

**SAMPLE  
APPLICATIONS  
FOR THE 2021-23  
BIENNIUM.**



Thank you for your interest in the Marine Board's Boating Facility and Waterway Access Grant Program. This document includes examples of different projects. The application is your chance to "sell" your project. If you have any questions please contact Janine Belleque, Boating Facilities Manager, 503-378-2628, [janine.belleque@oregon.gov](mailto:janine.belleque@oregon.gov) or Jennifer Peterson, Administrative Assistant, 503-378-2727, [Jennifer.peterson@oregon.gov](mailto:Jennifer.peterson@oregon.gov).

# EXAMPLES

## Boating Facility and Waterway Access Grant Application

Construction and Education Project (not included, plans, permits, federal indirect rate)

- Cover Letter
- Application
- Estimate
- SHPO Letter
- Aerial
- Facility Photos
- Pre-agreement documentation
- Letters of support
- Resolution
- Public meeting documentation

Education and Safety Project (not included, plans, education/business plan, facility owner agreement)

- Cover letter
- Application
- Estimate
- Letters of support

# City of Prosperity

February 1, 2021

Janine Belleque, Boating Facilities Manager  
Oregon State Marine Board  
PO Box 14145  
Salem, OR 97301

RE: Jakes Landing Facility Improvement

Dear Janine,

On behalf of the City of Prosperity I am submitting a grant request for the replacement of the boat ramp, vault toilet, boarding docks, piling and the acquisition of .25 acres for Jake Landing on Big River. Attached you will find the application with supporting documentation.

Per my delegated authority as the Parks Director for the City I have the authority to submit this application to the Marine Board. This project is budgeted for this funding cycle and will be completed within the biennial period.

If awarded the City will enter into a grant agreement with the Marine Board for the project and plan to continue to operate this as a recreational boating facility during the project period and beyond.

We appreciate the opportunity to apply for this grant which will help us enhance a popular boating facility in our community. Please do not hesitate to contact me for any questions.

Sincerely,

John Smith  
Parks Director

Attachments



# Boating Facility and Waterway Access Grant Application

<b>FOR OSMB USE ONLY</b>		Grant number:
Biennium:	Date Received:	
<b>Refer to the Boating Facility, Waterway Access and Small Grant Procedure Guide for information on facilities, access and education.</b>		
<b>1- APPLICANT PROJECT TYPE AND LOCATION</b> <i>(All applicants must complete)</i>		
Applicant or entity name: City of Prosperity		Phone number: 503-390-4256
If different from above provide Assumed Business Name:		
Applicant mailing address: 1234 Same St.		City, State, Zip Prosperity, OR 97000
Physical address:		City, State, Zip
Type of Government Applicant: <input type="checkbox"/> County <input type="checkbox"/> Port <input type="checkbox"/> State Agency <input type="checkbox"/> Tribal Government <input checked="" type="checkbox"/> City <input type="checkbox"/> Parks District <input type="checkbox"/> Federal Agency <input type="checkbox"/> Other (Specify) _____		
Type of Private Entity Applicant: <input type="checkbox"/> Non-profit 501c3 or 501c4 <input type="checkbox"/> Oregon Limited Liability Partnership <input type="checkbox"/> Private <input type="checkbox"/> Foreign Limited Liability Partnership <input type="checkbox"/> Business Corporation <input type="checkbox"/> Business Trust <input type="checkbox"/> Professional Corporation <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Oregon Limited Liability Company		
Name of Project Manager: John Smith		Title: Parks Director
Email: john.smith@prosperity.gov		Phone: 503-443-3211
Name of Fiscal Point of Contact: Adelia Jones		Title: Finance Director
Email: adelia.jones@prosperity.gov		Phone: 503-443-3212
Project Name: Jake's Landing, Facility Improvement		Physical Address of Project, Education Activity or Equipment Storage: 123 Recreation Lane, Prosperity, Oregon 97000
Brief project statement <i>(1-4 sentences describing scope of project)</i> Replacing the boat ramp, boarding dock. Replacing vault toilet for flush restroom.		
Latitude (decimal):45.123		Longitude (decimal):-121.3422
Waterbody: Big River		Rivermile: 43.0
Driving directions- <i>How would a user find this location from a major highway or interstate?</i> From Prosperity on Hwy 3, head south for approximately 6 miles. At Water St turn left. Continue going straight until you reach First St, turn right. Continue on First St for approximately 2.4 miles. Keep right at the Y. You are now on Recreation Lane. Jake's Landing is on the left.		

Project type, check all that apply:

<input checked="" type="checkbox"/> Construction (any ground disturbance)	<input type="checkbox"/> Property Acquisition
<input type="checkbox"/> Education	<input type="checkbox"/> Master Plan
<input type="checkbox"/> Construction and Education	<input type="checkbox"/> Consultant Services

**2- ACCESS SITE AND WATERBODY INFORMATION** (All applicants requesting construction funds complete. If education project occurs on water or at a public access facility)

Fees: Identify all entrance, parking, day-use, facility or education fees charged to a boater or participant. *Example \$3.00/foot or \$15/hour*

Launch \$\_\_\_\_ Parking \$5.00 Day Use \$\_\_\_\_ Moorage \$\_\_\_\_ Boat in Camping\$\_\_\_\_  
 Training \$\_\_\_\_ Classroom \$\_\_\_\_ On-water \$\_\_\_\_ Rental \$\_\_\_\_

Type of boats using the site: *check all that apply*

Open Motorboat    Jet boat    Cabin cruiser    Pontoon    Drift boat    Sail  
 Personal watercraft (PWC)    Raft    Kayak    Canoe    Kite/Sail Board  
 Stand-Up Paddle Board (SUP)    Other

Boating activities *per year*

Number of launch/retrievals 10,463   Number of boats mooring overnight (Water)\_0  
 Number of boat-in camping nights (Land) 0

Identify the months that boating activities take place at the facility or waterbody, using a scale of High (H), Medium(M), and Low (L) for use occurring in the month. *If no activity leave blank*

Month	Boating Activities						
	Fishing	Watersports (ski/wake)	Cruising	Sailing	Flat water paddling	White water paddling	Other
January	L						
February	M						
March	H				L		
April	H	L			L		
May	M	M	L		M		
June	L	H			H		
July	L	H			H		
August	L	H			H		
September	M	M			M		
October	H	L	L		M		
November	M				L		
December	L						

*Please identify Other Boating Activity:*

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

Month	Boat use for year by boat type											
	Open motor-boat	Jet boat	Cabin cruiser	Pontoon	Sail	PWC	Drift	SUP	Raft	Kayak	Canoe	Kite/Sail board
January	64	15					20			1		
February	64	15					20			1		
March	44	25					30			1		
April	44	25					30			1		
May	30	30					10	5		20	5	
June	35	10						10		30	10	
July	35	10						10		30	10	
August	35	10						10		30	10	
September	35	35					20			10		
October	55	15					20			10		
November	64	15					20			1		
December	64	15					20			1		

Identify any other public or private (available for public use) boating facilities within a 5-mile radius on the same waterbody. This includes ramps, tie-up facilities or marinas. Do not include private homeowner docks.

	Name of Facility	Direction (N, S, E, W)	Distance (Miles)
1	Gloss Boat Ramp	N	5.1
2	Scott Moorage	N	4.3
3	Bend Park	S	4.7
4	DB Landing	S	5
5	Smith Cove Tie-up	S	5.2
6			

### 3- PROPERTY OWNERSHIP AND MANAGEMENT.

*(All applicants requesting funding for construction, master planning or technical assistance for design, engineering or permitting must complete)*

Current Ownership City of Prosperity

Site is owned in fee simple by the applicant. How long has the applicant owned the site? 96\_yrs.

Describe any restrictive easements or deed restrictions. There is a timber conservation easement on approximately one acre. The conservaiton easement is the buffer area on the East between the park and adjacent farm land.

Site is leased by applicant. Number of years remaining on lease. \_\_\_\_\_ years

Name of property owner. \_\_\_\_\_

Describe other interest in site and tenure: \_\_\_\_\_

Identify the applicant's current management of the site:

Site is managed solely by the applicant.  Site is managed cooperatively with another entity.

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

Who will maintain the completed project? Public Works Department

**4- PROPOSED PROJECT FUNDING- (All Applicants Must Complete)**

**A - ADMINISTRATIVE MATCH** *Not eligible for Grant Reimbursement*

	Applicant	Other	Marine Board	TOTAL
Administration	\$1,500.00	\$0.00	N/A	\$1,500.00
Federal indirect rate ( <i>complete table below</i> )	\$25,000.00	\$0.00	N/A	\$25,000.00
Pre-agreement expenses ( <i>complete table below</i> )	\$35,213.00	\$2,500.00	N/A	\$37,713.00
Permit fees	\$0.00	\$0.00	N/A	\$0.00
Legal fees	\$1,000.00	\$0.00	N/A	\$1,000.00
System development charge (SDC)	\$0.00	\$0.00	N/A	\$0.00
Other (specify) Signs/Media	\$200.00	\$	N/A	\$200.00
<b>Total Administrative Match</b>	<b>\$62,913.00</b>	<b>\$2,500.00</b>	<b>N/A</b>	<b>\$65,413.00</b>

**Federal Indirect Rate**

Federal Approved Indirect Rate	What is it applicable to?	Total Value	How much is match?
28.8%	Management of individual grants or contracts	\$226,092.00	\$25,000.00
		\$	\$

**Pre-agreement Expenses and Match** (*include documentation*)

Item Description	Value
Cultural site assessment report	\$20,000.00
Off site mitigation work	\$ 2,500.00
Staff time spent on permits	\$ 1,728.00
DEQ and DSL permit fees	\$13,485.00

**B- PROPOSED FORCE ACCOUNT MATCH**

<i>Complete tables below for each</i>	Applicant	Other	Marine Board	TOTAL
Force account labor	\$1,250.00	\$500.00	N/A	\$1,750.00
Force account equipment	\$1,000.00	\$0.00	N/A	\$1,000.00
Force account materials or supplies	\$1,000.00	\$1,500.00	N/A	\$2,500.00
<b>Total Force Account Match</b>	<b>\$3,250.00</b>	<b>\$2,000.00</b>	<b>N/A</b>	<b>\$5,250.00</b>

**Force Account Labor**

Staff	Other	Labor Description	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fishing club labor to install life jacket loaner kiosk	\$500.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plant landscaping and stormwater mitigation plantings	\$1,250.00
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$

Force Account Equipment			
Owned	Donated	Equipment Description and Purpose	Value
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Various hand tools to install plantings	\$500.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post hole digger to install landscape trees and kiosk	\$500.00
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$

Force Account Materials or Supplies			
Owned	Donated	Material or Supply Description and Purpose	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Compost, peat moss and top soil	\$750.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plantings	\$1,000.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kiosk and informaton signage	\$750.00
<input type="checkbox"/>	<input type="checkbox"/>		\$

C- PROPOSED CASH MATCH				
	Applicant	Other*	Marine Board	TOTAL
Property acquisition cost	\$2,500.00	\$0.00	\$500.00	\$3,000.00
Construction contract	\$51,957.49	\$25,000.00	\$155,872.47	\$232,829.96
Materials Purchased	\$	\$	\$	\$
Equipment Rental	\$	\$	\$	\$
Eligible permit fees	\$750.00	\$1,500.00	\$	\$2,250.00
Federal indirect rate* (complete table below)	\$	\$	\$	\$
Consultant contract (attach copy of contract)	\$	\$	\$	\$
Other: Onsite cultural monitoring	\$7,000.00	\$1,000.00	\$7,000.00	\$15,000.00
<b>Total Cash Match</b>	<b>\$62,207.49</b>	<b>\$27,500.00</b>	<b>\$163,372.47</b>	<b>\$253,079.96</b>

Federal Indirect Rate			
Federal Approved Indirect Rate	What is it applicable to?	Total Value	How much is match?
		\$	\$
		\$	\$

D-TOTAL PROPOSED PROJECT FUNDING				
	Applicant	Other	Marine Board	TOTAL
Total Administrative Match (from A)	\$62,913.00	\$2,500.00	N/A	\$65,413.00
Total Force Account Match (from B)	\$3,250.00	\$2,000.00	N/A	\$5,250.00
Total Cash Match (from C)	\$62,207.49	\$27,500.00	\$163,372.47	\$253,079.96
<b>GRAND TOTAL</b>	<b>\$128,370.49</b>	<b>\$32,000.00</b>	<b>\$163,372.47</b>	<b>\$323,742.96</b>



E- "OTHER" SOURCE, TYPE AND AMOUNT OF (NON-APPLICANT) CONTRIBUTIONS			
Grant/Loan Agency	Name of Grant/Loan	Approved Y/N	Amount of Grant
Oregon State Parks	Land & Water Conservation Grant	Pending	\$8,525.00
ODFW	Restoration & Enhancement Fund	Y	\$4,950.00
County	Urban Renewal	Y	\$5,775.00
USDA Rural Development	Economic Development	Y	\$8,250.00

Cash Contributions by	Amount of Contribution
	\$
	\$
	\$
	\$

**F- BUDGET PRORATION DESCRIPTION**  
Describe how the budget was prorated between recreational boating and non-boating uses. Attach an itemized budget or estimate illustrating the proration.  
The access road is prorated between the boating use and the campground use. The line items for the access road will reflect these percentages and are not included in the budget. The city will pay \$17,670 associated with the campground use separately from this budget.

**5- PROJECT NARRATIVE DESCRIPTION- (Applicants requesting funds for construction, property acquisition, master planning and technical assistance for design, engineering or permitting must complete)**

This section is your opportunity to sell your project. Do not assume that Marine Board staff will know the answers to the questions. You have onsite knowledge and experience related to the project location that must be conveyed in your responses. Provide clear and concise responses to each question.

**A. Describe the project purpose, how long have the issues existed, what measures have been taken to address the concerns or issues and how will the proposed project resolve the issues?**  
Jake's Landing is located approximately midpoint between Gloss Boat Ramp and Bend Park. Gloss Boat Ramp is small and provides access to the South Fork which is a popular takeout point for paddlers and drift boats. Bend Park is developed but is located on the opposite side of the river making it a long drive for boaters to access from east of the highway. Scott Moorage is a private, member only facility.

Jake's Landing is used year round by fishermen. Waterskiing and paddling occur mostly May through September. The single lane ramp is approximately 30 years old and needs to be replaced and expanded to meet the boaters needs safely. The ramp surface is slippery and vehicles have difficulty launching and retrieving. There are limited opportunities to launch a boat in this section of the waterway which is demonstrated by vehicles lined up to the park entrance about a half mile, waiting to launch their boat. The expanded boat ramp will reduce the wait time to get onto the water and directly benefit boaters.

City staff has noticed, during high use periods, that there is definite conflict between user groups. Motorized boaters and non-motorized trying to use the same area for launching and bumping into each other on the docks. We want to add a kayak dock to one side of the launch ramp and believe this will eliminate a lot of conflict.

The wooden docks were replaced in 2010 but due to the heavy use they have reached the end of their useful life and need to be replaced. Staff has replaced decking, walers and rub strip but the dock structure has significant rot and there is nothing left for screws to bite into.

We are uncertain how old the vault toilet is however, in reviewing records we know it pre-dates 1980. The City has installed water, sewer and electrical lines to serve the campground already. Replacing the vault toilet with a prefabricated flush restroom would reduce the conflict and chaos when boaters try to use the flush restroom in the campground rather than the old vault toilet near the ramp.

The project also includes the purchase of 0.25 acres of property to realign the access road out of the boat trailer and car parking area. The realignment will improve usability by allowing the access roadway to be expanded and create a tie-down lane. Previously the Marine Board provided funding to expand the boat trailer parking area in preparation for the new and larger boat ramp and docks.

**B. Describe the specific actions, materials or equipment that will be completed or donated by the applicant and others. Include limitations for these contributions and how that is factored into the overall project.**

The City will perform all administration and project oversight including procurement. City staff will perform project inspections and maintain consistent communication with OSMB engineering staff during the entire project.

Approved pre-agreement expenses included the completion of the Phase 1 cultural site assessment, mitigation credit and invasive species removal. The City will pay the DSL, DEQ and planning department permit fees. City staff tracked their time for the approved pre-agreement activities. These items are attached to the application.

Additionally, the City will order the prefabricated flush restroom and coordinate with the contractor for delivery and installation of the restroom. A contractor will be obtained to remove and install the new ramp, pilings, docks and restroom.

City staff will complete all landscaping and stormwater retention basin plantings. The plants are being donated by a local nursery. The fishing club will fabricate and install a life jacket kiosk once the ramp, docks and restroom have been completed.

**C. Describe all non-boating uses and activities occurring at the site, the proximity of the activities to the boating facility portion of the overall site. (picnicking, camping, trails etc.) and plans to make other facility improvements or modifications.**

This is a multi-use park. The park has a small campground at one end of the property with a large day use/picnic area. There is a designated swim area in front of the campground that does not impact the boat ramp or boat traffic. A river trail runs through the park, a portion of the trail is located at the top of bank and will cross the boat ramp. The campground and day use/picnic users have designated parking. The day use area is popular for families and group events.

The boating facility is popular with fishermen year-round and paddlers and water-skiers will use the facility typically May through September, but some use can be seen in April and October depending upon the weather and water conditions. June through August is the busiest months for watersports and paddlers. It is not unusual for the two user groups to disagree and become impatient when launching or retrieving. Having a second lane will help with congestion and conflict.

The City has applied for a grant from State Parks to replace the playground equipment in the day use area and add new playground equipment in the campground. Neither of these future improvements will impact the boating facility or use and the funds for this are not identified in our budget for this project. We also intend to request funding from ODFW Restoration & Enhancement Program to install a fish cleaning station. We have discussed possible locations with OSMB staff to avoid impacting traffic flow when launching or retrieving and carcass disposal. This is also separate funding from our boat ramp project and is not identified in the budget for this project.

**D. Briefly describe the history of the boating facility property.**

In 1924 the land for this park was donated by Jake Spoon's family with the understanding that it would always be a park. Historically, boats have used the facility sliding up and down the bank before a formal ramp was constructed. Previously Mr. Spoon and his family had farmed the land since the late 1800's. The area is believed to have a likelihood of cultural sensitivity. The cultural site assessment is attached for reference.

**E. Describe how the project relates to local or regional plans to meet current and future public recreation needs and the needs of the boating public. Identify if the project is included in a Master Plan, Resource Management Plan or other plan. If project location is on the Willamette River, identify how it meets Goal 15 Willamette River Greenway.**

The 2018 Citywide Park and Recreation Plan listed Jake's Landing as a high priority to upgrade the boating facilities and reduce conflict and congestion. The Statewide Comprehensive Outdoor Recreation Plan identified within the County that water access was the highest ranking need.

This project is not on the Willamette River.

**F. Describe the project implementation and completion timeline.**

The City has been working with Marine Board staff over the last five years to complete Phase 1 parking expansion and to obtain environmental regulatory permit approvals. Boaters have participated in public meetings and strongly support the needed upgrades. The permits have been obtained, the City has saved and secured cash and other matching contributions to upgrade the boating facility during the next in-water window. If funding is not approved the City will incur additional expenses to renew permits and the forward momentum will be slowed down frustrating boaters. The vault toilet would need to be closed for safety and environmental concerns forcing boaters to use a seasonally installed portable toilet or walk to the campground flush restroom. ODOT has agreed to sell .025 acres of property to expand the access road that exits the boat trailer parking area.

**G. Identify if this project will result in a change of use at the facility or waterbody.**

Expanding the ramp and modernizing the docks and restroom will reduce conflict when launching or retrieving and when trying to use the restroom in the campground. City staff believes there will be an increase in use because of the expansion of the facility. Traffic flow will be greatly improved with a tie-down area because other users won't have to wait for boaters to ready their boats for launch or retrieval.

**H. Describe what opportunities have been provided to involve the public in decisions resulting in this proposed project.**

Users have participated in public meetings and strongly support the needed upgrades. There have been several polls on Social Media sites asking for additional input aside from the meetings, which has provided the city with additional feedback.

**I. Describe past performance on OSMB grants. If you have not received a previous grant from OSMB describe past performance with Oregon State Parks, Oregon Dept. of Fish and Wildlife or other state or federal agency awarded grant.**

The City has received several Boating Facility Grants from the Marine Board which have been very successful, within budget and completed in the allotted amount of time. We also participate in the Maintenance Assistance Program. We actively enforce, manage and maintain the boating facilities in accordance with terms and conditions in the grants. Our credit recognition signs are visible and legible.

**6- PROJECT NARRATIVE DESCRIPTION – (Applicants requesting funds for education, educational support or technical assistance *not* for design, engineering or permitting must complete).**

This section is your opportunity to sell your project. Do not assume that Marine Board staff will know the answers to the questions. You have project knowledge and experience that must be conveyed in your responses. Provide clear and concise responses to the questions.

**A. Describe the goal, need and anticipated outcomes of the project or program.**

The goal is to provide loaner life jackets at a kiosk installed by the fishing club. We anticipate this will be well received and reinforce wearing a life jacket.

**B. Describe if your project or program is identified in any education, business, local, or regional plans?**

See answer in Section 6-E

**C. Describe who is the target audience, how you will engage them to obtain their participation and how the project or program is providing opportunities to underserved communities.**

Our target audience are people who don't realize that it is required for children to wear life jackets or they forget theirs or don't have enough for everyone on the boat. On the kiosk there will be signage explaining the rules behind wearing a life jacket. The signs will be in multiple languages as we have a large Hispanic and Russian community.

**D. Describe how waterway and boating safety is incorporated into the project or program.**

Wearing a life jacket is like a seat belt in a car, it just adds a layer of safety should anything happen. Our signage on

the keiosk will be written in such as way that it is educational and hopefully engaging, empowering a user to utilize the life jacket loaners.

**E.** Describe the specific actions, materials or equipment that will be completed or donated by the applicant and other. Include any time, availability or other limitations for these contributions and how that is factored into the overall project. If answered under Section 5 leave blank.

**F.** Describe the useful life and how it was determined for any products, materials or equipment obtained as part of the grant.

Our environment is not soggy so we believe the useful life of the kiosk is approximately 20 years based on other wood products in the area. The materials will be supplied by the fishing club and installed by them as well.

**G.** Does the proposed project or program occur at a public recreational boating facility? If yes, describe the frequency of use, number of participants and any agreements you have with the facility owner.

Yes, this is the city's park so no agreements are necessary. We don't know the frequency of use of the loaner life jackets because we have not offered them before.

**H.** Describe past performance on OSMB grants. If you have not received a previous grant from OSMB describe past performance with Oregon State Parks, Oregon Dept. of Fish and Wildlife or other state agency awarded grant. If answered under Section 5 leave blank.

**I.** Describe the project implementation and completion timeline. If answered under Section 5, leave blank.

**7- PUBLIC SUPPORT OR OPPOSITION (All applicants must complete)**

**Identify specific public support and opposition to the proposed project:**

*Note: this section is part of the grant ranking criteria-include emails and letters with application*

	<b><u>Supporters Name</u></b>	<b><u>Opponents Name</u></b>
<input checked="" type="checkbox"/> Adjacent landowners:	Georges, Smith's, Jones	
<input checked="" type="checkbox"/> Users groups:	Steelhead club, Local Fishing club, Waterski Waves Club & Paddle Lite	
<input checked="" type="checkbox"/> Neighborhood association	Central City Condo Assoc.	The Rock Neighborhood Assoc.
<input checked="" type="checkbox"/> Local government:	Marion County	
<input checked="" type="checkbox"/> State/federal government:	ODFW	
<input checked="" type="checkbox"/> Legislator/congressional:	Rep. Township	
<input checked="" type="checkbox"/> General Public	Tom Pole, David West, Sarah Rivers	Karen Black
<input checked="" type="checkbox"/> Other (specify):	Riverkeepers R Us	

**8- LAND USE, CULTURAL, HISTORIC AND ENVIRONMENTAL APPENDICES--(All applicants requesting funds for construction must complete Appendix A, B and C. Applicants requesting funds for property acquisition must complete Appendix A through D.**

Appendix A-Land Use Compatibility Statement form

Appendix B- Historic and Cultural Resources form

Appendix C- Natural Resources form

Appendix D- Property Acquisition form

**9- 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 Cooperative Facility 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.

John Smith  
Print/Type Name

Parks Director  
Title

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

2/1/2021  
Date

<b>ATTACHMENTS</b> (Are the following items attached to this application?)				
<b>Required For:</b>	Acquisition	Consulting	Construction	Education
Cover letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resolution authorizing application of grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Photos of project site, existing condition	<input checked="" type="checkbox"/>	If applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Map or Aerial of project site (Assessor's Map)	<input checked="" type="checkbox"/>	If applicable	<input checked="" type="checkbox"/>	If applicable
Design or Plans	If applicable	If applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cost estimate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Permit-attach either application with letter noting acceptance or actual permit as approved by regulatory agencies.	<input type="checkbox"/>	If applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wetland Delineation Report	<input type="checkbox"/>	If applicable	<input checked="" type="checkbox"/>	If applicable
Tribal Consultation Letter/Email	<input type="checkbox"/>	If applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consultant contract	If applicable	<input type="checkbox"/>	If applicable	If applicable
Pre-agreement documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal indirect rate documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Letters/emails of support	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Informational Brochure and/or website	If applicable	If applicable	If applicable	<input type="checkbox"/>
Education or Business Plan	If applicable	If applicable	If applicable	<input type="checkbox"/>
Facility owner site operation agreement	If applicable	If applicable	If applicable	<input type="checkbox"/>
Land Use Compatibility Statement (LUCS) <b>Appendix A</b>	<input type="checkbox"/>	If applicable	<input checked="" type="checkbox"/>	
Historical, Cultural, Archaeological Resources form, <b>Appendix B</b>	If applicable	If applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Natural Resources form, <b>Appendix C</b>	If applicable	If applicable	<input checked="" type="checkbox"/>	If applicable
Property Acquisition form, <b>Appendix D</b>	<input checked="" type="checkbox"/>	If applicable	If applicable	If applicable

For more information about completing this application refer to the [Boating Facility, Waterway Access & Small Grant Procedures Guide](#) found on our website, [www.oregon.gov/osmb/boating-facilities](http://www.oregon.gov/osmb/boating-facilities) .

For questions contact Janine Belleque, Boating Facilities Manager, 503-378-2628, [janine.belleque@oregon.gov](mailto:janine.belleque@oregon.gov)

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

# APPENDIX A

## Land Use Compatibility Statement (LUCS)

A Land Use Compatibility Statement (LUCS) is used to ensure that proposed projects are consistent with local land use requirements.

### Section 1- Applicant and Site Information (to be completed by applicant)

Applicant/Entity Name: City of Prosperity			
Project Manager Name John Smith		Phone: 503-443-3211	
Project Name: Jakes Landing, ramp, boarding dock, restroom replacement			
Project Address: 4611 Recreation Lane		City, Zip Prosperity, 97000	
Latitude 45.123		Longitude -121.3422	
Township 4	Range 34	Section 3	Tax Lot: 93
Project Description: Replace 1 lane ramp with 2 lane ramp, replace vault toilet with flush restroom, replace boarding docks, purchase 0.25 acres. Add kayak dock.			

### Section 2- To be completed by City or County Planning Official

#### Determination of Compliance with Local Land Use Requirements.

The project property is located <input checked="" type="checkbox"/> Inside City Limits <input type="checkbox"/> Outside City Limits <input type="checkbox"/> Inside UGB <input type="checkbox"/> Outside UGB
Current Comprehensive Plan Designation: PR-Parks and Recreation Current Zoning: Open Space Recreation Zone
Does the project require land use review to determine compliance with land use regulations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If <b>No</b> , it means that no local land use review is needed. <b>Skip to Planning Official Information below.</b> If <b>Yes</b> , what is the status of the land use application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Under Review <input type="checkbox"/> Not Yet Received
List file numbers:
Is this decision final: <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:

Jurisdiction: City	
Planning Official Name and Title: Gus McCray	
Mailing Address: 321 Same St	
City, Zip: Prosperity, 97000	
Phone: 503-443-2121	Email: gus.mccray@prosperity.gov
Planning Official Signature	Date:

# Appendix B

## Historical, Cultural, Archaeological Resources Form

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*CULTURAL RESOURCES PROTECTION LAWS: Applicants involved in ground-disturbing activities should be aware of federal and state cultural resources protection laws. ORS 358.920 prohibits the excavation, injury, destruction, or alteration of an archaeological site or object, or removal of archaeological objects from public and private lands without an archaeological permit issued by the State Historic Preservation Office. 16 USC 470, Section 106, National Historic Preservation Act of 1966 requires a federal agency, prior to any undertaking, to consider the effect of the undertaking that is included on or eligible for inclusion in the National Register. For further information, contact the State Historic Preservation Office at 503-378-4168, extension 232.*

*Please answer the following to the best of your ability.*

1. Are there any historic, cultural or archaeological sites or resources on the site? If yes answer the questions below.
  - a. Describe how the proposed work may affect these resources and identify proposed measures to mitigate any impacts (*NOTE: Do not divulge the location of archaeological sites or objects here. Archaeological site information is exempt from the public records disclosures and must be kept confidential pursuant to both federal and state laws.*)  
The project will include excavation and fill for the boat ramp expansion, installation of piling and excavation to remove the old vault toilet and installation of the flush restroom. The improvements will be completed within the existing footprint for areas previously disturbed except for the area to expand the boat ramp.
  - b. Describe the natural condition prior to modifications or settlement:  
The area was wooded with seasonal flooding. Tribal fishing and possible encampment is likely to have occurred in the area. The Spoon Family started farming the area in the late 1800's.
  - c. Describe the land-use history, when it was first settled or modified, and the depth of ground disturbance or fill:  
The Spoon Family started farming the area in the late 1800's. They had several different plant crops and raised cattle. The amount of depth ground disturbance or fill is unknown to the City.
  - d. Describe the current land use and condition. Identify any natural agents (e.g., sedimentation, vegetation, inundation) or cultural agents (e.g., cultivation) that might affect the ability to discover cultural resources:  
The property has been a developed park since 1924. Over the years a campground was developed as well as the boating facility. There is a timber conservation easement on approximately one acre on the East between the park and adjacent farmland.
  - e. Explain whether you or anybody else knows of cultural resources in or near the project area: A cultural survey was completed and no items were found. The City of Kramer on the other side of the river had completed a cultural resource survey and some items were found in isolated areas. If any items are found, the project will be shut down immediately and the proper authorities will be notified.
2. Provide the SHPO reference number of the cultural resources survey or report that was completed for this project site. 20-0293
3. Have you consulted with Tribal Governments regarding this project? *Attach documentation of consultation. Identify specific Tribal Government(s) and contact person(s)*



Tribal Government	Name	Phone
a. Cow Creek Tribe of Umpqua	Jessie Plueard	541-111-2211
b. Siletz	Robert Kentta	541-222-2211
c. Klamath	Jeanne Spaur	541-333-3344
d. Grand Ronde	Briecce Edwards	503-444-4433

4. Have you consulted with State Preservation Office? *Attach documentation of consultation.*  
 Yes    No

# Appendix C

## Natural Resources Form

Please answer the following to the best of your ability.

### Part 1: Wetland Water Resources

1. Do you know if wetlands are present?  Yes  No
2. Has a wetland delineation been completed?  Yes  No
3. Describe the type and condition of wetlands present. Are they tidal or fresh, disturbed or not, permanent or seasonal, etc.?
4. Describe the type of work to be done and the size and extent of the area affected:
5. Describe where the proposed work will be in relationship to any wetlands and any impacts on wetland resources:
6. Describe any past restoration or planned restoration at the project property or nearby on the same waterway:
7. Describe the location, type, and amount of compensatory mitigation work to be completed or anticipated for permits:

### Part 2: Water Resources

1. Has the US Army Corps of Engineers permit been approved?  Yes  No  
Number \_\_\_\_\_ Date approved \_\_\_\_\_  
If no, give date application was submitted. 12/5/2020
2. Has the Department of State Lands permit been approved?  Yes  No  
Number \_\_\_\_\_ Date approved \_\_\_\_\_  
If no, give date application was submitted. 12/5/2020

If applications have not been submitted, complete the following questions.

3. Identify any fish or aquatic species federally listed as threatened or endangered:  
The waterway serves as a seasonal migration corridor for Pacific lamprey, coho salmon, steelhead, and chinook salmon. Use primarily occurs in the winter and spring
4. List any consultations, biological opinions (provide copy), Endangered Species Act (ESA) Section exemptions, or other ESA related activities that may apply to this project:  
Biologic Opinion completed and included with permit
5. Describe how the project may impact the migration, spawning, rearing, or habitat of affected salmon, eulachon, or sturgeon species and the mitigation measures that will be used to reduce adverse effects on protected species and their habitat:  
The aquatic habitat of the river near the ramp consists of a channelized river enclosed by steep banks, with developed lands on both banks. The existing ramp site has historically been subject to frequent recreational boat launching activity, which continues to occur. The park in which the ramp

is located and the associated upland amenities area also subject to frequent human activity. Due to the frequent disturbance, lack of vegetative cover and highly disturbed character, the ramp and docks do not provide significant wildlife habitat functions or values. The presence of wildlife in the project site is incidental and transitory.

Environmental baseline conditions of this site are typical of those found in the Willamette Basin, which are at risk, or not properly functioning, based on the following indicators: temperature, turbidity, chemical contamination/nutrients, substrate, large woody debris, pool frequency, pool quality, off-channel habitat, refugia, width-to-depth ratio, floodplain connectivity, peak/base flows, drainage network, road density, and riparian reserves. The waterway serves as important habitat for juvenile salmonids during outmigration as well as adults returning to spawn. The abundance of salmonids in this reach of the river is unknown, since no fish counting facility exists in this reach of the river.

6. Describe how the project may impact the migration, feeding, or habitat of other threatened or endangered species and the mitigation measures that will be used to reduce adverse effects on the species and their habitat:  
Project effects on terrestrial species and their habitats will be negligible because of the aquatic nature of the proposed work. Further, due to the current level of development and loss of native habitat in the area surrounding the project, it is unlikely that any individuals of such species utilize the property to any significant extent.
7. Have you consulted with the local Oregon Department of Fish and Wildlife (ODFW)?  
Name of ODFW local biologist: Tom Fish Phone 503-555-1199.

### Part 3: Upland Resources

1. Are there any protected upland species or habitat on this site?
  - a. Identify any listed species and where the proposed work will be in relationship to the species and any impacts. NA
  - b. Describe how the project may impact the protected plant or animal species including changes to their habitat. Identify the mitigation measures that will be used to reduce adverse effects on the species and their habitat. NA

Identify other permits, permissions, certifications, etc., required for this project and the approval status:

1. Title: \_\_\_\_\_ Approval status: \_\_\_\_\_ Approval date: \_\_\_\_\_
2. Title: \_\_\_\_\_ Approval status: \_\_\_\_\_ Approval date: \_\_\_\_\_
3. Title: \_\_\_\_\_ Approval status: \_\_\_\_\_ Approval date: \_\_\_\_\_
4. Title: \_\_\_\_\_ Approval status: \_\_\_\_\_ Approval date: \_\_\_\_\_
5. Title: \_\_\_\_\_ Approval status: \_\_\_\_\_ Approval date: \_\_\_\_\_
6. Title: \_\_\_\_\_ Approval status: \_\_\_\_\_ Approval date: \_\_\_\_\_

# Appendix D

## Property Acquisition Form

Please answer the following to the best of your ability.

Appraisal completed:  Yes  No Date of Appraisal: 12/13/2018\_ Type of appraisal: Yellow Book

Appraised value of property: \$ 3,000 Assessed value: \$ 3,000 Acreage: .25

Current ownership:  Private  Public Agency  Other (Specify) \_\_\_\_\_

Willing seller:  Yes  No Name of Seller (unless confidential): ODOT

Acquisition Method:  Purchase  Eminent Domain  Transfer  Condemnation  Donation

Current Zoning: RR\_ Will property need to be rezoned?  Yes  No

1. Describe what is located on the site and how the site is currently being used:  
The small piece of property was left over from an ODOT bridge project. The City has been leasing the property for several years and in discussions with ODOT they want to sell the property rather than continue leasing. The property is currently gravel, dirt, grass area that serves as a roadway shoulder.
2. Is the applicant prepared to initiate within two years from the purchase, design, permitting and construction of boating facility improvements Yes  No  **If NO answer the following questions:**
  - a. Reasons for immediate acquisition of property.
  - b. Facilities to be developed and timeline for development.
  - c. Describe how non-boating use will be removed from the property purchased with boating funds, the project date. If non-boating use on the property is not terminated within three years from date of acquisition, then conversion requirements may apply.
  - d. Type of public recreation access to be provided during the interim period.
  - e. Demonstration that income derived during the interim period will be used on the project site.
3. Attach supporting documentation.



# Oregon

Kate Brown, Governor

January 18, 2021

John Smith, Parks Director  
City of Prosperity  
1234 Same St  
Prosperity, OR 97000

RE: SHPO Case No. 20-0293

City of Prosperity, Jake's Landing Facility Improvement Project  
Replace single lane boat launch with two lane boat launch, replace boarding docks, piles,  
re-align access road. Replace vault toilet with flush restroom. Add kayak dock  
Recreation Lane long -121.3422 lat 45-123, Prosperity, Water County

Dear Mr. Smith,

A search through the SHPO archaeological database has revealed that there is a reported site (35PO100) in the area of the project referenced above. It is important that a cultural resource survey be conducted to identify the location, boundaries, and significance of any cultural remains within the project area prior to any ground disturbing activities. We recommend that the area be examined by a professional archaeologist, prior to development, to determine if cultural materials are present. A list of archaeological consultants can be found at our website ([www.oregonheritage.org](http://www.oregonheritage.org)) by clicking on Archaeological Services web page and highlighting the section marked Archaeological Consultants Directory. State statutes (ORS 358.905 and ORS 97.740) protect archaeological sites, objects and human remains on both state public and private lands in Oregon. The recommendations above are intended to help the applicant avoid damaging any archaeological sites in the project area. If you have not already done so, be sure to consult with all appropriate Indian tribes regarding your proposed project. If you have any questions regarding the applicant's need to hire an archaeologist, or wish any additional information about the above comments, feel free to contact the SHPO office. In order to help us track your project accurately, please be sure to reference the SHPO case number above in all correspondence.

Sincerely,

State Archaeologist  
503-777-4565

Aerial of Jakes Landing





**Ramp to be replaced**



**Parking Area**

Prepared By:  
Joseph Glossop, E.I.  
Oregon State Marine Board

Facilities Engineering  
December 1, 2020

**BOATING FACILITY IMPROVEMENT PROJECT  
AT THE JAKE'S LANDING RAMP ON BIG RIVER  
FOR THE CITY OF PROSPERITY**

**Engineer's Final Cost Estimate (Base Bid)  
(CONFIDENTIAL)**

<b>Dock, Debris Boom Installation, &amp; Sitework</b>				
<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Mobilization	1	L.S.	\$45,510.00	\$45,510.00
Bonds & Insurance	1	L.S.	\$9,000.00	\$9,000.00
Materials Testing & Monitoring	1	L.S.	\$3,500.00	\$3,500.00
Project Layout (In-water)	1	L.S.	\$2,000.00	\$2,000.00
Erosion Control (Sediment Fence, Floating Silt Curtain, etc.)	1	L.S.	\$5,000.00	\$5,000.00
Asphalt Sawcut	25	L.F.	\$20.00	\$500.00
Demolition (Asphalt, Sidewalk, Ramp Pile-Pocket)	1	L.S.	\$6,000.00	\$6,000.00
Access Road	1	L.S.	\$30,000.00	\$30,000.00
18" Steel Piles (Boarding Docks)	6	E.A.	\$10,000.00	\$60,000.00
Furnish and Install Boarding Docks	10	E.A.	\$1,000.00	\$10,000.00
Furnish and Install Kayak Dock	1	L.S.	\$15,000.00	\$15,000.00
Riprap Geotextile Fabric	700	S.F.	\$1.50	\$1,050.00
Riprap, Class 700	40	C.Y.	\$120.00	\$4,800.00
Geotextile Fabric	800	S.F.	\$0.25	\$200.00
Aggregate Base	60	TONS	\$35.00	\$2,100.00
Concrete Sidewalk, 6" Thick	250	S.F.	\$25.00	\$6,250.00
Reinforced Concrete Maneuver Area, 6" Thick	530	S.F.	\$30.00	\$15,900.00
Concrete Curb, Standard Cast-in-place	26	L.F.	\$40.00	\$1,040.00
Striping - Cross Walk	1	L.S.	\$250.00	\$250.00
Signs	6	E.A.	\$416.66	\$2,499.96
Traffic Delineator	3	E.A.	\$300.00	\$900.00
Tactile Warning Pads	1	L.S.	\$1,000.00	\$1,000.00
Trench Drain	20	L.F.	\$150.00	\$3,000.00
<b>Grand Total</b>				<b>\$225,499.96</b>

**Notes:**

Item cost (unless otherwise noted) includes materials, equipment, labor, profit, overhead and any other costs for a complete installation.

FOR PUBLIC RELEASE, RANGE OF PROJECT COST IS: \$200,000 - \$500,000



### Approved Pre-agreement Expenses

To: John Smith, Parks Director

From: Janine Belleque, Boating Facilities Manager

RE: Pre-agreement costs – Jake’s Landing

John,

Thank you for contacting me about incurring expenses for the proposed future recreational boating facility improvements at Jake’s Landing. The items identified are reasonable and necessary for the future improvements. This email approves the following items for eligible pre-agreement match.

Archaeological survey and report	\$20,000.00
Off-site mitigation work	\$2,500.00
Staff time spent on permits and public meetings	\$1,728.00
Permit fees to DSL, DEQ and Planning Dept.	<u>\$13,485.00</u>
Total	\$37,713.00

Please let me know if you have any questions.

---

### Request Approval of Pre-agreement Expenses

To: Janine Belleque, Boating Facilities Manager

From: John Smith, Parks Director

RE: Pre-agreement costs

Janine,

We anticipate expending nearly \$40,000 obtaining permits and clearances for the anticipated recreational boating improvements at Jake’s Landing. Can you please review these items and let me know if the expenses would be allowed as pre-agreement match for the potential future construction grant?

Archaeological survey and report- \$20,000  
Off site mitigation work - \$2,500  
Staff time spent on permits and public meetings - \$1,728  
Permit fees to DSL, DEQ and Planning Dept. - \$13,485  
For a total of \$37,713.00

If you have any questions about these items, please do not hesitate to contact me.

*Oregon Kids Boating Association*

*The Other Side of the Hills Branch*

*PO Box 032*

*Somewhere, OR 94535*

*PH: 541-123-4256*

January 29, 2021

Boating Facilities Section Manager

Oregon State Marine Board

PO Box 14145

Salem, OR 97309

RE: Future application from a Public Agency

Dear Sir:

The Oregon Kids Boating Assoc. strongly supports the replacement of the deteriorated boat ramp at Somewhere Park. Our group loves to boat on the Wild River Reservoir during the spring and summer months. Somewhere park is the only access to this popular boating facility so when the fish are biting it is extremely crowded and congested at this site.

The addition of boarding floats would allow better staging for boaters who are waiting to load or unload instead of circling the area. We also support the paving of the large gravel parking area. Quite often vehicles are parked in every direction, which makes it very hard to find a place to park where you will not be blocked in.

We appreciate your consideration of this extremely important access point in Oregon. Please contact me if you have any questions regarding our support of this grant. Application.

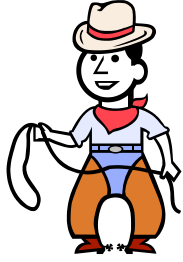
Sincerely,

*John Q. Boater*

John Q. Boater

President, Oregon Kids Boating Association

*Sample*



**The Ranch  
Bob and Helen Baker  
PO Box 435  
Somewhere, OR 97435**

January 24, 2021

Boating Facilities Section Manager  
Oregon State Marine Board  
PO Box 14145  
Salem, OR 97309

RE: Future application from a Public Agency

Dear Sir:

We understand from Brandon Roy that the Public Agency is applying for a grant to replace the boat ramp, pave the parking area and add floats. The Ranch owns approximately 3,000 acres of grazing land some of which runs alongside the Wild River Reservoir.

Our family has always maintained a cooperative relationship with the Public Agency. We would support these improvements. We hope that this grant application receives your support and favorable review by your Board.

Sincerely,

Bob and Helen Baker

*Sample*

**RESOLUTION AUTHORIZING APPLICATION FOR GRANT**

RESOLUTION NO. 124-96

IN THE MATTER OF AUTHORIZING THE CITY OF PROSPERITY TO APPLY FOR A BOATING FACILITY AND WATERWAY ACCESS GRANT FROM THE STATE MARINE BOARD FOR REPLACEMENT AND EXPANSION OF JAKE'S LANDING RECREATIONAL BOATING FACILITY AND DELEGATING AUTHORITY TO JOHN SMITH, PARKS DIRECTOR TO SIGN THE APPLICATION

**Whereas**, the Oregon State Marine Board is accepting applications for Boating Facility and Waterway Access Grant Programs; and

**Whereas**, the *City of Prosperity* desires to participate in this grant program to the greatest extent possible as a means of providing needed boating acquisitions, improvements, enhancements, education; and

**Whereas**, *City Council and Staff* have identified improvements at *Jake's Landing* as a high priority need in *Prosperity*; and

**Whereas**, *expanding the ramp, replacing boarding docks, adding kayak dock, realigning the access road, acquiring 0.25 acres and replacing restroom*; and

**Whereas**, the *City of Prosperity* has available local matching funds to fulfill its share of the obligation related to this grant application should the grant funds be awarded; and

**Whereas**, the *City of Prosperity* will provide adequate funding for on-going operations and maintenance of the boating or education project should the grant funds be awarded; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PROSPERITY AS FOLLOWS:**

Section 1: The *City Council and Staff* demonstrates its support for the submittal of a grant application to the Oregon State Marine Board for the facility improvement at *Jake's Landing*.

Section 2: This Resolution shall be effective following its adoption by the *City Council and Staff*

Passed by the *City Council* this 1<sup>st</sup> day of June, 2021

---

Authorized Officials Name and Title

ATTEST:

---

(Staff Member's Name and Title)

# Examples

Boating Facility and Waterway Access Grant Application

Education and Safety Project (not included plans, education/business plan, facility owner agreement)

- Cover Letter
- Application
- Estimate
- Letters of Support



We can canoe, You can TOO!  
123 THIS STREET NE  
SOMEWHERE, OR 97111

a NON-PROFIT 501C3, EDUCATION ON THE WATER

Oregon State Marine Board  
Janine Belleque, Boating Facilities Program Manager  
PO Box 14145  
Salem, OR 97301

RE: Waterway Access Grant - Paddling for Fun Education Training

Dear Ms. Belleque,

We wish to thank you and the Marine Board for the opportunity to apply for a Waterway Access Grant. Our organization is requesting funding for a Paddling for Fun Education Training for our young people in the community. We are organizing three sessions to reach a total of 60 young people between the ages of 12 and 17. The three sessions will take place this summer with the final session being held in August.

As the president of We Can Canoe, You Can Too, I have the delegated authority to submit this application to the Marine Board. If awarded, we are willing to enter into a grant agreement with the Marine Board for this educational project.

Attached please find our completed application and supporting documentation. We appreciate the opportunity to apply for this grant which will help educate our youth on the proper way to paddle for fun with an emphasis on safety. Please contact me if you have any questions about our organization or this project.

Sincerely,

*Russ Drift*

Russ Drift  
President

Attachments



Project type, check all that apply:

<input type="checkbox"/> Construction (any ground disturbance)	<input type="checkbox"/> Property Acquisition
<input checked="" type="checkbox"/> Education	<input type="checkbox"/> Master Plan
<input type="checkbox"/> Construction and Education	<input type="checkbox"/> Consultant Services

**2- ACCESS SITE AND WATERBODY INFORMATION** (All applicants requesting construction funds complete. If education project occurs on water or at a public access facility)

Fees: Identify all entrance, parking, day-use, facility or education fees charged to a boater or participant. *Example \$3.00/foot or \$15/hour*

Launch \$\_\_\_\_ Parking \$\_\_\_\_ Day Use \$\_\_\_\_ Moorage \$\_\_\_\_ Boat in Camping\$\_\_\_\_

Training \$\_\_\_\_ Classroom \$\_\_\_\_ On-water \$\_\_\_\_ Rental \$10/hr or 45/day

Type of boats using the site: *check all that apply*

Open Motorboat    Jet boat    Cabin cruiser    Pontoon    Drift boat    Sail

Personal watercraft (PWC)    Raft    Kayak    Canoe    Kite/Sail Board

Stand-Up Paddle Board (SUP)    Other

Boating activities *per year*

Number of launch/retrievals \_\_\_\_\_ Number of boats mooring overnight (Water)\_\_\_\_\_

Number of boat-in camping nights (Land) \_\_\_\_\_

Identify the months that boating activities take place at the facility or waterbody, using a scale of High (H), Medium(M), and Low (L) for use occurring in the month. *If no activity leave blank*

Month	Boating Activities						
	Fishing	Watersports (ski/wake)	Cruising	Sailing	Flat water paddling	White water paddling	Other
January	L						
February	L						
March	H						
April	H				M		
May	H			M	M		
June	M			M	H		
July	M				H		
August	L				H		
September	L				H		
October	L				M		
November	M						
December	M						

*Please identify Other Boating Activity:*



Identify monthly percentage of use by boat type. Monthly total equals 100%												
Month	Boat use for year by boat type											
	Open motor-boat	Jet boat	Cabin cruiser	Pontoon	Sail	PWC	Drift	SUP	Raft	Kayak	Canoe	Kite/Sail board
January	100											
February	100											
March	100											
April	75							5		15	5	
May	60				10			5		20	5	
June	50				10			5		30	5	
July	50							10		35	5	
August	50							10		35	5	
September	50							5		40	5	
October	75									20		
November	100											
December	100											

Identify any other public or private (available for public use) boating facilities within a 5-mile radius on the same waterbody. This includes ramps, tie-up facilities or marinas. Do not include private homeowner docks.

	Name of Facility	Direction (N, S, E, W)	Distance (Miles)
1	Friendly Marina	N	2 miles
2			
3			
4			
5			
6			

**3- PROPERTY OWNERSHIP AND MANAGEMENT.**  
*(All applicants requesting funding for construction, master planning or technical assistance for design, engineering or permitting must complete)*

Current Ownership \_\_\_\_\_

Site is owned in fee simple by the applicant. How long has the applicant owned the site? \_\_\_\_\_ yrs.

Describe any restrictive easements or deed restrictions. \_\_\_\_\_

Site is leased by applicant. Number of years remaining on lease. \_\_\_\_\_ years

Name of property owner. \_\_\_\_\_

Describe other interest in site and tenure: \_\_\_\_\_

Identify the applicant's current management of the site:

Site is managed solely by the applicant.  Site is managed cooperatively with another entity.

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

Who will maintain the completed project? \_\_\_\_\_

<b>4- PROPOSED PROJECT FUNDING- (All Applicants Must Complete)</b>				
<b>A - ADMINISTRATIVE MATCH</b> <i>Not eligible for Grant Reimbursement</i>				
	Applicant	Other	Marine Board	TOTAL
Administration	\$300.00	\$	N/A	\$300.00
Federal indirect rate ( <i>complete table below</i> )	\$	\$	N/A	\$
Pre-agreement expenses ( <i>complete table below</i> )	\$	\$	N/A	\$
Permit fees	\$	\$	N/A	\$
Legal fees	\$	\$	N/A	\$
System development charge (SDC)	\$	\$	N/A	\$
Other (specify) _____	\$	\$	N/A	\$
<b>Total Administrative Match</b>	<b>\$300.00</b>	<b>\$</b>	<b>N/A</b>	<b>\$300.00</b>

<b>Federal Indirect Rate</b>			
Federal Approved Indirect Rate	What is it applicable to?	Total Value	How much is match?
		\$	\$
		\$	\$

<b>Pre-agreement Expenses and Match (include documentation)</b>	
Item Description	Value
	\$
	\$
	\$
	\$

<b>B- PROPOSED FORCE ACCOUNT MATCH</b>				
<i>Complete tables below for each</i>	Applicant	Other	Marine Board	TOTAL
Force account labor	\$2,700.00	\$500.00	N/A	\$3,200.00
Force account equipment	\$6,945.00	\$0.00	N/A	\$6,945.00
Force account materials or supplies	\$450.00	\$6,000.00	N/A	\$6,450.00
<b>Total Force Account Match</b>	<b>\$10,095.00</b>	<b>\$6,500.00</b>	<b>N/A</b>	<b>\$16,595.00</b>

<b>Force Account Labor</b>			
Staff	Other	Labor Description	Value
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Instructors for class (\$12.50/hour x 2 instructors)	\$2,700.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Search and Rescue provide training, 2 hours during each session	\$500.00
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$

Force Account Equipment			
Owned	Donated	Equipment Description and Purpose	Value
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12 kayaks and 4 canoes (kayaks, \$45/day, canoe \$50/day (rental rate per boat)) 3 days each session on the water all boats, 2 boats will be used in the pool an extra day during the swimming lessons	\$6,945.00
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$

Force Account Materials or Supplies			
Owned	Donated	Material or Supply Description and Purpose	Value
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classroom at our facility (\$150/week)	\$450.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lunches from Water Trust (per diem rate of \$15 per lunch)	\$5,400.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	City Parks Dept. swim test (\$200 per week)	\$600.00
<input type="checkbox"/>	<input type="checkbox"/>		\$

C- PROPOSED CASH MATCH				
	Applicant	Other*	Marine Board	TOTAL
Property acquisition cost	\$	\$	\$	\$
Construction contract	\$	\$	\$	\$
Materials Purchased	\$	\$	\$9,600.00	\$9,600.00
Equipment Rental	\$	\$	\$1,260.00	\$1,260.00
Eligible permit fees	\$	\$	\$	\$
Federal indirect rate* (complete table below)	\$	\$	\$	\$
Consultant contract (attach copy of contract)	\$	\$	\$	\$
Other: Classroom Supplies	\$150.00	\$	\$	\$
<b>Total Cash Match</b>	\$150.00	\$	\$10,860.00	\$11,010.00

Federal Indirect Rate			
Federal Approved Indirect Rate	What is it applicable to?	Total Value	How much is match?
		\$	\$
		\$	\$

D-TOTAL PROPOSED PROJECT FUNDING				
	Applicant	Other	Marine Board	TOTAL
Total Administrative Match (from A)	\$300.00	\$	N/A	\$300.00
Total Force Account Match (from B)	\$10,095.00	\$6,500.00	N/A	\$16,595.00
Total Cash Match (from C)	\$150.00	\$	\$10,860.00	\$11,010.00

<b>GRAND TOTAL</b>	\$10,545.00	\$6,500.00	\$10,860.00	\$27,905.00
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**E- "OTHER" SOURCE, TYPE AND AMOUNT OF (NON-APPLICANT) CONTRIBUTIONS**

Grant/Loan Agency	Name of Grant/Loan	Approved Y/N	Amount of Grant
Water Trust		Y	\$5,400.00
			\$
			\$
			\$

Cash Contributions by	Amount of Contribution
	\$
	\$
	\$
	\$

Describe how the budget was prorated between recreational boating and non-boating uses. Attach an itemized budget or estimate illustrating the proration.

**5- PROJECT NARRATIVE DESCRIPTION- (Applicants requesting funds for construction, property acquisition, master planning and technical assistance for design, engineering or permitting must complete)**

This section is your opportunity to sell your project. Do not assume that Marine Board staff will know the answers to the questions. You have onsite knowledge and experience related to the project location that must be conveyed in your responses. Provide clear and concise responses to each question.

**A.** Describe the project purpose, how long have the issues existed, what measures have been taken to address the concerns or issues and how will the proposed project resolve the issues?

**B.** Describe the specific actions, materials or equipment that will be completed or donated by the applicant and others. Include limitations for these contributions and how that is factored into the overall project.

**C.** Describe all non-boating uses and activities occurring at the site, the proximity of the activities to the boating facility portion of the overall site. (picnicking, camping, trails etc.) and plans to make other facility improvements or modifications.

**D.** Briefly describe the history of the boating facility property.

**E.** Describe how the project relates to local or regional plans to meet current and future public recreation needs and the needs of the boating public. Identify if the project is included in a Master Plan, Resource Management Plan or other plan. If project location is on the Willamette River, identify how it meets Goal 15 Willamette River Greenway.

**F.** Describe the project implementation and completion timeline.

**G.** Identify if this project will result in a change of use at the facility or waterbody.

**H.** Describe what opportunities have been provided to involve the public in decisions resulting in this proposed project.

**I.** Describe past performance on OSMB grants. If you have not received a previous grant from OSMB describe past performance with Oregon State Parks, Oregon Dept. of Fish and Wildlife or other state or federal agency awarded grant.

**6- PROJECT NARRATIVE DESCRIPTION – (Applicants requesting funds for education, educational support or technical assistance *not* for design, engineering or permitting must complete).**

This section is your opportunity to sell your project. Do not assume that Marine Board staff will know the answers to the questions. You have project knowledge and experience that must be conveyed in your responses. Provide clear and concise responses to the questions.

**A.** Describe the goal, need and anticipated outcomes of the project or program.

Last year two young kayakers nearly drowned on the lake because they did not have life jackets and this was the first time kayaking for one of the people. Fortunately a nearby angler was able to rescue the kayakers by boat. Having the lake within walking distance of our small city and within a 15 to 20 minute drive to two nearby small communities is a tremendous asset for our communities. However, the City Parks Department 2018 survey identified that less than 25% of youth ages 12-17 know how to swim or have taken swimming lessons. This is very concerning, especially when the same survey identified that 85% want to learn how to kayak or canoe. Approximately 60% of youth in our community have no basic swim skills but want to go paddling. This is a dangerous mix especially if they do not understand the importance of wearing a life jacket.

We have been offering kayak and canoe rentals at the City Park for two years. We receive numerous requests for standup paddleboards and have noticed an increase of paddleboards on the lake. During this time we have observed that many boaters do not wear their lifejacket or appear to have one. The City approached us about providing a combination of basic swim skills and paddlecraft training to youth in the community and nearby small communities. We believe the outcome of this project will be that 60 youth will have basic swim skills, know how to paddle a kayak, canoe, and standup paddleboard, wear a life jacket, understand how to safely navigate their boat on the lake with a variety of other boaters and be a role model for their friends.

**B.** Describe if your project or program is identified in any education, business, local, or regional plans?

This project is identified in the city's park plan to provide opportunities for youth to safely engage with the lake and increase water awareness skills. The 2017 SCORP also identified access to the water as a high need for the County.

**C.** Describe who is the target audience, how you will engage them to obtain their participation and how the project or program is providing opportunities to underserved communities.

The City median income is \$42,000 which is well below Oregon's median income of \$63,400. The small communities are largely supported by tourism associated with the lake. Based upon the Parks Dept. survey we are targeting youth ages 12-17. The Parks Dept. has worked with the School District previously to identify vulnerable youth to participate in the program. Transportation is often a challenge and as a result we will be renting two 15 passenger vans to pick up and drop off youth at the middle and high school. Additionally, we secured a grant to provide participants with lunch and upon completion each participant will receive a life jacket and two gift cards for paddlecraft rentals to build upon their newly acquired skills.

**D.** Describe how waterway and boating safety is incorporated into the project or program.

Participants will learn and need to pass a basic swimming test; how to fit, wear and use a life jacket, safety equipment requirements and purpose, how to self rescue, paddling techniques, understanding navigation rules, and

waterway markers, how to pick out the right paddle for each type of boat and how to safely paddle on the lake with many other boats using the water.

**E. Describe the specific actions, materials or equipment that will be completed or donated by the applicant and other. Include any time, availability or other limitations for these contributions and how that is factored into the overall project. If answered under Section 5 leave blank.**

Our organization will be providing staff instructors, 1 instructor per 10 students, classroom space, 12 kayaks, either sit in or sit on, and 4 canoes, 1 person and 2 person. The local Search and Rescue will provide three, two-hour trainings focused on lifejacket use, fit and safety, importance of float plans, and scouting a waterway. The City Parks Department will be waiving the swim test fee for each participant and providing pool time to practice self-rescue in a controlled environment. The Water Trust grant will fund the cost of lunch for participants all six days of each session. We will purchase four standup paddleboards with paddles and sixty lifejackets. We will also rent two fifteen passenger vans to pick up and drop off participants at the middle and high school. At the end of each session the participant will get to keep their lifejacket and receive two gift cards for two four hour paddlecraft rentals. There is a little bit of a lead time on the life jacket order. We have enough loaner life jackets to provide to the participants during the session and if the life jackets do not arrive before the session starts they can be presented to the participant at the end of the session. Otherwise we do not anticipate any limitations for the project to be successfully completed.

**F. Describe the useful life and how it was determined for any products, materials or equipment obtained as part of the grant.**

Part of the grant will be for the purchase of 4 stand up paddleboards and paddle which have a potential useful life of 15-20 years if maintained properly. We currently have canoes and kayaks that are 15-20 years old that we purchased when we first organized.

**G. Does the proposed project or program occur at a public recreational boating facility? If yes, describe the frequency of use, number of participants and any agreements you have with the facility owner.**

We will be using the boat ramp and adjacent beach areas on No Name Lake, which is owned and managed by the city. We will be using the park mid-week to avoid the heavy use Friday-Sunday. There is a staging area next to the ramp for us to prepare to launch (put on lifejacket, check gear and safety equipment) Participants will learn how to launch and retrieve from a boat ramp, the boarding docks and the adjacent beach area. The majority of launch and retrievals will be from the adjacent beach area. There will be no impact to the parking area because the two vans will park in the day use area. There will be a maximum of 20 participants and two instructors three days per week for each session. As mentioned previously we have an agreement with the City to offer rentals at the park. A copy of the agreement is attached.

**H. Describe past performance on OSMB grants. If you have not received a previous grant from OSMB describe past performance with Oregon State Parks, Oregon Dept. of Fish and Wildlife or other state agency awarded grant. If answered under Section 5 leave blank.**

Our organization has not partnered with OSMB before. We have partnered with other organizations such the local Search and Rescue for operations and we have received an ODFW grant for habitat enhancement on fish creek which feeds the lake. The grant was successfully completed within budget and on time. Please contact Wally Fish, the local fish biologist at 503-122-2121 if you have questions about our performance on the project.

**I. Describe the project implementation and completion timeline. If answered under Section 5, leave blank.**

We will be advertising and recruiting in the local high school starting in March after spring break, letting students know this opportunity is available. Once we have a group of 10, we will have our first class in June. The second will be in July with the final in August.

**7- PUBLIC SUPPORT OR OPPOSITION** *(All applicants must complete)*

**Identify specific public support and opposition to the proposed project:**

*Note: this section is part of the grant ranking criteria-include emails and letters with application*

	<u>Supporters Name</u>	<u>Opponents Name</u>
<input type="checkbox"/> Adjacent landowners:		
<input checked="" type="checkbox"/> Users groups:	Search and Rescue	
<input checked="" type="checkbox"/> Neighborhood association	Friends of the Lake	
<input checked="" type="checkbox"/> Local government:	City of Somewhere, School District	
<input checked="" type="checkbox"/> State/federal government:	ODFW	
<input type="checkbox"/> Legislator/congressional:		
<input type="checkbox"/> General Public		
<input checked="" type="checkbox"/> Other (specify):	Water Trust	

**8- LAND USE, CULTURAL, HISTORIC AND ENVIRONMENTAL APPENDICES--***(All applicants requesting funds for construction must complete Appendix A, B and C. Applicants requesting funds for property acquisition must complete Appendix A through D.*

Appendix A-Land Use Compatibility Statement form

Appendix B- Historic and Cultural Resources form

Appendix C- Natural Resources form

Appendix D- Property Acquisition form

**9- 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 Cooperative Facility 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.

Russ Drift  
Print/Type Name

President  
Title

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

\_\_\_\_\_  
Date

<b>ATTACHMENTS</b> (Are the following items attached to this application?)				
<b>Required For:</b>	Acquisition	Consulting	Construction	Education
Cover letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photos of project site, existing condition	<input type="checkbox"/>	If applicable	<input type="checkbox"/>	<input type="checkbox"/>
Map or Aerial of project site (Assessor's Map)	<input type="checkbox"/>	If applicable	<input type="checkbox"/>	If applicable
Design or Plans	If applicable	If applicable	<input type="checkbox"/>	<input type="checkbox"/>
Cost estimate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Permit-attach either application with letter noting acceptance or actual permit as approved by regulatory agencies.	<input type="checkbox"/>	If applicable	<input type="checkbox"/>	<input type="checkbox"/>
Wetland Delineation Report	<input type="checkbox"/>	If applicable	<input type="checkbox"/>	If applicable
Tribal Consultation Letter/Email	<input type="checkbox"/>	If applicable	<input type="checkbox"/>	<input type="checkbox"/>
Consultant contract	If applicable	<input type="checkbox"/>	If applicable	If applicable
Pre-agreement documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal indirect rate documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letters/emails of support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Informational Brochure and/or website	If applicable	If applicable	If applicable	<input checked="" type="checkbox"/>
Education or Business Plan	If applicable	If applicable	If applicable	<input checked="" type="checkbox"/>
Facility owner site operation agreement	If applicable	If applicable	If applicable	<input checked="" type="checkbox"/>
Land Use Compatibility Statement (LUCS) <b>Appendix A</b>	<input type="checkbox"/>	If applicable	<input type="checkbox"/>	
Historical, Cultural, Archaeological Resources form, <b>Appendix B</b>	If applicable	If applicable	<input type="checkbox"/>	<input type="checkbox"/>
Natural Resources form, <b>Appendix C</b>	If applicable	If applicable	<input type="checkbox"/>	If applicable
Property Acquisition form, <b>Appendix D</b>	<input type="checkbox"/>	If applicable	If applicable	If applicable

For more information about completing this application refer to the [Boating Facility, Waterway Access & Small Grant Procedures Guide](#) found on our website, [www.oregon.gov/osmb/boating-facilities](http://www.oregon.gov/osmb/boating-facilities) .

For questions contact Janine Belleque, Boating Facilities Manager, 503-378-2628, [janine.belleque@oregon.gov](mailto:janine.belleque@oregon.gov)

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



# APPENDIX A

## Land Use Compatibility Statement (LUCS)

A Land Use Compatibility Statement (LUCS) is used to ensure that proposed projects are consistent with local land use requirements.

### Section 1- Applicant and Site Information (to be completed by applicant)

Applicant/Entity Name:			
Project Manager Name			Phone:
Project Name:			
Project Address:			City, Zip
Latitude		Longitude	
Township	Range	Section	Tax Lot:
Project Description:			

### Section 2- To be completed by City or County Planning Official

#### Determination of Compliance with Local Land Use Requirements.

The project property is located <input type="checkbox"/> Inside City Limits <input type="checkbox"/> Outside City Limits <input type="checkbox"/> Inside UGB <input type="checkbox"/> Outside UGB	
Current Comprehensive Plan Designation:	Current Zoning:
Does the project require land use review to determine compliance with land use regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If <b>No</b> , it means that no local land use review is needed. <b>Skip to Planning Official Information below.</b> If <b>Yes</b> , what is the status of the land use application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Under Review <input type="checkbox"/> Not Yet Received	
List file numbers:	
Is this decision final: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	

Jurisdiction:	
Planning Official Name and Title:	
Mailing Address:	
City, Zip:	
Phone:	Email:
Planning Official Signature	Date:

# Appendix B

## Historical, Cultural, Archaeological Resources Form

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*CULTURAL RESOURCES PROTECTION LAWS: Applicants involved in ground-disturbing activities should be aware of federal and state cultural resources protection laws. ORS 358.920 prohibits the excavation, injury, destruction, or alteration of an archaeological site or object, or removal of archaeological objects from public and private lands without an archaeological permit issued by the State Historic Preservation Office. 16 USC 470, Section 106, National Historic Preservation Act of 1966 requires a federal agency, prior to any undertaking, to consider the effect of the undertaking that is included on or eligible for inclusion in the National Register. For further information, contact the State Historic Preservation Office at 503-378-4168, extension 232.*

Please answer the following to the best of your ability.

1. Are there any historic, cultural or archaeological sites or resources on the site? If yes answer the questions below.
  - a. Describe how the proposed work may affect these resources and identify proposed measures to mitigate any impacts (*NOTE: Do not divulge the location of archaeological sites or objects here. Archaeological site information is exempt from the public records disclosures and must be kept confidential pursuant to both federal and state laws.*)
  - b. Describe the natural condition prior to modifications or settlement:
  - c. Describe the land-use history, when it was first settled or modified, and the depth of ground disturbance or fill:
  - d. Describe the current land use and condition. Identify any natural agents (e.g., sedimentation, vegetation, inundation) or cultural agents (e.g., cultivation) that might affect the ability to discover cultural resources:
  - e. Explain whether you or anybody else knows of cultural resources in or near the project area:
2. Provide the SHPO reference number of the cultural resources survey or report that was completed for this project site.
3. Have you consulted with Tribal Governments regarding this project? *Attach documentation of consultation. Identify specific Tribal Government(s) and contact person(s)*

Tribal Government	Name	Phone
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____

4. Have you consulted with State Preservation Office? *Attach documentation of consultation.*  
 Yes     No

# Appendix C

## Natural Resources Form

Please answer the following to the best of your ability.

### Part 1: Wetland Water Resources

1. Do you know if wetlands are present?  Yes  No
2. Has a wetland delineation been completed?  Yes  No
3. Describe the type and condition of wetlands present. Are they tidal or fresh, disturbed or not, permanent or seasonal, etc.?
4. Describe the type of work to be done and the size and extent of the area affected:
5. Describe where the proposed work will be in relationship to any wetlands and any impacts on wetland resources:
6. Describe any past restoration or planned restoration at the project property or nearby on the same waterway:
7. Describe the location, type, and amount of compensatory mitigation work to be completed or anticipated for permits:

### Part 2: Water Resources

1. Has the US Army Corps of Engineers permit been approved?  Yes  No  
Number \_\_\_\_\_ Date approved \_\_\_\_\_  
If no, give date application was submitted. \_\_\_\_\_
2. Has the Department of State Lands permit been approved?  Yes  No  
Number \_\_\_\_\_ Date approved \_\_\_\_\_  
If no, give date application was submitted. \_\_\_\_\_

If applications have not been submitted, complete the following questions.

3. Identify any fish or aquatic species federally listed as threatened or endangered:
4. List any consultations, biological opinions (provide copy), Endangered Species Act (ESA) Section exemptions, or other ESA related activities that may apply to this project:
5. Describe how the project may impact the migration, spawning, rearing, or habitat of affected salmon, eulachon, or sturgeon species and the mitigation measures that will be used to reduce adverse effects on protected species and their habitat:

6. Describe how the project may impact the migration, feeding, or habitat of other threatened or endangered species and the mitigation measures that will be used to reduce adverse effects on the species and their habitat:
  
7. Have you consulted with the local Oregon Department of Fish and Wildlife (ODFW)?  
 Name of ODFW local biologist: \_\_\_\_\_ Phone \_\_\_\_\_.

**Part 3: Upland Resources**

1. Are there any protected upland species or habitat on this site?
  - a. Identify any listed species and where the proposed work will be in relationship to the species and any impacts.
  
  - b. Describe how the project may impact the protected plan or animal species including changes to their habitat. Identify the mitigation measures that will be used to reduce adverse effects on the species and their habitat.

Identify other permits, permissions, certifications, etc., required for this project and the approval status:

1. Title: \_\_\_\_\_ Approval status: \_\_\_\_\_ Approval date: \_\_\_\_\_
  
2. Title: \_\_\_\_\_ Approval status: \_\_\_\_\_ Approval date: \_\_\_\_\_
  
3. Title: \_\_\_\_\_ Approval status: \_\_\_\_\_ Approval date: \_\_\_\_\_
  
4. Title: \_\_\_\_\_ Approval status: \_\_\_\_\_ Approval date: \_\_\_\_\_
  
5. Title: \_\_\_\_\_ Approval status: \_\_\_\_\_ Approval date: \_\_\_\_\_
  
6. Title: \_\_\_\_\_ Approval status: \_\_\_\_\_ Approval date: \_\_\_\_\_

## Appendix D Property Acquisition Form

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Please answer the following to the best of your ability.

Appraisal completed:  Yes  No Date of Appraisal: \_\_\_\_\_ Type of appraisal: \_\_\_\_\_

Appraised value of property: \$ \_\_\_\_\_ Assessed value: \$ \_\_\_\_\_ Acreage: \_\_\_\_\_

Current ownership:  Private  Public Agency  Other (Specify) \_\_\_\_\_

Willing seller:  Yes  No Name of Seller (unless confidential): \_\_\_\_\_

Acquisition Method:  Purchase  Eminent Domain  Transfer  Condemnation  Donation

Current Zoning: \_\_\_\_\_ Will property need to be rezoned?  Yes  No

1. Describe what is located on the site and how the site is currently being used:
  
2. Is the applicant prepared to initiate within two years from the purchase, design, permitting and construction of boating facility improvements Yes  No  *If **NO** answer the following questions:*
  - a. Reasons for immediate acquisition of property.
  
  - b. Facilities to be developed and timeline for development.
  
  - c. Describe how non-boating use will be removed from the property purchased with boating funds, the project date. If non-boating use on the property is not terminated within three years from date of acquisition, then conversion requirements may apply.
  
  - d. Type of public recreation access to be provided during the interim period.
  
  - e. Demonstration that income derived during the interim period will be used on the project site.
  
3. Attach supporting documentation.

## Budget for "Paddling for Fun"

### Adminstration, Force Account Labor, Materials and Equipment Match

Item provided by Applicant and Partners	Description	Cost
Administration of program	Paperwork, recruiting at schools	\$300.00
Instructors	2 instructors at \$12.50/hour	\$2,700.00
Search and Rescue	Volunteers for 2 hour trainings at each session	\$500.00
Equipment	12 kayaks, 4 canoes with paddles	\$6,945.00
Classroom	At Applicant's facility	\$450.00
Lunch	Grant from Water Trust per diem rate \$15.00	\$5,400.00
Swim Test	City covering cost	\$600.00
<b>Non-reimburseable total</b>		<b>\$16,895.00</b>

### Proposed Cash Budget

Items Proposed	Applicant Cash Match	OSMB Request
4 Standup Paddleboards with paddles		\$4,200.00
Rental of 2-15 passenger vans for 3 weeks		\$1,260.00
60 Type III Life Jackets		\$1,800.00
Gift cards 2 per student		\$3,600.00
Classroom supplies	\$150.00	\$0.00
<b>Total Cash Match</b>	<b>\$150.00</b>	<b>\$10,860.00</b>

# City of Somewhere

PO Box 145145  
Somewhere, OR 97111  
503-334-3213  
Mayor Pauline Newberry

Oregon State Marine Board  
Boating Facilities Manager  
PO Box 14145  
Salem, OR 97301

RE: On Water Training Program

Dear Boating Facilities Manager,

The City of Somewhere is excited to partner with the non-profit We Canoe, Can You?. The city has been in discussions for quite some time about the best way to educate our young people to limit the number of boating accidents each summer.

Our Parks Department is waiving the fee for the swim test and the parking fee at the boat ramp. This is a small price to pay for educating our youth. Our local middle school and high school are already buzzing about the possibility of this fantastic opportunity.

We appreciate your consideration of this extremely important educational program. Please contact me if you have any questions regarding the city's support.

Sincerely,

Pauline Newberry  
Mayor

Oregon State Marine Board  
Boating Facilities Manager  
PO Box 14145  
Salem, OR 97301

Dear Facilities Manager,

I am a long-time resident of Somewhere Oregon and I am in total support of educating our youth on the proper use and operation of a canoe or kayak. It is too often in the summer that there is a bad boating accident that could have been avoided if proper training had been available for an affordable price.

I understand that the non-profit We Canoe, Can You, is donating their training time so that all kids will have an equal opportunity.

My wife and I hope you will strongly consider funding this fantastic educational opportunity. Please give me a call if you have any questions about my support.

Sincerely,

Fred and Ethel Jones  
503-444-5566



# WE CANOE, YOU CAN TOO!

## EDUCATIONAL TRAINING FOR ALL AGES.

We are a 501c3 non-profit specializing in educational training for on-water activities.

We offer training for beginning flat water kayaking or canoeing to advanced whitewater. Our classes can be designed to fit your needs and skill level. Classes are 6 hours with 3 hours being in the classroom and 3 hours on the water.

We also rent kayaks, canoes and standup paddleboards all with appropriate paddles, life jackets, whistles and other safety equipment.



### Rental Rates:

Kayaks with paddles:	\$45 per hour
Canoes with paddles:	\$50 per hour
Standup Paddle Boards with paddles:	\$45 per hour

### Rates per class:

Beginning flat water:	\$150.00
Beginning whitewater	\$175.00
Intermediate flat water	\$175.00
Intermediate whitewater	\$200.00
Advanced whitewater	\$250.00

For more information, give us a call at 503-361-4564 or visit us at [www.wecanoeveryoucantoo.com](http://www.wecanoeveryoucantoo.com)

## Public Meeting

City Council Meetings: January 2015, April 2015, December 2015  
March 2016  
January 2017, September 2017  
February 2018, June 2018, December 2018  
February 2019, April 2019, November 2019  
January 2020, April 2020, June 2020

U.S. Army Corps of Engineers Public Comment Period: August 7, 2018-September 7, 2018

Dept. of State Lands Public Comment Period: August 28, 2018-September 28, 2018

City Parks Master Plan Public Meeting April 2015, June 2015, September 2015, November 2015

Information shared through City webpage, social media, with ODFW, OSMB, outfitter and guides, marine patrol, and signs were posted onsite about meetings and opportunities to provide comments.