutsba/sbaprograms/ovbd/index.html.
☐	**Financials:** Provide a summary of projected sources of income to support the acquisition/start-up costs and the annual operational and supports costs. Additional guidance can be found at: http://www.sba.gov/smallbusinessplanner/plan/writeabusinessplan/serv_bp_financials.html.
☐	**Environmental Plan:** Provide a summary demonstrating a thorough understanding of environmental requirements regarding hazardous materials, maintenance of PCB containing materials, endangered species, dredging disposal and required environmental permits from all cognizant authorities.
☐	**Mooring Plan:** Provide a summary of the Mooring Plan addressing location, design and mooring system, in accordance with USCG requirements.
☐	**Tow Plan:** Provide a summary of the Tow Plan to relocate the vessel from its current location to the proposed permanent location, in conformance to Navy Tow Manual and USCG requirements.
☐	**Maintenance Plan:** Provide a summary to restore and preserve for an infinite period the vessel proposed as a museum/memorial.
☐	**Curatorial/Museum Plan:** This summary addresses the proposed approach for display and interpretation of the ship, including collection policies, exhibit plans, and collection management procedures.

Appendix B - Phase II Checklist: Business/Financial Plan and Environmental Plan

	BUSINESS PLAN REQUIREMENTS
☐	Phase II documentation is submitted within twelve (12) months of the notification to the applicant regarding acceptability of Phase I documentation. *Note: Failure to meet this requirement will disqualify the applicant from any further consideration under this ship donation opportunity.*
☐	Provide this completed checklist as part of the ship donation application package.
☐	Describe your organization (current and proposed), its structure and functional components, including details of its governance and articles of incorporation.
☐	Provide the names and experience of senior leaders, both volunteer and staff. Identify the number and function of paid and volunteer positions planned upon opening. Provide descriptions of senior leadership responsibilities and authorities. Provide a list of the Board of Directors, their positions on the board, their extent of involvement and the background and expertise that they will bring to the organization.
☐	Provide a description of how the organization has the business skills to satisfy the needs of its anticipated customers.
☐	Discuss use of volunteers and, if applicable, describe with enough detail to support financial projections.
☐	Define and outline the organization's marketing strategies, including market penetration, sustaining business growth, and communications strategies.
☐	Outline marketing and sales management personnel descriptions and responsibilities.
☐	Outline anticipated sales activities, including budget requirements.
☐	Include evidence of strategic consultation regarding website design, development, and operations.
☐	Outline with articulated goals and objectives for your existing or proposed website, and how the website will fit into the organization's overall marketing strategy. Explain how the internal organizational structure or component will be

Appendix B - Phase II Checklist: Business/Financial Plan and Environmental Plan

	created to design, launch, and oversee the organization's web-related activities, including its budgetary requirements and proposed e-commerce/selling products on-line.
☐	Explain the design, management, and budgetary considerations and decisions relating to servers, hosting, website design/development, content management software, and e-commerce.
☐	Describe and explain the services being provided by the organization with special emphasis on anticipated benefits for customers. Describe any new services that your organization might bring to the market.
☐	Address the community support, including local/ regional support and approval from Port Authority.
☐	Provide letters of endorsement from the city and/or local government; public/private sources (adjacent counties, cities and/or states). Provide sampling of letters of support from individuals and organizations and newspaper articles or editorials indicating support.
☐	Describe how veterans' associations in the area are willing to support the vessel and the continued association with Navy and Navy veterans.
☐	Describe how the museum donation transfer to the organization would benefit the Navy, including support for local Naval recruitment, training and educational events, and museum visits by local schools.

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Appendix B - Phase II Checklist: Business/Financial Plan and Environmental Plan

	MARKETING AND FEASIBILITY STUDY REQUIREMENTS
☐	Provide a marketing and feasibility study developed by an independent consulting firm describing the proposed elements of the museum concept/experience.
☐	Provide a description of the primary services to be provided by your organization.
☐	Provide the anticipated size of the market you plan to service and its anticipated growth rate, trends, and characteristics related to memorial ship business operations.
☐	Provide a complete review and analysis of market conditions and trends; clearly define and describe the industry, including size, growth rate, and outlook; describe the key factors that drive the market (i.e., innovation, cultural change, regulation, etc); describe the target market, including estimate of market size, targeted geographic area and targeted market share; demographic factors; market area potential; projected attendance; and community capacity and support.
☐	Identify the direct and indirect competition, including market share, and strength and weakness of key competitors; list all key barriers; describe your uniqueness compared to competition; and ability to satisfy customer needs. Provide analysis of how the proposed ship museum/memorial would benefit or impact the direct and indirect competition.

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	FINANCIAL PLAN REQUIREMENTS
☐	**Acquisition/Start-up Costs:** *Note: Also provide documentation to substantiate the costs identified.*
☐	Proposed display site (lease or purchase).
☐	Marketing and Feasibility Study.
☐	Consulting services.
☐	Towing (to include tow preparations and towing required due to temporary mooring, etc.).
☐	Environmental studies, surveys and clean-up (i.e., species surveys, traffic studies, PCB removal, any mitigation costs/actions, etc.).
☐	Temporary mooring. If used, this includes all costs, including environmental costs, of using a site prior to moving the vessel to its display site for purposes of doing repair and/or preparation work.
☐	Mooring system construction and construction permits, including all environmental permits, Federal, State, and local.
☐	Dredging and dredge spoils disposal, including all parts for permits, sampling and analysis plan, etc.
☐	Pier repairs and preparation, including utility improvements.
☐	Construction at berthing site (i.e., visitor center, gift ship, etc.).
☐	Office and equipment/spares.
☐	Capital improvements (i.e., cathodic protection, security system, etc.).
☐	Ship refurbishment, repair restoration, handicap access modifications, etc. (i.e., painting, electrical work, plumbing, etc.). Where appropriate, vendor quotes must be provided.
☐	Museum development (i.e., artifact acquisition, etc.).
☐	Financial service charges (i.e., loans, bonds, etc.).

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☐	Travel and transportation.
☐	Insurance (towing and hull).
☐	Legal services.
☐	Public relations services.
☐	**Operating and Support Costs:**
☐	Five year budget that accurately reflects consideration and inclusion of the following potential costs: • Advertising and marketing • Artifact acquisition • Capital reserve requirements • Consulting services • Contractual services • Debt service and interest on loans • Environmental remediation • Exhibit/Development • Insurance (all types) • License fees • Merchandise costs • Museum maintenance • Payroll/Personal costs • Property rental fees • Replacement materials • Security services • Ship maintenance • Special events • Utilities
☐	Budget must include a break-even chart analysis using costs and income data that reflects at what point the organization will move from an overall negative cash flow position to a net positive position.
☐	Provide evidence that planning and resources are in place to address capital improvements such as dry-docking the vessel for repairs, as well as for disposition of the vessel in the event of bankruptcy or inability to properly maintain the vessel.
☐	Sources of Income:

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☐	Provide evidence of firm financing, to cover start-up costs and to ensure the first five (5) years of operation and future stability for long-term operation.
☐	Identify funds currently on deposit and percentage of those funds to be allocated in securing ship.
☐	Bank loans and/or lines of credit with letters from banking institutions describing the terms of such loans.
☐	Approved grants with letters from the granting institution describing the terms of such grants.
☐	Firm pledges, including letters from contributors for pledges $10,000 or more describing terms of such pledges. Provide a list of names and pledge amounts of individual pledges less than $10,000.
☐	In-kind contributions of goods and services.
☐	Approved and documented municipal and/or State budgets and/or bonds specifically identifying the amount and year of funds.
☐	Provide detailed annual income projections and supporting documentation for museum membership income.
☐	Provide detailed annual income projections and supporting documentation for value of volunteer labor.
☐	Provide detailed annual income projections and supporting documentation for in-kind contributions of goods/services.
☐	Provide detailed annual income projections and supporting documentation for municipal and/or State budget income.
☐	Provide detailed annual income projections and supporting documentation for admission ticket sales.
☐	Provide detailed annual income projections and supporting documentation for Gift shop and concession sales.
☐	Provide detailed annual income projections and supporting documentation for educational tour and live-aboard program sales.
☐	Provide detailed annual income projections and supporting documentation for special event income.
☐	Provide detailed annual income projections and supporting documentation for facility rental fees.
☐	Provide detailed annual income projections and supporting documentation for parking fees.

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	ADDITIONAL REQUIREMENTS
☐	Public Access Plans: Provide deck plans identifying the specific exterior areas and interior compartments and passageways planned to be accessible to the public upon initial opening of the proposed ship museum/memorial to the public. If areas and compartments are planned to be opened to the public in phases after the initial opening, identify those specific areas and the timeframes anticipated to be opened to the public.
☐	Facility Availability: Provide evidence of availability of the facility; provide evidence of ownerships, a copy of lease agreement, or other evidence of approval for use of the proposed facilities.
☐	Schedule: Provide a detailed notional schedule identifying the critical path events from the submission of the Phase II documentation to the opening of the proposed ship museum/memorial to the public.

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	ENVIRONMENTAL GENERAL
☐	Status of receiving approval (Site Approval Request) from the landowner(s) to use the proposed mooring site, as well as any changes to buildings, piers, etc.
☐	Discussion of any project constraints (site access, third party involvement, multiple landowners, conflicts, etc.).
☐	Discussion of whether the proposed action or location is potentially controversial (i.e., species concerns, viewshed affected, close residents, any local environmental activist groups or citizens that have raised concerns).
☐	Schedule of actions (such as dredging, towing, mooring, design and construction) coordinated with seasonal surveys related to potentially impacted species.
☐	If dredging is necessary, any seasonal timeframes when dredging is permitted are incorporated into the project planning and schedule.
☐	Anticipated timeframe for applicable environmental compliance requirements (permits and consultations) or other supporting documentation is included in overall project schedule.

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ENVIRONMENTAL PLAN	
☐	**Environmental Plan Format:**
☐	**Cover Sheet**
☐	• Include a one paragraph abstract of the document's content.
☐	**Table of Contents**
☐	• Include a list of tables, list of figures, and an acronym list.
☐	**Executive Summary not to exceed three (3) pages.**
☐	• Include a matrix to describe environmental impacts.
☐	• The discussion in the Executive Summary is consistent with the text and appendices.
☐	**Justification and Requirements for Proposed Action**
☐	• Include justification - Why is the project desired and why here?
☐	• Identify project requirements - What action(s) must the applicant complete in order to implement the project?
☐	**Description of Proposed Action**
☐	• Include a detailed project description - Consider what, who, where, when, how.
☐	• Site maps with entire project footprint including existing site, proposed mooring site and towing path, and any temporary mooring site(s) included. Map must include scale, location of proposed berthing site, buildings to be demolished or built, utility tie-ins - all impacted land and in-water areas. Include design drawings of the mooring location.
☐	• Discussion of whether the project is part of an existing or planned larger exhibit/complex, or a stand-alone display site. If part of a larger project, discuss coordination efforts.
☐	**Affected Environment**
☐	• Describe the existing environment - Baseline conditions. Avoid useless bulk and verbose description of the affected environment and concentrate on important issues.

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Appendix B - Phase II Checklist: Business/Financial Plan and Environmental Plan

☐	**Environmental Consequences**
☐	• Identify direct and indirect impacts of the proposed action.
☐	• Analyze both short and long-term effects.
☐	• Include beneficial and adverse impacts.
☐	• Ensure that discussion of environmental impacts is in proportion to their significance.
☐	• Quantify environmental impacts where possible.
☐	• Identify any irreversible and irretrievable commitment of resources.
☐	• Analyze the relationship between local short-term use of the environment and long-term productivity.
☐	**Cumulative Impacts**
☐	• Address cumulative impacts with other projects ongoing or planned in the area. Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.
☐	**List of Preparers not to exceed two (2) pages**
☐	**List of Personnel and Agencies Contacted or Consulted**
☐	• Identify all anticipated consultations, permits and other authorizations required.
☐	• Discuss status in overall project schedule.
☐	**References**
☐	• To reduce bulk, use incorporation by reference.
☐	**Appendices**
☐	• All appendices must be properly titled and referenced in the main text of the report.
☐	Combine all files for the report and appendices into a single electronic file whenever possible.

Appendix B - Phase II Checklist: Business/Financial Plan and Environmental Plan

	ENVIRONMENTAL PLAN CONSIDERATIONS
☐	**Geology, Soils, and Seismicity**
☐	• Describe the geologic and physical features of the area to be affected.
☐	**Climate, Meteorology, and Currents**
☐	• Describe the general conditions and address variability of impacts on the basis of baseline environmental conditions.
☐	**Biology (terrestrial, marine, marine mammals, migratory birds)**
☐	• Benthic sediments
☐	• Marine mammals
☐	• Fish and Essential Fish Habitat
☐	• Threatened or endangered species and/or their critical habitat
☐	**Water Resource, Hydrology, Drainage, and Flood Control**
☐	• Water supply
☐	• Water quality
☐	• Floodplains
☐	• Wetlands
☐	• Dredge material
☐	**Noise**
☐	• Dredging noise
☐	• Traffic noise
☐	• Construction noise
☐	• Fixed and intermittent nuisance noise sources
☐	• Equipment list, with hours of use expected per piece, for all portions of project
☐	**Air Quality**
☐	• Ambient air quality

Appendix B - Phase II Checklist: Business/Financial Plan and Environmental Plan

☐	• Pollution Standard Index (PSI) ratings
☐	• Discuss conformity or possible conflicts with State Implementation Plan.
☐	• Identify any permit requirements by local Air Quality Control District.
☐	**Land Use**
☐	• Discuss conformity or conflict with Federal, State and local land use plans, policies and controls.
☐	• Identify any real estate actions that may be required (e.g., land acquisition, easement, least, etc.)
☐	**Cultural Resources**
☐	• Identify the need for new or additional field surveys for cultural resources.
☐	• Identify any historic or prehistoric resources and discuss potential impacts on such resources.
☐	**Socioeconomics and Environmental Justice**
☐	• Demographics, employment, and income
☐	• Minority and low-income population
☐	• Determination of disproportionately high and adverse health and environmental effects on minority and low-income populations.
☐	**Transportation/Circulation**
☐	• Calculate peak-hour Level-of-Service
☐	• Identify short or long-term increase in vehicle trips, traffic congestion, or a change in traffic patterns.
☐	• Calculate land required for parking
☐	**Public Health and Safety**
☐	• Identify any existing Superfund sites, installation restoration sites, electromagnetic radiation hazards, ordnance issues, hazardous materials and wastes.
☐	• Use existing data and survey on underground storage tanks, radon, lead, and asbestos.
☐	• Address disposal of debris from building demolition.
☐	• Determination of disproportionately high and adverse health or safety risks to children.
☐	**Aesthetics**

Appendix B - Phase II Checklist: Business/Financial Plan and Environmental Plan

☐	• Identify any adverse effects on a scenic vista.
☐	• Identify damage to scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings.
☐	• Identify any adverse impacts on the existing visual character or quality of the site or its surroundings.
☐	• Provide discussion regarding conformity with State and local policies including the Coastal Management Plan, General Plan and Local Implementation Plan relevant to the protection of aesthetic resources.
☐	**Utilities**
☐	• Discuss energy requirements and conservation potential of proposed action and mitigation measures. Energy requirements include electricity, natural gas, water, sewer, solid waste.

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	PHASE III PLANS
☐	Change pages, if applicable, and if update of Phase II documentation is being provided.
☐	Phase III documentation is submitted within six (6) months of the notification to the applicant regarding acceptability of Phase III documentation submission. *Note: Failure to meet this requirement will disqualify the applicant from any further consideration under this ship donation opportunity.*
☐	Provide this completed checklist as part of the ship donation application package.
☐	**MOORING PLAN**
☐	Details that confirm the identification and securing of a permanent, long-term mooring location (at least ten (10) years) that is acceptable to the Navy.
☐	Permanent mooring design capable of withstanding a 100-year storm condition without damage to the vessel, its mooring system, or neighboring facilities.
☐	Mooring Plan in accordance with Interim Technical Guidance (ITG) - Mooring Service Type II (Heavy Weather Moorings) dated May 3, 2000.
☐	Mooring Plan in accordance with Technical Report 6012-OCN Rev B U.S. Navy Heavy Weather Mooring Safety Requirements.
☐	Mooring Plan in accordance with UFC 4-159-03 Design: Mooring (replaced MIL-HDBK 1026/4).
☐	Name and qualifications of preparer of Mooring Plan are provided.
☐	Letter of endorsement from the USCG COTP where the vessel will be moored.
☐	Details of vessel characteristics (length, width, draft, displacement, wind areas, strength of ship fittings).
☐	Design criteria for the site (winds, currents, water levels, waves).
☐	Soil data (if required).
☐	Bathymetric data.
☐	Existing conditions (such as condition of existing facilities).

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☐	Engineering drawings and/or sketches.
☐	Cost estimates.
☐	Permits (note that Corps of Engineers and other permits are required for permanent moorings).
☐	Calculations of wind and current forces/moments.
☐	**TOW PLAN**
☐	Ship stability (gm)
☐	Flooding Alarms
☐	Dewatering procedures
☐	Watertight integrity
☐	Condition of propellers and rudders (locked/removed)
☐	Trim and drafts
☐	Boarding crew preparation (emergency equipment, lights, etc.)
☐	Tug arrangements (hawser type, size)
☐	Tow route
☐	Emergency anchoring system
☐	Harbor assistance and pilotage
☐	Schedule/timeline of current tidal condition
☐	Weather contingencies
☐	Emergency procedures
☐	Primary tow vessel
☐	Padeye, pendant, and jewelry
☐	Secondary tow vessel padeye, pendant, and jewelry

☐	Completed US Navy Tow Manual Appendix H Checklist for Preparing and Rigging a Tow
☐	**MAINTENANCE PLAN**
☐	Long-term and short-term maintenance requirements addressed
☐	Ship Preservation Plan/schedule (daily, yearly, and long term)
☐	Position descriptions of key maintenance staff
☐	Composition and qualifications of professional maintenance staff
☐	Cathodic protection system
☐	Includes Dry-Dock Plan and periodicity for dry-docking; identification of currently available suitable dry-docking facilities
☐	Includes Underwater Hull Inspection Plan
☐	Includes Fire/Flood/Intrusion Alarm Plan
☐	Includes Emergency Response Plan
☐	Includes Pest Control Plan
☐	Includes Security Plan
☐	Policies and procedures for integration of volunteer labor for ship maintenance activities
☐	Maintenance Dredging Plan and periodicity for maintenance dredging.
☐	**CURATORIAL/MUSEUM PLAN**
☐	Provide position description requirements of the professional curator and, if proposed, curator staff. If specific individuals have been identified, include resumes showing prior museum experience and education.
☐	**Collection Management Plan**
☐	Statement of Purpose (Mission Statement).
☐	Provide information as to what staff members will have access to the collection(s).

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☐	Statement as to whether researchers will have access to collection and if so, provide guidelines to be followed to safeguard the items.
☐	Provide scope and description of artifact collections. Describe the types of artifacts to be collected and discuss whether the collection will be limited to items relating to the specific vessel or whether the museum will have a broader collection scope.
☐	Authority and responsibility for museum collection activity and collection management activity.
☐	Address required documentation necessary as part of Collection Management Plan (i.e., Deed of Gift, loan forms, Memorandum of Record, etc.).
☐	Acquisition of collections: Accessioning policy and procedures.
☐	Disposal of collections: Deaccessioning policy and procedures.
☐	Address risk management and insurance.
☐	Collections care and storage: Provide brief provisional plan for storing artifacts not on exhibit, including information on storage area, exhibits, etc.
☐	Collections Control: Address security, inventory, and tracking.
☐	Collections in temporary custody: Address short and long-term loans.
☐	Lending Collections: Address loans, both outgoing and incoming.
☐	**Historical Management Plan**
☐	Description of the historical context in which the vessel will be displayed as the primary artifact.
☐	The historical subject matter which will be dealt within the exhibits.
☐	Tentative exhibits plan.

ASSURANCE OF COMPLIANCE

_____ (hereinafter called "Applicant-Recipient")
(Name of (Applicant)

HEREBY AGREES THAT in compliance with Title VI of the Civil Rights Act of 1964, Section 606 of the Federal Property and Administrative Services Act of 1949, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, no person shall, on the grounds of race, color, national origin, sex or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives a donation from the United States Navy and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

This agreement will continue in effect during the time the Applicant-Recipient retains ownership, possession, or control of the donated property. Further, Applicant-Recipient agrees and assures that its successors and/or assigns will be required to give an assurance as a condition precedent to acquiring any right, title or interest in and to any of the property donated herein.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining a donation of Federally owned property pursuant to Title 10, United States Code, Section 7306 (10 USC 7306), consisting of the following items:

(Use additional sheet if space is not adequate)

_____

_____

_____

(Quantity and Description of Donated Property)

The Applicant-Recipient recognizes and agrees that such Federal donation will be made in reliance on the representations and agreements made in this assurance, and that the United States will have the right to seek judicial enforcement of this assurance.

THIS ASSURANCE is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant-Recipient.

_____ _____
(Date) (Applicant-Recipient)

BY: _____
(President, Chairman of Board, or comparable authorized official)

_____
(Applicant-Recipient's Mailing Address)

Appendix E - Acronym Listing

ACRONYM LISTING

AAM	American Association of Museums
AASLH	American Association of State and Local History
ASN(RDA)	Assistant Secretary of the Navy for Research, Development and Acquisition
CEQ	Council on Environmental Quality
CNO	Chief of Naval Operations
ISIC	Immediate Superior in Command
NAVSEA	Naval Sea Systems Command
OLA	Office of Legislative Affairs
OPNAV	Chief of Naval Operations
PCB	Polychlorinated Biphenyls
ROM	Rough Order of Magnitude
SECNAV	Secretary of the Navy
USCG	United States Coast Guard