Boating Facility, Waterway Access and Small Grant Procedure Guide

(Access and Education)

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SECTION 1: GRANT PROGRAMS HISTORY AND PURPOSE

1.1 Background. The State Marine Board (Board) Boating Facility Grant (BFG) were established in 1971 by the Oregon Legislature. Legislative direction for this grant program is contained in Oregon Revised Statute 830.150. The Waterway Access Grant (WAG) program was established in 2019 by the Oregon Legislature. Legislative direction for this grant program is contained in Oregon Revised Statute 830.618 and 830.621. The Board adopted administrative rules to further implement these grant programs in Chapter 250, Division 14 of Oregon Administrative Rules.

In 1995 the Board became the designated agency to receive federal Clean Vessel Act (CVA) funds for pumpouts, dump stations and floating restrooms and in 2000 the Board was designated to receive federal Boating Infrastructure Grant (BIG) funds for short-term tie-up docks to serve recreational boats 26 feet in length or larger.

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

1.2 Grant Programs. The Boating Facilities Program administers four grant programs: Waterway Access Grants (WAG), Boating Facility Grants (BFG), Small Grants, and Maintenance Assistance Program (MAP) grants.

A. *WAG* highest priority to for nonmotorized boating uses. The grants are competitive and may be used to acquire property, improve, or renovate public recreational boating access, provide education and promote boating opportunities to communities with limited access. Funding for WAG comes from waterway access permits for nonmotorized boats 10 feet in length and longer.

B. *BFG* highest priority is for motorized boating uses. The grants are competitive and may be used to acquire property, improve or renovate public recreational boating access facilities. Funding for BFG comes from titling, registration and state marine fuel taxes paid by owners of registered boats.

C. *Small Grants* are for minor facility improvements totaling up to $20,000 with the maximum State Marine Board contribution of $10,000. Projects cannot be phased to fit within the funding limitations. Funding for this program comes from waterway access permits for nonmotorized boats 10 feet in length and longer and titling, registration and state marine fuel taxes paid by owners of registered boats.

D. *Maintenance Assistance Program (MAP)* grants augment existing operation and maintenance costs associated with eligible motorized and mixed-use boating facilities. Funding for MAP comes from titling, registration and state marine fuel taxes paid by owners of registered boats.

This Procedure Guide does not address requirements and procedures associated with the MAP grants. Please contact the Boating Facilities Program if you have questions about the program.

1.3 Eligible applicants.

A. *WAG.* City, county, port, park districts, state and federal agencies and Oregon's federally recognized tribal governments are eligible for funds to develop, improve, replace or renovate

public recreational boating access. The above parties and private entities, non-profit organizations and, non-governmental organizations are eligible to apply for funds for boating safety education and promote access to underserved communities.

B. *BFG*. City, county, port, park districts state and federal agencies are eligible to apply for funding assistance. Private marinas that provide public access are eligible to apply only for Clean Vessel Act funds to install pumpout and dump station.

C. *Small Grants*. City, county, port, park districts, state and federal agencies and Oregon's federally recognized tribal governments are eligible for funds to develop, improve, replace or renovate public recreational boating access. The above parties and private entities, non-profit organizations and, non-governmental organizations are eligible to apply for funds for boating safety education and promote access to underserved communities.

1.4 Eligible uses of grant funds. WAG, BFG and Small Grants may be used for master planning, design and engineering, land acquisition, new construction, or the expansion and rehabilitation of public recreational boat access facilities statewide. WAG may be used for education and promotion of access to underserved communities. WAG, BFG and Small Grants cannot be used for routine operations and maintenance activities or to sustain education and safety programs.

A. *Master planning or feasibility study*. Certain sites or locations may benefit significantly if a master plan or feasibility study is performed prior to the inception of the design, engineering, and construction phases. Generally, these include larger complex sites with multiple existing or proposed uses, locations with significant site challenges, or improvements that may result in significant environmental impacts. This can also include river systems where strategic planned boating access and portage connectivity is necessary. Master plans and feasibility studies ensure both the applicant and the Board that the proposed scope, cost, impacts, and benefits of the project are reasonable and achievable. Applicants may apply for a WAG or BFG specifically for master planning or a feasibility study directly related to proposed boating improvements.

1. Applicants are expected to provide significant matching funds and must select a qualified professional firm familiar with recreational boating to perform the planning work.

2. Master plan or feasibility studies performed by applicant staff or staff of another public agency are **ineligible** for grant funding. However, studies conducted by applicant staff may qualify as match to a construction grant.

B. *Design, engineering and surveying.* It is a policy of the Board that recreational boating access improvements funded through WAG, BFG and Small Grants be designed and engineered by, or under the direct supervision of, a licensed professional engineer registered with the state of Oregon. Professional engineering is necessary to meet public safety requirements, applicable codes, standards, accessibility and state and federal laws. Boating access improvements typically require some level of permitting. Applicants may utilize the services of in-house applicant engineers, request the assistance of Board engineers, or contract with an independent professional engineer or engineering firm. These options are explained in more detail below.

1. Design and engineering by Boating Facilities Program staff. As a service to applicants, the Board may be able to provide, at no direct cost to the applicant, survey and professional engineering services associated with a proposed or approved WAG, BFG or Small Grant.

a. Applicants may request engineering services by contacting the Boating Facilities Program Manager. To request services, send an email identifying the location, need, anticipated outcome and what services you are requesting from staff. The applicant is not required to complete a grant application. Requests are generally made prior to applying for a WAG, BFG or Small Grant. This allows Boating Facilities Program staff time to visit the site, determine the level of complexity and workload estimate. The commitment of design and engineering technical assistance by the Board will depend upon existing and anticipated workloads, other priorities, and the suitability of the project in meeting overall program goals. Receiving engineering assistance from the Board does not assure an applicant of being awarded a WAG, BFG or Small Grant.

b. Once a WAG or BFG has been awarded, Board engineers may continue to provide final design and engineering services to the grant recipient. Technical services provided by the Board may include topographic and bathymetric surveys, final design, engineering plans and specifications, pre-construction meetings as well as in-progress and final inspections, as needed.

c. Boating facilities designed by Board engineering staff will carry the stamp of a licensed professional engineer.

2. Design and engineering completed by others. Applicants may utilize the design and engineering services of in-house applicant engineers, engineers employed by other public agencies, or a private professional consulting engineer to survey, design, and inspect a project. The following provisions apply to applicants in this category.

a. Applicants and grant recipients are expected to apply the *Design Guidelines for Recreational Boating Facilities* established by the Board for BFG and until design guidelines are established for non-motorized access site development use the Board guidelines and *Prepare to Launch by National Parks Service and River Management Society (April 2018)* for WAG. Board staff must review and approve all plans and designs developed by the applicant or outside engineers prior to project bidding. Board engineers recommend a review at the 25, 60, 90 and 100 percent stages of design completion.

b. Applicants may include the estimated cost of a consulting engineer to survey, design, and engineer a project as a part of the application. Design and engineering services provided by in-house applicant engineers or another public agency may be included as a component of the applicant's match for construction but is not eligible for reimbursement. Consultant services are eligible for WAG and BFG grants.

c. All design and engineering work must be stamped by a licensed professional engineer or architect registered in the State of Oregon.

C. *Permitting.* Boating access typically require some level of permitting. Board staff has experience and extensive knowledge with Oregon Dept. of State Lands and U.S. Army Corps of Engineers fill/removal permits. To request technical assistance for these permits, contact the Boating Facilities Program Manager by email identifying the location, need, and what services you are requesting from staff. The applicant is not required to complete a grant application. Applicants are encouraged to complete local land use, building or other permits as match to construction grants.

The applicant can request a grant to hire a consultant to obtain all or specific permits. The consultant must have experience with obtaining similar permits and coordinate with Board staff.

D. *Property Acquisition*. WAG and BFG can be used to purchase land for development of new sites or expansions of existing sites for public recreational boating access and facilities. Applicants must agree to pursue construction of appropriate public recreational boating facilities on the acquired property in a reasonable timeframe, usually within two years. Land acquired must be used to meet the facility needs of recreational boaters. Applicants can purchase property entirely with their own funds or with the assistance of other grants. Acquired property potentially could meet a portion of the matching requirements of a WAG or BFG construction grant. Applicants wanting to utilize the value of acquired property as match to a WAG or BFG for construction must notify the Boating Facilities Program Manager and submit an application within two years after the property has been acquired for construction. Applicants are urged to contact the Boating Facilities Program Manager early in the planning process to discuss land acquisitions that might involve WAG or BFG assistance in its purchase or the future development of the property.

1. Grant recipients may acquire property through negotiated purchase, eminent domain, transfer, gift, or other legal means. All acquisitions must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, P.L. 91-646, as amended and the Uniform Standards of Professional Appraisal Practice (USPAP). Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA) must be applied if the applicant wants the option of receiving federal funding through the Boating Infrastructure Grant, Clean Vessel Act Grant or Sport Fish Restoration Grant. The reason federal guidelines are used for acquisitions is to ensure that applicants will have the option of using portions of the property purchase as match for federal funds.

2. Property must be appraised using the USPAP and the property owners given a Statement of Just Compensation for the property. In no event can the amount established as just compensation be less than the amount of the approved appraisal. However, this does not preclude the property owner from donating a portion or all of the property value to the applicant. Property owners shall be afforded the opportunity to accompany the appraiser during the inspection of the property. The following provisions also apply to grants awarded to acquire property:

   a. An acquisition, that occurs prior to grant approval and prior to Board authorization, is ineligible for WAG, BFG or Small Grant funding.

   b. For acquisition opportunities that may be lost due to the time required for the grant application process, the Board may authorize such acquisitions to occur prior to grant approval. This does not guarantee that the future grant application will be approved.

   c. Partial payments up to 90% of the grant amount may be billed for the acquisition. Final payment will be made after all required documentation is reviewed and approved by the Board. The Board may advance the full grant amount for real property acquisition if the funds are to be disbursed in escrow. Funds to be disbursed in escrow require advance notification from the applicant to the Board. A transfer of funds in escrow will be made after all required documentation is reviewed and approved by Board staff.

d. The Board will only approve reimbursements or funding disbursements in escrow upon evidence that no liens or encumbrances remain on the property with the following exceptions and those of record: utility easements, ingress/egress easements, conservation easements, previously dispensed mineral rights, or other such encumbrances that, within the opinion of the Board, do not limit the purpose for which the property is being acquired.

e. The applicant will record a Notice of Grant on the property being acquired.

f. Once the acquisition is complete a program acknowledgment sign must be posted. Board staff will prescribe the format for the signage.

3. If development will be delayed for more than two years from the date of acquisition, the applicant must include the following information in the grant application:

a. Justification for the immediate acquisition of the property.

b. A projected timeframe showing when the property will be developed.

c. Non-boating uses to be continued on the property and the projected date when non-boating uses will be terminated. If non-boating use on the property is not terminated within two years from the date of acquisition, then conversion requirements may apply. A determination that a conversion of use has taken place can only be made by the Board.

d. Type of public recreation access to be provided during the interim period.

e. Demonstration that income earned from the property or activities occurring on the property during the interim period will be used on the project site for future development of the recreational boating facilities.

4. The term of the grant for property acquisitions will be a minimum of 50 years and may be conditioned by the Board to be in perpetuity.

E. *Development, expansion, and renovation.* It is anticipated that the most common type of WAG and BFG grant award will be to improve existing boating access and facilities. Replacing older, deteriorating launch ramps, carry down access, docks, paving or re-graveling access roads or parking lots, and replacing old restrooms to meet accessibility requirements may be some of the most frequently requested items. Eligible projects may include development of new boating access facilities, or new amenities such as floating kayak launches, carry down access, changing stations, or dump stations. In addition, expansion of an existing area to provide more parking or docks, or the renovation of existing boating facilities to improve safety, accessibility and boater usability. Applications may consist of improvements at a single site or multiple locations when the proposed improvements are similar such as vault toilet replacement at three locations. Large projects may be broken into phases, but there is no guarantee that WAG or BFG will be awarded for all phases. Listed below are more specific requirements related to this type of grant.

1. Boating improvements and associated costs that are **eligible** for grant assistance include:

a. Primary boating facility elements such as launching ramps, carry down access, pole slides, docks, boat-in camping access, short-term tie-up docks, restrooms, entrance/exit roadways, parking areas, ski docks, pumpout and dump stations.

b. Secondary boating facility elements such as showers, changing rooms, debris deflection booms, breakwater docks and structures, dredging, and gangways.

c. Support facilities such as security lights, cameras, utility connections, septic systems, drain fields, stormwater treatment, information kiosks or signs, life jacket loan station, short term kayak/canoe rack, walkways, and gates.

d. Permit application fees associated with fill/removal permits, water quality certification, flood plain development, cultural resource monitoring or analysis and other waterway permits that are required for the proposed recreational boating facility project.

e. Expenses related to land-use zoning for property acquisitions or new boating facility development, or construction permits.

f. Once the project is complete a program acknowledgment sign must be posted. Board staff will prescribe the format for the signage.

F. *Education and promotion to underserved communities.* These activities are eligible for WAG and Small Grants. Applications that include access and education are the highest priority. Program acknowledgement on print, electronic media, equipment or other items must be included. Board staff will prescribe the format for acknowledgement.

1. Education projects and associated costs that are eligible for grant assistance include:

a. Classroom courses may include hands-on in water training, teaching aids, and rental fees. These activities can be a stand-alone education project, combined with a summer camp, school event or other activity.

b. Training may include staff certifications, general public education, boating club or other on safe boating practices.

c. Equipment such as canoes, kayaks, stand up paddleboards, rafts, drift boats, life jackets, helmets, paddles or other related safety equipment.

d. Signage, publications, safety messaging or other outreach materials. Signage or safety messaging projects that consider a waterbody or waterbody section for consistency and recognition between access points is desired. Stand along signage at individual locations is a lower priority.

e. Life jacket loaner kiosks are eligible. If the installation is not on an existing building where there will be no ground disturbance, additional information may be requested. Contact the Boating Facility Program Manager for questions.

2. Promotion of waterway access to underserved communities is intended to be very broad and encompassing. This includes but is not limited to race, ethnicity, color, disability, gender, age, sexual orientation, nation of origin, primary language other than English, geographic location, economic, religion, or physical fitness. This would also include lack of public boating access to the water in a community.

1.5 Ineligible uses of grant funds. WAG, BFG and Small Grants may not be used for the following types of activities:

A. Exhibit areas that function primarily for academic, historic, economic, entertainment, or other non-boating related purposes.

B. Boat repair/maintenance yards, boat wash-down facilities, marina facilities, RV dump stations, fee or pay stations, hazard mitigation, environmental remediation, water quality testing, habitat/stream restoration, recycling centers and other activities that do not provide direct benefit to recreational boaters.

C. Improvements to boating facilities or sites that are operated by a concessionaire under agreement with a city, county, port, park district, state or federal agency or tribal government, where the improvements are **not owned** by one of the identified parties. The city, county, port, park district, state or federal agency or tribal government would be the eligible applicant for any boating facility improvements.

D. Improvements in exclusive use areas such as members-only or restricted-access facilities.

E. Construction expenses that a grant recipient incurs before the WAG, BFG or Small Grant is awarded are not eligible for reimbursement. The construction costs may qualify as pre-agreement match if approved by the Boating Facilities Program Manager prior to any work occurring. Approval of pre-agreement match does not guarantee approval of a grant.

F. Applicant expenses including but not limited to application preparation, grant training participation, or indirect project costs including overhead, payroll, accounting charges, postage, and copying. If the applicant has an approved federal indirect rate and the applicant is applying for federal funds these items may be eligible for WAG, BFG and Small Grant funding. Contact the Boating Facilities Program Manager if you have an approved federal indirect rate to determine if those items would be eligible for funding.

G. Any legal fees for any purposes related to the project including property ownership or lease activities, grant agreements, project contracting, etc.

H. Ordinary operations and maintenance or routine minor repairs including turf management, garbage, debris removal, fee collection systems, security services, rental fees, utilities or caretakers.

I. Recreational use licenses submerged or submersible land leases, royalty fees, any land-use easement or agreement fees, or property taxes.

J. Purchase of any park equipment, tools, vehicles, or other capital equipment purchases.

K. Any items or expenses not included in an approved budget or not approved in advance and in writing by the Board.

L. Applicant staff time either directly or indirectly related to the project. This includes charges between departments of the same entity.

M. Bonus payments for performance or other similar item, fines, penalties, overdrafts, late payments or interest fees, court costs, any claims or judgements, or fund-raising activities.

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

A. Executive Order 11246, Equal Employment Opportunity and Title VI of the Civil Rights Act of 1964 (PL 88-352, 42 U.S.C Sects. 2000D to 2000D-4) 43 CFR 17, Subpart A-Title VI prohibits discrimination based on race, color, or national origin in program participation and employment, where (1) the primary purpose of the grant is to provide employment, or (2) discriminatory employment practices will result in unequal treatment of person, who are or should be benefitting from the grant. The provisions of Title VI of the Civil Rights Act of 1964 and Executive Order 11246 implementing the Act must be followed.

B. Title IX of the Education Amendments of 1972 (20 USC§§ 1681-1683; 16851686), which prohibits discrimination on the basis of gender.

C. Section 504 of the Rehabilitation Act of 1973(P.L. 93-112), as amended in 1978 (43CFR 17, Subpart B) Section 504 requires that no qualified persons shall on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity.

D. Age Discrimination Act of 1975 (42 USC §§ 6101-6107), which prohibits discrimination on the basis of age.

E. Drug Abuse Office and Treatment Act of 1972 (PL 92-255), which prohibits discrimination on the basis of drug abuse.

F. Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616) regarding non-discrimination on basis of alcohol abuse or alcoholism.

G. Architectural Barriers Act of 1968 (ABA), P.L 93-112 all facilities must be accessible to the physically handicapped.

H. Americans with Disabilities Act of 1990 (ADA), which provides for clear and comprehensive prohibition of discrimination on basis of disability in employment, state and local services, including transportation, public accommodations and services, and telecommunications. The U.S. Access Board www.access-board.gov has the latest guidelines.

1.7 Ownership. WAG, BFG may be used to make public recreational boating facility and access improvements only on property owned and/or managed by the applicant. This includes ownership in fee simple, a long-term lease or easement, or other suitable tenure over the property that is commensurate with the term of the grant agreement. The purpose of this restriction is to ensure that

the applicant has adequate control over the property area to provide reasonable assurance that conversion will not occur. Applicants with less than fee simple ownership should consider the following requirements.

A. Lands leased from the federal government must be for a term of twenty years or more; if the lease is for less than twenty years, or if less than twenty years remain on the lease at the time of grant application, a letter from the responsible federal agency stating its intent to renew the lease must be submitted with the application.

B. Lands leased from a public agency or tribal government to a public agency must be for a term of at least at least twenty years and provide safeguards to adequately ensure that the facilities developed with grant funds will consistently remain open for public use and usable by boaters for the term of the grant agreement with the Board. Safeguards may include joint sponsorship of the proposed project or other agreement whereby the lessor would assume compliance responsibility for the grant-assisted areas in the event of default by the lessee or premature termination of the lease.

1.8 Leasing for operation of grant funded projects. A grant recipient may provide for the operation of a grant funded facility by leasing the facility to a private organization or individual. All lease agreements for the operation of grant funded facilities by private organizations or individuals must address the following:

A. To protect public interests, the grant recipient must have a clear ability to review the performance of the lessee and terminate the lease if the provisions of the grant agreement, standards of maintenance, public use and accessibility are not met.

B. The lease documents must clearly indicate that the leased area is to be operated for public recreational boating purposes in compliance with policies, procedures and rules of the grant programs.

C. The lease documents must require the area be identified as being publicly owned and operated as a public recreational boating facility in all signs, publications, media and that the lessee be identified as such to not mislead the public in believing the area is private. Signs shall be posted in conspicuous locations as being open to the public. The lease document should be clear that compliance with all civil rights and accessibility legislation is required.

1.9 Funding criteria. The Board recognizes that many boating access sites have multiple uses, including both motorized and nonmotorized boating. WAG, BFG and Small Grant may be awarded under one grant application **IF** there are eligible uses and activities. WAG and BFG may also be awarded under one grant application as eligible portions of a larger project that may include federal Clean Vessel Act and Boating Infrastructure funds.

A. WAG priorities.

1. WAG funding is derived from the sale of waterway access permits for nonmotorized boats 10 feet in length or longer, the Board gives funding priority to projects that serve or provide direct benefits to this user group. The highest priority will be applications that include a combination of access improvements and education.

2. Applications that promote recreational boating opportunities to communities with limited access. This can include development of physical access on a waterbody where none exists or creating an opportunity for communities who may have difficulty experiencing nonmotorized boating. Communities can include but is not limited to race, ethnicity, color, disability, gender, age, sexual orientation, nation of origin, primary language other than English, geographic location, economic, religion, or physical fitness.

3. Education opportunities should include boating safety components. Examples include boat operation, understanding waterway rules and navigational aids, essential equipment, sharing waterways with a variety of other boats and waterway uses etc.

4. Developing, renovating, repairing or expanding public recreational boating access components are prioritized in the following order: vessel waste collection systems (pumpouts and dump stations); launch ramps, carry down access, floating kayak launch, pole/rail slide and short-term tie-up docks; restrooms; parking and access roadways; property acquisition, boarding docks; showers, rinse stations and changing rooms, and kiosks, utilities, gates, etc.

5. Priority is given to applications where facilities will be open to the public and available for free or for a nominal use fee of $2.00 or less. Priority is given to education applications where the training, equipment, or other are available for free or less than $10 or $10 hourly equipment rental.

6. The Board gives priority to projects based on certain local, regional, and statewide needs as follows:

   a The total number of boat use days listed for the waterbody within the county that the facility is located, the activity will take place or within the County where the organization is located. The Board's *Triennial Boater Survey* is used for this determination.

   b The proximity and relationship of the proposed facilities or education opportunity to adjacent or nearby public and private boating facilities or education opportunities and the amenities at the facilities. Private residential docks or private member only education opportunities are not included for this determination.

   c. The priority need based on strategic local, regional, statewide plans, and business plans. The *Six-Year Plan* published by the Board is used to determine statewide needs. The Board will also consider adopted comprehensive plans, master plans, local or regional plans, education or business plans submitted in support of the application.

   d. The need as supported by user groups, citizen groups, individuals, elected or appointed officials other than those affiliated with the applicant, tribal governments, and the local marine patrol or district biologist. The Board will use letters of support or e-mails attached to the application for this determination. Custom individual letters will have higher support than petitions or chain letters.

B. BFG priorities.

1. BFG funding comes principally from fees paid by owners of registered motorboats, the Board gives funding priority to projects that serve or provide direct benefits to this user group.

2 Developing, renovating, repairing or expanding public recreational boating access components are prioritized in the following order: vessel waste collection systems (pumpouts and dump stations); launch ramps, pole/rail slide and short-term tie-up docks; restrooms; parking and access roadways; property acquisition, boarding docks; and kiosks, utilities, gates, etc.

3. Priority is given to applications where facilities will be open to the public and available for free or for a nominal use fee of $2.00 or less.

4. The Board gives priority to projects based on certain local, regional, and statewide needs as follows:

   a The total number of boat use days listed for the waterbody within the county that the facility is located. The *Triennial Boater Survey* published by the Board is used for this determination.

   b The proximity and relationship of the proposed facilities to adjacent or nearby public and private boating facilities and the amenities at the facilities. Private residential docks are not included in this determination.

   c. The priority need based on strategic local, regional, and statewide plans. The *Six-Year Plan* published by the Board is used to determine statewide needs. The Board will also consider adopted comprehensive plans, master plans, local or regional plans submitted in support of the application.

   d. The need as supported by user groups, citizen groups, individuals, elected or appointed officials other than those affiliated with the applicant, tribal governments, and the local marine patrol or district biologist. The Board will use letters of support or e-mails attached to the application for this determination. Custom individual letters will have higher support than petitions or chain letters.

1.10 WAG and BFG funding availability. WAG and BFG are made available on a biennial basis, beginning July 1 of every odd year and ending June 30 of the ensuing odd year, as authorized by the legislature and allocated by the Board for this purpose. WAG and BFG funds must be expended by grant recipients prior to the end of the biennium in which they are awarded.

A. The Board notifies potential applicants of WAG and BFG funding availability on or about January 1 preceding the start of each biennium. WAG and BFG application deadlines are also posted on the agency web site www.boatoregon.com, social media and published in the program electronic newsletter *Boat Access Today,* which is sent to individuals and agencies on a list maintained by the Boating Facilities Program. If you want to receive the newsletter, contact the Boating Facilities Program.

B. The Board typically holds three separate funding cycles each biennium. Cycle One obligates approximately 70% of the funds that the Board anticipates will be available for WAG and BFG during a biennium. This cycle generally captures priority projects that are larger, complex, and may require a full biennium to complete. Cycle Two obligates approximately 20% of available funds. This cycle usually captures smaller projects that can still be completed within the time

remaining in the biennium. Finally, Cycle Three occurs late in the biennium and is available for projects that can be completed within the final months of the biennium. The three funding cycles generally follow the timetable shown below.

WAG and BFG Grant Cycles		
	Applications Due	Board Consideration
Cycle One	March of the initial odd year	June of the initial odd year
Cycle Two	Jan. of the even year	April of the even year
Cycle Three	Jan. of the final odd year	March of the final odd year

C. The Board may adjust the amount of funds available, application deadlines, and consideration dates to meet existing needs or opportunities that may occur.

1.11 Small Grant funding availability. Funds are available on a biennial basis beginning July 1 of every odd year and ending June 30 of the ensuing odd year. The Board authorizes an amount of funds per fiscal year that may be awarded by the Director. Small Grant funds must be expended prior to the end of the biennium in which they are awarded.

A. The Board typically approves the fiscal year funding at the Cycle One Board meeting for WAG and BFG. Notice is included in the Board meeting information, posted on the agency website, social media and program electronic newsletter Boat Access Today, which is sent to individuals and agencies on a list maintained by the Boating Facilities Program. If you want to receive the newsletter, contact the Boating Facilities Program.

B. Requests for Small Grants are accepted at anytime during the biennium. Requests are considered on a first come, first considered basis until authorized funds have been expended. Any funds from the first fiscal year of the biennium that have not been approved will roll up into fiscal year two. The anticipated level of funding by fiscal year is identified in the following table.

Small Grant Timeline		
Fiscal Year (July 1-June 30)	WAG Funding	BFG Funding
Year 1	$20,000	$50,000
Year 2	$20,000	$50,000

1.12 WAG and BFG matching fund requirements. Applicants are required to provide match to WAG and BFG. Applicant match can be applicant cash, other grants, donations, force account labor, materials, supplies or equipment. The Board generally gives priority consideration to applicants with the greatest contribution of cash matching funds.

Applicants should seek other sources of matching funds to reduce the total amount of WAG and BFG requested from the Board. Possible sources of match include grants from Oregon Parks & Recreation Department, Oregon Department of Fish and Wildlife Restoration and Enhancement Program, grants or donations from foundations, local service clubs, user groups, or businesses.

In addition to cash match, the applicant should identify administrative match contributed to the project. Administrative match can include the cost of project administration, procurement process,

legal fees and contract management. The applicant cannot receive reimbursement for these costs as a part of WAG or BFG, but these contributions help substantiate the commitment of the applicant to the project. In the event the applicant has an approved federal indirect rate and the applicant is applying for federal funds these items can be considered administrative match or may be eligible for WAG or BFG funding. Contact the Boating Facilities Program Manager if you have an approved federal indirect rate.

Applicants can provide match in the form of force account labor, materials or equipment. Force account match may consist of applicant or donated labor for demolition of existing structures, plantings, painting, graphic artist, education; donated or applicant-supplied materials such as lumber or crushed aggregate; or donated or applicant use of equipment such as a dump truck, road grader, paint striper, kayaks, paddles, life jackets. Force account labor, materials, or equipment must be items that would otherwise require WAG or BFG to pay for as part of the scope of the grant.

The Board's guidelines for the minimum percentage of match including cash, force account and administrative items on an application that only has recreational boating use (access and education) is 25%.

Applications that include benefits for non-recreational boating or items that are ineligible for WAG or BFG must identify and describe how the ineligible items are being funded. These items are not considered eligible match to WAG or BFG.

The Board recognizes that in some instances an applicant is unable to provide cash match. Where there is an urgent need to improve boating facilities to protect the safety of boaters, or provide education, the Board may approve up to 100% of the costs. This is rare and the inability to provide cash match must be documented and addressed in the application.

1.13 Small Grant matching fund requirements. Small Grants are limited to a project total of $20,000 with a maximum award from the Board of $10,000. Applicants are required to provide match to Small Grants. Applicant match can be applicant cash, other grants, donations, force account labor, materials, supplies or equipment. Priority consideration is given to applicants with cash matching funds.

The applicant should identify administrative match contributed to the project. Administrative match can include the cost of project administration, procurement process, legal fees and contract management. The applicant cannot receive reimbursement for these costs as a part of the Small Grant, but these contributions help substantiate the commitment of the applicant to the project. In the event the applicant has an approved federal indirect rate and the applicant is applying for federal funds these items can be considered administrative match or may be eligible for WAG or BFG funding. Contact the Boating Facilities Program Manager if you have an approved federal indirect rate.

Applicants can provide match in the form of force account labor, materials or equipment. Force account match may consist of applicant or donated labor for demolition of existing structures, plantings, painting, graphic artist, education; donated or applicant-supplied materials such as lumber or crushed aggregate; or donated or applicant use of equipment such as a dump truck, road grader, paint striper, kayaks, paddles, life jackets. Force account labor, materials, or equipment must be items that would otherwise require Small Grant to pay for as part of the scope of the grant.

Applications that include benefits for non-recreational boating or items that are ineligible for Small Grants must identify and describe how the ineligible items are being funded. These items are not considered eligible match to Small Grants.

The Board recognizes that in some instances an applicant is unable to provide cash match. Where there is an urgent need the Board may approve up to 100% of the costs. This is rare and the inability to provide cash match must be documented and addressed in the request.

SECTION 2: WAG AND BFG GRANT APPLICATION PROCEDURES

2.1 Contents of application. To be considered for WAG or BFG, eligible applicants must prepare and electronically submit a cover letter, grant application form and all attachments to the Boating Facilities Program by the established grant cycle deadline.

2.2 Cover Letter. The letter must include the following information:

A. The applicant can complete the project by the end of the biennial period or other stipulated completion period within the biennium. Grants **cannot** be extended past the biennium funding was approved.

B. If the applicant is submitting more than one Application, the letter must clearly indicate the relative priority of each application in relation to the applicants' other applications.

C. The applicant will operate and maintain the public boating access facility for recreational boating during the term of the grant agreement and enter into a grant agreement with the Board. The applicant will implement education components and maintain if applicable during the term of the grant agreement.

2.3 Application. The Application consists of nine sections and four appendices including the signature section. The four appendices may be required for certain types of funding requests. Not all types of funding requests will require all nine sections to be completed. The Application can be downloaded from the Marine Board website at www.boatoregon.com under Boating Facilities. Samples, forms and grant evaluation ranking criteria are included in this guide.

The following describes the sections of the application and information being requested.

A. *Section 1. Applicant, Project Type Information* (All applicants complete)

Provide the contact information for the applicant and the project manager. The project manager is the key point of contact responsible for all grant compliance activities. This person may be different from a construction project manager.

Provide a project name that captures the general intent of what you want to accomplish with the grant such as Jakes Landing pole slide and toilet replacement or Classroom and on-water kayak paddling lessons for youth ages 10-17. Include information about where the project is located. If the project is an education activity, identify where it is occurring or where equipment is being stored. Identify the principal type of project to be completed under the Application: construction-only, education-only, construction and education, property acquisition, master planning, or consultant services.

B. *Section 2.* Access Site and Waterbody Information (All applicants complete unless education project does not occur at a public boating facility or on a waterbody)

Identify any fees associated with using the public recreational boating facility, classroom training, on-water training or equipment rentals. Education related fees will be converted to an hourly rate. Boating facility fees and moorage will be calculated for a daily rate.

Identify the types of watercraft that are currently using or anticipated to use the boating facility. Provide an annual estimate of the number of launch and retrievals, number of boats mooring overnight and number of boat-in camping nights as applicable. If this is a new development provide an estimate of the number of uses.

Complete the table identifying by month the types of boating activities occurring or anticipated at the boating facility or waterbody. Identify by month the types of boats using or anticipated at the boating facility or waterbody. Identify nearby boating facilities public, private and unofficial user made access within five miles.

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

C. *Section 3. Property Ownership and Management.* (Applicants requesting construction, master planning, or consultant services for design, engineering or permitting must complete)

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

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

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

If the Application is for federal funding, identify if you have an approved federal indirect rate and type of rate (provisional, final, predetermined, or fixed). If the applicant has never had an approved federal indirect rate you may elect to charge a de minimis rate of ten percent of the modified total direct costs. Note: Federal indirect rates only apply to Applications for federal funding.

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

1. *Administration:* Attending meetings relating to the project, procurement process, or supervision of force account labor.

2. *Federal indirect rate:* This only applies if you have received a grant with federal funding. The approved federal indirect rate type will be one of the following types provisional, final, predetermined, or fixed. If the applicant has never had an approved federal indirect rate you may elect to charge a de Minimis rate of ten percent of the modified total direct costs.

3. *Pre-agreement expenses:* Allowable expenses that have been preapproved by the Boating Facilities Program Manager. They could include environmental assessments, cultural surveys, staff time or fees associated with waterway or environmental permits, site clearing, graphic design, or other necessary items. Pre-agreement expenses must be directly related to the project and pro-rated if applicable for the amount of use.

4. *Permit fees:* Fees that will be paid for permit approvals but were not approved as pre-agreement expenditures.

5. *Legal fees:* Any legal fees for any purpose related to the project including property ownership or lease activities, grant agreement review, or project procurement.

6. *System Development Charges (SDC):* Fees that are assessed to new development or changes in use and are generally collected to help offset the impact of the project on existing storm, sewer, or water infrastructure.

7. *Other:* Identify other match that would not fall into the above line items.

Part 4B. Force Account Match. Identify the cost and source of any force account labor, materials, and equipment supplied by the applicant or others. Force account refers to applicant staff; equipment or materials owned by the applicant; or labor, equipment, or materials donated by a third party. Provide details and description of the proposed force account labor, materials, or equipment and who is providing the items. These items are not eligible for reimbursement.

Note: The applicant must be able to document these items as described below to qualify as match during the reimbursement process. The method of valuation and charges for donated services, material, and equipment must be documented, reviewed, and approved by the Board during the grant evaluation process. Reference 2 CFR 200.306, cost sharing and matching.

1. *Donated Labor Value*. Donated labor furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as match if the service is an integral and necessary part of an approved project. Records of other force account labor will require timesheets containing the signatures of the person whose time is contributed and the supervisor verifying that the record is accurate.

    a. Rate for Donated Labor. Rates for donated labor should be consistent with those paid for similar work by the applicant. In cases where the kinds of skills required are not found in other activities of the applicant, rates must be consistent with those paid for similar work in the labor market in which the applicant competes. In either case, paid fringe benefits that are reasonable, necessary, allocable, and otherwise allowable may be included in the valuation.

b. Ineligible Donated Labor. Attendance at public meetings or hearings are ineligible for inclusion as match unless you are applying for a master planning grant then participation at public meetings would be eligible.

2. *Donated Materials or Supplies Value*. The rate assessed to donated materials or supplies should be reasonable and must not exceed current market prices at the time they are charged to the project. Records of donated materials or supplies must indicate the fair-market value.

3. *Donated Equipment Value*. The hourly rate for donated equipment used on a project cannot exceed its fair-rental value. Records of in-kind contributions of equipment must include schedules showing the hours and dates of use and the signature of the operator of the equipment.

Part 4C Cash Match. Show the expected cost and source of all cash contributions by the applicant or others along with the amount requested from the Board. Identify the amount and source of any "Other" funds listed separately in Section 4 Part E.

1. *Property acquisition* includes filing fees, appraisal fees, purchase price and any expense directly related to the acquisition, recording of the title and OSMB interest in the property.

2. *Construction contract* line is for capturing the costs associated with having a contractor remove, install or modify items for boating facility improvements.

3. *Materials Purchased* is only for the applicant purchase of stand-alone items such as a kayak dock that will be installed using force account labor or contracted labor, education materials that will be provided to students or equipment purchased such as life jackets, kayaks etc.. This line does not refer to any materials a contractor purchases directly and installs under a construction contract.

4. *Equipment Rental* is only for the rental of equipment that the applicant would use to complete force account labor. This can include classroom, transportation vehicles or other related items. This line does not refer to any equipment a contractor would rent under a separate construction contract.

5. *Permit fees* refer only to application fees for Department of State Lands fill/removal permits, Department of Environmental Quality Section 401 Water Quality Certification, and other state and local government permit fees required for construction or other activities associated with the project. System development charges, impact fees, general government overhead charges, intragovernmental assessments, or waterway leases and licenses associated with ownership of property are <u>not</u> eligible for reimbursement. Many of these items can be accounted for under Section 4 Part A Administrative match.

6. *Federal indirect rate* only applies if you have received a grant with federal funding. The approved federal indirect rate type will be one of the following types provisional, final, predetermined, or fixed. If the applicant has never had an approved federal indirect rate you may elect to charge a de Minimis rate of ten percent of the modified total direct costs.

7. *Consultant contract* is typically for technical assistance which can include design, engineering, permitting, archaeological surveys, graphic artist or other similar services.

8. Other is for cash expenses that do not fit within the above identified line items.

Part 4D Total Proposed Project Funding. Transfer the totals from Section 4 parts, a-c to the corresponding lines and add for the grand total.

Part 4E Other Source, Type and Amount of Non-Applicant Match. If any amounts are listed in the "Other" columns in Section 4 A-C, provide details about the type, source, and amounts of these contributions. If necessary, attach additional sheets. This information is particularly important if any "Other" funds are from other grants.

E. *Section 5. 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 site that must be conveyed in your responses. Provide clear and concise responses to each question.

1. Question A. Describe the need for the project, 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?

   When preparing your response consider what other facilities are within the five- mile radius and whether they have similar amenities, are convenient to access, and waterway conditions such as current, water depth, and proximity to the channel. The age of the infrastructure, maintenance challenges and frequency, user complaints, and include examples that will support the need.

2. Question B. 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.

   This response supports information provided in Section 4 a-e and should clearly identify the who and what will be provided or contributed for the project. Other can include volunteers, clubs, other units of government etc. that will be providing matching resources to this project. Describe any limitations or restrictions associated with the matching resources such as mitigation plantings should be completed in the spring or fall for higher survival rate, OPRD grant must be expended by June 30, 2021 and funding is only for the restroom.

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

The response should include information on the activities and proximity to the boating facility. Include if the site is a put-in, take-out or both, is there parking away from the boating facility, trailheads or trails, and any plans to expand, develop or re-develop areas within the facility not including the proposed project.

4. Question D. Briefly describe the history of the boating facility property.

   Include in your response how the property was acquired, historic or traditional use, hazardous clean up, past mitigation work or other actions that may impact development or permitting on the property.

5. Question 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.

   Identify the plans and priority of the project within local or regional plans. Describe the community involvement process and specifically engagement with recreational boaters.

6. Question F. Describe any factors that lend an urgency or timeliness to the project.

   Include in the response consequences if the project is not advanced such as facility closure, matching resources lost or unavailable are there other critical conditions or known actions with which this project needs to be coordinated.

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

   Consider if the project would increase or decrease use, change the type of boats or boating activities using the site or waterbody, the time of year the site is being used, non-boating activities occurring at the facility or adjacent landowners.

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

   Identify notification and comment process to neighbors, adjacent landowners, facility users, boaters, Tribal governments and others? Supporting documentation may be requested.

9. Question 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 agency awarded grant.

   The response should include the awarding agency, name of the grant program, project description, and grant number. Describe the applicant performance with timelines, payments, reporting and terms and condition compliance.

10. Question J. Who will maintain and operate completed project?

    Provide the name of the entity who will be performing those tasks. It can be separate parties for operation and maintenance.

F. *Section 6. Project Narrative Description.* (Applicants requesting funds for education, educational support or technical assistance NOT for 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.

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

   When preparing your response consider how the need was determined, what other opportunities are available in your service area, was the public involved identifying the need or developing the goal, is the goal short range, long range or both, do you have qualified and experienced staff to implement the project or program, what are the outcomes and how will the outcomes be measured.

2. Question B. Is your project or program identified in any Education, Business, local, or regional plans?

   Identify the plans and priority of the project. Describe community involvement process and specifically engagement with recreational boaters for the plan.

3. Question C. Describe who the target audience is, how you will engage them to obtain their participation and how the project or program is providing opportunities to communities with limited access.

   Identify how the target audience was determined, method of engagement to successfully have the audience participate, is this engagement method new or do you have experience, elaborate on how this project or program provides an opportunity to communities with limited access.

4. Question D. Describe how safety through education is incorporated into the project or program.

   Identify the safety messaging, component, training or other that is part of the education project or program. Describe how the safety aspect relates to recreational boating activities.

5. Question 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.

   This response supports information provided in Section 4 a-e and should clearly identify the who and what will be provided or contributed for the project. Other can include volunteers, clubs, other units of government etc. that will be providing matching resources to this project. Describe any limitations or restrictions associated with the matching resources such as water flow, staff availability, community limitations, availability of space OPRD grant must be expended by June 30, 2021 and funding is only for the restroom.

6. Question F. Describe the useful life of any products, materials or equipment obtained as part of the grant.

   Identify how the useful life was determined. Include how products, materials or equipment will be maintained, stored and used.

7. Question G. Does the proposed project or program occur at a public recreational boating facility? If no, mark N/A.

   Identify the frequency of use and volume or participants, how the public boating facility is used and provide any agreements you have with facility owner.

8. Question 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. <u>If answered under Section 5 leave blank.</u>

   The response should include the awarding agency, name of the grant program, project description, and grant number. Describe the applicant performance with timelines, payments, reporting and terms and condition compliance.

G. Section 7. Public Support and Opposition. (All applicants complete)

   Identify specific public support and opposition for the proposed project. Letters or emails demonstrate support and opposition. Do not exclude opposition. Opposition is not always negative, it can identify an unknown, create an opportunity for communication and provide a different perspective.

H. Section 8. Land Use, Cultural, Historic, Environmental and Property Acquisition 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, Cultural, Archaeological Resources form
   Appendix C: Wetland and Water Resources form
   Appendix D: Property Acquisition form

I. Section 9. Signature and Certification (all applicants complete).

   The person signing the Application is certifying that the applicant's governing body or board of directors 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.

J. Attachments (all applicants complete as applicable)

   A checklist is provided to assist the applicant with supplying all necessary documentation for a complete Application. This will make the review process much easier to complete. The Application will be considered incomplete if the appropriate attachments are not included with the Application

K. Appendix A: Land Use Compatibility Statement Form. (All applicants requesting funding for construction and property acquisition must complete)

The Board uses this form to ensure that proposed projects are consistent with local land use requirements. The form must be signed by City or County planning officials. The Board recognizes that planning department review can take longer than the amount time available between accepting grants and the grant application deadline. As a result, this form must be received prior to Board consideration.

L. Appendix B: Historic, Cultural and Archaeological Resources Form. (All applicants requesting funding for construction and property acquisition must complete)

Identify if you are aware of any historic, archaeological or cultural resources on the property and if a survey and report has been completed. Identify which Tribal Governments you have contacted and describe any consultation with them regarding this project. Identify if you have received clearance from State Historic Preservation Office and provide their reference number. **THIS INFORMATION WILL NOT BE PROVIDED DURING PUBLIC COMMENT PROCESS.**

M. Appendix C: Wetland and Water Resources Form (All applicants requesting funding for construction and property acquisition must complete)

This appendix is broken into two parts. Part 1 is focused on wetlands and Part 2 on endangered species such as salmon, sturgeon, and eulachon and their habitat. Nearly all work in wetlands or rivers, lakes, and other waters will require special permission from state and federal permit agencies.

Part 1. Provide additional information about wetlands or work near a known wetland. Identify if there has been past or proposed restoration on the property or proposed restoration adjacent to the property. Explain what the applicant is proposing as mitigation to offset any impacts.

Part 2. Provide additional information about fish or aquatic species that are federally listed, if the applicant has initiated any consultations, biological opinions, and whether the project may impact the migration or habitat of the species.

Identify if you have talked to a biologist about your project's effect on fish or wildlife, and the biologist's contact information. For planning purposes, it is very important to know whether the site is home to any protected plants, animals, or fish. Boating facilities most frequently coincide with protected salmon and steelhead habitat. It is important to not overlook the upland creatures or birds. You can find information about protected species from the US Fish and Wildlife Service and National Marine Fisheries Service (NOAA Fisheries). Aside from the state and federal endangered species, list and consider other protections such as sea mammals (whales, seals, and sea lions) and migratory birds (bald eagles and others

N. Appendix D- Property Acquisition Form (All applicants requesting funding for property acquisition must complete) **THIS INFORMATION WILL NOT BE PROVIDED DURING PUBLIC COMMENT PROCESS.**

Identify the status of the appraisal, type of appraisal, and value. Include information about the current ownership, zoning, and method of acquisition. Describe any structures, utilities, and easements and the activities that are currently taking place on the property. If the boating facility

development will not be initiated within two years from the purchase address, state the need for immediate acquisition, provide a timeline for development, address non-boating use occurring on the property, and list any income received during the period of acquisition and development.

2.4 Submitting a Complete Application. Applicants must submit a complete application including cover letter and attachments by the application deadline. Applicants may attach additional pages as needed; however, applicants are encouraged to be concise and to the point.

A. All Applications must be submitted on or before the application deadline. Staff will not process any applications received after the specified deadline and will either hold them pending the next grant consideration cycle or return them to the applicant.

B. If an applicant submits an application that is incomplete prior to the specified deadline, staff within our resource limits will review the application and inform the applicant of any additional information needed in order to consider the application complete by the established deadline. Any application that cannot be completed by the specified deadline will not be considered for funding.

C. Once a completed application is received by the established deadline, the applicant will be notified of the assigned grant reference number and when it will be considered by the Board. After reviewing the application and attachments, additional information may be requested from the applicant to help clarify information contained in the application. Applicants should provide information in as expeditious a manner as possible. Lack of responsiveness and clarity may impact the grant evaluation and ranking.

2.5 Grants Workshop and Pre-Application Meeting. the Boating Facilities Program staff conduct grant workshops to inform potential applicants of application procedures and administrative requirements of the program. All prospective applicants are encouraged to attend a workshop prior to applying for a grant.

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

SECTION 3: SMALL GRANT FUNDING APPLICATION PROCEDURES

3.1 Contents of application. To be considered for a Small Grant, eligible applicants must electronically submit a cover letter, application and other supporting documentation to the Boating Facilities Program Manager.

3.2 Cover letter. The letter must identify the applicant is authorized to apply and potentially receive grant funding from the Board. The applicant will complete the project within the biennial period or other stipulated completion period within the biennium.

3.3.1 Application. Complete the application form.

A. *Project narrative.* Describe the project, identify the purpose, outcome, match, what is being requested from the Board, what is being provided by the applicant, any permits, clearances or other items necessary to complete the project.

B. *Budget.* Complete the budget form and attach estimates, quotes or other basis for the project budget.

3.4 Supporting documentation. Provide additional documentation in support of the project. This may include photos, drawings, plans, graphic illustrations, catalog cuts of products or materials.

SECTION 4: WAG AND BFG APPLICATION REVIEW, CONSIDERATION, & BOARD ACTION

4.1 Initial Staff Review. When an application is received, staff conducts an initial review of the application for completeness, assigns a grant number, and notifies the applicant acknowledging receipt of the application. The notice may request additional information for clarification on the application. The notice outlines the process and timeline that staff and the Board will use to evaluate, prioritize, prepare staff recommendation and State Marine Board consideration on the application. *Please use the assigned grant number in all correspondence regarding the application and/or project.*

4.2 Public Comment Opportunity. OSMB will solicit for public comments on the application for a minimum of 14-days. The public comments will be provided to the Board prior to the grant consideration meeting. Agency staff may request clarification or additional information from the applicant based on the comments received.

4.3 Staff Evaluation and Prioritization. All complete applications are evaluated by Facilities Section staff and Boating Safety Section Manager and Policy and Environmental Section Manager. The Boating Safety Section Manager and the Policy and Environmental Section Manager may delegate the evaluation review to their Section staff. This entails a thorough evaluation of proposed costs, education goals and objectives, target audience, facility layout, environmental impacts, matching funds, support for the project, and other factors relating to the proposed project and applicant. Each application is independently scored by staff. The scores are averaged and used to rank the applications in priority order. The application ranking is provided to the Board and applicant prior to application consideration.

In keeping with the Board's State Agency Coordination Program, staff considers the relationship of the application to applicable state and local comprehensive plans, reviews the Land Use Compatibility Statement and applicant resolution or other authorizing document that they have authority to apply for grant funding. Staff reserve the right to consult with any state, federal, local or Tribal Government about land use, past performance or other item related to the grant application. The Board may also determine whether a public hearing is warranted on each request due to a significant change in the use of the waters or onsite activities based on the project impacts and applicant public involvement process.

4.4 Staff Report and Recommendation. Staff prepares a written report to the Board for each accepted application. This report includes summary information about the proposed project, the results of the evaluation of the proposed project, and a recommendation to the Board. The Board also receives a

complete copy of the application submitted by the applicant, any clarifying emails and public comments.

Staff recommendations may include, but are not limited to the following: approval of the proposed project as requested, approval of a portion or phase of the proposed project, approval of the proposed project with conditions, deferral of the proposed project to a future funding cycle, a challenge grant to the applicant, or denial of the proposed project. The applicant will receive a copy of the staff report and recommendation prior to the Board consideration meeting.

4.5 Consideration by the Board. Applications are considered by the Board at public meetings. Staff will notify applicants of the time and place of the Board meeting when their applications are scheduled to be considered. At the Board meeting and at the discretion of the Chair, staff presents basic information about the applications received. Staff presentations may cover a group or block of applications, which the Board may consider as a single consent item, or individual applications requiring individual votes by the Board.

The Board may consider smaller projects (applications totaling $50,000 or less) that are recommended for funding by staff in a single vote or consent item. Applicants with smaller projects, who agree with staff recommendation, are generally excused from having to attend the Board meeting. However, this policy is subject to change and the presence of applicants at Board meetings is always encouraged and welcomed.

While the Board may decide to consider and vote on any single application, this practice is generally reserved for applications involving larger proposed projects. For these applications, staff generally make individual presentations to the Board and introduce the applicant representative in attendance. During or following staff presentation, Board members may ask questions or request more information from staff or the applicant's representative. For this reason, applicants are expected to be present when the Board is considering their individual application. Failure on the part of the applicant to have a representative at the Board meeting may result in deferral of the grant request. The Director or the Boating Facilities Program Manager may waive this requirement if special circumstances prevent an applicant representative from attending the meeting.

Following the staff presentation, the applicant may elaborate on project details or present new information not included in the application or staff report to the Board. Generally, the Chair will allow a maximum of five to ten minutes for presentations by applicants. Time constraints do not allow for the use of any audio-visual equipment. Applicants need to be brief and to the point when addressing the Board.

4.6 Board Action. The Board has the authority to take a variety of actions on applications for WAG and BFG. These actions include, but are not limited to, the options listed below.

A. *No action.* The Board decides not to act and may suggest that the applicant consider altering the proposal or developing concepts further.

B. *Approve as recommended by staff.* The Board approves the funding and scope recommendation made by staff, including any conditions or funding challenges.

C. *Approve*. The Board approves the project, possibly with a funding amount and scope different from staff recommendation or with conditions.

D. *Challenge grant.* The Board approves the application but challenges the applicant to obtain additional matching funds. Applicant acceptance or rejection of the challenge must be made within 60 days of the Board meeting or the funding is withdrawn from the application.

E. *Defer.* The Board determines that the application cannot be funded because funding is inadequate, other projects have higher priority, the project concept or need for the project is not sufficiently clear, or for other reasons defined in the staff report, but the applicant should reconsider or continue to refine the request and possibly return to the Board for consideration at a future meeting.

F. *Deny.* The Board determines that the Application or project does not meet the funding criteria established by Marine Board policies, procedures, or rules. The applicant can reapply at a future date if the applicant addresses the reasons for the denial of funds.

SECTION 5 SMALL GRANT APPLICATION REVIEW AND CONSIDERATION

5.1 Initial Staff Review. When an application is received, staff conducts an initial review of the application for completeness, assigns a grant number, and notifies the applicant acknowledging receipt of the application. The notice may request additional information for clarification on the application. *Please use the assigned grant number in all correspondence regarding the application and/or project.*

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

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

5.4 Annual reporting to the Board. Staff will prepare a report each fiscal to provide to the Board during a regularly scheduled meeting. The report will include information on all Director approved Small Grants and the amount of funding expended during the fiscal year. If there are unspent funds from the first fiscal year staff will notify the Board on the amount available during the second fiscal year.

SECTION 6: GRANT AGREEMENT AND PROJECT ADMINISTRATION

6.1 Grant Agreement. Once the Board has approved a WAG or BFG, the applicant now the grant recipient and must enter into a grant agreement with the Board. The grant agreement describes the responsibilities of all parties and the terms and conditions associated with the grant. Small Grants will typically require a grant agreement.

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

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

6.2 Project Period and Start Up. Unless modified by mutual consent of all parties, the grant agreement binds all parties from the date it is signed for the useful life of the project. Construction projects are typically a minimum period of 20 years, 10 years for planning, five years for engineering services and a minimum of 50 years for property acquisition but may be in perpetuity. After the grant agreement is fully signed, the grant recipient may begin the process of purchasing materials, acquiring land, advertising for bids or proposals, or performing force account work.

Reimbursement will not be made for any expenditures or costs incurred by the grant recipient before the grant agreement is fully signed unless the work and the expenditures are specifically pre-approved by the Board. The grant recipient should maintain frequent communication with Boating Facilities Program staff throughout the project.

6.3 Design and Engineering. If Boating Facilities Program engineers are providing design and engineering services to the grant recipient, a full set of plans and specifications will be prepared for the grant recipient. These can be used by the grant recipient as part of the procurement documents. A list of potential bidders can also be supplied to the grant recipient.

Grant recipients who use in-house or professional consulting design and engineering services must provide Boating Facilities Program staff with the 25, 60, 90 and 100 percent design concepts for review and comment. When the final design has been accepted by the grant recipient one complete set of final plans, specifications, and a cost estimate must be provided to agency staff prior to taking any procurement action. Staff can generally review designs and specifications and respond to grant recipients in two weeks or less depending upon workload. Staff review is intended to ensure that the project complies with *OSMB Design Guidelines for Recreational Boating Facilities* and NPS/RMS *Prepare to Launch guide* that the project scope has not deviated from the Board's approval. After reviewing and approving the design and specifications, staff will notify the grant recipient that they may proceed.

6.4 Project Bidding and Contracting Requirements. City, county, port, park districts, state and federal agencies must comply with applicable state, federal, or local contracting laws, rules, and policies. Tribal Governments must follow their procurement guidelines, rules and laws. Private entities, non-profits, non-governmental organizations or other must have a competitive procurement process. Grant recipients are responsible for conducting the bid or proposal selection process and awarding the contract, managing the contractor or consultant, paying the invoices and inspecting the work. A copy of the bid tabulation and the successful bid or proposal must be provided to the Board.

6.5 Contractor or Consultant Supervision and Inspections. Grant recipients are responsible for making regular visits to the construction site and monitoring the contractor's performance. Boating Facilities Program staff may assist with inspections at critical points during construction, if requested. Grant recipients are responsible for managing any contractors or consultants hired as part of the grant. Grant recipients are responsible for reviewing, monitoring consultant deliverables, progress and performance as part of the grant.

6.6 Project Completion. A project is generally considered to be complete when all work has been completed per the plans and specifications, the site is ready for public use, scope of work is completed and final product is delivered. A final inspection will be performed by Board staff if we are the engineer of record for the project. For other projects, grant recipients may request that Board staff perform an on-site inspection or review.

For projects involving significant improvements, the grant recipient is encouraged to host a dedication ceremony inviting local dignitaries, elected officials, user group representatives, etc. to celebrate the opening of the facility. The chair or other member of the Marine Board may be available to participate in the ceremonies.

All projects are expected to be completed within budget and during the biennial period that the grant is awarded. Contact the Boating Facilities Program Manager if any unforeseen circumstances arise.

The grant recipient is responsible for all costs associated with unauthorized changes or modifications unless otherwise specifically agreed to in writing by the Board. Board staff will work with the grant recipient to determine what can be done if a problem arises that affects the cost of the project or the timeline.

SECTION 7: FISCAL GRANT ADMINISTRATION

7.1 Keeping Records and Requesting Reimbursement. All WAG, BFG and Small Grants are reimbursement grants. This means that the grant recipient must expend funds prior to receiving reimbursement. Reimbursement will only be approved for costs associated with work directly related to and identified in the scope of the grant award, grant agreement, and other grant-related documents. The reimbursement amounts are calculated based on the parties' percentages of cash contribution. As an example, if the total cash expenses are $100,000 for the reimbursement request and the grant recipient cash match is 25%, State Parks Grant is 25% and Marine Board Grant is 50% the amount paid by the parties would match their percentage. Grant recipient pays $25,000, State Parks Grant pays $25,000 and Marine Board pays $50,000.

Requests from the grant recipient for reimbursements and payments to the grant recipient will be held until all required documentation is provided and accepted by Boating Facilities Program staff. It is essential that the grant recipient keep accurate documentation and records to obtain reimbursement. Supporting evidence must be kept of each item identified in the budget. Estimates are neither sufficient nor acceptable for reimbursement.

Additional reimbursement request information is provided below.

A. *Partial Reimbursements*. Grant recipients may request reimbursement for eligible expenditures made at any time after a significant portion of the project has been completed or materials received. Partial reimbursements are not required and a grant recipient may submit only the final reimbursement request. To submit a partial request, grant recipients must submit a completed copy of the Grant Reimbursement Form available at www.boatoregon.com in the Forms Library and attach documentation supporting the expenditures including Administrative, Force Account, and Cash match. In no event shall the Board disburse more than 90 percent of the grant award amount for partial reimbursements.

B. *Final Reimbursement*. A final reimbursement can only be submitted after all work or materials have been completed and accepted by the grant recipient and program acknowledgement is on site, in publications, media or on equipment as prescribed by agency staff. To request final reimbursement, grant recipients must submit a copy of the Grant Reimbursement Form along with documentation supporting all expenditures including Administrative, Force Account, and Cash match. A final inspection of the completed work by Boating Facility Program staff may be required before the final reimbursement is authorized.

7.2 Completing the Reimbursement Form. You should establish separate cost accounting if you received more than one grant. Expenditures should be captured and monitored based on the grant budget to account for Administrative match, Force Account match, and Cash match on the reimbursement form.

7.3 Avoiding Cost Overruns. Grant recipients must make every effort to avoid cost overruns on a project. Any expenditure incurred or made that exceeds an awarded contract is considered a cost overrun, even if the excess is within the total budget of the approved grant. As an example, if the total budget was $100,000 and the contract was $80,000, then any increase in cost to the contract would be considered an overrun. The Recipient must notify Boating Facilities Program staff immediately of any proposed change in project design, cost modifications, proposed change orders, or modification of scope. As an example, if the approved scope of a project included three training events and the grant recipient decided to add a training event. This would be outside of the approved scope. The grant recipient shall be responsible for all costs associated with unauthorized changes or modifications unless authorized by the Board.

7.4 Requesting a Grant Increase. Grant recipients may request an increase to an existing grant by sending a written (email) of explanation detailing the circumstances surrounding the request and justifying the need for the request. The request must indicate the amount requested, the amount of additional match the grant recipient is prepared to provide, and any supporting documentation such as contractor's quote, bid tabulation sheet, etc. The request must be submitted to the Boating Facilities Program Manager, who reviews the request and determines whether the request should be taken to the Director and/or the Board for further consideration.

If the cost increase request is justified, the Marine Board Director is authorized to approve minor cost overruns up to $10,000. All cost overruns more than $10,000 above the approved grant amount must be considered and approved by the Board.

7.5 Requesting a Modification to the Scope of a Grant. Grant recipients may request a modification to the scope of a grant by sending a written (email) explanation detailing the circumstances surrounding the request and justifying the need for the request. The request must indicate the scope modification requested, how it will impact recreational boaters and any supporting documentation such as contractor or consultant letter, permit agency response, etc. The letter must be submitted to the Boating Facilities Program Manager, who reviews the request and determines whether the request should be taken to the Director and/or the Board for further consideration.

7.6 Allocating Cost Savings. Cost savings realized on the project will be prorated between the parties based on the percentage of their respective cash contributions. Grant recipients may not spend or commit cost savings to other project elements or other uses without prior approval by the Boating Facilities Program Manager. As an example, the approved scope of work is to replace the restroom. Striping the parking area is not within the approved scope of work and would be not be eligible. The scope of work identifies installing 20 signs on the Willamette River. Installing signs on Detroit Lake is not within the approved scope of work. Any costs incurred or work authorized by the grant recipient using cost savings is ineligible for reimbursement if prior approval is not received. The Boating Facilities Program utilizes all cost savings associated with a project. Cost savings are reauthorization by the Board for other grant applications within the biennium.

SECTION 8: POST-COMPLETION RESPONSIBLITIES

8.1 Conversions. The terms and conditions of the WAG, BFG and Small Grant Agreement require grant recipients to retain ownership of all property acquired or developed with grant assistance, maintain the property and facilities in a safe and usable manner, and make it available for public boating recreation for the term specified in the agreement. Grant recipients may not convert, wholly or in part, any property acquired or developed with grant assistance to any use other than those stipulated in the grant award or grant agreement, without Marine Board approval.

If the grant recipient converts a site or facility funded with grant assistance to unauthorized uses or disposes of the property or facility before the ending date of the grant agreement, the grant recipient must reimburse to the Board 100% of all funding received or provide replacement property and developments as approved by the Board. Replacement property must be equal to the property, recreational boating benefit and level of development as agreed by the Board. The Recipient is responsible for the replacement of the developments on the replacement property to match the quantity and type of amenities to meet the needs of recreational boaters. As an example, if the property had twenty paved boat trailer parking spaces, a two-stall flush restroom, and single lane concrete ramp, then the level of development on the replacement property must match those amenities and not become gravel parking, portable toilet, or gravel ramp. In addition, the access to the water must be of equal or better value and serve recreational boaters.

8.2 Operations and Maintenance. Grant recipients must operate and maintain boating access and facilities funded with grants, so they appear attractive and inviting to the recreational boating public. Sanitation and sanitary facilities must be maintained in accordance with applicable public health standards and codes. Sites and facilities must be kept safe for public use and kept in good working condition throughout their expected lifespan. Grant recipients must make boating sites and facilities available for public use during reasonable hours of the day and times of the year. Grant recipients must perform or contract for adequate routine maintenance and operation activities to protect the public, preserve the viability of the site and facilities, and provide a quality boating experience for the public. Unusual or significant events such as vandalism, flood, fire, or closures that require corrective actions must be promptly reported to the Board. Grant recipients must maintain, store and manage equipment purchased through the grant. Maintenance or operation funds to continue an education programs are not eligible for funding. Education programs must be self-sustaining.

8.3 Program Recognition of Funding. Grant recipients must post and maintain in a conspicuous location a sign recognizing the Board, the grant recipient, and any other funding sources contributing to the grant. All Clean Vessel Act and Boating Infrastructure Grant funded project signs must include recognition of the U.S. Fish and Wildlife Service “Sport Fish and Restoration Program” as the source of federal grant funds. The language and format will be prescribed by the Board.

Clean Vessel Act projects must have a minimum of one universal pumpout/dump station sign posted in a conspicuous location so boaters can easily find and locate the equipment from the water.

Education training materials, maps, signs, equipment etc. must include recognition of program funding and agency. Recognition language and method of acknowledgement will be prescribed by the Board.

8.4 Financial and Accounting Requirements. Grant recipients must maintain complete fiscal records relating to the approved grant in a manner that is consistent with generally accepted accounting

principles. Required fiscal records must provide an accurate and timely accounting of funds received by source of expenditures and any unexpended balances. The grant recipient's records must be detailed enough and include sufficient, readily available documentation to demonstrate that all expenditures reimbursed by the Board covered eligible costs under the terms of the grant award. Other records such as correspondence, photos, etc. documenting events related to the project and grant must also be kept and maintained by the grant recipient.

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

8.5 Availability to Users. Grant recipients must agree to allow Board staff, or their agents, unencumbered access to inspect the site, facilities, education program, equipment and storage facilities assisted with grant funds throughout the term of the grant agreement. Inspections will generally be for the purpose of determining whether the site and facilities, are open and available for public use, properly maintained, and serving the purpose for which the grant was awarded. Inspections can also be performed of the education program, equipment or storage. Following inspections, staff may request the grant recipient provide maintenance logs, use data, attendance records, inventory data or recommend that the grant recipient take corrective actions to remediate any problems noted.

Grant recipients must assure, to the maximum extent possible, that no person will be excluded from participation in, or be denied the proceeds or benefits of, the use of the sites or facilities funded with grant assistance, or be otherwise subjected to discrimination on the grounds of race, creed, color, national origin, age, sex, sexual orientation, gender identity, or disability.

SECTION 9: GLOSSARY

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

1. Administration: The preparation and management of a Marine Board grant including, but not limited to procurement activities, fiscal responsibilities, staff supervision, procurement, and meeting attendance.

2. Access Road: A road that leads from a main thoroughfare to a public boating facility launching access or parking area.

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

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

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

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

7. Boat: Description of watercraft, including a seaplane on the water and not in flight, used or capable of being used as a means of transportation on the water, including kayaks, canoes, rafts, stand up paddleboards, sailboats, motorboats and other watercraft defined by statute. This does not include boathouses, floating homes, air mattresses, beach and water toys, or single inner tubes.

8. Boat-in Camping: A designated camping area for boats to access from the water. These areas are typically not accessible by road. Spaces often include fire ring and tent pad. It may also include picnic table and sanitation.

9. Boating Facilities Program Manager: Agency staff member designated by the Director to manage the Boating Facility and Waterway Access Grant Programs.

10. Clean Vessel Act (CVA): The federal program authorized by 50 CFR Part 85 and ORS 830.150. Clean Vessel Act grants can be used to develop, refurbish, or maintain floating restrooms, and vessel waste collection systems ordinarily used by recreational boats at public and private boating facilities.

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

12. Consultant: A person or business retained by a grant applicant to provide professional services, including design engineering, master planning, cultural resource survey, or other services.

13. Conversion: Changing the use of a boating site or facility, which has been acquired or developed with assistance from WAG, BFG or Small Grants, for any other purpose, use, or activity not specified in the WAG Agreement.

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

15. Dredging: Removal of sediment within the access route between the launching area or dock to the main flow of the waterbody and sediment removal around the launching area or dock to clean, widen, or deepen the area.

16. Dump Station: Equipment that collects marine sewage from portable toilets that is manually dumped into the equipment.

17. Expansion: To increase the size or capacity of an existing public recreational boating facility or amenity.

18. Force Account: The use of the applicant’s staff or third party donated, labor, equipment, or materials to perform all or part of an approved project.

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

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

21. Grant Recipient: A successful applicant for WAG funds responsible for the completion, operation, and maintenance of the project.

22. Launch Access or Ramp: An inclined surface extends into the water, upon which boats can be launched and retrieved. Surface materials can be concrete, gravel, sand, dirt, paving stones or combination.

23. Mixed Boating Use: A boating facility where annual use is mixed from 31% to 69% between motorized and non-motorized.

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

25. Motorized Boating Use: A boating facility where annual use by motorized boats is 70% or more.

26. New: A boating facility that never previously existed or the addition of an amenity where none existed previously.

27. Non-Motorized Use: A boating facility where annual use by non-motorized boats is 70% or more.

28. Project: The action or activity identified in the grant application or the scope approved by the Board

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

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

31. Replacing: Reconstruction of an existing boating facility amenity to restore use and function.

32. Short-Term Tie-Up: A floating dock that provides temporary moorage for non-homeport boats, usually for larger cruising boats. Use is limited to not more than 10 days in a 30-day period.

33. User Fee: Any form of fee charged to boaters for access or use of a boating facility, education program equipment rental or other. This includes day, launch, parking, tie-up, entrance, classroom, on-water training, rentals or general use fee.

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

35. Waterway Access Grant (WAG) Program: The program authorized by ORS 830.615 through 621 and OAR250-14-0500 through 0510. Funds are available for the acquisition, development, and rehabilitation of public recreational boating facilities and education programs and components.

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

Appendix A

Boating Facility and Waterway Access Grant Application Form

Boating Facility and Waterway Access Grant Application

FOR OSMB USE ONLY		Grant number:
Biennium:	Date Received:	

Refer to the Boating Facility, Waterway Access and Small Grant Procedure Guide for information on facilities, access and education.

1- APPLICANT PROJECT TYPE AND LOCATION *(All applicants must complete)*	
Applicant or entity name:	Phone number:
If different from above provide Assumed Business Name:	
Applicant mailing address:	City, State, Zip
Physical address:	City, State, Zip
Type of Government Applicant: ☐ County ☐ City ☐ Port ☐ Parks District ☐ State Agency ☐ Federal Agency ☐ Tribal Government ☐ Other (Specify) _____	
Type of Private Entity Applicant: ☐ Non-profit 501c3 or 501c4 ☐ Private ☐ Business Corporation ☐ Professional Corporation ☐ Oregon Limited Liability Company ☐ Oregon Limited Liability Partnership ☐ Foreign Limited Liability Partnership ☐ Business Trust ☐ Other (Specify) _____	
Name of Project Manager:	Title:
Email:	Phone:
Name of Fiscal Point of Contact:	Title:
Email:	Phone:
Project Name:	Physical Address of Project, Education Activity or Equipment Storage:
Latitude (decimal):	Longitude (decimal):
Driving directions-H*ow would a user find this location from a major highway or interstate?*	

Project type, check all that apply:

☐ Construction (any ground disturbance)
☐ Education
☐ Construction with Education
☐ Property Acquisition
☐ Master Plan
☐ 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. Example $3.00/foot or $15/hour

Launch $_____ Parking $_____ 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 _____ 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	☐	☐	☐	☐	☐	☐	☐
February	☐	☐	☐	☐	☐	☐	☐
March	☐	☐	☐	☐	☐	☐	☐
April	☐	☐	☐	☐	☐	☐	☐
May	☐	☐	☐	☐	☐	☐	☐
June	☐	☐	☐	☐	☐	☐	☐
July	☐	☐	☐	☐	☐	☐	☐
August	☐	☐	☐	☐	☐	☐	☐
September	☐	☐	☐	☐	☐	☐	☐
October	☐	☐	☐	☐	☐	☐	☐
November	☐	☐	☐	☐	☐	☐	☐
December	☐	☐	☐	☐	☐	☐	☐

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												
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												

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			
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.):

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

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

Pre-agreement Expenses and Match *(include documentation)*	
Item Description	Value
	$
	$
	$
	$

B- PROPOSED FORCE ACCOUNT MATCH				
Complete tables below for each	Applicant	Other	Marine Board	TOTAL
Force account labor	$	$	N/A	$
Force account equipment	$	$	N/A	$
Force account materials or supplies	$	$	N/A	$
Total Force Account Match	$	$	N/A	$

Force Account Labor			
Staff	Other	Labor Description	Value
☐	☐		$
☐	☐		$
☐	☐		$
☐	☐		$

Force Account Equipment			
Owned	Donated	Equipment Description and Purpose	Value
☐	☐		$
☐	☐		$
☐	☐		$
☐	☐		$

Force Account Materials or Supplies			
Owned	Donated	Material or Supply Description and Purpose	Value
☐	☐		$
☐	☐		$
☐	☐		$
☐	☐		$

C- PROPOSED CASH MATCH				
	Applicant	Other*	Marine Board	TOTAL
Property acquisition cost	$	$	$	$
Construction contract	$	$	$	$
Materials Purchased	$	$	$	$
Equipment Rental	$	$	$	$
Eligible permit fees	$	$	$	$
Federal indirect rate*- (*complete table below*)	$	$	$	$
Consultant contract *(attach copy of contract)*	$	$	$	$
Other: _____	$	$	$	$
Total Cash Match	$	$	$	$

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)**	$	**$**	N/A	$
Total Force Account Match **(from B)**	$	$	N/A	$
Total Cash Match **(from C)**	$	$	$	$
GRAND TOTAL	$	$	$	$

E- "OTHER" SOURCE, TYPE AND AMOUNT OF (NON-APPLICANT) CONTRIBUTIONS			
Grant/Loan Agency	Name of Grant/Loan	Approved Y/N	Amount of Grant
			$
			$
			$
			$

Cash Contributions by	Amount of Contribution
	$
	$
	$
	$

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 need for the project, 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 other. Include any time, availability or other limitations for these contributions and how that is factored into the overall project.

C. Describe all boating and non-boating uses and activities occurring at the site, the proximity of the activities to the boating facility portion of the overall site. (kayaking, sailing, 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 any factors that lend an urgency or timeliness to the project.

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.

J. Who will maintain and operate completed project?

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.

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

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 communities with limited access.

D. Describe how safety through education is incorporated into the project or program.

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.

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.

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.

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

	Supporters Name	Opponents Name
☐ Adjacent landowners:		
☐ Users groups:		
☐ Neighborhood association		
☐ Local government:		
☐ State/federal government:		
☐ Legislator/congressional:		
☐ General Public		
☐ Other (specify):		

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- Wetland and Water 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.

_____ _____

Print/Type Name Title

_____ _____

Applicant Signature Date

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

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

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

Appendix B
Historical, Cultural, Archeological Resources Form

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 archeological site or object, or removal of archeological objects from public and private lands without an archeological 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 archeological 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
Wetland and Water Resources Form

Please answer the following to the best of your ability.

Part 1: Wetland Water Resources

1. Describe the type and condition of wetlands present. Are they tidal or fresh, disturbed or not, permanent or seasonal, etc.?

2. Describe the type of work to be done and the size and extent of the area affected:

3. Describe where the proposed work will be in relationship to any wetlands and any impacts on wetland resources:

4. Describe any past restoration or planned restoration at the project property or nearby on the same waterway:

5. Describe the location, type, and amount of compensatory mitigation work to be completed or anticipated for permits:

6. Attach wetland delineation and /or mapping if completed.

Part 2: Water Resources

1. Identify any fish or aquatic species federally listed as threatened or endangered:

2. List any consultations, biological opinions (provide copy), Endangered Species Act (ESA) Section exemptions, or other ESA related activities that may apply to this project:

3. 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:

4. 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:

5. Have you consulted with the local Oregon Department of Fish and Wildlife (ODFW)?
   Name of ODFW local biologist: _____ Phone_____.

6. 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.

Appendix D
Property Acquisition Form

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.

Appendix B

Small Grant Application Form

Small Grant Application

FOR OSMB USE ONLY		Grant number:
Biennium:	Date Received:	

Refer to the Boating Facility, Waterway Access and Small Grant Procedure Guide for information on facilities, access and education.

1- APPLICANT PROJECT TYPE AND LOCATION *(All applicants must complete)*	
Applicant or entity name:	Phone number:
If different from above provide Assumed Business Name:	
Applicant mailing address:	City, State, Zip
Physical address:	City, State, Zip

Type of Government Applicant:

- ☐ County
- ☐ City
- ☐ Port
- ☐ Parks District
- ☐ State Agency
- ☐ Federal Agency
- ☐ Tribal Government
- ☐ Other (Specify) _____

Type of Private Entity Applicant:

- ☐ Non-profit 501c3 or 501c4
- ☐ Private
- ☐ Business Corporation
- ☐ Professional Corporation
- ☐ Oregon Limited Liability Company
- ☐ Oregon Limited Liability Partnership
- ☐ Foreign Limited Liability Partnership
- ☐ Business Trust
- ☐ Other (Specify) _____

Name of Project Manager:	Title:
Email:	Phone:
Name of Fiscal Point of Contact:	Title:
Email:	Phone:
Project Name:	Physical Address of Project, Education Activity or Equipment Storage:
Latitude (decimal):	Longitude (decimal):

Driving directions-H*ow would a user find this location from a major highway or interstate?*

Project type, check all that apply:

☐ Construction (any ground disturbance)
☐ Education
☐ Construction with Education
☐ Property Acquisition
☐ Master Plan
☐ Consultant Services

2- PROJECT NARRATIVE DESCRIPTION

Describe the project, identify the purpose, outcome, match, what is being requested from the Board, what is being provided by the applicant, any permits, clearances or other items necessary to complete the project.

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

A - ADMINISTRATIVE MATCH *Not eligible for Grant Reimbursement*

	Applicant	Other	Marine Board	TOTAL
Administration	$	$	N/A	$
Federal indirect rate (*complete table below*)	$	$	N/A	$
Pre-agreement expenses (*complete table below*)	$	$	N/A	$
Permit fees	$	$	N/A	$
Legal fees	$	$	N/A	$
System development charge (SDC)	$	$	N/A	$
Other (specify) ____	$	$	N/A	$
Total Administrative Match	$	$	N/A	$

Federal Indirect Rate

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

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

Item Description	Value
	$
	$
	$
	$

B- PROPOSED FORCE ACCOUNT MATCH				
Complete tables below for each	Applicant	Other	Marine Board	TOTAL
Force account labor	$	$	N/A	$
Force account equipment	$	$	N/A	$
Force account materials or supplies	$	$	N/A	$
Total Force Account Match	$	$	N/A	$

Force Account Labor			
Staff	Other	Labor Description	Value
☐	☐		$
☐	☐		$
☐	☐		$
☐	☐		$

Force Account Equipment			
Owned	Donated	Equipment Description and Purpose	Value
☐	☐		$
☐	☐		$
☐	☐		$
☐	☐		$

Force Account Materials or Supplies			
Owned	Donated	Material or Supply Description and Purpose	Value
☐	☐		$
☐	☐		$
☐	☐		$
☐	☐		$

C- PROPOSED CASH MATCH				
	Applicant	Other*	Marine Board	TOTAL
Property acquisition cost	$	$	$	$
Construction contract	$	$	$	$
Materials Purchased	$	$	$	$
Equipment Rental	$	$	$	$
Eligible permit fees	$	$	$	$
Federal indirect rate*- (*complete table below*)	$	$	$	$
Consultant contract *(attach copy of contract)*	$	$	$	$
Other: _____	$	$	$	$
Total Cash Match	$	$	$	$

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)**	$	$	N/A	$
Total Force Account Match **(from B)**	$	$	N/A	$
Total Cash Match **(from C)**	$	$	$	$
GRAND TOTAL	$	$	$	$

E- "OTHER" SOURCE, TYPE AND AMOUNT OF (NON-APPLICANT) CONTRIBUTIONS			
Grant/Loan Agency	Name of Grant/Loan	Approved Y/N	Amount of Grant
			$
			$
			$
			$

Cash Contributions by	Amount of Contribution
	$
	$
	$
	$

4- 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.

_____ _____

Print/Type Name Title

_____ _____

Applicant Signature Date

ATTACHMENTS *(Are the following items attached to this application?)*		
	Construction	Education
Cover letter	☐	☐
Photos of project site, existing conditions. Show the problem.	☐	☐
Aerial of location	☐	☐
Quote from contractor, vendor or estimate establishing cost	☐	☐
Permit or letter from regulatory agencies if applicable	☐	☐
Supporting documentation (plans, permits, etc.)	☐	☐

Appendix C

2019-21 Boating Facility and Waterway Access Grant Application Ranking Criteria

State Marine Board - Staff Evaluation
2019-21 Boating Facility and Waterway Access Grant Application Ranking Criteria

Grant No. | **Total Score:** 0

Project Name: | **Applicant:**

	Application Quality and Applicant Performance			
1	**Quality of application:**	Excellent	20	
	Based on completeness, comprehensibility, supporting	Good	10	
	material, etc.	Adequate	5	
		Inadequate	0	
2	**Applicants prior grant performance:**	Excellent	20	
	Communication during all phases of past projects, management of	Good	10	
	contractor/vendor, supervision, reimbursement and timeliness. First	Average	5	
	time applicants will receive Good score	Poor	0	
3	**Applicants operation, maintenance or education program performance:**	Excellent	15	
	Attention to user needs, site cleanliness, operational condition,	Good	10	
	condition of past funded projects, longevity of education program.	Average	5	
	First time applicants will receive Good score	Poor	0	
4	**Applicant's priorities:**	First	5	
	Determined by applicant. If one application is submitted	Second	3	
	it is the first priority.	Third	1	
		More than three	0	
	Application Quality and Applicant Performance Total			**0**
	Project Need, Importance and User Support			
5	**Priority in Statewide Plan, Education Plan or Business Plan:**	High	15	
	Is the project identified in OSMB Statewide Plan or	Medium	10	
	Applicant planning documents? If project is a study or	Low	5	
	master plan for an element identified use that score.	Not Listed	0	
6	**Statewide or regional importance of waterbody:**	High	15	
	Triennial Survey county waterbody use average for two	Medium	10	
	surveys and applicant reported use.	Low	5	
		Not Listed	0	
7	**Boating Activity Opportunity**	>30	35	
	Consider what side of waterbody facilities are located. Exclude	26-30 miles	30	
	facilities that you cannot access due to physical barriers such as	21-25 miles	25	
	dams or rapids. Boating activity being served by project in contrast	16-20 miles	20	
	to other facilities. Consider the waterbody/regional impact if the	11-15 miles	15	
	project was not repaired, expanded or replaced. Consider boater	4-10 miles	10	
	use density. Consider ADA accessibility.	1-3 miles	5	
		<1	0	

8	**Access and education** *Education component clearly outlined, including target audience, need and outcomes.*	Access and education	20	
		Access with limited accessibility & communities	15	
		Access OR Safety through education	10	
		Technical assistance	5	
9	**User group/community/political support for project:** *Includes letters, emails, resolutions etc. Custom letters from individuals, clubs, organizations, landowners have higher support than petitions or chain letters.*	High Support Boater	15	
		High Support Other	10	
		Medium Support Boater	10	
		Medium Support Other	5	
		Low Support Boater	5	
		Low Support Other	3	
		No evidence	0	
		Project Need, Importance and User Support Total		**0**
	Applicant and Other Matching Contributions and Fees			
10	**Applicant matching contributions:** *Includes all administrative, force account and cash match*	>50%	30	
		45-49%	25	
		40-44%	20	
		36-40%	15	
		31-35%	10	
		26-30%	5	
		25%	1	
		<25%	0	
11	**Other non-applicant matching contributions:** *Includes all administrative, force account and cash match*	>30%	10	
		21-30%	7	
		11-20%	5	
		5-10%	3	
		1-5%	1	
		<1%	0	
12	**Access fees charged:** *Includes: entrance fee, launch fee, parking fee, etc.*	Free	30	
		$1.00-$2.00	25	
		$2.01-$3.00	20	
		$3.01-$4.00	15	
		$4.01-$5.00	10	
		$5.01 -$10.00	5	
		$10.01 and above	0	
13	**Education fees charged:** *Includes: fee paid by individual to participate to complete class, training or minimum 1 hour rental, per hour cost*	Free	30	
		$1.00-$10.00	25	
		$10.01-$15.00	20	
		$15.01-$20.00	15	
		$20.01-$25.00	10	
		$25.01-$30.00	5	
		$30.01 and above	0	
		Applicant and Other Matching Contributions and Fees Total		**0**

Design, Permitting and Suitability			
14 Type of access project: *Select up to 3 items included in the project. Launch ramps include floating kayak launches, slides and designated carry-down access. Do not include utilities, signage or other subparts as "other" unless it is the only part of the project.*	Vessel Waste Collection	20	
	Launch Ramps/Tie-up Docks	15	
	Restrooms	10	
	Parking/Access Roads	7	
	Property acquisition	7	
	Boarding/Ski Docks	5	
	Showers/Rinse Station/Changing Room	5	
	Other eligible elements	3	
	Non-eligible elements	0	
15 What facility needs does the project resolve? *Select up to 2 items. Mark the primary with a "10" and secondary with a "5". You do not have to select 2.*	Safety		
	Reduced Maintenance Needs		
	Useful Life Extension		
	Accessibility/ ADA		
	Disburse Use/Conflict Management		
16 Level of design and engineering completed: *If project is for master planning, hydro, cultural etc. consider the status of the statement of work, RFP etc.*	Ready to Bid -Final	20	
	Permit Package - Preliminary	15	
	Conceptual	5	
	None	0	
17 Project development suitability & impacts: *Consider design standard and environmental, cultural, land use, floodplain development*	Highly suitable/minor impact	20	
	Highly suitable/moderate impact	15	
	Suitable/moderate impact	10	
	Suitable/significant impact	5	
	Not suitable/extensive impact	0	
18 Status of in-water or other upland permits: *If project does not require COE/DSL but does require No-rise, 1200-C etc. consider how that process fits in the categories*	COE and DSL approved or N/A	20	
	COE or DSL approved	10	
	Application prepared and submitted	5	
	Application not prepared or submitted	0	
	Design, Permitting and Suitability Total		**0**

Boating Safety Program review comments. (0-50 points)

Consider quality of education components, target audience, goal and outcome, safety and enforcement.

Points	0-50	

Policy and Environmental Program review comments. (0-50 points)

Consider waterway rules and history, environment, education components, target audience, and safety.

Points 0-50

Facility Program review comments: Include your initials after comments.

	Total Points Possible	Total Points Received
Application Quality and Applicants Past Performance	**60**	**0**
Project Need, Importance and User Support	**100**	**0**
Applicant and Other Matching Contributions and Fees	**100**	**0**
Design, Permitting and Suitability	**120**	**0**
Boating Safety Program	**50**	**0**
Policy & Environmental Program	**50**	**0**
Total	**480**	**0**

Appendix D

Reimbursement Form

Oregon State Marine Board
Grant Reimbursement Invoice

Recipient Name:		OSMB Grant or Small Grant No:		
Project Name:		ODFW Identifier		
Billing Period ~ mm/yy		to:		
	Partial Payment		Final Payment	

ADMINISTRATIVE MATCH		*Attach documentation*	
CATEGORY		PREVIOUSLY INCURRED	TOTAL COSTS TO DATE
Administration			$0.00
Federal Indirect Rate			$0.00
Pre-Agreement Costs			$0.00
Permit Fees			$0.00
Legal Fees			$0.00
System Development Charges			$0.00
Other:			$0.00
TOTAL ADMINISTRATIVE MATCH	$0.00	$0.00	$0.00

FEDERAL INDIRECT RATE			
Federal Approved Indirect Rate	What is this applicable to?	Total Value	How much match?

FORCE ACCOUNT MATCH		*Attach Appendix A, B, and/or C*	
CATEGORY		PREVIOUSLY INCURRED	TOTAL COSTS TO DATE
Force Account Labor			$0.00
Force Account Materials			$0.00
Force Account Equipment			$0.00
TOTAL FORCE ACCOUNT MATCH	$0.00	$0.00	$0.00

CASH MATCH		*Attach documentation*	
CATEGORY		PREVIOUSLY INCURRED	TOTAL COSTS TO DATE
Property Acquisition			$0.00
Construction Contract			$0.00
Material Purchased			$0.00
Equipment Rental			$0.00
Eligible Permit Fees			$0.00
Federal Indirect Rate			$0.00
Consultant Contract			$0.00
Other:			$0.00
TOTAL PROJECT COST	$0.00	$0.00	$0.00

Less Recipient Cash Match			$0.00
Less Other Cash Match			$0.00
Less ODFW Match			$0.00
AMOUNT DUE FROM OSMB			$0.00

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

Print/Type Name	Title
Signature Authorized Representative	Date

FOR OSMB USE ONLY	Amount:		Date:		Recommend Approval by: JBelleque, Facilities Manager
PCA	Fed Grant	Project #	State $	Federal $	
PCA	Fed Grant	Project #	State $	Federal $	Approved by Marine Board Director:
Reversion:		Date Payment Forwarded to ODFW for Processing:			

FOR ODFW USE ONLY	Amount:		Date:		Approved by:
Payment Method:		Reversion:			

Appendix A
Force Account Labor Timesheet

The Recipient must be able to document force account labor as described below to qualify as match during the reimbursement process. The method of valuation and charges for staff labor or donated services must be documented, reviewed and approved prior to reimbursement approval. Reference 2 CFR 200.306, cost sharing and matching.

Donated Labor Value. Donated labor furnished by staff or third-party professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as match if the service is an integral and necessary part of an approved project. Records of force account labor shall require time sheets containing the signatures of the person whose time is contributed and the supervisor verifying that the record is accurate.

Rate for Donated Labor. Rates for donated labor should be consistent with those paid for similar work by the Recipient. In cases where the kinds of skills required are not found in other activities of the Recipient, rates must be consistent with those paid for similar work in the labor market in which the Recipient competes. In either case, paid fringe benefits that are reasonable, necessary, allocable and otherwise allowable may be included in the valuation.

Complete the table below. Signature of Staff person or volunteer and Supervisor is **required.**

Facility Name: _____ **Facility Grant #** _____

Name of Staff or Volunteer _____

Date	Hourly Rate	Number of hours worked	Description of work performed	Supervisor Initials
	$0.00			
	$0.00			
	$0.00			
	$0.00			
	$0.00			
	$0.00			
	$0.00			
	$0.00			

By signing below, I certify that the above information is true, complete and accurate.

Signature of Staff or Volunteer _____ **Date** _____

Project Supervisor Signature _____ **Date** _____

Total hours worked: _____ **Total Value of Hours this Sheet** _____

For more information on this Appendix refer to the Procedure Guide Chapter 2, Section 9

Appendix B
Force Account Materials or Supplies

Donated Materials or Supplies Value. The rate assessed to donated materials or supplies should be reasonable and must not exceed current market prices at the time they are charged to the project. Records of donated materials or supplies must indicate the fair-market value and determination method. This does not include donated land or buildings.

Complete the table below. Signature of Staff person or volunteer and Supervisor is **required.**

Facility Name: _____ **Facility Grant #** _____

Date	Description of Materials or Supplies	Fair Market Value	Determination Method	Is this full retail value? Y or N

By signing below, I certify that the above information is true, complete and accurate.

Authorized Representative Signature _____ **Date** _____

Title _____

For more information on this Appendix refer to the Procedure Guide Chapter 2, Section 9

Appendix C
Force Account Equipment

The hourly rate for donated equipment used on a project shall not exceed its fair-market value of equipment of the same age and condition at the time of donation. Records of donated equipment must include schedules showing the hours, dates of use, work performed and the signature of the equipment operator and on-site project supervisor.

Complete the table below. Signature of Staff person or volunteer and Supervisor is **required.**

Facility Name: _____ **Facility Grant #** _____

Date	Description of Equipment	Fair Market Value	Determination Method	Is this full retail value? Y or N

By signing below, I certify that the above information is true, complete and accurate.

Equipment Operator Signature _____ **Date** _____

Project Supervisor Signature _____ **Date** _____

For more information on this Appendix refer to the Procedure Guide Chapter 2, Section 9