



# **“Let’s Go Boating”**

## **Assistance Program**

**Oregon State Marine Board  
Education/Information Section  
435 Commercial St. NW Ste. #400  
Salem, OR 97301**

**This document is subject to revisions**

# TABLE OF CONTENTS

<b>I. INTRODUCTION</b>	
Purpose.....	1
Objective.....	1
Authorization.....	1
Program Funding.....	1
Eligible Applicants.....	2
Funding Amounts.....	2
<b>II. PROGRAM APPLICATION</b>	
Application Process.....	3
Application Procedures.....	3
General Timeline.....	4
<b>III. CONDITIONS ON USE/ACCEPTANCE OF FUNDS</b>	
Payment Methodology.....	5
Ownership.....	6
Operation and Maintenance.....	6
<b>IV. PROGRAM GUIDELINES</b>	
Contract.....	7
Request to Amend Contract.....	7
<b>V. ELIGIBLE PROJECTS</b>	
Eligibility.....	9
Eligible Projects.....	9
Allowable Costs.....	9
Non-Allowable Costs.....	10
<b>VI. PROGRESS REPORTS</b>	
Quarterly Progress Report.....	11
<b>VII. PROJECT MANAGEMENT</b>	
Equipment.....	12
Funds Acknowledgement and Signs.....	13
<b>VIII. PROJECT CLOSURE</b>	14
Post-Completion Requirements.....	14
Program	15
<b>APPENDIX (Annual Inserts)</b>	
<b>Appendix A: Application Forms</b>	
OSMB Form B1: “Let’s Go Boating” Assistance Program Application Packet	
Project Application Form	
Exhibit “A” Project Information	

Exhibit “B” Itemized Cost Estimates, Vicinity Maps, and Photos

OSMB Form B2: Contract for “Let’s Go Boating” Assistance Program (Example of)

OSMB Form B3: Request to Amend Contract (Example of)

OSMB Form B4: Quarterly Progress Report

OSMB Form B5: Year-end Project Closure Report

OSMB Form B6: Project Expenditure Record

OSMB Form B7: Equipment Inventory Form

**Appendix B:** Definitions

## **I. INTRODUCTION**

### **PURPOSE**

The purpose of the Oregon State Marine Board (Marine Board) “Let’s Go Boating” Assistance Program (Program) is to reduce accidents and enhance boating safety.

### **OBJECTIVE**

The objective is to provide funds to local community organizations for creative and innovative local projects that promote safe boating. The funds will allow groups to address safety concerns on their local waterways.

### **AUTHORIZATION**

Federal funding assistance for State recreational boating safety programs is authorized by Title 46 United States Code (U.S.C.) 13105(a) Authorization of Contract Spending. ORS 830.110 (8) gives the State Marine Board the authority to accept gifts and grants of property and money to be used to further the purpose of our mission. The Marine Board authorization for implementing a “Grass Roots Grant Program” was directed through E-Board, Budget note: Attachment B: Boating Safety Education Proposals, Federal Funds 2006-2007 Projects.

### **PROGRAM FUNDING**

The Recreational Boating Safety (RBS) federal financial assistance program, administration by the U.S. Coast Guard (USCG), is to "encourage greater State participation and uniformity in boating safety efforts, and particularly to permit the States to assume the greater share of boating safety education, assistance, and enforcement activities." The RBS assistance program expired in 1979, but was reestablished by the Recreational Boating Safety and Facilities Improvement Act of 1980 (the Biaggi Act). The Biaggi Act provides that a portion of Federal excise tax receipts attributable to motorboat fuel use would be transferred from the Highway Trust Fund to a new Recreational Boating Safety fund to provide monies for the Program.

Funds for the RBS are provided from the Sport Fish Restoration and Boating Trust Fund. These monies are collected, deposited in the Department of Treasury, and are available the year following collection to state agencies for boating safety education, assistance, and enforcement activities. The benefits provided by these projects to users complete

the cycle between "user pays--user benefits". The Program is a cooperative effort involving the USCG and the Marine Board.

Under the Recreational Boating Safety (RBS) Assistance Program, each state is allocated a certain percentage dependent on the number of participating states, number of registered watercrafts, and prior-year expenditures. The Marine Board provides a match to this allocation to bring about the total funding for the Program. It is anticipated that approximately \$50,000 will be available for the 2009 – 2011 Biennium (Approximately \$25,000/year).

### **ELIGIBLE APPLICANTS**

The following are eligible to receive Program funds:

- Nonprofit corporations or organizations (proof of required 501(c) 3 nonprofit IRS tax filing status must be in effect prior to the application deadline and attached to the application).

The following are **not** eligible to receive Program funds:

- State, Federal or local governmental entities;
- State or private school systems, including colleges, universities, and local boards of education;
- Individuals;
- Projects by private clubs or groups which are not for public benefit; and
- For-profit entities.

### **FUNDING AMOUNTS**

Funds are available for the amounts ranging from a minimum of \$500 to \$2,500 maximum per year. Proposals will be considered based on priorities stated within these guidelines and proposed projects/programs must benefit the general boating public. Proposals requesting more than the maximum amount will be considered based on number of proposals received and the amounts requested; and will be reviewed on a case-by-case basis.

**Funds must be spent by June 1<sup>st</sup>, prior to the ending of the Fiscal year.**

## II. PROGRAM APPLICATION

### APPLICATION PROCESS

The Program process is competitive in nature. Applications are reviewed and evaluated on the basis of their compatibility with goals, needs, and priorities of the Marine Board, project feasibility, merit, and usefulness of results for boating safety education.

Applicants may submit more than one (1) proposal per year, but must complete a separate application form for each proposal. Proposals are only submitted and accepted once a year.

### APPLICATION PROCEDURES

The applicant shall complete the application for assistance projects with the Marine Board utilizing the form entitled, **Oregon State Marine Board – “Let’s Go Boating” Assistance Application Form and associated forms Exhibit A-B** (OSMB Form B1). Applications for funding are received and reviewed on an annual basis to be considered for funding during the following state fiscal year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.

The Program application and associated forms Exhibit A-B (**1 original and 2 copies**) must be post-marked either on or by the last working day of MARCH of each year and mailed to the Education Section at the following mailing address:

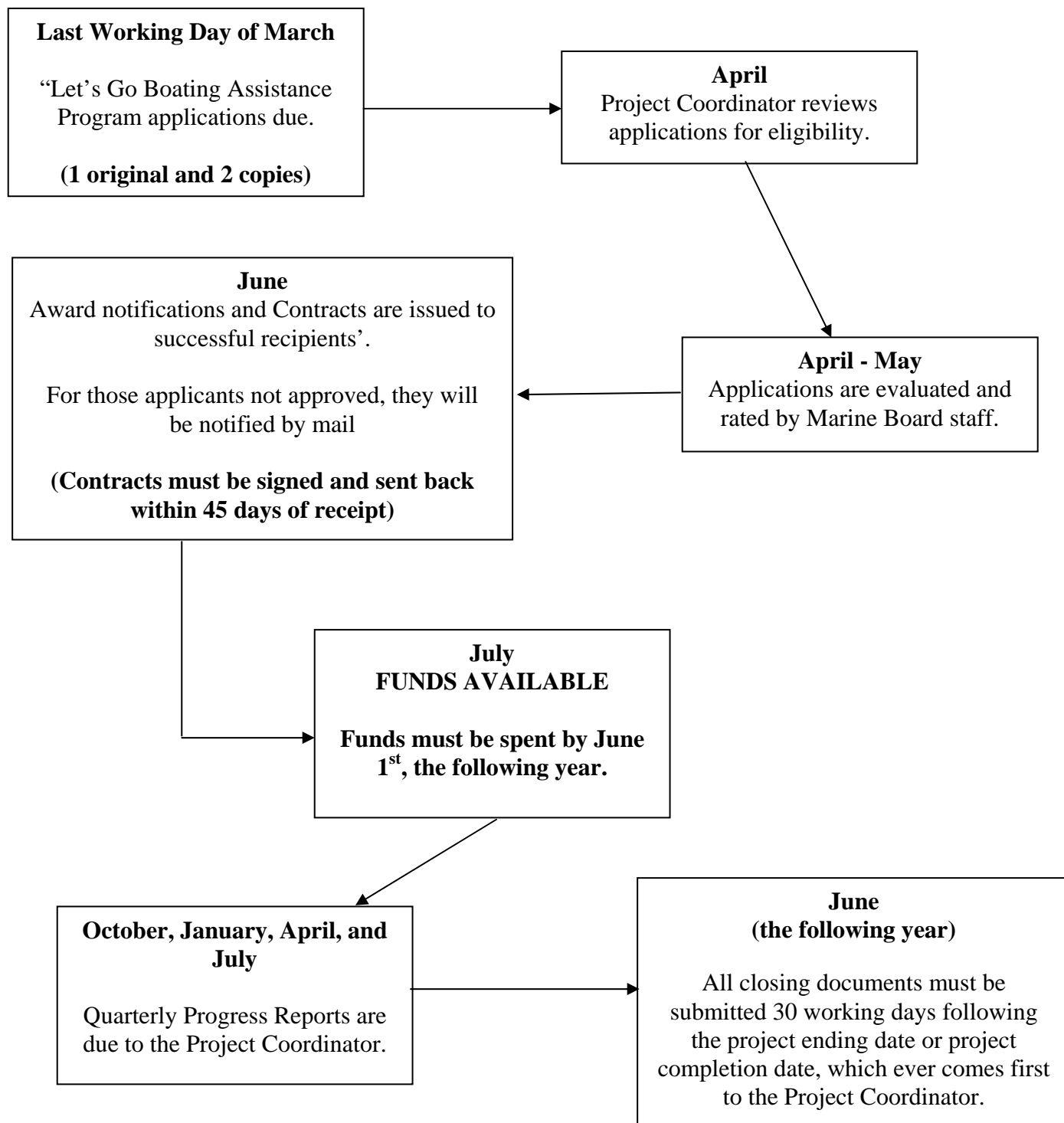
Oregon State Marine Board  
Mandatory Boater Education Coordinator  
PO Box 14760  
Salem, OR 97309

During the review period, it is possible that applicants will be contacted with recommended changes or questioned about the application as submitted. Suggested changes will usually be in the area of project design to allow the most efficient use of funds. A proposal for a suggested change is not an acknowledgement that the Marine Board will award the project.

**GENERAL TIMELINE FOR “LET’S GO BOATING”**

**ASSISTANCE PROGRAM APPLICATIONS**

**Fiscal Years begin on July 1 and ends on June 30**



### III. CONDITIONS ON USE/ACCEPTANCE OF FUNDS

#### PAYMENT METHODOLOGIES

1. REIMBURSEMENT: This option allows the non-profit Organization or Foundation to purchase all items and then invoice the Marine Board for reimbursement. Only items approved by the Marine Board and identified in the scope of work from the recipient's finalized contract and/or amendments are eligible for reimbursement.

Payment requests for reimbursements to the Marine Board should be whenever all of the costs are incurred. Payment requests should not be more than the full amount approved. Please use the following documents to request reimbursement:

- a. Reimbursement Request (OSMB Form B8)
- b. Project Expenditure Record (OSMB Form B6)

If an individual that has partnered with the non-profit organization or foundation that will purchase items, the individual must submit receipts to the non-profit organization or foundation for reimbursement. The non-profit organization or foundation will in turn submit the Reimbursement Request of all purchased items. All costs must be itemized on the Expenditure Record form and all receipts must be stapled to the expenditure record. Documentation such as invoices, statements or claims, warrants or checks must support all expenditures and are necessary for the reimbursement.

The Marine Board will only reimburse the non-profit organization or foundation. It is the responsibility of the non-profit organization or foundation to reimburse individuals.

2. DEPARTMENT FORCE ACCOUNT: This payment method allows the Marine Board to purchase materials and/or equipment for the recipient through receiving invoices from the chosen vendor. Each recipient must ensure all items ordered were received and are in the appropriate condition. The vendor will send all invoices to the Marine Board. The Marine Board will contact the recipient to ensure all items were received. After the Marine Board has confirmed receipt with the recipient, the Marine Board will pay the vendor.

Only items approved by the Marine Board and identified in the scope of work from the recipient's finalized contract and/or amendments are eligible for funding.

## **OWNERSHIP**

If the recipient is going to build a life jacket loaner kiosk or another type of capital improvement, utilizing land not owned or managed by the recipient, the recipient must get written permission from the land manager/owner. The recipient must provide proof of a Contract with the owner of the land. There must be a timeline addressed in the letter with regards to how long the capital improvement will be allowed on the owners/managers land and how and who will maintain the capital improvement.

Written approval must be submitted with the application. AN APPLICATION WILL BE CONSIDERED INELIGIBLE IF WRITTEN APPROVAL IS NOT INCLUDED IN THE APPLICATION.

The recipient is responsible for obtaining all necessary documentation and/or permits for any type of construction work (i.e. building permits, environmental permits, etc.). The recipient must partner with the land manager/owner to acquire all necessary permits, if applicable. Any improvements will become the property of the land owner/manager and maintained by recipient or of such agreement with recipient and land owner/manager.

The Marine Board acknowledges that the RECIPIENT can comply with the terms and conditions only insofar as the land remains under the management of the land owner/manager.

## **OPERATION AND MAINTENANCE**

Funding will not be approved for routine maintenance of projects or programs. Exceptions may be made if the project or program is being re-implemented. Each proposal will be considered on a case-by-case basis.

## IV. PROGRAM GUIDELINES

### CONTRACT

Upon final approval of the project/program by the Marine Board, the awarded recipient and the Marine Board must enter into a Contract for “Let’s Go Boating Assistance Program” (Contract) (OSMB Form B2) for the specific project(s) or program(s). This Contract outlines the binding terms and conditions of the Program between the recipient and the Marine Board. By signing the Contract, the recipient acknowledges the source of funds and affirms that the funds will be administered and managed according to the terms and conditions of the Contract.

Two (2) original copies of the Contract are mailed to the recipient for signature. The individual authorized in the application’s resolution must sign the Contract. If acceptable, the recipient signs both originals and returns them to the Marine Board within 45 working days of receipt for signature by the Marine Board’s Director, or designee. The Marine Board retains one (1) original copy and the other is returned to the recipient. The Contract is effective as of the date signed by the Marine Board.

### REQUEST TO AMEND CONTRACT

Each recipient is expected to complete the project according to the original Contract within the approved time frame. The Marine Board recognizes, however, that the recipient may encounter circumstances that warrant an amendment to the application. Only one (1) extension, not to exceed 90 days, may be granted. Extension requests must provide a detailed explanation and revised timeline for project completion. **Amendments must be submitted to the Marine Board for approval prior (at least three (3) months) to the close of the Contract period.** If the amendment involves changes in any of the documents supporting the application, attach a copy of the applicable revised document(s). Provide an original and two (2) copies (OSMB Form B3) to the Marine Board. An amendment must be submitted to obtain approval for:

- A. Adding or deleting a project from the list;
- B. Adding or deleting approved scope items;

- C. Modifying requested funding;
- D. Modifying the Contract period.

If the Marine Board approves the amendment, the recipient will receive two (2) original copies of the amendments (OSMB Form B3) for signature. Within 20 working days of receipt, the recipient must return the signed documents to the Marine Board for signature by the Director or designee. The Marine Board retains one (1) original copy and the other is returned to the recipient. The amendment is effective as of the date of signing by the Marine Board. If the request is denied, the recipient will receive written notification of denial.

If the recipient does not submit an extension request before the one-year (1) completion date or if the work is not initiated by the amended extended completion date, the Marine Board may terminate the project according to the provisions of the amendment. Awarded funds may be de-obligated from the project. The recipient shall be notified in writing if the project is terminated.

## **V. ELIGIBLE PROJECTS**

### **ELIGIBILITY**

The Marine Board is looking for new, unique or innovative ideas/programs to promote safe boating and/or increase involvement of youths in boating, whether it is power, sail, or manually propelled watercrafts. Projects or programs constructed, developed, or renovated under this Program must be for the purpose of supporting the State's effort for safe boating.

### **ELIGIBLE PROJECTS**

The following are eligible for funding, but are not limited to:

1. Boats (canoes, kayaks, small sailboats, small boats, etc.);
2. Program promotion and advertisement;
3. Printing;
4. Teaching aids;
5. Boating safety equipment (life jackets and associated safety equipment);
6. Publication of guides, manuals, brochures, etc.;
7. Audiovisual aids; or
8. Life Jacket Loaner Kiosk (materials for construction and sign).

### **ALLOWABLE COSTS**

Only items approved by the Marine Board and identified in the scope of work from the recipient's finalized contract (itemized cost estimates) or amendments are eligible for funding. Eligible project costs are those identified specifically with and charged directly to a particular scope item. Documents, such as invoices must support all expenditures.

- A. Costs must meet the following criteria or categories to be allowable. They must be:
1. Necessary, reasonable and allocable to the work covered by the Contract;
  2. Authorized and not prohibited under State or local laws or regulations;
  3. In compliance with limitations of Federal laws, regulations, or the Contract; and
  4. Consistent with policies, regulations, and procedures that apply to both Recreational Boating Safety (RBS) Federal financial assistance program funded

activities and other activities of the State.

## **NON-ALLOWABLE COSTS**

Examples include (this list may not be all inclusive):

1. Operation and maintenance costs;
2. Indirect costs and administrative costs;
3. Costs in excess of the amount specified in the application and amendments;
4. Costs incurred before or after the approved project period;
5. Costs associated with the preparation of grant applications;
6. Fuel costs of any type (i.e. boat or car travel)
7. Ceremonial or entertainment expenses;
8. Bonus payments or performance awards of any kind;
9. Contingency reserves or similar reserves;
10. Charges for deficits, overdrafts, late payment or interest fees;
11. Charges incurred contrary to the policies and practices of the recipient;
12. Consequential damage judgments arising out of acquisition, construction, or equipping of a facility, whether determined by judicial action, arbitration, negotiation, or otherwise (damages to adjoining property owned by other persons which are caused by noise, lights, vibration, etc.);
13. Costs of offered discounts not taken by the recipient;
14. Fines and penalties;
15. Any losses arising from uncollectible accounts and other claims and related costs;
16. Fund-raising time and effort and legal and professional fees paid in connection with raising funds; and
17. Court costs of any kind.

## VI. PROGRESS REPORTS

### QUARTERLY PROGRESS REPORT

Following receipt of an application award, the recipient is required to submit quarterly progress reports (OSMB Form B4) to the Marine Board. The recipient must ensure that the reports are submitted at the end of each calendar quarter. The recipient must submit progress reports according to the following schedule:

- First quarter (July 1 – September 30) due no later than October 31;
- Second quarter (October 1 – December 31) due no later than January 31;
- Third quarter (January 1 – March 31) due no later than April 30;
- Fourth quarter (April 1 – June 30) due no later than July 31 (You may substitute this quarter report with OSMB Form B5 only if project is completed)

Recipients should report progress on the percent of work completed, not the percent of funds expended. Report progress on approved scope items, project related activity, significant problems, and proposed solutions.

## VII. PROJECT MANAGEMENT

### EQUIPMENT

If boating equipment is purchased with Program funds, the recipient must agree to the following (for at least two (2) years):

- Equipment shall be used by the recipient in the project for which it was acquired as long as needed, whether or not the project continues to be supported by Program funds.
- If the program or project has been terminated, any equipment acquired will be returned to the Marine Board for reassignment.
- The recipient must be responsible for the replacement of any equipment purchases under the application if damaged or stolen.
- Adequate maintenance procedures must be developed to keep the equipment in good condition.
- The recipient must provide and fund all equipment repairs for as long as the project or program is implemented.
- If equipment purchased with Program funds with a current market value over \$5,000 and needs to be registered with Department of Motor Vehicle,
  - the Marine Board must be listed on the registration as the lien holder.
  - the recipient agrees to maintain liability, property damage and theft insurance for such equipment purchased.
  - the Marine Board will remain as an lien holder for three (3) years.
- The recipient must request permission from the Marine Board to dispose of any equipment purchased during the term of the Contract. The Marine Board must be consulted if the equipment is to be used in any activity other than boating safety education.
- Property records must be maintained that include the acquisition date, serial number or other identification number, the source of the property, a description of the property, who holds title, cost of the property, and the location of use (OMSB Form B7).

- A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

Procedures for purchasing equipment:

1. The recipient shall openly seek and receive three (3) estimates. If three (3) estimates are not received, the recipient shall document why three (3) estimates could not be received. All estimates or documentation shall be retained by the recipient, but a copy must be sent to the Marine Board Coordinator. Recipient agrees to maintain such records for possible audit for minimum of three (3) years after final payment.
2. All estimates should be submitted in writing. If a written estimate is not possible, the recipient shall document any verbal estimates.

#### **FUND ACKNOWLEDGEMENT AND SIGNS**

Each approved project must clearly acknowledge the use of Marine Board funds. This will be done as appropriate in print or by sign. At a minimum, fund acknowledgement shall include the following language: “This project was donated from a grant by the U.S. Coast Guard’s Recreational Boating Safety Fund, administered by the Oregon State Marine Board.” The recipient must obtain approval from the Marine Board before any other method of acknowledgement is used.

## VIII. PROJECT CLOSURE

The recipient must complete all required documentation (see below) and submit all to the Marine Board. The individual authorized in the application's resolution must sign the documents.

The recipient shall have no more than 60 working days following the project ending date or project completion date, which ever comes first, to submit all required closure documents to the Marine Board. Failure to submit the closure documents within the time frame shall reflect negatively on the rating of the recipient's future assistance applications and may result in termination.

The following documents must be submitted to the Marine Board within 60 working days following project completion. **Please read carefully.**

1. A completed Year-End Project Closure Report (OSMB Form B5),
2. Submit photos of completed project/program,
3. A completed Project Expenditure Record (OSMB Form B6), which itemizes all expenditures of the grant funds, and
4. If applicable, a completed equipment inventory list (OSMB Form B7).

### POST-COMPLETION REQUIREMENTS

The results of a completed project/program shall benefit the public according to the purposes of the USCG Recreational Boating Safety Program and the Marine Board Objectives for the Program. Programs or projects shall be available for public use or enjoyment for at least two (2) years.

## **PROGRAM CONTACT**

If you have questions regarding the “Let’s Go Boating” Grant Program please contact the **Mandatory Boater Education Coordinator** at the:

Oregon State Marine Board  
Education/Information Section  
435 Commercial St. NE Ste# 400  
Salem, Oregon 97301  
Telephone: (503) 378-5158  
FAX (503) 378-4597