

# **2021-23 Maintenance Assistance Grant Procedure Guide**



**June 2021**

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## SECTION 1: GRANT PROGRAMS HISTORY AND PURPOSE

- 1.1 **Background.** The State Marine Board (Board) Maintenance Assistance Grant (MAG) Program formerly known as MAP was established in 1985 as a result of legislation that redirected fuel taxes being paid by motorized boat users to the Marine Board. MAG was widely supported by public agencies to assist with the cost of maintaining improved boating access sites throughout the state. Grant recipients were encouraged to use MAG funds to enhance their existing level of maintenance and improve the quality of recreational boating access sites.

In 1995 the Board became the designated agency to receive federal Clean Vessel Act (CVA) funds for installation, replacement and maintenance of boat sewage collection systems such as pumpout, dump station and floating restroom.

The Board does not own or operate any boating access sites or facilities but instead, relies on city, county, port, park districts, state and federal agencies and tribal governments to apply for grants to make needed boating access improvements.

- 1.2 **Grant Programs.** The Boating Facilities Program administers five additional grant programs: Boating Facility Grant (BFG), Waterway Access Grant (WAG), Small Grants, Clean Vessel Act (CVA) Grant and Boating Infrastructure Grant (BIG). Information about these programs can be found in the *Boating Facility, Waterway Access and Small Grant Procedure Guide*.

*This Procedure Guide does not address requirements and procedures associated with WAG, BFG, Small Grants, CVA or BIG grants for construction, renovation, or education. Please contact the Boating Facilities Program if you have questions about those programs.*

- 1.3 **Eligible recipient.** A city, county, port, park district, or state agency is eligible for funds to help maintain a public Boating Access Site, Floating Restroom, or Sewage Collection System serving recreational motorboat users.

- 1.4 **Eligible uses of state grant funds.** MAG may be used for routine operations and maintenance activities at approved motorized and mixed-use recreational boating access sites identified in the grant agreement. Activities include cleaning of the launch ramp, dock, parking area, and restroom; garbage service; groundskeeping; utilities; security camera operation; and minor repair of public recreational boat access facilities statewide. Grant funds may be expended for materials, supplies, personnel, labor, outside contracts, and program administration are eligible.

A. **Materials & Supplies.** Consumable items or components used in the service, repair, or maintenance of site improvements may be funded by MAG.

1. Consumable items and service components include janitorial and maintenance supplies (e.g., restroom tissues/towels/supplies, cleaning and sanitizing chemicals/equipment, recycling and trash containers, personal protective equipment) and maintenance supplies (e.g., fasteners, lumber, primer/paint, fuel/oil, spare parts) required for site maintenance.
2. A recipient may expend MAG funds to purchase tools or equipment to maintain an approved Boating Access Site, including custodial, maintenance, and grounds services. Tools may be any hand tools or power tools required to efficiently or effectively complete maintenance tasks. Equipment is considered more permanent and longer lasting than supplies, which are used up quickly. Equipment includes machinery, fixtures, vehicles, electronic devices, and other machines necessary to maintain the approved boating access site. Expenditures have the following restrictions:
  - a. The total spent on tools and equipment during the term of the agreement may not exceed ten percent of the agreement's allocation.
  - b. Use of MAG to purchase tools or equipment is contingent upon the recipient providing sufficient maintenance that complies with expectations as established by the Board.

B. **Personnel/Labor.** Expenses for non-supervisory staff performing maintenance tasks and traveling to

and from approved boating access sites. Expenses include wages, payroll taxes, benefits, insurance, leave, personal equipment or supplies.

- C. *Outside Contracts*. This includes third-party services such as commercial janitorial services, garbage collection and recycling services, as well as plumbing or electrical work. Where the recipient has contracted for services necessary to maintain the approved boating access site.
- D. *Program Administration*. A recipient may expend up to 15 percent of the grant award on administrative services such as staff supervision, fiscal, procurement, reporting or management of the agreement.

1.5 Ineligible uses of grant funds. MAG may not be used to operate, maintain or administer the following types of facilities or activities:

- A. Fish cleaning stations, marine fuel station, long-term marina or moorage feature, campground, trail, picnic area or shelter, swim area or other large day use component.
- B. Limited or restricted public entry such as employee or membership only or unreasonable hours of operation at an approved boating access site such as 2:00-3:00pm.
- C. Commercial use is Ineligible. A recipient may not expend MAG funds for any feature, or portion of the site, where commercial activity limits public recreational boating use or access, unless the commercial activity is incidental. Examples include the loss of public parking or dock space by the commercial operator or their customers or regular or prolonged closure of a portion of an approved Boating Access Site due to the activity or event.
  - 1. Commercial use may include any activity that is permitted, licensed, or expressly allowed by the site owner or managing agent and that conveys exclusive use or a preference in use to any individual, group, or entity and not the general boating public.
  - 2. Examples of commercial use include: a permanent or portable store, restaurant or shop; commercial fishing vessel moorage; charter boat moorage; fish cleaning service; tour or excursion boat boarding or moorage; shuttle service; ticket sales, or watercraft rental.
  - 3. Incidental or occasional use by a boat manufacturer or dealer to test or demonstrate boats or use by an outfitter or guide is not commercial use if the use is not exclusive or guaranteed and receives no preference over use by the general boating public.
  - 4. A single or annual event such as a festival or contest is not commercial use unless the event is repetitive, extensive and results in the loss of access or use of the approved Boating Access Site for an excessive amount of time or the event has the potential to damage or degrade the Boating Access Site. All non-water dependent events should be relocated to another location to not impact recreational boaters who must have access to water-dependent boating facilities to recreate.

1.6 Eligible uses of federal grant funds. Federal grant funds may be expended only for routine maintenance and operation of an approved Sewage Collection System or Floating Restroom.

- A. Sewage Collection System or Floating Restroom must be open to the public at no cost and available at least during the peak season of use.
- B. Routine maintenance and operation may include cleaning, septic disposal, utilities, minor repair, deployment, and winterization.

1.7 Ineligible uses of federal grant funds. Sewage Collection System or Floating Restroom that has limited or restricted public use such as member only, campground customer only, has unreasonable hours of operation, or does not primarily serve motorboats.

1.8 Civil Rights requirements. Applicants must assure that as a condition of receiving MAG funds, they will comply with all local, state, and federal laws relating to non-discrimination including but not limited to the following:

- A. Executive Order 11246, Equal Employment Opportunity and Title VI of the Civil Rights Act of 1964 (PL 88-352, 42 U.S.C Sects. 2000D to 2000D-4) 43 CFR 17, Subpart A-Title VI prohibits discrimination based on race, color, or national origin in program participation and employment, where (1) the primary purpose of the grant is to provide employment, or (2) discriminatory employment practices will result in unequal treatment of person, who are or should be benefitting from the grant. The provisions of Title VI of the Civil Rights Act of 1964 and Executive Order 11246 implementing the Act must be followed.
  - B. Title IX of the Education Amendments of 1972 (20 USC §§ 1681-1683; 1685-1686), which prohibits discrimination on the basis of gender.
  - C. Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), as amended in 1978 (43 CFR 17, Subpart B) Section 504 requires that no qualified persons shall on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity.
  - D. Age Discrimination Act of 1975 (42 USC §§ 6101-6107), which prohibits discrimination on the basis of age.
  - E. Drug Abuse Office and Treatment Act of 1972 (PL 92-255), which prohibits discrimination on the basis of drug abuse.
  - F. Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616) regarding non-discrimination on basis of alcohol abuse or alcoholism.
  - G. Architectural Barriers Act of 1968 (ABA), P.L. 93-112 all facilities must be accessible to the physically handicapped.
  - H. Americans with Disabilities Act of 1990 (ADA), which provides for clear and comprehensive prohibition of discrimination on basis of disability in employment, state and local services, including transportation, public accommodations and services, and telecommunications. The U.S. Access Board [www.access-board.gov](http://www.access-board.gov) has the latest guidelines.
- 1.9 Ownership. MAG may be used to maintain public recreational boating access sites and features only on property owned and/or managed by the recipient. This includes ownership in fee simple, a long-term lease, easement, or intergovernmental agreement authorizing the recipient's control over the property throughout the term of the grant agreement.
- 1.10 Funding availability. MAG is made available on a biennial basis, beginning July 1 of every odd year and ending June 30 of the ensuing odd year, as authorized by the legislature and allocated by the Board for this purpose. MAG funds must be expended by the grant recipient prior to the end of the biennium in which they are awarded.
- A. The Board notifies potential recipients of MAG funding availability in November preceding the start of each biennium. MAG application deadlines are also posted on the agency web site [boat.oregon.gov](http://boat.oregon.gov) and published in the program newsletter *Boat Access Today*, which is sent to individuals and agencies on a list maintained by the Boating Facilities Program. If you want to receive the newsletter, contact the Boating Facilities Program.
  - B. The Board may adjust the amount of funds available, application deadlines, and allocation dates to meet existing needs or opportunities that may occur.
- 1.11 State and federal MAG matching fund requirements. Applicants are required to provide match to MAG. Applicant match can be recipient cash, donations, force account labor, materials, supplies or equipment. In addition to cash match, the recipient should identify administrative match contributed to the project. Administrative match can include the cost of project administration, legal fees and contract management.
- In the event the recipient has an approved federal indirect rate, and the recipient is applying for federal

funds these items can be considered administrative match or may be eligible for federal MAG funding. Contact the Boating Facilities Program Manager if you have an approved federal indirect rate and are applying for federal MAG funds for Sewage Collection System or Floating Restroom.

Applicants can provide match in the form of force account labor, materials or equipment. Force account match may consist of recipient or donated labor for maintenance of existing structures, plantings, painting and similar tasks; donated or recipient-supplied materials such as lumber or crushed aggregate; or donated or recipient use of equipment such as a dump truck, road grader, paint striper, or tools. Force account labor, materials, or equipment must be items that would otherwise require MAG funds to pay for as part of the scope of the grant.

The Board's guidelines for the minimum percentage of match including cash, force account and administrative items on an application that only has state MAG funding for maintenance of facilities for recreational boating use is 40%. The minimum percentage of match for maintenance of Sewage Collection Systems and Floating Restrooms awarded federal MAG funds is 25%.

## SECTION 2: STATE AND FEDERAL MAG APPLICATION PROCEDURES

2.1 Contents of application. To be considered for MAG, potential recipients must prepare and electronically submit a grant application form to the Boating Facilities Program by the established grant application deadline. The Application consists of five sections including the signature section. The Application can be downloaded from the Marine Board website at [boat.oregon.gov](http://boat.oregon.gov) under Boating Facilities. Sample forms and filing instructions are included in this guide.

### A. *Section 1. Applicant Information*

Provide the contact information for the applicant's project manager. The project manager is the key point of contact responsible for all MAG grant activities. The project manager will be responsible for coordinating all grant correspondence with OSMB, including grant application, administration, compliance, fiscal and performance reporting, and related activities. This person may be different from a local or regional site manager. Provide the name and contact information for the fiscal point of contact.

### B. *Section 2. Modifying or Adding Access Site*

Identify if the applicant has participated in the MAG program within the last two years. If yes, and **NO** modifications have been made to site fees, season of use, site features such as number of parking spaces, linear feet of dock etc. and no new sites are requested to be considered, then mark No Modifications. If there are modifications to existing site information or the applicant is requesting consideration to add a new access site complete MAG Modifying or Adding Access Site Form for each site that has modifications or proposed new access site.

When listing vessel waste collection equipment, group units installed in the same location. For example, if there is a pumpout and a dump station installed on the fuel dock, list one system named "Fuel Dock Pumpout/Dump Combo". List equipment separately if units are installed in different locations. For example, assume there is a pumpout on Dock C, a pumpout and dump station combination unit on Dock H, and an upland dump station. You would list three systems named "C Dock Pumpout", "H Dock Pumpout/Dump Combo", and "Bramble Creek Dump Station".

Identify any fees charged for using the boating access site or related facilities. For use fees and moorage give the daily rate.

Identify the types of boats that are currently using or anticipated to use the boating access site. Provide an annual estimate of the number of launch and retrievals, number of boats mooring overnight and number of boat-in camping nights as applicable.

Complete the table identifying by month the types of boating activities occurring or anticipated

at the boating access site or waterbody. Using a scale of high, medium and low.

Use information can come from door counts, traffic counters, entrance or other fee receipts, and staff observations. Local marine deputies, adjacent boating access site owners, and users can also provide information to help quantify the type of boats and mix of use.

Provide information about ownership and management of the property. Identify if there are any easements, deed restrictions, agreement covenants or other limitations on property development. If the property is leased or under operation and management agreement identify who owns the property and number of years remaining in the lease. Identify who manages the property.

C. Section 3. *Maintenance Schedule and Plan*

1. Describe the maintenance schedule, plan guidance or other documentation used to operate and maintain the approved boating access sites. Attach a copy of the referenced information or provide a link where the plan, guidance, schedule or other documentation can be obtained.

D. Section 4. *Proposed Budget*. (All applicants complete)

Please note this is estimated and will be used to identify if the applicant has included the minimum amount of match for state and federal MAG. The amount and categories may change when expenditures are made and requests for reimbursement are submitted.

1. Part 4A. Administrative Match: Identify the value and source of any administrative match the applicant or others will provide as a part of the project. These costs can serve as a portion of the applicant's required match for the grant.

Below are examples of eligible items for each line. This information will also be included on partial and final reimbursements if a grant is awarded.

- a. *Administration*: Attending meetings relating to the project, procurement process, or supervision of force account labor.
  - b. *Federal indirect rate*: This only applies if you have received a grant with federal funding. The approved federal indirect rate type will be one of the following types provisional, final, predetermined, or fixed. If the applicant has never had an approved federal indirect rate you may elect to charge a de minimis rate of ten percent of the modified total direct costs.
  - c. *Pre-agreement expenses*: Allowable expenses that have been **preapproved** by the Boating Facilities Program Manager prior to the agreement being executed but within the biennial period.
  - d. *Other*: Identify other match that would not fall into the above line items.
2. Part 4B. Force Account Match. Identify the estimated cost and source of any force account labor, materials, and equipment supplied by the applicant or others. Force account refers to applicant staff; equipment, or materials owned by the applicant; or labor, equipment, or materials donated by a third party. Provide details and description of the proposed force account labor, materials, or equipment and who is providing the items.  
  
Note: The recipient must be able to document these items and provide as supporting documentation during the reimbursement process.
  3. Part 4C. Cash Match. Identify the estimated cash contributions by the applicant or others along with the amount requested from the Board. Identify the amount and source of any "Other" funds listed separately in Section 4 Part E.
    - a. *Materials Purchased* is only for the applicant purchase of maintenance items such as paint, fixtures, lumber, or building or roofing materials that will be installed using force account labor or contracted labor. This line does not refer to any materials a contractor purchases



directly and installs under a third-party contract.

- b. *Equipment Rental* is only for the rental of equipment that the applicant would use for maintenance tasks completed by force account labor. This can include specialty tools, transportation vehicles, charges from a separate division for use of equipment such as Public Work charging Parks for use of a backhoe or other related items. This line does not refer to any equipment a contractor would rent under a separate construction contract.
  - c. *Federal indirect rate* only applies if you have received a grant with federal funding. The approved federal indirect rate type will be one of the following types provisional, final, predetermined, or fixed. If the recipient has never had an approved federal indirect rate you may elect to charge a de Minimis rate of ten percent of the modified total direct costs.
  - d. *Outside contract* is typically for services which can include repair of plumbing or electrical systems, or other specialties such as garbage collection services, seasonal dock removal and installation or debris removal from boat ramps and docks.
  - e. *Other* is for cash expenses that do not fit within the above identified line items.
4. Part 4D. Total Proposed Project Funding. Transfer the totals from Section 4 parts, A-C to the corresponding lines and add for the grand total.
5. Part 4E. Other Source, Type and Amount of Non-Applicant Match. If any amounts are listed in the "Other" columns in Section 4 A-C, provide details about the type, source, and amounts of these contributions. If necessary, attach additional sheets. This information is particularly important if any "Other" funds are from other grants.

E. *Section 5. Signature and Certification.*

By signing the Application, the applicant is certifying that its governing body or board of directors is aware of this request and has authorized the signer as the official representative of the applicant to act in connection with this Application and subsequent project as well as to provide additional information as may be required.

- 2.2 Submitting a Complete Application. Applicants must submit a complete application by the application deadline.
- A. All Applications must be submitted on or before the application deadline. Staff will not process any applications received after the specified deadline.
  - B. Staff will attempt to review applications received prior to the specified deadline and inform the applicant of any additional information needed.
  - C. Once an application is accepted, the recipient will be notified of the assigned grant reference number. After reviewing the application and attachments, additional information may be requested from the applicant to help clarify information contained in the application. A recipient's lack of responsiveness and clarity to such a request may negatively affect the grant evaluation.
- 2.3 Grants Workshop and Pre-Application Meeting. Boating Facilities Program staff occasionally conduct grant workshops to inform potential applicants of application procedures and administrative requirements of the program. All prospective applicants are encouraged to attend a workshop prior to applying for a grant.

In addition, it may be beneficial to meet with appropriate MAG program staff prior to submitting an application. This will provide the applicant an opportunity to ask questions regarding the grant program and will allow Boating Facilities Program staff to assist the applicant if requested. Requests should be made as early as possible prior to the established deadline for submitting a grant application and directed to the Boating Facilities Program Manager. The availability of staff is subject to prior scheduling and other priorities.

### SECTION 3: GRANT APPLICATION REVIEW AND CONSIDERATION

- 3.1 Initial Staff Review. After an application is received, staff will review it for completeness, assign a project number, and notify the applicant of the application status. The notice may request additional information for clarification on the application. *Please use the assigned project number in all correspondence regarding the application and/or project.*
- 3.2 Allocation Formula. Staff will determine the amount of an applicant's allowable grant allocation total based on the best available information relating to use fees; types and seasons of site use; seasonal maintenance practices; plus types and quantities of equipment, facilities, and site improvements serving motorboats. The MAG allocation formula uses a point system based on site features available at a Boating Access Site. Each point has a value of \$100. The MAG point schedule is in Appendix C.

Staff will calculate grant amounts using the allocation methodology as follows:

- A. Base state fund MAG Allocation. Determine the base allocation for each Boating Access Site. Include all eligible improvements or facilities, i.e., site feature, that serve motorboats.
1. Calculate the base allocation point value as prescribed by the MAG point schedule for the size or quantity of site features, including number of launch lanes, boat trailer parking area or spaces, restroom stalls; length of docks; plus groundskeeping and garbage service.
    - a. Parking points will be awarded only for parking features that safely accommodate six vehicles with boat trailers at the launch site. No points will be awarded for any car parking area, spaces that are too small for a vehicle with a boat trailer, allows long-term parking, storage of boats, unhitched trailers, vehicles or other items or parking not actively serving motorboat users launching or retrieving from a launch ramp.
    - b. Points awarded for any parking feature will be no more than the single highest point category applicable to that parking feature. No single parking feature will be awarded points from multiple point categories.
    - c. For parking features without obvious, actively maintained pavement and space delineation, i.e., striping, parking points will be awarded based on the total area at the launch site that is dedicated to parking vehicles with boat trailers. Points will be awarded only for vehicle with boat trailer parking area that is dedicated to serve motorboat use associated with the launch site.
    - d. For parking features having obvious, actively maintained pavement and striping, parking points will be awarded based on the total number of adequately sized, delineated parking spaces that are dedicated to parking vehicles with boat trailers at the launch site. Points will be awarded only for vehicles with boat trailer parking spaces that are dedicated to serve active motorboat use associated with the launch site.
    - e. Parking points will be awarded only for overflow parking features where a separate, additional parking feature is necessary to supplement the parking capacity for vehicles with boat trailers at the site. Overflow parking must be readily accessible to all motorboat users, of adequate size to meet MAG eligibility requirements, and located within reasonable distance of the boat launch.
  2. Adjust the base allocation to include additional points for each Boating Access Site that is accessible only by boat.
  3. Adjust the base allocation to include additional points for an applicant who provides four or more MAG-funded access sites. Sewage Collection System or Floating Restroom are not included in the applicant's total site count if it is located within or adjacent to a state funded, MAG access

site.

B. Seasonal Adjustment. When a site feature is not open for public use, actively maintained, or operational, the allocation will be adjusted to match the period during which it serves motorboats and is actively maintained. Staff will adjust the base allocation for seasonal availability as follows:

1. For each site feature at a Boating Access Site that is available only during the required minimum three-month peak season, reduce that feature's point value by 50 percent.
2. For each site feature at a Boating Access Site that is available only during the required minimum three-month peak season plus a three-month shoulder season, reduce that feature's point value by 25%.
3. For each site feature at a Boating Access Site that is available at least during the required minimum three-month peak season, but less than 12 months, adjust that feature's point value on a pro rata basis as appropriate.

C. Other Adjustments. The base allocation may further be adjusted in instances where the number of site feature quantities or total site maintenance costs differ substantially from typical motorboat access sites, or where substantial shared use or seasonal closures occur. In such cases staff may adjust the point values for the site features as follows:

1. To fit within the recipient's estimated budget for the site;
2. To balance the number of launch lanes to the number of parking spaces in conformance with the current version of the Board's *Design Guidelines for Recreational Boating Facilities*;
3. To account for joint use of restroom or parking stalls or other features that clearly serve other developed activity areas besides boating, such as large day use areas, marinas, campgrounds, and downtown areas; and
4. For seasonal closures of boating access site features.

D. Use Fee Adjustment. When a fee is charged for public use of a site feature, the MAG allocation will be adjusted to recognize the grant funding contribution already made by motorboat users. Fee includes any day use, entry, launch, parking, or other fee charged to a motorboat user for use of the boating access site. Fees do not include any donations or annual passes. Staff will reduce the MAG allocation according to the total fees paid by a motorboat user for a single use of an approved boating access site.

1. A recipient who charges a fee over \$5.00 may not receive MAG funds for that boating access site.
2. Staff will reduce a site's total allocation for fees charged as follows:
  - a. \$0.00-\$2.00 – no reduction
  - b. \$2.01-\$3.00 – 15 percent reduction
  - c. \$3.01-\$4.00 – 40 percent reduction
  - d. \$4.01-\$5.00 – 75 percent reduction
  - e. \$5.01 and above – not eligible
  - f. No fees allowed for floating restrooms, pumpouts or dump stations.
3. Notwithstanding the provisions in Paragraph 1 of this subsection, an applicant may request to charge a moorage fee at a MAG-funded site that exceeds the maximum allowable use fee.

- a. To request consideration for a moorage fee that exceeds a daily rate of \$5.00 the applicant must submit by email or letter to the Boating Facility Program the following information:
  - (1) Identify local or regional market moorage rates, include the rate basis, location and similar access site features.
  - (2) Will rate apply to day use and overnight mooring?
  - (3) Will the rate be the same for day use and overnight mooring?
  - (4) Will the fee be only to recover direct utility costs associated with electricity, water or sewage used by the moored boat?

Staff will review and evaluate the information and make a recommendation to the Director on the reduction amount.

- b. No reduction will be applied to the total site allocation if the moorage fee charged to a user is only for utility service and the fee amount is the minimum necessary to recover direct utility costs.

E. Base federal MAG Allocation. To determine the Base Allocation for each federal MAG award, Staff will calculate the number of points attributable to each pumpout, dump station, and floating restroom using the point values in the MAG point schedule. To be eligible no fees may be charged for use of these sites.

F. Seasonal federal MAG Adjustment. A Sewage Collection System is considered open if it is operational, actively maintained, open for public use and has all necessary items in good working order such as hose, adapter, and utilities. A Floating Restroom is considered open if it is deployed to its intended in-water location, operational, actively maintained, open for public use and has all necessary items in good working order such as batteries, and toilet flushing system. Staff will adjust the base federal MAG grant allocation for seasonal closure, based on the following:

- 1. For each funded feature that is open only during the required minimum three-month peak season reduce that feature's point value by 50 percent.
- 2. For each funded feature that is open only during the required minimum three-month peak season and the three-month shoulder season reduce that feature's point value by 25 percent.
- 3. For each funded feature that is open at least during the required minimum three-month peak season, but less than 12 months, reduce that feature's point value on a pro rata basis.
- 4. For Floating Restroom if the feature is unavailable for public use due solely to low water or other conditions beyond the control of the recipient and the recipient uses that time to repair or maintain the Floating Restroom it may be considered open for the purpose of federal MAG funding.

G. Total MAG Allocation. Staff will calculate the applicant's total state fund MAG allocation as the sum of the allocations for all the applicant's MAG-approved sites, as adjusted according to subsections A, B, C, and D of this section, for each year of the grant term. The recipient's total federal fund MAG allocation is the sum of federal MAG Allocations for all of the applicant's approved sites as adjusted for season of use, for each year of the grant term. One grant agreement will be issued for both state and federal MAG.

3.3 Staff recommendation. Staff will review and evaluate the grant request for agency priorities and make a recommendation to the Director for funding.

3.4 Consideration by the Director. The Director will review documents and staff recommendation and make a funding determination on the application. Determination is generally completed within three to seven days.

- 3.5 Biennial reporting to the Board. Staff will prepare a MAG summary report each biennium. The report will be provided to the Board during a regularly scheduled meeting.

#### SECTION 4: GRANT AGREEMENT AND PROJECT ADMINISTRATION

- 4.1 Grant Agreement. Once the Director has approves a MAG award, the recipient must enter into a grant agreement with the Board. The grant agreement describes the responsibilities of all parties and the terms and conditions associated with the grant.

A grant agreement must be duly signed by all parties within 90 days of approval. If the grant recipient does not sign the grant agreement in a timely manner the Board may cancel the grant. Until the grant agreement is signed by all parties, the grant recipient or any other party to the agreement may discontinue their involvement in the grant.

The Board will email the grant agreement for signature and provide each party to the grant agreement a fully executed electronic copy once all signatures have been obtained.

- 4.2 Project Period and Start Up. Unless modified by mutual consent of all parties, the grant agreement binds all parties from the date it is signed for the biennial performance period that begins July 1 of the first odd year and ends June 30 of the following odd year.
- 4.3 Project Completion. Since MAG grants address ongoing needs for routine maintenance and operation, "project" refers to the ongoing, routine maintenance tasks or activities authorized and occurring during the performance period in the grant agreement. A MAG grant project is generally considered to be complete when the term of the grant agreement expires and final reimbursement is made, whichever occurs last.

#### SECTION 5: FISCAL GRANT ADMINISTRATION AND REPORTING

- 5.1 Keeping Records and Requesting Reimbursement. MAG grants are reimbursement grants. This means that the grant recipient must expend funds prior to receiving reimbursement. Reimbursement will only be approved for costs associated with work directly related to and identified in the scope of the grant award, grant agreement, and other grant-related documents. The reimbursement amounts are calculated based on the parties' percentages of required match for state and federal MAG. As an example, if the total maintenance expenses are \$10,500 for the reimbursement request and the grant recipient match is 40% state MAG (\$10,000) and 25% for federal MAG (\$500) and Marine Board Grant is 60% for state MAG and 75% for federal MAG the amount paid by the parties would match their percentage. Grant recipient pays \$4,000 to match state MAG and \$125 to match federal MAG for a total of \$4,125 and Marine Board pays \$6,000 state MAG and \$375 federal MAG for a total of \$6,375.

A grant recipient's request for reimbursement will be held until all required documentation is provided and accepted by Boating Facilities Program staff. It is essential that the grant recipient keep accurate documentation and records to obtain reimbursement. Supporting evidence must be documented for each item identified in the budget. Estimates are not acceptable for reimbursement.

A. Additional reimbursement request information is provided below.

1. *Partial Reimbursements*. A grant recipient may request reimbursement for eligible expenditures made at any time after a significant portion of the project has been completed or materials received. Partial reimbursements are not required, and a grant recipient may submit only the final reimbursement request. To submit a partial request, A grant recipient must submit a completed Grant Reimbursement Form (see Forms Library at [boat.oregon.gov](http://boat.oregon.gov)) and attach documentation supporting the expenditures including Administrative, Force Account, and Cash match. In no event shall the Board disburse more than 90 percent of the grant award amount for partial reimbursements.
2. *Final Reimbursement*. A final reimbursement can be submitted only after all work or materials have been completed and accepted by the grant recipient and acknowledged as prescribed by

agency staff. To request final reimbursement, A grant recipient must submit a copy of the Grant Reimbursement Form along with documentation supporting all expenditures including Administrative, Force Account, and Cash match. Boating Facility Program staff may inspect the completed work before the final reimbursement is authorized.

- 5.2 Completing the Reimbursement Form. It is recommended to establish separate cost accounting for MAG. Expenditures should be captured and monitored based on the grant budget to account for Administrative match, Force Account match, and Cash match on the reimbursement form.
- 5.3 Cost Overruns. The grant recipient is responsible for all costs above must make every effort to avoid cost overruns on a project.
- 5.4 Requesting a Modification or adding a New Access Site. A grant recipient may request a modification to the scope of a grant or adding a new site by submitting an email to the Boating Facilities Program Manager summarizing the request and attaching the completed Grant Modification or New Access Site Information Form. In addition, include any supporting documents such as council resolution, governing board order, lease agreements etc. Requests will be reviewed and if needed additional clarification requested prior to making a determination. In the event there is a financial increase or decrease in MAG award, notice will be provided prior to issuance of an amendment.

## SECTION 6: SITE MANAGEMENT RESPONSIBILITIES

- 6.1 Conversions. The terms and conditions of MAG grant agreements require a grant recipient to retain ownership or management of all sites receiving grant assistance, maintain the site(s) and features in a safe and usable manner, and make them available for public boating recreation during the term specified in the agreement. A grant recipient may not convert, wholly or in part, any equipment or tools acquired, or any site or feature maintained with grant assistance to any use other than those stipulated in the grant award or grant agreement, without Marine Board approval. If the grant recipient converts a site or feature maintained with grant assistance to unauthorized uses or disposes of the tools or equipment before the ending date of the grant agreement, the grant recipient must reimburse the Board 100% of all funding received or provide replacement access as approved by the Board. Replacement access must be equal to the access, motorboat user benefit, and level of development as agreed by the Board. The Recipient is responsible for providing replacement access to match the quantity and type of features to meet the needs of recreational motorboat users. As an example, if the converted access had twenty paved boat trailer parking spaces, a two-stall flush restroom, and single lane concrete ramp, then the level of development on the replacement access must match those amenities and not become gravel parking, portable toilet, or gravel ramp. In addition, the access to the water must be of equal or better functionality and utility to serve recreational motorboats.
- 6.2 Operations and Maintenance. A grant recipient must operate and maintain each boating access site and feature, so they appear attractive and inviting to the recreational boating public. Sanitation and sanitary facilities must be maintained in accordance with applicable public health standards and codes. Each site and its related features must be kept safe for public boating use and kept in good working condition throughout the term of the agreement. A grant recipient must make each boating site and its features available for public use during reasonable hours of the day and times of the year. A grant recipient must perform or contract for adequate routine maintenance and operation activities to protect the public, preserve the viability of the site and features, and provide a quality boating experience for the public. Any event such as vandalism, flood, fire, or closure that requires significant corrective action must be promptly reported to the Board. A grant recipient must maintain, store, and manage equipment purchased through the grant.
- 6.3 Financial and Accounting Requirements. A grant recipient must maintain complete fiscal records relating to the approved grant in a manner that is consistent with generally accepted accounting principles. Required fiscal records must provide an accurate and timely accounting of funds received by source of expenditures and any unexpended balances. The grant recipient's records must be detailed and include readily available documentation sufficient to demonstrate that all expenditures reimbursed by the Board

covered eligible costs under the terms of the grant award. Other records such as correspondence and photos documenting events related to the project and grant must also be kept and maintained by the grant recipient.

A grant recipient must provide authorized staff of the Board, the Oregon Secretary of State's Office, and the federal government access to all fiscal records and supporting documentation. All grant-related fiscal records and supporting documentation must be maintained for a period of six (6) years following completion of the work authorized by the grant award. In the event that litigation is involved, a different retention schedule may apply. Contact the Marine Board for more details. All recipients who receive federal funds must comply with OMB Circular A133 Single Audit Act.

- 6.4 Availability to Users. A grant recipient must agree to allow Board staff, or their agents, unencumbered access to inspect the site, features, and equipment assisted with grant funds throughout the term of the grant agreement. Inspections will generally be for the purpose of determining whether the site and features are open and available for public boating use, properly maintained, and serving the users for which the grant was awarded. Inspections may also be performed of the acquired tools and equipment. Following inspections, staff may request that the grant recipient provide maintenance logs, use data, inventory data, or recommend that the grant recipient take corrective actions to remediate any problems noted.

## SECTION 7: GLOSSARY

7.1 Terminology. For the purpose of this Procedure Guide, the following definitions apply:

**Access Road:** A road that leads from a main thoroughfare to a Boating Access Site launching access or parking area.

**Administration:** The preparation and management of a MAG including, but not limited to fiscal responsibilities, staff supervision, and reporting activities.

**Agency:** The Oregon State Marine Board, agency staff, or other authorized representatives.

**Amendment:** A modification to the grant agreement typically for funds, scope, or term of a grant agreement.

**Annual Maintenance:** Routine maintenance and operation activities typically scheduled to occur yearly and performed by the recipient during the grant term.

**Application:** A complete grant proposal with the required forms and attachments submitted for consideration by the Board.

**Biennium:** The 24-month period beginning July 1 of each odd-numbered year and ending June 30 of the next odd-numbered year.

**Board:** The State Marine Board.

**Boarding Dock:** A floating structure, normally 6 to 8 feet wide, on or adjacent to a launch ramp that provides immediate use for loading or off-loading from a boat.

**Boat:** Any manner of watercraft, including a seaplane on the water and not in flight, used or capable of being used as a means of transportation on the water, including a kayak, canoe, raft, stand up paddleboard, sailboat, motorboat or other device defined by statute. This does not include any boathouse, floating home, air mattress, beach and water toy, or single inner tube.

**Boat-in Camping:** A designated camping area accessed by boat. It is typically only accessible from the water, not by road. It often includes a fire ring and tent pad and may also include a picnic table and sanitation system or equipment.

**Boating Access Site:** A public site with a launch ramp, parking area, sanitation and garbage can or a site with a short-term tie-up dock, sanitation and garbage can or a sewage collection system or floating restroom. Sites also may include debris deflection booms, boarding docks, landscaped grounds and turf etc., and restroom, providing public access for motorboats via a launch ramp or dock. May also include improvements that facilitate access such as access road, landscaped grounds, and utilities.

**Boating Facilities Program Manager:** Agency staff member designated by the Director to manage Maintenance Assistance Grant (MAG), Boating Facility Grants (BFG), Waterway Access Grant (WAG) and Small Grant (SG) Programs.

**Clean Vessel Act (CVA):** The federal program authorized by 50 CFR Part 85 and ORS 830.150. Clean Vessel Act funds are restricted for the maintenance and operation of floating restrooms and sewage collection systems (pumpout and dump stations). Funds awarded through MAG for these sites will be federal funds and cannot be expended for the maintenance and operation of other boating access sites.

**Commercial Use:** Any regular or non-incidental activity or event at an improved boating access site that is conducted by a business, concessionaire, or any non-public entity for the purpose of selling products or providing goods or services for a profit or private financial gain. Also includes any activity that is permitted, licensed, or expressly allowed by the site owner or managing agent and that conveys exclusive use or a preference in use to any individual, group, or entity and not the general boating public.

**Composting Toilet:** A toilet system where waste is collected in a tank and combined with wood shavings or bulking material to produce compost. Typically located on islands or remote areas not accessible by road.

**Conversion:** Changing the use of a boating access site or feature that has been maintained with assistance



from state or federal MAG to any other purpose, use, or activity not specified in the MAG Grant Agreement.

**Debris Deflection Boom:** A floating structure typically located upstream of a boating access site that provides protection from floating debris by deflecting it away from the site.

**Director:** The State Marine Board Director.

**Dump Station:** Receptacle that collects marine sewage manually dumped from hand carried portable toilets.

**Feature:** Any improvement, equipment, or site amenity that contributes to the motorboat user's health, safety, accessibility, or convenience at a boating access site.

**Fiscal Year:** The twelve-month period beginning July 1 of any year and ending June 30 of the next year.

**Floating Restroom:** A floating toilet moored in open water, not connected to shore or docks, to serve boaters.

**Gangway:** A bridge-like structure with a variable slope that provides pedestrian access between a land connection and dock.

**Garbage Service:** Regular collection and removal of trash from one or more trash receptacles provided at a boating access site.

**Grant Agreement:** The written document through which the grant recipient and the Board mutually agree to carry out respective responsibilities for a fixed period or as amended by mutual consent.

**Grant Recipient or Recipient:** The term used once a grant has been awarded to an applicant. The party responsible for the completion, operation, and maintenance of the project.

**Grounds:** The area at or immediately adjacent to an improved boating access site where garbage pickup and maintenance of turf, vegetation, trees/shrubs, and bank stabilization occurs.

**Launch Ramp:** an inclined hard surface consisting of asphalt or concrete used to launch and retrieve boats. A launch ramp consists of one or more launch lanes. Each launch lane is normally 15 to 20 feet wide.

**Matching Funds:** Cost sharing resources expended by a recipient for maintenance of approved boating access sites for the portion of maintenance costs not paid by MAG.

**Maintenance:** The periodic repair or regular upkeep of a boating access site or equipment in order to preserve its intended functionality. Maintenance includes replacement of components or equipment parts as needed to restore the feature or equipment to a serviceable condition.

**Maintenance Assistance Grant (MAG):** State or federal funding assistance to eligible public applicants for the routine maintenance and operations of improved public boating access sites according to the terms and conditions of the grant agreement.

**Materials & Supplies:** Recipient's grant eligible expenses for consumable items or components used in service, repair, or maintenance tasks under the MAG grant. Consumable items and service components include janitorial and maintenance supplies (e.g., toilet paper/towels/supplies, cleaning and sanitizing chemicals/equipment, recycling and trash containers, personal protective equipment) and maintenance supplies (e.g., fasteners, lumber, primer/paint, fuel/oil, spare parts) required for site maintenance.

**Mixed Use Site:** A boating access site where annual use is mixed 31% to 69% between motorized and nonmotorized boats.

**Mooring:** A dock or designated buoy that allows boats to tie-up to or dock.

**Motorized Use Site:** A boating access site where annual use by motorized boats is 70% or more of all boat use.

**New:** A boating access site that never previously existed or the addition of a feature where none existed previously.

**Nonmotorized Use Site:** A boating access site where the annual use by motorized boats is 30% or less of all boat use.

**Off-Season:** The six-month period of lowest motorized boat use generally the period from October 15 to April 15.

**Outside Contracts:** Recipient's grant eligible expenses for third-party services performing maintenance tasks under the grant.

**Parking Area:** A developed gravel or asphalt surface with a minimum of six boat trailer spaces (10' x 40') and two single car spaces (10' x 20') associated with a launch ramp. This includes any required accessible parking spaces.

**Peak Season:** The three-month period of heaviest boat use generally the period from June 1 to August 31.

**Personnel Labor:** Recipient's grant eligible expenses for non-supervisory staff performing maintenance tasks under the MAG grant.

**Project:** The ongoing, routine maintenance tasks or activities occurring at approved boating access site(s) as identified in the grant agreement.

**Pumpout Station:** Equipment that pumps sewage from a boat's on-board holding tank.

**Repairing:** Rehabilitation of existing boating facilities to improve safety and service to boaters.

**Replacing:** Reconstruction of an existing boating access site feature to restore use and function.

**Restroom:** All types of landside facilities used to collect human waste to include flush, vault, composting and portable toilets. A restroom may include one or more stalls (urinal or toilet).

**Routine Maintenance:** All types of ordinary maintenance activities completed on a regular basis (daily, weekly or monthly).

**Short Term Tie-up Dock:** A dock at least 100 feet in length used for short-term moorage that can accommodate a minimum of six non-trailer boats. Does not include marina moorage, seasonal docks or other dock structures that allows stays longer than ten consecutive days.

**Shoulder Season:** The three-month period of moderate boat use generally the period from April 15 to May 31 and September 1 to October 15.

**Site:** For the purposes of state fund MAG award site means boating access site. For the purposes of federal fund MAG award, site means a location equipped with sewage collection system or floating restroom.

**Use Fee:** Any form of user fee charged to boaters for access or use of a boating site feature. This includes day use, launch, parking, moorage, or any other general entrance or use fee.

**Utilities:** All-inclusive term for water, electrical, and sewer service.

**Vessel Waste or Sewage Collection System:** A stationary or portable system that pumps or removes human waste from a recreational boat holding tank or hand-carried toilet. This includes pumpouts, dump stations, related forward sewage lift stations, necessary docks, piling, and gangways, and related facilities.

**Wave Attenuator/Breakwater:** A structure, barrier, or device to reduce wave/wake action and its potential damage to boats and boating access site features. The attenuator may consist of a series of bound logs, deep draft concrete docks, wave fence, jetty, groin, or a combination of these structures.

# **Appendix A-**

# **Application Form**



## Maintenance Assistance Grant (MAG) Application Form

|                   |
|-------------------|
| For OSMB Use Only |
| Biennium          |
| Date received     |

**REFER TO THE MAINTENANCE ASSISTANCE GRANT PROCEDURE GUIDE FOR MORE INFORMATION.**

### 1. APPLICANT INFORMATION (All applicants must complete)

|                                  |                  |
|----------------------------------|------------------|
| Name of Government Agency        | Phone:           |
| Applicant mailing address:       | City, State, Zip |
| Physical address                 | City, State, Zip |
| Name of Project Manager:         | Title            |
| Email:                           | Phone:           |
| Name of Fiscal Point of Contact: | Title:           |
| Email:                           | Phone:           |

### 2. ACCESS SITE INFORMATION

Have you participated in the MAG Program within the last two years?  Yes  No

If yes and there are no changes to the site inventories, including fees, season of use, type or quantity of site features, return this application.

If no, or there are changes or additions to the site inventories, complete the *Modifying or Adding Access Site Form* for each site and return with this application.

### 3. MAINTENANCE SCHEDULE AND PLAN

Describe the maintenance schedule and plan under which your maintenance program is operated. If you do not have an adopted or approved plan, identify the guidance, policy, rule or other documentation that describes the scope, expectations and frequency of the routinely completed maintenance tasks. If applicable, attach or provide the link where the schedule, plan, guidance, policy, rule or other documentation can be found.

**4. PROPOSED PROJECT FUNDING-** *(All applicants must complete)*

**A. Administrative Budget**

|   | Applicant | Other | Marine Board | TOTAL |
|---|-----------|-------|--------------|-------|
| Administration  | \$        | \$    | \$           | \$    |
| Pre-agreement expenses<br><i>(complete table below)</i> | \$        | \$    | \$           | \$    |
| Other <i>(specify)</i>                                  | \$        | \$    | \$           | \$    |
| <b>Total Administrative Budget</b>                      | \$        | \$    | \$           | \$    |

**Pre-agreement Expenses** *(Must be pre-approved, provide documentation)*

| Item Description | Value |
|------------------|-------|
|                  | \$    |
|                  | \$    |
|                  | \$    |

**B-Proposed Force Account Budget** *(Complete tables below for each)*

|                                     | Applicant | Other | Marine Board | TOTAL |
|-------------------------------------|-----------|-------|--------------|-------|
| Force account labor                 | \$        | \$    | \$           | \$    |
| Force account equipment             | \$        | \$    | \$           | \$    |
| Force account materials or supplies | \$        | \$    | \$           | \$    |
| <b>Total Force Account Budget</b>   | \$        | \$    | \$           | \$    |

**Force Account Labor**

| Staff                    | Volunteer                | Labor description | Value |
|--------------------------|--------------------------|-------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> |                   | \$    |
| <input type="checkbox"/> | <input type="checkbox"/> |                   | \$    |
| <input type="checkbox"/> | <input type="checkbox"/> |                   | \$    |

**Force Account Equipment**

| Staff                    | Volunteer                | Description and purpose | Value |
|--------------------------|--------------------------|-------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> |                         | \$    |
| <input type="checkbox"/> | <input type="checkbox"/> |                         | \$    |
| <input type="checkbox"/> | <input type="checkbox"/> |                         | \$    |

**Force Account Materials or Supplies**

| Staff                    | Volunteer                | Description and purpose | Value |
|--------------------------|--------------------------|-------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> |                         | \$    |
| <input type="checkbox"/> | <input type="checkbox"/> |                         | \$    |
| <input type="checkbox"/> | <input type="checkbox"/> |                         | \$    |

**C-Proposed Cash Budget**

|                         | Applicant | Other | Marine Board | TOTAL |
|-------------------------|-----------|-------|--------------|-------|
| Materials purchased     | \$        | \$    | \$           | \$    |
| Equipment rental        | \$        | \$    | \$           | \$    |
| Service contract        | \$        | \$    | \$           | \$    |
| Other                   | \$        | \$    | \$           | \$    |
| <b>Total Cash Match</b> | \$        | \$    | \$           | \$    |

**D- Federal Indirect Rate** *(Only eligible for pumpouts, dump stations and floating restrooms)*

| Federal indirect percent rate | What is it applicable to? | Total Value | How much is match? |
|-------------------------------|---------------------------|-------------|--------------------|
|                               |                           | \$          | \$                 |
|                               |                           | \$          | \$                 |

**E-Total Proposed Project Funding**

|                               | Applicant | Other | Marine Board | TOTAL |
|-------------------------------|-----------|-------|--------------|-------|
| A-Total Administrative Budget | \$        | \$    | \$           | \$    |
| B-Total Force Account Budget  | \$        | \$    | \$           | \$    |
| C-Total Cash Budget           | \$        | \$    | \$           | \$    |
| D-Federal Indirect Rate       | \$        | NA    | \$           | \$    |
| <b>Grand Total</b>            | \$        | \$    | \$           | \$    |

**F. "Other" Source, Type and Amount of Non-Applicant Contributions**

| Name of Contributor | Type of Contribution | Amount |
|---------------------|----------------------|--------|
|                     |                      | \$     |
|                     |                      | \$     |
|                     |                      | \$     |

**5. APPLICATION SIGNATURE AND CERTIFICATION** *(All applicants must complete)*

**Applicant Signature and Certification**

Application is hereby made for the activities described above, together with attachments. I certify that I am familiar with the information contained in the application and, to the best of my knowledge and belief, this information is true, complete, and accurate. I further certify that I possess the authority, including the necessary requisite property interests, to undertake the proposed activities.

I also certify that the Applicant's governing body is aware of this request and has authorized the person identified as the official representative of the Applicant to act in connection with this application and subsequent project as well as to provide additional information as may be required.

By signing below, I affirm the Applicant's intention to enter into a Maintenance Assistance Grant Agreement and agree to comply with Oregon State Marine Board's program rules, policies, and guidelines as well as all applicable federal, state, and local laws relating to this proposal, additional conditions applicable to an approved Boating Facilities Grant, and the resulting project.

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Questions about this grant? Contact Janine Belleque, Boating Facilities Manager  
503-378-2628 or [janine.belleque@boat.oregon.gov](mailto:janine.belleque@boat.oregon.gov)

Submit application and supporting documentation to Jennifer Peterson, Facilities  
Administrative Assistant, 503-378-2727, [Jennifer.peterson@boat.oregon.gov](mailto:Jennifer.peterson@boat.oregon.gov)

**Appendix B-**  
**Modifying or Adding**  
**Access Site Form**



# Maintenance Assistance Grant (MAG) Add, Modify or Remove Access Site Form

**Instructions:** Complete this form only if changes have been made to boating access inventory including, site fees, season of use, type or quantity of site amenities or if you are requesting consideration to remove or add a boating access site.

## 1. Boating Access Site

Name of Government Agency managing the motorboat access site

|           |                  |           |
|-----------|------------------|-----------|
| Site Name |                  | Site Type |
| Waterbody | Requested change |           |

## 2. Property Ownership and Management

### Current ownership of qualified property listed on this schedule:

Property is owned in fee simple by the applicant. How long has the applicant owned the site?

Describe any restrictive easements or deed restrictions.

Property is leased by applicant. Number of years remaining on lease.

Name of property owner:

Describe other interest in site and tenure:

### Current management of qualified property listed on this schedule:

Property is managed solely by the applicant.

Property is managed cooperatively with another entity

Identify the entity (volunteer, site host, concession, etc.):

Who will maintain the site under the grant?

## 3. Fees, Boat Type and Boating Activities

Fees charged to motorboat users for a single use of the site. Identify all entrance, parking, day-use, facility or launch fees charged to a boater. If fees vary between users, note the fee rates and units. Example \$3.00/foot, \$15/hour

| Launch \$  | Parking \$ | Day Use \$        | Boat-in Camping \$ |
|------------|------------|-------------------|--------------------|
| Moorage \$ | Per        | Other (list type) | Other amount \$    |

### Boater use *Number of boating activities per year occurring at this site*

Number of boat launch/retrievals per year

Number of boats using short term tie-up overnight per year

Number of boats using short term tie-up day use only per year

Number of boat-in camping nights (land) per year



## Boat Type

Identify monthly percentage of use by boat type. Monthly total equals 100%

| Boat Type      | e.g. | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|----------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Open motorboat | 50   |     |     |     |     |     |     |     |     |     |     |     |     |
| Cabin cruiser  | 10   |     |     |     |     |     |     |     |     |     |     |     |     |
| Jet boat       | 25   |     |     |     |     |     |     |     |     |     |     |     |     |
| Pontoon        |      |     |     |     |     |     |     |     |     |     |     |     |     |
| Sail           |      |     |     |     |     |     |     |     |     |     |     |     |     |
| PWC            |      |     |     |     |     |     |     |     |     |     |     |     |     |
| Drift          | 10   |     |     |     |     |     |     |     |     |     |     |     |     |
| SUP            |      |     |     |     |     |     |     |     |     |     |     |     |     |
| Raft           |      |     |     |     |     |     |     |     |     |     |     |     |     |
| Kayak          | 5    |     |     |     |     |     |     |     |     |     |     |     |     |
| Kite/sailboard |      |     |     |     |     |     |     |     |     |     |     |     |     |
| Other          |      |     |     |     |     |     |     |     |     |     |     |     |     |
| Site closed    |      |     |     |     |     |     |     |     |     |     |     |     |     |
| Total 100%     | 100  |     |     |     |     |     |     |     |     |     |     |     |     |

## Boating Activity

Identify the months that boating activities take place at the site or waterway, using a scale of High(H), Medium(M), and Low(L).

| Boating Activity    | e.g. | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Towed watersports   |      |     |     |     |     |     |     |     |     |     |     |     |     |
| Fishing             | H    |     |     |     |     |     |     |     |     |     |     |     |     |
| Cruising            |      |     |     |     |     |     |     |     |     |     |     |     |     |
| Sailing             |      |     |     |     |     |     |     |     |     |     |     |     |     |
| Flat water paddling | L    |     |     |     |     |     |     |     |     |     |     |     |     |
| Whitewater paddling |      |     |     |     |     |     |     |     |     |     |     |     |     |
| Other               |      |     |     |     |     |     |     |     |     |     |     |     |     |

Other:

**e.g. example given** If a boat type is identified for January, make sure there is a boating activity identified for the same month.

## 4. Boating Facility Amenities

Infrastructure and improvements that aid boaters in launching and retrieving boats or serve boaters using the site. Does not include marinas, fuel stations, boat wash station, fish cleaning station, long-term moorage, swim or picnic area, campground or trails.

Identify the type or material and size of the amenities and describe their seasonal availability.

| Amenities                   | Type Material | Quantity | Units       | Open Date | Close Date | Percent of non-boating use |
|-----------------------------|---------------|----------|-------------|-----------|------------|----------------------------|
| Boat ramp                   |               |          | Lanes       |           |            |                            |
| Low-water boat ramp         |               |          | Lanes       |           |            |                            |
| Boarding docks              |               |          | Lineal feet |           |            |                            |
| Short term tie-up docks     |               |          | Lineal feet |           |            |                            |
| Debris boom                 |               |          | Lineal feet |           |            |                            |
| Toilet (primary)            |               |          | Stalls      |           |            |                            |
| Toilet (season)             |               |          | Stalls      |           |            |                            |
| Boat trailer parking stalls |               |          | Spaces      |           |            |                            |
| Boat trailer parking area   |               |          | Square feet |           |            |                            |

|                               |  |  |             |  |  |  |
|-------------------------------|--|--|-------------|--|--|--|
| Boat trailer overflow parking |  |  | Square feet |  |  |  |
| Car parking stalls            |  |  | Stalls      |  |  |  |
| Landscaping/mowing            | <input type="checkbox"/> yes <input type="checkbox"/> no |  |             |  |  |  |
| Garbage can or dumpster       | <input type="checkbox"/> yes <input type="checkbox"/> no |  |             |  |  |  |
| Cantilever ramp inspection    | <input type="checkbox"/> yes <input type="checkbox"/> no |  |             |  |  |  |

### 5. Floating restroom and sewage collection equipment

*Equipment such as pumpouts, dump stations, or holding tanks used in the disposal of sewage generated during boating activity when onshore toilets are unavailable. Does not include onshore restrooms or their related plumbing or sewage handling components.*

Complete this section only if you selected a site type of floating restroom or sewage collection equipment in Section 1. Identify the equipment type and season of use.

| Type of sewage collection | Open Date | Close Date |
|---------------------------|-----------|------------|
| Floating restroom         |           |            |
| Pumpout/Dump station      |           |            |
| Pumpout only              |           |            |
| Dump only                 |           |            |
| Scat                      |           |            |

| Sewage Disposal and Monitoring System |  |
|---------------------------------------|--|
| Onsite holding tank                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Onsite septic system                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Municipal sewer system                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Marine Sync monitoring system         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

By signing below, I certify that I possess the authority, including the necessary requisite property interests, to undertake the proposed changes to this site.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Return this form to Jennifer Peterson, [Jennifer.peterson@boat.oregon.gov](mailto:Jennifer.peterson@boat.oregon.gov). For questions call 503-378-2727**

# **Appendix C-**

# **MAG Point**

# **Allocation Table**

**State Marine Board - Grant Evaluation**  
**2021-23 Maintenance Assistance Grant & CVA Allocation Points**

Current point value is \$100/point

| Feature Category                              | Points |
|---|--------|
| Debris Boom, Log                              | 2      |
| Debris Boom, Pipe                             | 3      |
| Debris Deflector, Bulkhead                    | 6      |
| Dock, Boarding, 20-149 lineal ft              | 3      |
| Dock, Boarding, 150-199 lineal ft             | 5      |
| Dock, Boarding, 200-249 lineal ft             | 7      |
| Dock, Boarding, 250-299 lineal ft             | 9      |
| Dock, Boarding, 300-349 lineal ft             | 11     |
| Dock, Boarding, 350-399 lineal ft             | 13     |
| Dock, Boarding, 400-499 lineal ft             | 15     |
| Dock, Boarding, 500-599 lineal ft             | 17     |
| Dock, Boarding, 600-699 lineal ft             | 19     |
| Dock, Boarding, 700-799 lineal ft             | 21     |
| Dock, Short Term Tie-up, 100-149 linear ft    | 3      |
| Dock, Short Term Tie-up, 150-199 linear ft    | 5      |
| Dock, Short Term Tie-up, 200-249 linear ft    | 7      |
| Dock, Short Term Tie-up, 250-299 linear ft    | 9      |
| Dock, Short Term Tie-up, 300-399 linear ft    | 11     |
| Dock, Short Term Tie-up, 400-499 linear ft    | 13     |
| Dock, Short Term Tie-up, 500-599 linear ft    | 15     |
| Dock, Short Term Tie-up, 600-699 linear ft    | 17     |
| Dock, Short Term Tie-up, 700-799 linear ft    | 19     |
| Dock, Short Term Tie-up, 800-899 linear ft    | 21     |
| Dock, Short Term Tie-up, 900-999 linear ft    | 23     |
| Dock, Short Term Tie-up, 1000-1099 linear ft  | 25     |
| Dock, Short Term Tie-up, 1100-1199 linear ft  | 27     |
| Dock, Short Term Tie-up, 1200-1299 linear ft  | 29     |
| Dock, Short Term Tie-up, 1300-1399 linear ft  | 31     |
| Dump Station                                  | 4      |
| Garbage                                       | 6      |
| Holding Tank                                  | 6      |
| Holding Tank, Scat                            | 6      |
| Inspection, Cantilever Ramp                   | 10     |
| Parking (>6 & <40 ksq ft)                     | 3      |
| Parking (40 to 80 ksq ft)                     | 6      |
| Parking (add. 70 ksq ft)                      | 3      |
| Parking (up to 135 ksq ft)                    | 9      |
| Parking (up to 205 ksq ft)                    | 12     |
| Parking, Car                                  | 0      |
| Parking, Overflow                             | 3      |
| Parking, Vehicle + Trailer (6-14 spaces)      | 6      |
| Parking, Vehicle + Trailer (15 to 44 spaces)  | 12     |
| Parking, Vehicle + Trailer (45 to 74 spaces)  | 18     |
| Parking, Vehicle + Trailer (75 to 124 spaces) | 24     |

|  |     |
|--|-----|
| Parking, Vehicle + Trailer (125 to 174 spaces) | 30  |
| Parking, Vehicle + Trailer (175 to 250 spaces) | 36  |
| Parking, Vehicle + Trailer (up to 300 spaces)  | 42  |
| Parking, Vehicle + Trailer (add'l 50 sp > 300) | 6   |
| Pump/Dump Combination                          | 12  |
| Pumpout  | 8   |
| Ramp, 1 Lane                                   | 6   |
| Ramp, 2 Lanes                                  | 10  |
| Ramp, 3 Lanes                                  | 14  |
| Ramp, 4 Lanes                                  | 18  |
| Ramp, 5 Lanes                                  | 22  |
| Ramp, 6 Lanes                                  | 26  |
| Ramp, Slide                                    | 6   |
| Scat Machine                                   | 4   |
| Stall, Additional Toilet                       | 4   |
| Toilet, Composting                             | 10  |
| Toilet, Floating                               | 70  |
| Toilet, Floating w/ pumpout                    | 75  |
| Toilet, Flush                                  | 12  |
| Toilet, Portable                               | 8   |
| Toilet, Vault                                  | 10  |
| Travel   | 3   |
| Travel, Boat                                   | 0.5 |
| Vegetation Maintenance                         | 6   |

**Appendix D-  
Reimbursement  
Form and  
Expenditure  
Reporting for  
Sewage Collection**



## Oregon State Marine Board Maintenance Assistance Grant Reimbursement Invoice

|                 |                        |         |  |
|-----------------|------------------------|---------|--|
| Recipient Name: |                        | MAG No: |  |
| Partial Payment | Billing Period ~ mm/yy | to:     |  |
| Final Payment   | Billing Period ~ mm/yy | to:     |  |

| ADMINISTRATIVE MATCH              |               |                     |                     |
|-----------------------------------|---------------|---------------------|---------------------|
| CATEGORY                          | CURRENT COSTS | PREVIOUSLY INCURRED | TOTAL COSTS TO DATE |
| Administration                    |               |                     |                     |
| Pre-Agreement expenses            |               |                     |                     |
| Other:                            |               |                     |                     |
| <b>TOTAL ADMINISTRATIVE MATCH</b> |               |                     |                     |

| FORCE ACCOUNT MATCH              |               |                     |                     |
|----------------------------------|---------------|---------------------|---------------------|
| CATEGORY                         | CURRENT COSTS | PREVIOUSLY INCURRED | TOTAL COSTS TO DATE |
| Force Account Labor              |               |                     |                     |
| Force Account Materials          |               |                     |                     |
| Force Account Equipment          |               |                     |                     |
| <b>TOTAL FORCE ACCOUNT MATCH</b> |               |                     |                     |

| CASH MATCH                |               |                     |                     |
|---------------------------|---------------|---------------------|---------------------|
| CATEGORY                  | CURRENT COSTS | PREVIOUSLY INCURRED | TOTAL COSTS TO DATE |
| Materials Purchased       |               |                     |                     |
| Equipment Rental          |               |                     |                     |
| Service Contracts         |               |                     |                     |
| Other:                    |               |                     |                     |
| <b>TOTAL PROJECT COST</b> |               |                     |                     |

|                             |  |  |  |
|-----------------------------|--|--|--|
| Total Match                 |  |  |  |
| Federal Indirect Rate**     |  |  |  |
| <b>AMOUNT DUE FROM OSMB</b> |  |  |  |

\*\*Federal Indirect Rate applies ONLY to those grant recipients who receive MAG funding for pumpout/dump stations or floating restrooms.

Complete the detailed expenditure form CVA Report Tab for sewage collection facilities-pumpout and dump stations and floating restrooms.

**Certification:** I certify that this is a true and correct statement of all expenditures and that documentation to support this request for reimbursement is *attached*. I further understand that reimbursement will be withheld until *all supporting* documentation is provided.

|                                     |       |
|-------------------------------------|-------|
|                                     |       |
| Print/Type Name                     | Title |
|                                     |       |
| Signature Authorized Representative | Date  |

Return completed reimbursement with documentation to [jennifer.peterson@boat.oregon.gov](mailto:jennifer.peterson@boat.oregon.gov)

| FOR OSMB USE ONLY | Amount:   | \$ | Project # | State \$ | Date:      |  | Recommend Approval by:<br>JBelleque, Facilities Manager |
|-------------------|-----------|----|-----------|----------|------------|--|---|
| MAG-PCA           |           |    |           |          |            |  | Approved by Marine Board Director:                      |
| MAG-PCA           | Fed Grant |    |           |          | Federal \$ |  |   |
| MAG-PCA           | Fed Grant |    |           |          | Federal \$ |  |   |

### MAG Expenditure Report for Sewage Collection Facilities and Floating Restrooms

| SITE NAME              | Funding Source   | Program Administration | Personnel Labor | Outside Contracts | Materials & Supplies | Subtotal           | SITE TOTAL (All Funds) |
|------------------------|------------------|------------------------|-----------------|-------------------|----------------------|--------------------|------------------------|
|                        | Local Funds      |                        |                 |                   |                      |                    | \$0.00                 |
|                        | MAG Funds        |                        |                 |                   |                      |                    |                        |
|                        | Local Funds      |                        |                 |                   |                      |                    | \$0.00                 |
|                        | MAG Funds        |                        |                 |                   |                      |                    |                        |
|                        | Local Funds      |                        |                 |                   |                      |                    | \$0.00                 |
|                        | MAG Funds        |                        |                 |                   |                      |                    |                        |
| <b>TOTAL All Funds</b> | <b>All Funds</b> | <b>\$0.00</b>          | <b>\$0.00</b>   | <b>\$0.00</b>     | <b>\$0.00</b>        | <b>Grand Total</b> | <b>\$0.00</b>          |

Return completed form to [jennifer.peterson@boat.oregon.gov](mailto:jennifer.peterson@boat.oregon.gov)



**Appendix E-**  
**Performance Report**  
**Log for Sewage**  
**Collection.**

**Pumpout/Dump**  
**Station and Floating**  
**Restroom**



