



# **“Let’s Go Boating”**

## **Grant Program**

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

**This document is subject to revisions**

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## **I. INTRODUCTION**

### **PURPOSE**

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

### **OBJECTIVE**

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

### **AUTHORIZATION**

Federal funding assistance for State recreational boating safety programs is authorized by Title 46 United States Code (U.S.C.) 13105(a) Authorization of Contract Spending. ORS 830.110 (4) and ORS 830.150 give the State Marine Board the authority to accept gifts and grants of property and money to be used to further the purpose of our mission. The Marine Board authorization for implementing a “Grass Roots Grant Program” was directed through E-Board, Budget note: Attachment B: Boating Safety Education Proposals, Federal Funds 2006-2007 Projects.

### **PROGRAM FUNDING**

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

Funds for the RBS program is provided from the Sport Fish Restoration and Boating Trust Fund.

These monies are collected, deposited in the Department of Treasury, and are available the year following collection to state agencies for boating safety education, assistance, and enforcement activities. The benefits provided by these projects to users complete the cycle between "user pays--user benefits". The Program is a cooperative effort involving the USCG and the Marine Board.

Under the Recreational Boating Safety (RBS) Program, each state is allocated a certain percentage dependent on the number of participating states, number of registered watercrafts, and prior-year expenditures. The Marine Board provides a match to this allocation to bring about the total funding for the Program. It is anticipated that approximately \$20,000 will be available for the 2021 – 2023 Biennium (Approximately \$10,000/year).

## **ELIGIBLE APPLICANTS**

The following are eligible to receive Program funds:

- Nonprofit corporations or organizations (**proof of required 501(c)(3) nonprofit IRS tax filing status must be in effect prior to the application deadline and attached to the application**).
- Civic Leagues and Social Welfare Organizations, specifically Volunteer Fire Departments (**proof of required 501(c)(4) nonprofit IRS tax filing status must be in effect prior to the application deadline and attached to the application**).

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

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

**Note:** Pass-through grants are ineligible. For example, a 501(c)3 applies for the grant, but the funds are used by a for-profit entity.

## **FUNDING AMOUNTS**

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

**Funds must be spent by September 15<sup>th</sup>, prior to the ending of the Federal Fiscal year.**

## II. PROGRAM APPLICATION

### APPLICATION PROCESS

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

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

### APPLICATION PROCEDURES

The applicant shall complete the application for projects with the Marine Board utilizing the form entitled, **Oregon State Marine Board – “Let’s Go Boating” Grant Program Project Application and associated forms Exhibits A & B** (OSMB Form B2). Applications for funding are received and reviewed on an annual basis to be considered for funding during the following Federal fiscal year beginning October 1<sup>st</sup> and ending September 30<sup>th</sup>.

The Project Application and associated forms, Exhibits A & B, **(1 original and 2 copies)** must be post-marked either on or by the date announced each year and mailed to the Education Program at the following mailing address:

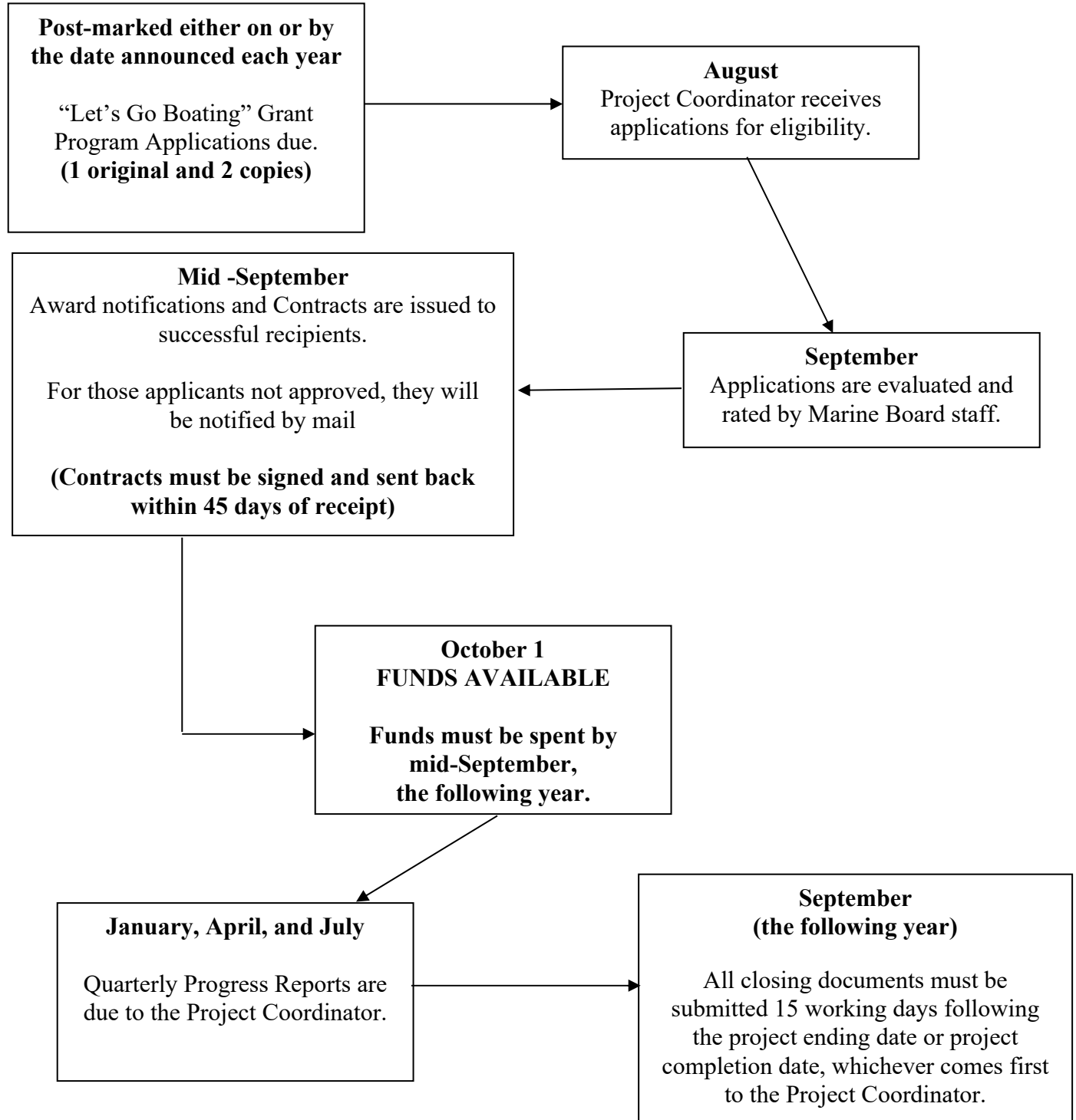
Oregon State Marine Board  
Boater Safety Education Coordinator  
PO Box 14145  
Salem, OR 97309

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

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

**GRANT PROGRAM APPLICATIONS**

**Federal Fiscal Years begin on October 1 and ends on September 30**





### **III. ELIGIBLE PROJECTS**

#### **ELIGIBILITY**

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

#### **ELIGIBLE PROJECTS**

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

1. Boats (canoes, kayaks, small sailboats, small boats, etc.),
2. Printing,
3. Teaching aids,
4. Boating safety equipment (life jackets and associated safety equipment),
5. Publication of guides, manuals, brochures, etc.,
5. Audiovisual aids (laptop computer, PowerPoint projector,
6. Jr. Boater Kit (raft and boating safety equipment); or
7. Life Jacket Loaner Kiosk (materials for construction and sign).

#### **ALLOWABLE COSTS**

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

- A. Costs must meet the following criteria or categories to be allowable. They must be:
1. Necessary, reasonable, and allocable to the work covered by the Agreement,
  2. Authorized and not prohibited under State or local laws or regulations,
  3. In compliance with limitations of Federal laws, regulations, or the Agreement;
- and

4. Consistent with policies, regulations, and procedures that apply to both Recreational Boating Safety (RBS) Federal financial assistance program funded activities and other activities of the State.

## **NON-ALLOWABLE COSTS**

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

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

## IV. PROGRAM GUIDELINES

### GRANT AGREEMENT

Upon final approval of the project/program by the Marine Board, the awarded recipient and the Marine Board must enter into a **Grant Agreement** (Agreement) for the “Let’s Go Boating” Grant Program (Program) (OSMB Form B3) for the specific project(s) or program(s). This Agreement outlines the binding terms and conditions of the Program between the recipient and the Marine Board. By signing the Agreement, the recipient acknowledges the source of funds and affirms that the funds will be administered and managed according to the terms and conditions of the Agreement.

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

### REQUEST TO AMEND GRANT AGREEMENT

Each recipient is expected to complete the project according to the original Grant Agreement (Agreement) within the approved time frame. The Marine Board recognizes, however, that the recipient may encounter circumstances that warrant an amendment to the Agreement. Only one (1) extension, not to exceed two weeks, may be granted. Extension requests must provide a detailed explanation and revised timeline for project completion. **Amendments must be submitted to the Marine Board for approval prior (at least three (3) months) to the close of the Agreement period.** If the amendment involves changes in any of the documents supporting the application, attach a copy of the applicable revised document(s). Provide an original, Request to Amend Agreement (OSMB Form B4), to the Marine Board. **An amendment must be submitted to obtain approval for:**

- A. Adding or deleting a project from the list,
- B. Adding or deleting approved scope item(s),

- C. Modifying requested funding,
- D. Modifying cost of an approved scope item(s),
- E. Modifying the Agreement period.

If the Marine Board approves the amendment, the recipient will receive a copy of the approved amendment with the modified, detailed Scope of Work for your file. The Marine Board retains the original copy. The amendment is effective as of the date of signing by the Marine Board. If the request is denied, the recipient will receive written notification of denial.

If the recipient does not submit an amendment for any of the above and the project was completed by the recipient, the Marine Board must abide by the original Grant Agreement. For example, if an approved scope item cost less than the original cost, extra funds in one scope item cannot compensate overages in other scope item(s) or to purchase something “extra” that was not approved in the original scope of work. The recipient MUST request to amend the agreement before the purchase of such approved scope items. If the recipient does not request to amend the grant agreement, the overage on scope item(s) will be the responsibility of the recipient. Items purchased MUST be purchased after the Agreement or amendment has been approved and signed. Items purchased before such approval will not be reimbursed by the Marine Board.

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

## V. CONDITIONS ON USE/ACCEPTANCE OF FUNDS

### PAYMENT METHODOLOGY

REIMBURSEMENT: The non-profit Organization or Foundation will purchase all items and then request from the Marine Board a reimbursement. Only items approved by the Marine Board and identified in the scope of work from the recipient's finalized contract and/or amendments are eligible for reimbursement.

Payment requests for reimbursements to the Marine Board should be whenever all of the costs are incurred. Documentation supporting each expenditure on the Project Expenditure Record as specified in the instructions to that form, must be submitted with the Reimbursement Request form prior to reimbursement. Reimbursement requests should not be more than the full amount approved. **Please use the following documents to request reimbursement:**

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

Each recipient must ensure all items ordered were received and are in the appropriate condition before reimbursement is requested.

If an individual that has partnered with the non-profit organization or foundation that will purchase items, the individual must submit receipts to the non-profit organization or foundation for reimbursement. The non-profit organization or foundation will in turn submit a reimbursement request with receipts attached of all purchased items. The Marine Board will only reimburse the non-profit organization or foundation. It is the responsibility of the non-profit organization or foundation to reimburse individuals.

All costs must be itemized on the Project Expenditure Record form. Documentation such as invoices, statements or claims, warrants or checks must support all expenditures and are necessary for reimbursement.

**The recipient must retain all original supporting documentation for three (3) years after the project closure date.**

## **OWNERSHIP**

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

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

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

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

## **OPERATION AND MAINTENANCE**

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

Projects must be operated or maintained with grant funds awarded in this Grant Agreement for public use or enjoyment for at least three (3) years of each improvement.

## **VI. PROGRESS REPORTS**

### **QUARTERLY PROGRESS REPORT**

Following receipt of an application award, the recipient is required to submit quarterly progress reports (OSMB Form B5) to the Marine Board. The recipient must ensure that the reports are submitted at the end of each calendar quarter. The recipient must submit progress reports according to the following schedule:

- First quarter (October 1 – December 30) due no later than January 16,
- Second quarter (January 1 – March 31) due no later than April 15,
- Third quarter (April 1 – June 30) due no later than July 16; and
- The Year-end Project Closure Report due no later than September 30

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

## VII. PROJECT MANAGEMENT

### EQUIPMENT

If boating equipment is purchased with Program funds, the recipient must agree to the following (for at least three (3) years):

- Equipment shall be used by the recipient in the project for which it was acquired if needed, whether or not the project continues to be supported by Program funds.
- If the program or project has been terminated, any equipment acquired will be returned to the Marine Board for reassignment.
- The recipient must be responsible for the replacement of any equipment purchases under the application if damaged or stolen.
- Adequate maintenance procedures must be developed to keep the equipment in good condition.
- The recipient must provide and fund all equipment repairs for as long as the project or program is implemented.
- If equipment purchased with Program funds with a current market value over \$5,000 and needs to be registered with Department of Motor Vehicle:
  - the Marine Board must be listed on the registration as the lien holder,
  - the recipient agrees to maintain liability, property damage and theft insurance for such equipment purchased; and
  - the Marine Board will remain as a lien holder for three (3) years.
- The recipient must request permission from the Marine Board to dispose of any equipment purchased during the term of the Contract. The Marine Board must be consulted if the equipment is to be used in any activity other than boating safety education.
- Property records must be maintained that include the acquisition date, serial number or other identification number, the source of the property, a description of the property, who holds title, cost of the property, and the location of use (OMSB Form B9).



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

Procedures for purchasing equipment:

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

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

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

## VIII. PROJECT CLOSURE

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

The recipient shall have no more than 15 working days following the project ending date or project completion date, whichever ever comes first, to submit all required closure documents to the Marine Board. Failure to submit the closure documents within the time frame shall reflect negatively on the rating of the recipient's future assistance applications and may result in termination.

The following documents must be submitted to the Marine Board within 15 working days following project completion. **Please read carefully.**

1. A completed Year-End Project Closure Report (OSMB Form B7),
2. Submit photos of completed project/program or items purchased (photos may be used by the Marine Board in publications or on website),
3. A completed Project Expenditure Record (OSMB Form B8), which itemizes all expenditures of the grant funds, and
4. If applicable, a completed equipment inventory list (OSMB Form B9).
5. If applicable, submit an Invoice for reimbursement.

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

Payment requests for reimbursements to the Marine Board should be whenever all of the costs are incurred. Payment requests should not be more than the full amount approved.

Please use the following documents to request reimbursement:

- c. Invoice with receipts attached from Organization/Foundation
- d. Reimbursement Request (OSMB Form B6)

If an individual that has partnered with the non-profit organization or foundation that will purchase items, the individual must submit receipts to the non-profit organization or foundation for reimbursement. The non-profit organization or foundation will in turn submit an invoice with receipts attached of all purchased items. All costs must be itemized on the Expenditure Record form. Documentation such as invoices, statements or claims, warrants or checks must support all expenditures and are necessary for the reimbursement. The Marine Board will only reimburse the non-profit organization or foundation. It is the responsibility of the non-profit organization or foundation to reimburse individuals.

### **POST-COMPLETION REQUIREMENTS**

The results of a completed project/program shall benefit the public according to the purposes of the USCG Recreational Boating Safety Program and the Marine Board Objectives for the Program. Programs or projects shall be available for public use or enjoyment for at least three (3) years.

Grant recipients must assure, to the maximum extent possible, that no person will be excluded from participation in, or be denied participation in projects 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.

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 three (3) years following completion of the work authorized by the grant award.

All recipients who receive federal funds must comply with OMB Circular A133 Single Audit Act.

## **PROGRAM CONTACT**

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

Oregon State Marine Board  
Boating Education Program  
435 Commercial St. NE Ste# 400  
Salem, Oregon 97301  
Telephone: (503) 798-2735  
FAX (503) 378-4597

## Definitions

For purposes of this manual and contract,

- A. **Applicant** means any person or persons completing the “Let’s Go Boating” application packet.
- B. **Approved application** means the recipient application including any changes, exceptions, deletions, or additions made by the Marine Board prior to and for the purposes of approval.
- C. **Authorized signature** means the person on behalf of the applicant has authority to bind the applicant to the terms of the agreement.
- D. **Award** means as the context requires, either identifying or occurrence of the Agency's identification of the Person with whom the Agency intends to enter into a Contract following the resolution of any protest of the Agency's selection of that Person, and the completion of all Contract Negotiations.
- E. **Biennium** means the 24-month period beginning July 1 of each odd numbered year and ending June 30 of the next odd numbered year.
- F. **Board** means the Oregon State Marine Board.
- G. **Construction** means activities, which produce new or renovated capital improvements and increase the value or usefulness of existing property.
- H. **Contract** means a document signed by both parties outlining the binding terms and conditions of a project between the recipient and the Marine Board.
- I. **Director** means the State Marine Board Director.
- J. **Fiscal Year** means the twelve-month period beginning July 1 of any year and ending June 30 of the next year.
- K. **Improvements** means new construction, buildings, or other structures put on land.
- L. **“Let’s Go Boating” Grant Program** means funding assistance to eligible non-profit participants for new, unique, or innovative ideas/programs to increase involvement of youths in boating, whether it is power, sail, or manually propelled watercrafts.
- M. **Marine Board** means the Oregon State Marine Board Agency
- N. **Maintenance** means those activities necessary to keep a facility in operation.

- O. **Non-Profit Corporation or Organization** means an organization or group of organizations described in section 501(c)(3) or 501(c)(4) of the Internal Revenue Code that is exempt from income tax under section 501(a) of the Internal Revenue Code. Must have proof of required 501(c)(3) or 501(c)(4) nonprofit IRS tax filing status in effect to be an eligible recipient.
- P. **Operation** means those activities necessary for the functioning of a facility to produce desired results.
- Q. **Person(s)** means an individual, partnership, or non-profit organization.
- R. **Program Fund** means a granting source from the Federal funding assistance for State Recreational Boating Safety Programs as authorized by Title 46 United States Code (U.S.C.) 13105(a) Authorization of Contract Spending.
- S. **Project** means an activity, or series of related activities, which are described in the specific project scope of work, and which results in specific products or services.
- T. **Project period** means the period during which all approved work and related expenditures associated with an approved project are to be accomplished by the recipient.
- U. **Recipient** means a non-profit corporation or organization to which funds are awarded and which is accountable for the use of the funds provided. The recipient is the entire legal entity even if only a particular component of the entity is designated in the contract document.
- V. **Specific Scope of work** means the units of work to be accomplished by an approved project.
- W. **Staff** means employees of the Oregon State Marine Board.
- X. **Vendor** means an entity that provides goods or services at the recipient's or Marine Board's request.