

Sample Letter of Intent with Work Plan

*(To be prepared on your agency letterhead
and submitted with the VTIP Grant Application)*

Date

Division of Boating and Waterways
One Capitol Mall, Suite 500
Sacramento, CA 95814

Re: Vessel Turn-In Program (VTIP)

To Whom It May Concern:

(Letter of Intent): The Sacramento Marina would like to request grant funding for participation in the Vessel Turn-In Program.

The Sacramento marina is a public marina that houses 250 recreational vessels. Due to recent economic impacts, many vessel owners are unable to continue paying their slip fees and have expressed interest in surrendering their boat through the VTIP.

(Work Plan): In response to this need, the Sacramento Marina has developed a work plan to facilitate this process. In addition to the placement of informational posters in the marina and local bait stores, the marina has placed an advertisement in The Sacramento Bee notifying local constituents that we will accept unwanted recreational vessels from 8:00a.m.-12:00p.m. on the first Saturday of each month beginning July 1, 2012. Owners will be required to provide proof of ownership of said vessel, sign over the title of their vessel, and complete a release of liability/interest form before we will accept their vessel. The marina has contracted with Bob's Salvage Yard for the destruction and disposal of each vessel at a cost of \$100.00 per vessel. The boats will be transported to Bob's Salvage Yard and destroyed on the same date; therefore, storage costs will not be incurred.

The marina will continue this program until all allocated grant funds have been expended.

Signed,