

2017

Boating Safety Education Grant Guidelines and Application



Ohio Department of Natural Resources
Boating Safety Education Grant
2045 Morse Road, Building C-2
Columbus, OH 43229

watercraft.ohiodnr.gov/grants



DEADLINE: November 1, 2016



Ohio Department of
**NATURAL
RESOURCES**

John Kasich, Governor

James Zehringer, Director

Mike Bailey, Chief

FREE Education Grant Application Workshop

Learn more about the Boating Safety Education Grant Program. Attend a free workshop for more information about grant guidelines and funding priorities. Apply for \$1,000-\$30,000.

Who may apply? Please refer to page 6 of the Education Grant Guidelines book.

Who should attend?

- Program directors, planners and/or instructors who are planning the boating education program and who will be responsible for fulfilling the grant requirements.
- Agency administrators who are submitting the application and who oversee the program.
- The most successful grants send a program planner.

When: Friday, September 23, 2016; 9am -2pm

Where: Ohio Department of Natural Resources
2045 Morse Road, Bldg. E-1
Columbus, Ohio 43229

To Register: Craig Watson, 614-265-6674

(Or for more info) craig.watson@dnr.state.oh.us



Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program

Introduction

In 1982, the Ohio Legislature authorized the awarding of boating safety education grants to qualified political subdivisions to be administered through the Ohio Department of Natural Resources (ODNR) Division of Watercraft. In 1990, legislation was passed expanding the boating safety education grant program to include qualifying non-profit organizations.

One of the goals of the Ohio Department of Natural Resources is to reduce boating accidents, mishaps, and fatalities within the state of Ohio through boater education. Grant awards will be based on the potential success of the program toward this goal.

Grants ranging from \$1,000 to \$30,000 per program are awarded on a "cost share" basis with the applicant matching at least 25% of the total program cost. These boating safety education grants are available to eligible applicants for use to establish, develop, expand, maintain and promote boating safety programs. Proposals will be considered based on the funding requirements stated within these guidelines. Proposals will compete against other applications for the limited available funding.

Grant money is appropriated through the Ohio Department of Natural Resources Waterways Safety Fund. The Waterways Safety Fund comprises boat registration fees, seven-eighths of a percent (0.875%) of the state gasoline tax, and federal funding from the U.S. Coast Guard. No state general revenue funds are used.

These grant guidelines will explain the application process. ODNR personnel are available throughout the state to advise grant applicants on questions of local boating needs and concerns. **On Friday, September 23, 2016, an *Education Grant Application Workshop* will be conducted at the Ohio Department of Natural Resources, 2045 Morse Road, Bldg. E-1, Columbus, Ohio 43229.** For more information or to register for the workshop, contact Craig Watson, 614-265-6674, craig.watson@dnr.state.oh.us.

The following agencies and organizations are eligible for the Boating Safety Education Grant:

- Coast Guard Auxiliary Association
- U.S. Power Squadrons
- Political subdivisions, including state, county, city, township, and other local, regional and statewide forms of government
- Conservancy districts
- State departments
- State-supported school systems, including colleges, universities, and local boards of education
- Non-profit organizations- 501c3 (proof of 501(c) 3 nonprofit I.R.S. tax filing status must be in effect **prior** to the application deadline and attached to the application).

NOTE: Beginning with the 2017 Boating Safety Education Grant cycle, grant recipients will only be funded for future boating safety education grants once every three years.

Boating Safety Education Grant applications must be postmarked on or before November 1, 2016. End of year grant reports must be complete and submitted prior to November 1, 2016, to be eligible to receive funding for the next grant cycle. Ohio law does not permit overlapping program periods.

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Note: This entire packet is available as a Microsoft Word document. All forms within this packet are tables that can be completed on the computer using compatible software. To obtain the file:

1. Download the file from the ODNR website at watercraft.ohiodnr.gov/grants
OR
2. Contact the Craig Watson, Education Grant Administrator at 614-265-6674 or craig.watson@dnr.state.oh.us and provide an e-mail or mailing address.

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General Information and Contacts

This book contains the paperwork and forms needed to apply for a Boating Safety Education Grant.

To apply for a grant:

1. Gain a thorough understanding of grant program parameters by closely reviewing this entire packet before planning a proposal. See page 6 for eligibility requirements.
2. Consult with the appropriate ODNR field contact (see page 2) to discuss boating education needs in your local community.
3. Pay close attention to the enclosed timeline (pages 16 & 17) while planning and scheduling your boating program to avoid a proposal that begins prior to approved available funds.
4. Obtain the support of your organization before proceeding. Before entering into the formal agreement, political subdivisions must pass a resolution or ordinance and qualifying 501(c) 3 non-profit organizations must sign a letter of commitment.
5. Attend a scheduled Boating Safety Education Grant Workshop for more information regarding program planning and completion of applications: Friday, September 23, 2016 (9am-2pm) at the Ohio Department of Natural Resources Headquarters, 2045 Morse Rd., Bldg E-1, Columbus, Ohio 43229. Contact Craig Watson (614-265-6674, craig.watson@dnr.state.oh.us) for more details about this workshop.
6. Complete the enclosed Application for Assistance cover page plus Exhibits A-E. Use the Required Documents Checklist (page 14) in this packet to ensure that all required attachments are submitted. Incomplete applications, match not met, nonprofit organization other than a 501(c) 3, a pass-through grant, no DUNS number, no current SAM, or applications postmarked after deadline date are some instances for disqualification.
7. Include any attachments that may be useful in evaluating the proposed program. Examples: copies of instructor certifications, program lesson plans, proposed schedules, quotes, etc.
8. Mail completed application with required attachments to:
2017 Boating Safety Education Grant
Attn: Craig Watson
Ohio Department of Natural Resources
2045 Morse Road, Building C-2
Columbus, Ohio 43229-6693

Applications must be postmarked on or before November 1, 2016.

If you have questions or need additional information, please contact:

Craig Watson, Education Grant Administrator, 614-265-6674, craig.watson@dnr.state.oh.us

Cindy Bellar, Education Manager, 614-265-6504, cindy.bellar@dnr.state.oh.us

Mickey Nygaard, Grants Coordinator, 614-265-6416, mickey.nygaard@dnr.state.oh.us

Valerie Cox, Boating Education Coordinator, 614-265-6652, valerie.cox@dnr.state.oh.us

Contact your local ODNR field office for input on local program and boating needs. *(See next page)*

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Field Office Contacts

Central Office

Ohio Department of Natural Resources
2045 Morse Road, Building C-2
Columbus, OH 43229-6693
614-265-6480
1-877-4BOATER (In Ohio Only)
Fax: 614-267-8883
watercraft.ohiodnr.gov



Local Contacts

Alum Creek State Park
3305 South Old State Road
Delaware, OH 43015
740-548-5490

Buck Creek State Park
1976 Buck Creek Lane
Springfield, OH 45502
937-323-1582

Cleveland Watercraft Office
1150 East 49th Street
Cleveland, OH 44114
216-361-1212

East Fork State Park
3292 Ellick Road
Bethel, OH 45106
513-734-2730

Maumee Bay State Park
1400 State Park Road
Oregon, OH 43616
419-836-6003

Salt Fork State Park
14755 Cadiz Road
Lore City, OH 43755
740-439-4076

Sandusky Watercraft Office
1407 Cleveland Road
Sandusky, OH 44870
419-621-1402

Scioto County Watercraft Office
3261 Kenyon Road
Franklin Furnace, OH 45629
740-353-7668

Wingfoot Lake State Park
993 Goodyear Park Boulevard
Mogadore, OH 44260
330-644-2265

Funding Requirements

In planning for Ohio's boating program, ODNR has identified a number of requirements designed to establish, build and /or maintain boating safety programs across the State of Ohio. The requirements listed below are reflected in the application guidelines for 2017. The department believes that education grant recipients are important team players in providing educational opportunities to recreational boaters.

Advertising awards will be capped at \$1,000 per application for all programs.

Wearing life jackets properly is MANDATORY for all on-the-water programs and activities that are funded by this grant.

The following are established requirements for grant applicants applying for funding to increase boating education efforts in local communities. The requirements are of high importance and are listed in a random order with no intended priority ranking. **Your application must clearly state in a detailed plan how the grant program will meet one or more of these requirements.**

- **General Boating Education Classes:** It is important to provide year-round availability of approved classroom courses that will assist boaters in meeting the education requirements of Ohio's mandatory boater education law. This law requires boaters born on or after January 1, 1982, to complete a NASBLA-approved course before operating a boat powered by more than ten horsepower. A boater that is not required to meet the education requirement is more likely to voluntarily complete a course if courses are offered at convenient times in or near their local community. A minimum of four courses per year is required from programs that intend to offer NASBLA-approved courses. Programs offering more than four courses per year will be evaluated more favorably. **Note: funding will only be available for training, books, classroom rental, and advertising.**
- **Skill Development for Non-traditional Boating Groups:** The department will award grant funds to organizations that can provide detailed plans on how their program will provide hands-on skill development training of boat operation to the following user groups: individuals from urban areas, persons from Hispanic cultures/backgrounds, prisoners of war, veterans, or residents from the Appalachian counties of Ohio. A minimum of four courses per year is required.
- **Boating for people with Disabilities:** Boating safety education must be available to all boaters regardless of disability. ODNR seeks to reduce barriers to access of educational programs. A traditional classroom setting, typical student materials, and standard boating equipment are not suited to every learning need. Funding consideration will be given to programs designed for people with disabilities and special needs. A minimum of four courses per year is required.
- **Paddling Rescue Programs:** With the increasing popularity of paddle sports across the state, the department is looking to provide organizations with funding to teach safety and rescue boating education programs for paddling on Ohio's waterways. The program must teach paddlers, higher than a basic level, rescue techniques for river, and/or flat water paddling. Topics to be included are proper personal flotation device wear, what to do in emergencies (falls overboard, capsizing) identifying hazards, self -rescues, rescuing other boaters, and managing groups on the water.

Education Grant Guidelines

1. Introduction

Ohio ranks in the top ten states in the nation for the number of registered boats and for our safety record on the water. The number of registered boats in the state has increased nearly every year since the division took over the responsibility of registering them in 1960. Surveys reveal that for every boat registered, there is an average of 2.1 persons who operate the craft. In addition, more than three million people participate in recreational boating in Ohio throughout the year.

With these numbers enjoying the waterways, areas are often highly congested during summer periods of peak use. This factor, along with new boat designs and diversity of activities available on the water, can create conflicts between user groups. The need to educate people about safe and courteous boating practices is vital to providing a quality recreational experience.

2. Statement of Purpose

The purpose of the Boating Safety Education Grant program is to support the establishment, development, expansion, promotion, and maintenance of safe boating programs benefiting the general public and to address boater expectations for courses meeting Ohio's mandatory boating education law. The goals of this effort are to reduce boating accidents, mishaps and fatalities through awareness of boating hazards and risk management practices and to heighten the level of boating education and boating law compliance within Ohio. **Grant funds and equipment purchased with grant funds are not for use outside the state of Ohio.** Exceptions to this policy may be allowed only when prior approval from the Boating Education Manager is obtained and it is part of a progressive certification series of boating education (for example, as part of a for-credit college course).

3. Eligible Applicants

The following agencies and organizations are eligible for the Boating Safety Education Grant.

- Coast Guard Auxiliary Association
- U.S. Power Squadrons
- Political subdivisions, including state, county, city, township, and other local, regional and statewide forms of government
- Conservancy districts
- State departments
- State-supported school systems, including colleges, universities, and local boards of education
- Non-profit organizations 501(c)3 (proof of 501(c) 3 nonprofit I.R.S. tax filing status must be in effect **prior** to the application deadline and attached to the application).

Note: Before entering into the formal *Assistance Agreement*, all applicants **must submit Exhibit G, Documentation of Agency Commitment**. Political subdivisions must pass a resolution or ordinance and non-profit organizations must sign a letter of commitment.

Note: Designated Program Person must be a member or employee of eligible applicant agency and able to provide documentation upon request. If unable to provide documentation, the application will be disqualified.

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.

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4. Funding Amounts

Grants are available for amounts ranging from \$1,000 to \$30,000. Applications will be evaluated on a competitive basis due to requests typically exceeding the total funding available. A limit of \$1,000 will be allocated to advertising for any grant.

5. Cost Share or In-Kind Contribution

Grants carry a program cost share or in-kind contribution requirement. The minimum grantee cost share level is 25% of the **total** program. (Formula: $0.33334 \times \text{grant funding requested} = \text{cost share}$).

Example:

\$750	Grant Funds
+ \$250	Cost Share (at the minimum 25% level of Program Total)
= \$1000	Program Total

Note: Minimum cost share is 25% of total program, *not* 25% of grant funds requested.

The 25% cost share requirement is for the **total program budget** and applicants do not need to match 25% of each individual budgeted line item by splitting each line item 25%/75%.

Example:

\$750	Boat and equipment purchased entirely with grant funds
+ \$250	Cost share met using in-kind services of employee/volunteer instructor
= \$1000	Program Total

The following are allowable cost share matches for this requirement (see #18 *Costs* for a specific list of allowable and non-allowable costs):

- Properly **documented** in-kind personnel services and related costs including volunteer services;
- Cash funds dedicated to the program by the eligible organization(s);
- Program donations from outside sources;
- Pre-owned equipment donated and used exclusively as part of the approved program (Note: See #17 *Equipment: Ownership, Replacement and Reclaim Rights* for additional information before opting to match grant funds using pre-owned equipment).

6. Program Period

The program period defines the length of time the grant recipient agrees to carry the budget, match the grant cost share, and perform the services and activities described in the final application and agreement. The program period begins on the date the *Exhibit F - Assistance Agreement* (contract) is signed by the ODNR Director or designee. Please plan accordingly. Submitting completed documents in a timely manner will help expedite your starting date. **The program period ending date is November 1.**

Program periods run for no more than two years.

State law requires that all expenditures of grant funds and all cost share contributions (including in-kind personnel services) be incurred within the contractual program period. Receipts and time sheets that are not dated between the beginning and ending dates will be disallowed.

NOTE TO PREVIOUS GRANT RECIPIENTS: Overlapping program periods are not permitted by Ohio law. All previous grants must be completed and reports submitted prior to November 1 in order to be eligible to receive further funding under this program.

7. Extension of Program Period

Should additional time be needed to complete the program as defined in *Exhibit F – Assistance Agreement*, a request to lengthen the program period can be considered only if the original program period has not expired. **Written requests are required for program period extensions and must be received no less than 30 days before the end of the program period as stated in the signed *Assistance Agreement* (DNR 8278).** A *Modification to Assistance Agreement* must be completed and signed by both parties. **By law, extensions cannot be granted after the program period has expired.** When the program period expires, any unspent or unmatched grant funds must be returned. The *Modification to Assistance Agreement* may be found in the *Miscellaneous Forms* section.

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8. Payment / Use of Funds

Funds are paid directly to the eligible grantee. A warrant (check) will be ordered for the approved grant amount and mailed to the authorized grantee as quickly as possible **after** the *Assistance Agreement* is fully executed (signed by officials from both the applying agency and the Department of Natural Resources). You may have your funds direct deposited by submitting the *Authorization Agreement for Direct Deposit* form (OBM 4310) to Shared Services. Most current form is found on the [Ohio Shared Services Supplier Operations website](#). Grant monies are to be used only during the program period specified in the *Assistance Agreement* (see Program Period description in the previous two sections). Grant monies may be used for items pre-approved in *Exhibit B-Estimated Budget* (DNR 8277-B) or through an approved *Budget Revision Request* (DNR 8341). Using monies for items not expressly approved is a breach of contract and a refund will be required. **Grant or cost share money may NOT be used to pay invoices incurred prior to the Assistance Agreement's full execution. In-kind personnel services performed prior to the Assistance Agreement's full execution may NOT be used to meet the cost share requirement.** The Grantee may not obligate funds beyond the contract ending date.

9. Program Audit Requirements

Grant programs are subject to audit by the Ohio Department of Natural Resources. Audits assure funds are properly accounted for and grant programs are completed in accordance with the *Assistance Agreement*. The recipients agree in writing to the following as conditions of receiving and retaining a grant (Please refer to *Exhibit F - Assistance Agreement* for the complete terms and conditions):

- A. **Create a separate account or account-coding system** in order that grant expenditures are readily identifiable and auditable. The system must provide a timely and accurate record of transactions and should produce reports that show fund balances of each of the five categories of *Exhibit B - Estimated Budget* of the application.
- B. **Establish an accounting procedure that will satisfy state audit requirements.** Grant recipients may have an opportunity to discuss grant audit requirements with an ODNR auditor at a required Grant Administrator's Meeting. (See #13, *Required Training*, page 7, for more information regarding this required meeting.)
- C. **Make expenditures from the account exclusively** for the items for which the grant was received and retain all applicable receipts and supporting documents such as contracts for services, invoices, mileage reports, etc. **Keep all documents for the lifespan of equipment (5-10 years).** Personnel time sheets are required for both paid staff and/or volunteers if personnel time is being used as cost share or paid with grant funds. Use the *Report of Actual Hours Worked* (DNR 8331-B) found in the *Reports* section of this packet or another documentation system acceptable to the ODNR Internal Auditor.
- D. **Maintain a current *Equipment Inventory Sheet* (DNR 8333) of all equipment purchased or donated for use in the grant program for the agreed upon "life span" of the equipment.** Pre-owned equipment used as a cost share match must also be included on the *Equipment Inventory Sheet*. The required life span is 10 years for boats motors, and trailers and five years for all other equipment items. All equipment that does not have a serial number needs to be assigned a number by the grant recipient. If equipment does not have a HIN, this needs assigned by ODNR. The *Equipment Inventory Sheet* may be found in the *Reports* section.

10. Budget Revision Requests (*prior approval required*)

Once the grant *Assistance Agreement* has been signed, a written request and written permission are required to alter by more than ten percent (10%) spending by category. The categories are found in *Exhibit B - Estimated Budget* (DNR 8277-B) of the application. To submit a written request, use the *Budget Revision Request* (DNR 8341) found in the *Miscellaneous Forms* section. Instructions will be provided to grant recipients when requesting budget revisions. Contact the Education Grant Administrator for more information.

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11. Program Fees and Income

Charging course fees to participants is encouraged to ensure availability of funding for ongoing costs such as proper maintenance, replacement and care of boating equipment, storage fees, required insurance costs, and to replace any consumable materials (books, handouts, etc.). A goal of the grant program is for each funded program to become self-sustaining. Thus, course fees should be collected and dedicated to the continued funding of expenses such as those mentioned above. **Not allowed to rent out boats.**

12. Program Responsibilities (*prior approval required*)

Successful grant applications will receive funding for **approved** items for the conduct of **approved** activities. The *Assistance Agreement* will be based on any final revisions or amendments to the submitted *Application for Assistance* and *Exhibits A-E*. Should changes affecting the approved program activities be necessary after the *Assistance Agreement* has been executed, the grantee must request prior approval of changes in writing. This includes any changes to the program activities as described and approved in *Exhibit A – Program Description* (DNR 8277-A).

The Department of Natural Resources reserves the right to request a full refund for any program that cannot be initiated or completed within the grant period.

13. Required Training

Program planning should include careful consideration of personnel training needs. The Department of Natural Resources requires that all grant recipients send the appropriate personnel to one or more of various training sessions. Training costs and related travel expenses are an allowable use of approved grant funds. Applicants are strongly encouraged to determine training needs well in advance and include the expense in the grant application. The grant program period should be planned so as to encompass the dates of any training for which funding is requested. Applicants that request no funding for training will be responsible for any costs incurred by attending required training.

Depending on the type of boating education services to be offered under the approved grant, the Department of Natural Resources may require successful completion of additional training sessions and/or proof of instructor certifications. Examples of required certifications include: Instructor Certification for the Ohio Boating Education Course (OBEC); Instructor Qualifications required by the applying agency (i.e., USPS instructors, USCG Auxiliary instructors, BSA lakefront directors, ACA camp counselors, etc.); Instructor Certification for on-water skill development classes (i.e., canoeing, sailing, personal watercraft, or other); training to work with persons with disabilities; and others as determined by the nature of the proposed program.

Training Sessions Required of All Grantees

- **Grant Administrator’s Meeting (*Required*)**
A meeting for grant program administrators and bookkeepers will be held on Thursday, January 26, 2017 (9am-3pm) at the Ohio Department of Natural Resources, 2045 Morse Rd., Bldg. E-1, Columbus, Ohio 43229. All grant recipients are required to send a representative. A state auditor will be on hand to explain requirements and answer questions. Instructors and others involved with the program are welcome at this information-packed session.
- **Required Certifications**
Additional requirements determined by nature of proposed program. Contact the Department of Natural Resources for more specific information on additional required training and certifications prior to submitting your grant application. Obtain an instructor level certification from a nationally accredited organization before you teach boating courses. Certification course fees and related travel costs are allowable costs. Plan to schedule the actual certification course for a date after the grant begins in order to claim the course fees and related travel costs
- **Ohio Boating Education Course: NASBLA Approved Instructor Certification**
Grant recipients planning to teach the Ohio Boating Education Course (OBEC) must have

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instructors complete the OBEC Instructor Certification Program. Contact the Department of Natural Resources *now*, during the planning process, to request an *OBEC Instructor Applicant Packet*. There are minimum qualifications for instructor applicants and prerequisites that must be accomplished prior to enrolling in the OBEC Instructor Certification Course. The prerequisite portion of the certification is completion of the basic OBEC course. There is no cost to fulfill the remainder of the steps leading up to the actual Instructor Certification Program. The timetable for OBEC certification suggests that potential grant recipients should begin this process as soon as possible to ensure completion in time to carry out the proposed grant program. However, plan to schedule the actual certification course for a date after the grant begins in order to claim course fee and any related travel costs. For additional information, download the packet from our website (watercraft.ohiodnr.gov/instructors). OBEC Instructor trainings are held at ODNR; 2045 Morse Rd, Bldg. E-1; Columbus, Ohio 43229

OBEC Instructor Certification Course Dates (subject to change)

Contact Valerie Cox, valerie.cox@dnr.state.oh.us

Course #02-2015	Oct. 21-23, 2016	1pm on Oct. 21 to approx. 5pm on Oct. 23
Course #01-2016	Mar. 10-12, 2017	1pm on Mar. 10 to approx. 5pm on Mar. 12
Course #02-2016	Oct. 20-22, 2017	1pm on Oct. 20 to approx. 5pm on Oct. 22

- **NASBLA-approved Courses**

Instructors of the U.S. Power Squadrons and U.S. Coast Guard Auxiliary must meet the instructor training and certification requirements of their respective agency.

- **Small Craft Instructor Certification**

Any funded on-water skill development programs will be required to use certified instructors. Certifications required will vary based on the nature of the program and are determined by the Boating Education Manager. To discuss your program proposal and obtain a determination of certification requirements, contact the Boating Education Coordinator (Valerie Cox, 614-265-6652 or valerie.cox@dnr.state.oh.us).

- **Canoeing, Kayaking, Sailing and Power Boating**

Instructor certification courses are offered by several organizations. Contact the Boating Education Coordinator to determine which are acceptable for a specific proposed grant program. These include the ODNR Paddling Instructor Program, American Red Cross (ARC), American Canoe Association (ACA), American Sailing Association (ASA), U.S. Sailing Association (USSA), etc. Watercraft.ohiodnr.gov/coursesearch lists instructor courses we know about in Ohio. These include the following annual programs. Contact the organization directly for more information.

Ohio Department of Natural Resources

Powerboat Handling, Valerie Cox (614-265-6652)

Intro to Canoeing Instructor Certification, Craig Watson (614-265-6674)

Intro to Kayaking Instructor Certification, Craig Watson (614-265-6674)

Intro to Stand Up Paddle Board Instructor Certification, Craig Watson (614-265-6674)

Akron University, John MacDonald, 330-972-8028

ACA Level 1: Introduction to Kayaking Instructor Certification

ACA Adaptive Paddling Workshop for Instructors

Five Rivers Metroparks, Erik Dahlstrom, 937-567-4540

ACA Level 1: Introduction to Kayaking Instructor Certification Workshops

Cleveland Metroparks, Rachel Nagle, 216-341-1704

ACA Level 1: Introduction to Canoeing Instructor Certification Workshop

ACA Level 1: Introduction to Kayaking Instructor Certification Workshop

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Kent State University, 330-672-2803

ACA Level 1: Introduction to Kayaking Instructor Certification Workshop

Lake Metroparks, 440-256-2110

BoatUS Level I: Small Boat Sailing Instructor Course

Contact the following organizations directly for more information on their instructor certification programs, membership and course fees, and additional course schedules.

American Canoe Association www.americancanoe.org703-451-0141

American Sailing Association. asa.com310-822-7171

National Water safety Congress www.watersafetycongress.org440-209-9805

U.S. Sailing Association..... www.ussailing.org401-683-0800

(also for powerboating) www.uspowerboating.com

14. Reports

The *Year-End Report of Actual Expenditures* (DNR 8331), *Year-End Report of Program Activity* (DNR 8332), *Equipment Inventory Sheet* (DNR 8333) and a copy of the *Actual Hours Worked* reports are required annually for each calendar year of the grant program period. Submit reports to Craig Watson by the deadlines identified for the program.

If the program period is for one year, the final *Year-End Report of Actual Expenditures*, *Year-End Report of Program Activity*, *Equipment Inventory Sheet* and a copy of the *Actual Hours Worked* are due on or before November 1, 2017.

If the program period is for two years, the **annual** *Year-End Report of Actual Expenditures*, *Year-End Report of Program Activity*, *Equipment Inventory Sheet* and a copy of the *Actual Hours Worked* are due November 1, 2017, for the first year the grant is active; and a **final** *Year-End Report of Actual Expenditures*, *Year-End Report of Program Activity*, *Equipment Inventory Sheet* and a copy of the *Actual Hours Worked* are due November 1, 2017. The final reports will include all expenditures and all activities for the entire grant period. Blank report forms are supplied in the Reports section and on the Division of Parks and Watercraft website. **Do not use previous year report forms.**

NOTE TO PREVIOUS GRANT RECIPIENTS: All previous grants, including the above- mentioned reports, must be completed prior to November 1, 2017, in order to be eligible to receive further funding under this program. Ohio law does not permit overlapping program periods.

15. Grant Assistance Agreement (Contract)

All grant recipients must enter into a signed, contractual grant agreement with the Ohio Department of Natural Resources. Carefully review the full terms and conditions as found in *Exhibit F - Assistance Agreement* (DNR 8278) in the Required Documents section.

Obtain the support of your organization before proceeding. Before entering into the formal agreement, political subdivisions must pass a resolution or ordinance and non-profit organizations must sign a letter of commitment. See *Exhibit G - Documentation of Agency Commitment* for more information.

In summary, the grant recipient agrees:

- A. To use the grant funds and organization cost share only for items as defined by the approved/revised application. Unused and/or unmatched grant funds must be returned to the Department of Natural Resources at the end of the program period;
- B. To maintain expense documents, time sheets, payroll information, volunteer time records, and other documents as necessary to establish an audit track detailing the use of state grant funds and cost share contributions, and to **keep all documents for the lifespan of equipment;**
- C. To comply with Ohio Equal Employment Opportunity and Hiring Practices;
- D. To administer and implement the program in compliance with Chapters 1547 and 1548 of the

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- Ohio Revised Code (Watercraft Laws), plus any special conditions set forth in the agreement; E. To submit the required reports and paperwork prior to or no later than ending contract date;
- E. To agree to additional appropriate measures based specifically on the type of project approved;
- F. To attend required training and maintain current instructor certifications as determined by the Department of Natural Resources for the duration of the program period;
- G. All equipment remains the property of the state throughout its agreed upon life span within the terms stated in the grant agreement (See #17 *Equipment: Ownership, Replacement and Reclaim Rights*). This includes pre-owned equipment used as a cost share match.

16. Printed and Audio-Visual Materials

The state requires prior approval from the ODNR Boating Education Section for all scripts, text content, artwork, personnel, etc., for all printed or video items, computer generated audio-visuals and any other services directly funded through the grant program. This includes flyers, advertisements, billboards, exhibits, etc. Please allow time for approval. The state reserves the right to use artwork, computer programs, videos, films, photographs, texts, or other materials developed in association with the grant.

All printing, artwork, video, films, signs, etc., developed under the grant program must bear the Department of Natural Resources logo and the statement: "**Funded through a grant from the Ohio Department of Natural Resources.**" Camera-ready or digital artwork will be supplied for this purpose upon request.

17. Equipment: Ownership, Replacement and Reclaim Rights

NOTE: Include quotes for items that are \$300 or more per item. Attach to Exhibit B. All equipment purchased with grant funds remains the property of the state for a time period not to exceed the reasonable life expectancy of the equipment. The required life span is ten years for boats, motors and trailers and five years for all other equipment items. (See *Exhibit C – Equipment Life Span*). Equipment will remain in the care of the grant recipient as long as it remains dedicated to the continuing program of safe boating education. Should equipment be lost, stolen, or destroyed during its agreed-upon life span, the state reserves the right to seek replacement or reimbursement for the current market value of the property. Any lost, stolen or destroyed items need to be reported to the Department of Natural Resources immediately. The Department will need to approve your replacement items prior to purchase. **Insurance coverage is mandatory on equipment purchased with grant funds.** If necessary, please include the cost for insurance coverage in your estimated budget request. *****The grantee is responsible for any payment of deductible insurance charges.**

Cost Shared Equipment is jointly owned between the state and the grantee based on the percentage of cost share. (Example: for a 75% state/25% applicant cost share equipment purchase, the state will own 75% of the item for the duration of its life span. If, however, the grantee's cost share is non-cash in-kind contributions, then the state owns 100% of the equipment that was paid for fully with grant funds.) Should the approved program cease to exist, notify Craig Watson immediately. The state may reclaim the equipment **or** may negotiate a reimbursement settlement allowing the property to remain with the grantee for use in a boating program. All items listed as cost share need reported on the Equipment Inventory Sheet. **NOTE: Applicants should avoid using pre-owned equipment as a cost share due to the fact that a percentage of ownership of that equipment will become property of the state.**

All equipment costing \$50 or more purchased through the grant **must be permanently marked** with the following statement: "**Funded through a grant from the Ohio Department of Natural Resources.**" Decals for equipment are supplied by Craig Watson (614-265-6674, craig.watson@dnr.state.oh.us).

All equipment purchased in full or in part with grant funds must be dedicated to an ongoing program of boating safety for the agreed-upon life span of the equipment (*Exhibit C – Equipment Life Span*). The life span of the equipment is usually much longer than the program period. During this extended period, no change of ownership or use other than the approved program may be made without written consent of the

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Department of Natural Resources. A written inventory of all grant program equipment must be maintained by the grantee. All equipment that does not have a serial number **must be assigned a number by the GRANTEE**. If a boat is purchased without a HIN, obtain a HIN from Department of Natural Resources. See the *Equipment Inventory Sheet* (DNR 8333) found in the Reports section.

18. Costs: Allowable and Not Allowed

Allowable Costs: Costs, in-kind and actual, are limited to reasonable market rates. When purchasing items with grant funds, please check various Ohio vendors to receive the best competitive rate. Costs allowed for the education grant include, but are not limited to:

- A. Personnel salaries: **Permitted in-kind cost share ONLY as LIMITED below.**
Only staff hours spent in direct course instruction, curriculum development, project planning and/or logistical coordination or support may be claimed. ***Time must be properly documented*** or logged even if services are volunteer hours counted toward in-kind cost share. There is no limit for the amount of personnel salaries used for in-kind cost share contributions.
- B. Personnel fringe benefits: **Permitted as in-kind cost share expense ONLY.**
Includes fringe benefits such as hospitalization, medical, unemployment compensation, retirement and all other reasonable employee benefits. Worker's compensation insurance is permitted as in-kind cost share expense only.
- C. Training costs: Registration fees, training expenses and travel costs for required training, certifications, conferences, workshops, etc. need to adhere to State of Ohio travel guidelines if your organization does not have their own pre-established travel rules. We fund new memberships, not renewals.
- D. Advertising: Funding for advertising will be limited to \$1,000 per grant cycle.
- E. Supplies, textbooks, instructional materials, training aids, etc.
- F. Videos, films, movies, programs, etc. (purchase or rental costs)
- G. Printed and promotional materials or services: Printing, photocopying, artwork, writing, postage, related supplies, etc. (See #16 *Printed and Audio-Visual Materials*)
- H. Photography and video production: Film, processing, printing, mounting, video, editing, etc. (See #16 *Printed and Audio-Visual Materials*)
- I. Audio-visual equipment: LCD projectors, TV monitors, etc., and related accessories (cables, projector bulbs, etc.)
- J. Watercraft (purchase or rental costs) and related equipment and accessories: Powerboats, sailboats, canoes/kayaks, motors, fuel cans, paddles, etc.
- K. Trailers for boats or other equipment (purchase or rental costs)
- L. Safety equipment: PFDs, distress signals, throw bags, etc. (for outfitting boats or classroom use)
- M. Maintenance supplies and spare parts for upkeep of boats, motors, trailers and other equipment
- N. Maintenance and repair services for boats, motors, equipment trailers or other equipment
- O. Watercraft registration - if necessary (trailer or vehicle registration is not allowable)
- P. Fuel for boats
- Q. Storage fees for boats and equipment
- R. Insurance on boats and equipment (Note: Insurance coverage is mandatory on equipment)
- S. Dock rental

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- T. Computers, computer software and related computer equipment and accessories are allowable expenditures, but must meet all guidelines in the grant program.

Computer Hardware, Software and Software Services Policy

Education grant recipients and personnel shall not use, or allow to be used, computer hardware, software, or software services purchased by the grant for reasons unrelated to the grant. Computer hardware, software, and software services are an asset and intended to be a resource utilized by grant recipients and personnel only in performing duties related to the approved program. This includes the proper licensing and distribution of software and software services and the associated protection of these resources from unauthorized use or access.

The use of software and software services that have been improperly duplicated and distributed is a violation of federal copyright laws. Grant recipients and personnel shall not violate or knowingly permit the violation of federal copyright law in the use of software, hardware or software services.

The education grant recipient and personnel must be aware that he/she will be held accountable for any unauthorized use, distribution and/or duplication of the owner's software and/or software services.

Costs Not Allowed: Use of grant funds and/or approval of cost share funds are not permitted for the following items. This is a limited, non-exclusive listing. Additional items may be identified based on the project application.

- AA. Rental or purchase of, or site improvements to, office space, buildings, land, etc. Purchase of or site improvements to docks, marinas, launch ramps, etc. (Dock rental is permitted)
- BB. Utilities (includes cell phones) or maintenance of office space, buildings, boating facilities, etc.
- CC. Maintenance of vehicles other than boats, boat engines and boat trailers
- DD. Purchase of automobiles, trucks, vans, etc.
- EE. License plates for automobiles, trucks, vans, trailers, etc.
- FF. Services contributed by any Department of Natural Resources employee, on duty or off
- GG. Entertainment costs, alcoholic beverages, tips, etc.
- HH. Firearms (except U.S. Coast Guard approved visual distress signaling devices)
- II. Schemes and games of chance (such as raffles and giveaways) which are in violation of Chapter 2915 of the Ohio Revised Code
- JJ. Renewal of memberships (For example, ACA, NSBC, etc.)

19. In-Kind Contributions

In-kind contributions for services and equipment may be accepted provided they are allowable cost items as listed above. Each item must be listed and approved in *Exhibit B - Estimated Budget* (DNR 8277-B). Items that would not normally be funded through this boating safety education grant program cannot be used as in-kind contributions except for personnel salaries (if paid) and fringe benefits or the fair market value of volunteer personnel hours. Unless otherwise justified, the value of volunteer personnel hours is established at **\$22.06**. Personnel hours (both paid and volunteer) must be actually worked within the program period to be eligible.

Personnel time sheets are required for both paid staff and/or volunteers if personnel time is being used as in-kind cost share or paid with grant funds. Use the *Report of Actual Hours Worked* (DNR 8331-B) found in the *Reports section* or another documentation system acceptable to the ODNR Internal Auditor.

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Personnel hours (both paid and volunteer) must be actually worked within the program period to be eligible.

NOTE: Wearing life jackets properly is MANDATORY for instructors and participants for all on-the-water programs and activities that are funded by this grant.

20. Loaning of Equipment

You may only loan equipment to organizations that meet these qualifications:

- A. Are eligible to apply for this grant.
- B. Follow all guidelines in this guideline book, Assistance Agreement and all information given at the Education grant administrator's meeting and the workshop.
- C. Have certified instructors.
- D. Sign an Equipment Loan Agreement with your agency.
- E. Have insurance to replace/repair any equipment borrowed.
- F. Replace any equipment that has been damaged.
- G. Have an approved curriculum.

****You may charge a maintenance fee -- not a rental fee -- when you loan this equipment. That fee is required to go back into your boating program only.****

21. Termination of Your Boating Program

You are required to notify the Education Grant Administrator **immediately** if you decide to terminate your boating program during the life span of your equipment.

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Required Documents Checklist

NOTE: This checklist is provided for your convenience. The use of this form is *optional*. When a signature is required, it must be an original signature.

- [] 2017 Application for Assistance (Cover sheet), page 2-1, completed in detail.
- [] 2017 Program Description (Exhibit A), pages 2-2 through 2-6, completed in detail.
- [] 2017 Estimated Budget (Exhibit B), pages 2-7 through 2-12, completed in detail and signed. **Attach required quotes** for Cat II, III and IV. **Original signature only.**
- [] 2017 Equipment Life Span sheet (Exhibit C), page 2-13, completed in detail.
- [] Exhibit D – Two forms, see page 2-14 for instructions. **Original signature only:**
Request for Taxpayer Identification Number and Certification -- IRS form W-9
Supplier Information Form (OBM 5657)
- [] Current documentation of non-profit status (Exhibit E), page 2-15. Documented proof of the IRS designation of 501(c) 3 tax filing status for your organization.
- [] **Mailed to ODNR:** 2017 Application for Assistance, Program Description (Exhibit A), Estimated Budget (Exhibit B) and required quotes, Life Span Sheet (Exhibit C), IRS form W-9 and Supplier Information Form (Exhibit D), and documentation of non-profit status (Exhibit E)
Postmarked by November 1, 2016 **Mailed** Date: _____

- [] **Received from ODNR:** Grant approval letter, original Application for Assistance, Program Description (Exhibit A), Estimated Budget (Exhibit B) and **two copies** of Assistance Agreements (Exhibit F) **Received** Date: _____
- [] **Created and passed** Ordinance/Resolution OR developed a Notarized Letter of Commitment (Exhibit G) information on page 3-7 Date: _____
- [] **Completed and signed two original** 2017 Boating Safety Education Grant Assistance Agreements (Exhibit F). **Original signatures.** Date: _____
- [] **Initialed each change and re-signed** all -- Application for Assistance, Program Description (Exhibit A) and Estimated Budget (Exhibit B) Date: _____
- [] **Attached original** Ordinance/Resolution or Notarized letter of Commitment (Exhibit G) to the **two original** Boating Safety Education Grant Assistance Agreements (Exhibit F)
- [] **Mailed to ODNR *within 60 days of receipt*:** Original Application for Assistance, Program Description (Exhibit A), Estimated Budget (Exhibit B), two original 2017 Safety Education Grant Assistance Agreements (Exhibit F), and Ordinance/Resolution or Notarized letter of Commitment (Exhibit G) mailed to ODNR **Mailed** Date: _____
- [] **Mailed** (If you choose Direct Deposit) Authorization Agreement for Direct Deposit of State Warrant form to Shared Services and ODNR **Mailed** Date: _____
- [] **Received** grant funds and the fully executed Assistance Agreement from ODNR **Received** Date: _____
- [] **Completed and mailed** 2017 Year-End Report of Program Activity, Year-End Actual Expenditure Report, Equipment Inventory Sheet and copy of time sheets to ODNR
Postmarked by November 1, 2017 **Mailed** Date: _____

The Grant Paperwork Process and Time Line

1. **Application for Assistance, Exhibits A-E and quotes:** Applications must be postmarked on or before November 1, 2016. The application must be entirely complete and received with all required attachments and **original signatures** or it will be subject to disqualification. Utilize the *Required Documents Checklist* included in this packet to ensure the application is complete. **Incomplete applications are INELIGIBLE.**
2. **Review and Approval:** Applications will compete against other applications based on the stated goals and priorities of the Department of Natural Resources. When the review and approval process is complete, applicants will be notified by mail of the status of their applications. It is **estimated** that approval and regret letters will be mailed in the month of January.
3. **Receipt of Approval:** An approval letter, the original application (*Application for Assistance* and *Exhibits A and B*) and two *Assistance Agreements* (Exhibit F) will be sent to the applicant. Eligible applicant needs to initial all changes on *Exhibits A and B* and sign *Exhibit B. Application for Assistance* and *Exhibits A and B* must be submitted with *Exhibits F and G*.
4. **Assistance Agreement (Exhibit F):** **The two Assistance Agreements - Exhibit F** must be signed and returned to the Department of Natural Resources within 60 days. Money will be available upon the full execution of the agreement by the Grantee and the Ohio Department of Natural Resources. Estimated time for the contracts to be fully executed is February/early March. The time line for this step is largely dependent on the applicant obtaining the appropriate signatures. *Exhibit G* must be submitted along with *Exhibit F*.
Assistance Agreements must be postmarked prior to May 25. The state's fiscal year ends June 30 and it takes 30 days to process grant funds.
NOTE: No stamped, electronic, or copied signatures are acceptable on the agreement form. **SEND ORIGINAL SIGNATURES ONLY. The person(s) authorized through the ordinance, resolution, or notarized letter of commitment must be the official(s) signing the agreement.**
5. **Ordinance/Resolution -or- Notarized Letter of Commitment (Exhibit G):** The passage of an ordinance or resolution for a political subdivision, or a notarized letter of commitment for non-profit organizations, authorizing the agency to enter into agreement with ODNR, is required. This ordinance, resolution or notarized letter of commitment is part of the *Assistance Agreement* and must be submitted along with it. The time line for this step is completely dependent on the applicant. You will want to get this on the organization's calendar as quickly as possible especially if your committee only meets once a month.
6. **Payment:** A warrant (check) will be ordered for the approved grant amount and mailed to the authorized applicant as quickly as possible after the *Assistance Agreement* is fully executed. You may choose to have grant funds directly deposited into your dedicated account. Please complete and submit the *Authorization Agreement for Direct Deposit (OBM 4310)* form directly to Shared Services and ODNR. Most current form is found on the [Ohio Shared Services Supplier Operations website](#). Grant monies are to be used only during the program period specified in the *Assistance Agreement*. The "best case scenario" of receipt of payment is early/mid-February.
7. **Annual Year-End Report of Program Activity:** An annual *Year-End Report of Program Activity* (DNR 8332) is due by November 1 for **each year** the *Assistance Agreement* is in existence. If the program is only for one year, then a *Final Year-End Report of Program Activity* is all that is needed.
8. **Final Year-End Report of Program Activity:** A final *Year-End Report of Program Activity* (DNR 8332) is due November 1. The final reports will include all activities for the entire grant period.

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9. **Annual Year-End Report of Actual Expenditures:** An annual *Year-End Report of Actual Expenditures* (DNR 8331) is due by November 1 for **each year** the *Assistance Agreement* is in existence. If the program is only for one year, then a final *Year-End Report of Actual Expenditures* is all that is needed.
10. **Final Year-End Report of Actual Expenditures:** A final *Year-End Report of Actual Expenditures* (DNR 8331) is due November 1. The final reports will include all expenditures for the entire grant period. We will audit the reports and invoice you for any unused monies that need reimbursed. Make checks payable to ODNR Division of Parks & Watercraft. Grants may be audited at any time during the life span of equipment.
11. **Equipment Inventory Sheet:** This is different than the Life Span sheet submitted with the application. An equipment inventory sheet is due by November 1 for each year the grant is in existence. A written inventory of all grant program equipment, including in-kind equipment, (see *#19 In-Kind Contributions*, page 12) must be maintained for the agreed-upon lifespan of the equipment. Use the *Equipment Inventory Sheet* (DNR 8333) found in the Reports section or another documentation system acceptable to the ODNR Internal Auditor. The required life span is ten years for boats, motors and trailers and five years for all other equipment items.
12. **Report of Actual Hours Worked:** Personnel time sheets are required for both paid staff and/or volunteers if personnel time is being used as in-kind cost share. Use the *Report of Actual Hours Worked* (DNR 8331-B) form found in the Miscellaneous Forms section or another documentation system acceptable to the ODNR Internal Auditor. All hours being used as in-kind cost share must be documented for audit purposes. Personnel hours (both paid and volunteer) must be actually worked within the program period to be eligible. Includes dates, times, employee/volunteer signature and supervisor's signature etc.
13. **Forms:** Required forms may be found on watercraft.ohiodnr.gov/grants or on the Ohio Shared Services Supplier Operations website. You also may contact the Grants Coordinator, Mickey Nygaard, at 614-265-6416 or mickey.nygaard@dnr.state.oh.us.
14. **Grant Closeout:** A grant is only considered closed out after all of the reports have been submitted, then reviewed and approved by the Department of Natural Resources and any reimbursable monies have been received and deposited by the Department of Natural Resources. After the approval process, a close out letter will be sent to your agency. All previous grants need to be closed out by November 1, 2016, in order to be eligible to receive funding under this program.

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Application and Exhibits A - E

Application for Assistance DNR 8277 2-1

Exhibit A - Program Description DNR 8277-A 2-2

Exhibit B - Estimated Budget DNR 8277-B 2-7

Exhibit C - Equipment Life Span DNR 8277-C..... 2-13

Exhibit D - Request for Taxpayer Identification (IRS Form W-9)
and Supplier Information Form (OBM 5657) 2-14

Exhibit E - Documentation of Non-Profit Status 2-15

Application for Assistance

1. Program Title:		*Grant #:	17-
2. Agency Name:		3. County:	
4. Estimated Program Period			
Approximate Beginning Date:		Ending Date:	November 1, 20 __
5. Cost Share/In Kind:	\$	*Revised Amount:	\$
6. Grant Amount Requested:	\$	*Revised Amount:	\$
7. Total Program Amount: <small>(Line 5 must be at least 25% of Line 7)</small>	\$	*Revised Amount:	\$
8. Check One:	<input type="checkbox"/> Political Subdivision		
	<input type="checkbox"/> Non-Profit Organization (Proof of I.R.S. tax filing status must be attached)		
9. Federal Tax ID #:			
10. DUNS#:		11. Current Registration with SAM	_____
12. Applicant and Contact Information			
Eligible Applicant-Head of Agency <small>(signature authority)</small>		Designated Program Contact Person	
Name:		Name:	
Title:		Title:	
Agency:		Agency:	
Address:		Address:	
Phone:		Phone:	
Fax:		Fax:	
E-Mail:		E-Mail:	
*Shaded boxes for ODNR use only			

Program Description – Exhibit A

The questions below are designed to acquaint ODNR’s grant evaluation team with your program proposal. Be concise, but complete. **Expand the tables as needed** to fill in specific information for your project. Please restate the questions if using additional sheets. Place “NA” when the requested information is not applicable to your proposed program.

1. Program Description

a. Describe your program in detail. Include your program goals, objectives, action steps, target audience, number of students, etc. Explain how your program meets our priorities/initiatives.

b. Courses: Complete chart(s) below and **attach a copy of course outline(s)**. Only include actual hours of course -- not planning, prep time etc.

*If you will be teaching **NASBLA Approved course(s)**, all following information is required. List each course separately, even if it is the same course name but a different starting date.

Are you currently teaching NASBLA Approved courses? ___ Yes ___ No

Total number of NASBLA approved courses offered within grant period: _____

Course Name List each scheduled course	Course Start Date mm/dd/yyyy	Total Hours of course	County where course is taught

If you will be teaching **Skill Development course(s)**, all following information is required. List each course separately, **even if it is the same course name but a different starting date**.

Are you currently teaching Skill Development courses? ___ Yes ___ No

Total number of Skill Development courses offered within grant period: _____

Course Name List each scheduled course	Course Start Date mm/dd/yyyy	Total Hours of course	County where course is taught	Certified?
				___ Yes

If you will be teaching **Advanced Classroom courses**, (eg. Navigation) all following information is required. List each course separately, **even if it is the same course name but a different starting date**.

Are you currently teaching **Advanced Classroom course(s)**? Yes No

Total number of Advanced Classroom courses offered within grant period: _____

Course Name <small>List each scheduled course</small>	Course Start Date <small>mm/dd/yyyy</small>	Total Hours of course	County where course is taught	Certified?
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes

Who will be teaching or presenting the program? Identify the program director(s) and/or instructor(s) and list their qualifications and certifications. (Attach copies of certifications). If they are not currently certified, please identify your instructor certification plan. If not currently hired, list the position of the person obtaining certification and the certification plan.

Program Director/Instructors <small>List all</small>	Instructor Certifications OR Instructor Certification Plan

c. Campaigns: Identify each campaign, its message, the promotional time period of the campaign (not planning or development time) etc. (For example, Wear-It Ohio) **Does not apply to this project**

Number of Types: _____ Approximate Grand Total/Costs: _____
 Total No. of campaigns: _____

For each Campaign item: Type: A=Activity, I=Interview, F=Flyers, P=Publications, PO=Posters, PR=Promotions, PT=Print, E=Electronic, T=TV

Type	Description/ Message	Dates/Duration	County/Market	Quantity/ Exposures	Estimated Total Cost

d. **Media Advertising Plan**-(For all other programs, courses etc. NOT Campaigns). Identify the media plan, listing each proposed media to be contacted, time frame of coverage, and number of advisories, releases, announcements, etc.

Number of Printed		Number of Electronic		Number of TV	
Number of Radio		Number of Interviews		Total Exposures	

For each occurrence/exposure: TYPE of medium-P=Print, R=Radio, E=Electronic, I=Interview, T=TV
 Include information for F=Flyers, PR=Promotions, PO=Posters

Type	Description of Message	Date(s)/ Duration	County/Market	Number of Exposures	Cost	Net Value

e. Describe the total project impact.

- How will you measure your project’s success?

- Will this program increase your current number of courses? ___Yes ___No If so, by how many?

- Is the program open to the general public? ___Yes ___No

- Approximately how many people will experience being in a boat?

- Approximately how many students are you expecting to teach?

- How many people will be exposed to the program's information annually?

- Will your campaign increase the amount of boating safety information currently being dispersed?
 ___Yes ___No If so, explain how.

f. What geographic area will the project impact? List counties and include a map if necessary.

What similar services or programs available in this area? (Do not include services offered by ODNR.)

- g. To assure your success, present a timeline by month for completion of each stage of the project.

Month/Year	Stage Completed

- h. Identify the use of potential partner organizations. Partnerships can help you achieve your goals and increase your chances of success. Such partners can include manufacturers, retailers, marine dealers, boating clubs, etc. if they are actually involved with your program. (Do not include vendors just because you plan to purchase or have already purchased items from.)

- i. Provide any additional information regarding this project you believe is important.

2. Estimated Budget:

Complete column 1 and column 2 of all applicable sections of the attached *Estimated Budget (Exhibit B)*. Specifically articulate items. **Attach required quotes.** (Do not attain quotes that are much higher than what you are planning to spend. This is an unfair practice to other grant applicants and to the whole grant program). Also complete the following.

- a. Summarize your grant budget. What will be paid for using grant funds?

- b. Based on a 12-month year, which months will the equipment purchased with grant funding be used? Is equipment that is needed on a limited-time basis available on loan? Please explain. Will the equipment be loaned to other organizations or utilized as a part of another program? If so, identify the program, agency(s) and type of use.

- c. Provide a **detailed**, long-range plan of how, where, and when the equipment will be **stored, secured, maintained, replaced** etc. Explain how all equipment will be **insured** and the **type of insurance**. Plan should include differences in summer months versus fall, winter and spring (if differences occur). Plan should extend through **entire lifespan** of equipment.

- d. Will you charge a fee for the project services and/or materials? How much? What expenses will this income cover?

- e. How will this project continue without additional grant funding? What additional fees (camp fees, tuition, and or membership) must a student pay to be able to benefit from this project?

- f. Indicate any additional information regarding the project budget you feel we should know.

- g. Provide the Facebook page address and/or twitter account handle for this project.

Estimated Budget - Exhibit B

Agency: _____ Project Title: _____

I. Personnel and Related Costs

See limitations as described in *Guidelines items 18-A and 18-B.*

Staff Position & Hourly Rate (List each separately)	Column 1 Cost Share/ In-Kind	Approved Cost Share ODNR USE ONLY	Column 2 Grant Funds Requested *	Approved Grant Funds ODNR USE ONLY
1.	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
11.	\$	\$	\$	\$
12.	\$	\$	\$	\$
13.	\$	\$	\$	\$
14. Worker's Compensation Insurance	\$	\$	In-Kind Only	\$
15. Fringe Benefits	\$	\$	In-Kind Only	\$
Personnel and Related Costs Sub-Totals, Category I	\$	\$	\$	\$

* Use of grant funds for salaries may be limited and may not exceed 25% of the total funding request.

II. Boating Equipment and Associated Costs

Examples: Boats, Motors, Life Jackets, Dock Rental, Equipment Maintenance, Insurance, etc. **Attach quotes for all items \$300.00 or more per item (includes rented items, Insurance etc.).**

Item/Quantity	Column 1 Cost Share/ In-Kind	Approved Cost Share ODNR USE ONLY	Column 2 Grant Funds Requested *	Approved Grant Funds ODNR USE ONLY
1.	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
11.	\$	\$	\$	\$
12.	\$	\$	\$	\$
13.	\$	\$	\$	\$
14.	\$	\$	\$	\$
15.	\$	\$	\$	\$
16.	\$	\$	\$	\$
17.	\$	\$	\$	\$
18.	\$	\$	\$	\$
Boating Equipment and Associated Costs Sub-Totals, Category II	\$	\$	\$	\$

III. Education Equipment (Non-Expendable)

Examples: Projectors, Projector Accessories, Videos, Films, Audio-Visuals, Teaching Aids, etc. Be specific.

Attach quotes for all items \$300 or more per item (purchased or rented).

Item/quantity	Column 1 Cost Share/ In-Kind	Approved Cost Share ODNR USE ONLY	Column 2 Grant Funds Requested *	Approved Grant Funds ODNR USE ONLY
1.	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
11.	\$	\$	\$	\$
12.	\$	\$	\$	\$
13.	\$	\$	\$	\$
14.	\$	\$	\$	\$
15.	\$	\$	\$	\$
16.	\$	\$	\$	\$
17.	\$	\$	\$	\$
18.	\$	\$	\$	\$
Education Equipment (Non-Expendable) Sub-Totals, Category III	\$	\$	\$	\$

IV. Supplies (Expendable Materials)

Examples: Classroom Supplies, Education Materials, Film & Processing, Printing & Copying, Advertising, Promotional Materials, etc. Be specific. **Attach quotes for advertising that exceeds \$1,000. Also attach quotes for all items \$300 or more per item (includes rented items etc.).**

Item/quantity	Column 1 Cost Share/ In-Kind	Approved Cost Share ODNR USE ONLY	Column 2 Grant Funds Requested *	Approved Grant Funds ODNR USE ONLY
1.	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
11.	\$	\$	\$	\$
12.	\$	\$	\$	\$
13.	\$	\$	\$	\$
14.	\$	\$	\$	\$
15.	\$	\$	\$	\$
16.	\$	\$	\$	\$
17.	\$	\$	\$	\$
18.	\$	\$	\$	\$
Supplies (Expendable Materials) Sub-Totals, Category IV	\$	\$	\$	\$

V. Training and Other Costs

Examples: Fees & Travel Expenses for Training. If you do not have travel guidelines for your organization, you need to use the State guidelines from OBM.

Item/quantity	Column 1 Cost Share/ In-Kind	Approved Cost Share ODNR USE ONLY	Column 2 Grant Funds Requested *	Approved Grant Funds ODNR USE ONLY
1. Grant Administrator's Meeting (Attendance Required)	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
11.	\$	\$	\$	\$
12.	\$	\$	\$	\$
13.	\$	\$	\$	\$
14.	\$	\$	\$	\$
15.	\$	\$	\$	\$
16.	\$	\$	\$	\$
17.	\$	\$	\$	\$
18.	\$	\$	\$	\$
Training and Other Costs Sub-Totals, Category V	\$	\$	\$	\$

Totals Sheet
Category Sub-Totals

Category	Column 1 Cost Share/ In-Kind	Approved Cost Share ODNR USE ONLY	Column 2 Grant Funds Requested *	Approved Grant Funds ODNR USE ONLY
I. Personnel and Related Costs	\$	\$	\$	\$
II. Boating Equipment and Associated Costs	\$	\$	\$	\$
III. Education Equipment (Non-Expendable)	\$	\$	\$	\$
IV. Supplies (Expendable Materials)	\$	\$	\$	\$
V. Training and Other Costs	\$	\$	\$	\$
TOTALS	\$	\$	\$	\$

Grand Totals

Funding Source	As Submitted By Applicant	Amounts Approved by ODNR	ODNR USE ONLY
Cost Share/In-Kind Contribution	\$	\$	\$
Grant Funding Amount Requested	\$	\$	\$
Total Project/Program Amount	\$	\$	\$

NOTE: Wearing life jackets properly is MANDATORY for all on-the-water programs and activities that are funded by this grant.

Application Signature

I have reviewed and approved this Application for Assistance (cover letter and Exhibits A-E).

 Name (printed or typed) of official submitting application

 Title or Position

 Signature of Agency Head with signature authority

 Date

Exhibit D
Request for Taxpayer Identification Number & Certification
and Supplier Information Form

1. Complete the *Request for Taxpayer Identification Number and Certification* (IRS Form W-9) and attach it to your application. Most current form is found on the [Ohio Shared Services website](#).

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE FILLING IN THE W-9.

- We are not able to accept a W-9 with correction fluid or tape on it.
 - Use only Blue ink or type information on W-9.
 - Don't put information in "Name" box. Only complete "Business Name" box.
 - Complete the rest of form.
 - Agency head with signature authority needs to sign the form.
 - Include your telephone number on top right hand corner of form.
2. Complete the *Supplier Information Form* (OBM 5657) and attach it to your **application**. Most current form is found on the [Ohio Shared Services website](#) (ohiosharedservices.ohio.gov > Supplier Operations > Forms).

The State of Ohio accounting system (OAKS) is updated and purged often, therefore it is necessary to complete and submit all of these forms with your *Application for Assistance* even if you have previously received a grant from us.

Label these forms Exhibit D.

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program**

Documentation of Non-Profit Status - Exhibit E

For non-profit organizations only! Attach documented proof of the IRS designation of 501(c) 3 tax filing status for your organization. Organizations without 501(c) 3 status are not eligible for the Boating Safety Education Grant Program. Applications without acceptable documentation of 501(c) 3 status attached must be disqualified. Label the attachment Exhibit E. For example, attach a copy of your **current** "Recognition of Exemption." This is from the IRS, not the state of Ohio.

Contact Grants Coordinator Mickey Nygaard (614-265-6416 or mickey.nygaard@dnr.state.oh.us) to obtain additional information regarding acceptable documentation of 501(c) 3 status.

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program**

**Required Documents - Exhibits F and G
(After application is approved)**

About the Assistance Agreement – Exhibit F 3-1
Sample Assistance Agreement 3-2
Documentation of Agency Commitment – Exhibit G 3-6

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program**

About the Assistance Agreement – Exhibit F

The following is a **sample** of the Boating Safety Education Grant Program *Assistance Agreement-Exhibit F* (DNR 8278) that will be mailed to you for final signatures. You will receive 2 originals of the *Assistance Agreement* along with the notification of grant funding approval.

The approval may include revisions to the application proposal as submitted, thus both copies of the *Assistance Agreement* must be signed only after receiving and agreeing to any revisions made to the proposal by ODNR.

Submit both originals of *Exhibit F* (with initialed and re-signed original *Cover sheet, Exhibit A, Exhibit B, and Exhibit G*) to:

2017 Boating Safety Education Grant
Attn: Craig Watson, Education Grant Administrator
Ohio Department of Natural Resources
2045 Morse Road, Building C-2
Columbus, Ohio 43229-6693

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program**

SAMPLE Assistance Agreement Grant #: 17-_____

1. This Agreement is made by and between the state of Ohio (hereinafter called the **STATE**), acting by and through the Ohio Department of Natural Resources, Division of Parks and Watercraft, and _____ (hereinafter called the **GRANTEE**).
2. The purpose of this Agreement is to establish or participate in a boating safety education program for the purpose of educating and assisting the boating public as set forth in Section 1547.68 of the Ohio Revised Code (hereinafter called the **PROGRAM**). A description of the **PROGRAM** is contained in the *Application For Assistance Exhibit A* (DNR 8277-A).
3. The **GRANTEE** has established a budget for the above-described **PROGRAM**, which budget is attached hereto as *Estimated Budget Exhibit B* (DNR 8277-B). The details specified in the *Estimated Budget Exhibit B*, as adjusted and approved by the **STATE**, shall be binding in regard to expenditures under this Agreement. Any changes in expenditures exceeding ten percent (10%) of the resulting budget amount in any major category (*I. Personnel and Related Costs; II. Boating Equipment and Associated Costs; III. Education Equipment (Non- Expendable); IV. Supplies (Expendable Materials); V. Training and Other Costs*) require the written approval of the Chief of the Division of Parks and Watercraft.
4. All non-expendable boating and education equipment purchased with Boating Safety Education Grant monies must have a mutually agreed-upon life span. This mutually agreed upon life span must be listed on *Equipment Life Span Exhibit C* (DNR 8277-C) and must be attached to the Boating Safety Education Grant application. These equipment items remain the property of the **STATE** for a time period not to exceed the reasonable life expectancy of the equipment as outlined on *Equipment Life Span Exhibit C*. Any equipment purchased must be dedicated to a continuing program of boating safety education and will remain in the care of the **GRANTEE**. During this life span, the **GRANTEE** shall not sell, change or alter the intended use of this equipment. Should any equipment purchased with Boating Safety Education Grant monies for this **PROGRAM** be lost, stolen, damaged, or destroyed during its agreed upon life span (*Exhibit C*), the **GRANTEE** shall be responsible for its replacement.
5. Political Subdivisions must attach an approved ordinance or resolution, *Exhibit G*, officially stating the organization's willingness to enter into agreement with the Division of Parks and Watercraft for the project. Non-Political Subdivisions must attach a notarized letter of commitment, *Exhibit G*, officially stating the organization's willingness to enter into agreement with ODNR for the project.
6. The estimated cost of the **PROGRAM** is \$_____ as outlined in *Exhibit B*. The **STATE** agrees to pay \$_____ and the **GRANTEE** agrees to pay the remainder. Any amount exceeding the estimated budget as outlined in *Exhibit B* will be the responsibility of the **GRANTEE**. In no case shall the **STATE'S** share exceed \$_____. No grant funds will be available from the state after June 30, 2017. Obligations of the **STATE** are subject to the provisions of Section 126.07 of the Ohio Revised Code.
7. The **GRANTEE** agrees to establish an account or group of accounts and/or account coding system in order that expenditures pertaining to the boating safety education **PROGRAM** activities may be readily identifiable and auditable. The **STATE** reserves the right to audit the account or group of accounts both during and after completion of the **PROGRAM**. The accounting system must provide a timely and accurate record of transactions. The system should produce reports that show fund receipts and disbursements, the expended and unexpended balance of each category item, and the total unexpended balance. All supporting documents such as contracts for services, invoices, personnel time sheets, and mileage reports must be retained.
8. Funds for the **STATE'S** obligation for this **PROGRAM** shall be released to the **GRANTEE** after the execution of an Agreement between the **STATE** and the **GRANTEE**. No money will be made available prior to the full execution of this Agreement. The **GRANTEE** shall not make expenditures for items

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program**

pertaining to this education grant, either with grant money or cost share funds, until notified by the **STATE** to proceed. The **STATE** shall not be responsible for any cost incurred by the **GRANTEE** prior to the **GRANTEE** being notified in writing to proceed.

9. The **STATE** requires approval of all scripts, personnel, and all other program or project related parameters. In addition, the **STATE** may use all artwork, photography, texts, or other materials and ideas developed in association with the grant.
10. All non-expendable equipment items and printed materials purchased directly with grant moneys must be permanently marked with the following (or words to the same effect): "Funded through a grant from the Ohio Department of Natural Resources, Division of Parks and Watercraft."
11. Insurance coverage on equipment purchased through this grant is **mandatory**. All non-expendable equipment items must be insured for their replacement value for the life span of the equipment as outlined in *Exhibit C*. The **STATE** must be notified by the **GRANTEE** in writing 60 days prior to the termination of any coverage. Equipment that has been stolen or lost must be reported to the Division of Parks and Watercraft immediately and replaced with prior approval from the **STATE**.
12. The **GRANTEE** agrees to submit a complete and accurate accounting of expenditures and activities under this Agreement to the Division of Parks and Watercraft within 30 days after completion of the boating safety education **PROGRAM**. Should the contract be of longer than one year in duration, the **GRANTEE** agrees to submit a year-end expenditure and activity report for each year the contract is in effect. If any portion of the grant, as above specified, remains unexpended at the completion of the **PROGRAM**, or if an audit discloses an unauthorized expenditure of **STATE** funds, said balance shall be returned by the **GRANTEE** to the **STATE** for redeposit in the Waterways Safety Fund immediately upon receipt of invoice from the **STATE**.
13. Termination of the **PROGRAM** before its completion as originally proposed by the **GRANTEE** entitles the **STATE** to reimbursement of the **STATE** contribution at a prorated amount for non-expendable boating equipment and supplies purchased under this Agreement. This prorated amount depends on the duration of the **PROGRAM** as outlined in *Exhibit A* and the life span of the equipment as outlined in *Exhibit C*. This shall include the return to the **STATE** of any boats and equipment not being used in an ongoing boating safety education program.
14. The parties hereto agree that in the event the **STATE**, acting through the Chief of the Division of Parks and Watercraft, determines that the **GRANTEE** has failed to comply with any terms and conditions of the Agreement, the **STATE** may at such time terminate this Agreement by sending written notice of such termination and the reasons therefore to the **GRANTEE**. Upon such termination, the **GRANTEE** shall immediately return to the **STATE** any and all moneys contributed by the **STATE** under the terms of this Agreement which have not as of the date of the termination been legitimately expended by the **GRANTEE**. If at any time, the **STATE** determines that the **GRANTEE** has made fraudulent expenditures with **PROGRAM** funds, the **STATE** reserves the right to demand and receive full repayment of the entire grant amount awarded to the **GRANTEE**.
15. In performance of this contract, the **GRANTEE** agrees as follows:
 - A. The **GRANTEE** shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, age, military status, disability, national origin or ancestry. The **GRANTEE** shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, age, military status, disability, national origin or ancestry. Such action shall include, but is not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, including apprenticeship. The **GRANTEE** agrees to post in conspicuous places, available to employees and applicants for

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program**

employment, notices to be provided by the **STATE** setting forth the provisions of this nondiscrimination clause.

- B. The **GRANTEE** shall, in all solicitations or advertisements for employees placed by or on behalf of the **GRANTEE**, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, military status, disability, national origin or ancestry.
- C. No personnel of the **GRANTEE** who exercises any functions or responsibilities in connection with the review or approval of the undertaking or carrying out any such work, shall prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge or fulfillment of their functions or responsibilities with respect to the carrying out of said work. Any such person, who prior to the execution of the Agreement acquires any such incompatible or conflicting personal interest, or after the effective date of this Agreement voluntarily or involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose their interest to the **STATE** in writing. Thereafter, they shall not participate in any action affecting the work under this Agreement unless the **STATE** shall determine that in the light of the personal interest disclosed, their participation in any such action would not be contrary to the public interest.
- D. The **GRANTEE** will attempt to purchase services from minority-owned field service agencies and other companies whenever possible. The **GRANTEE** will attempt to procure necessary materials from minority-owned businesses whenever possible.
- E. The **GRANTEE** agrees that they will fully cooperate with the State Equal Opportunity Coordinator, with any official or agency of the State or Federal Government which seeks to eliminate unlawful employment discrimination, and with all other State and Federal efforts to assure equal employment practices under this Agreement, and said **GRANTEE** shall comply promptly with all requests and directions from the state of Ohio or any of its officials and agencies in this regard, both before and during performance.
- F. Pursuant to federal guidelines issued under the authority of Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, and Department of Interior Regulations as set out in 43 CFR 17, Subpart B, the **GRANTEE** agrees that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination under any program or activity funded through this Agreement.

In the event of the **GRANTEE'S** noncompliance with the nondiscrimination clauses of this contract, this contract may be canceled, terminated, or suspended in whole or in part and the **GRANTEE** may be ineligible for further state contracts, and other such sanctions may be imposed and remedies instituted as otherwise provided by law.

- G. **GRANTEE** affirmatively represents and warrants to the **STATE** that it is not subject to a finding for recovery under R.C. 9.24, or that it has taken appropriate remedial steps required under R.C. 9.24, or otherwise qualifies under that section. **GRANTEE** agrees that if this representation and warranty is deemed to be false, the Agreement shall be void *ab initio* as between the parties to this Agreement, and any funds paid by **STATE** hereunder shall be immediately repaid to the **STATE**, or an action for recovery may be immediately commenced by the **STATE** for recovery of said funds.
16. To the extent permitted by law, the **GRANTEE** shall indemnify, protect and save harmless the **STATE**, its agents, and employees from any and against any and all claims, actions, damages, liability, and expense in connection with and arising from activities associated with this Agreement.

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program**

17. This Agreement incorporates the provisions of the Boating Safety Education Grant Guidelines and Application as if fully set forth herein.
18. Ethics. The **GRANTEE**, by signature on this document, certifies that it: (i) has reviewed and understands the Ohio ethics and conflict of interest laws as found in Ohio Revised Code Chapter 102 and in Ohio Revised Code Sections 2921.42 and 2921.43, and (ii) will take no action inconsistent with those laws. The **GRANTEE** understands that failure to comply with Ohio's ethics and conflict of interest laws is, in itself, grounds for termination of this Agreement and may result in the loss of other contracts or grants with the State of Ohio.
19. **GRANTEE** hereby certifies that all applicable parties listed in Division (I) (3) or (J) (3) of O.R.C. Section 3517.13 are in full compliance with Division (I) (1) and (J) (1) of O.R.C. Section 3517.13. The **GRANTEE** affirms that, as applicable to it, no party listed in Division (I) or (J) of Section 3517.13 of the Ohio Revised Code or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling an excess of \$1,000.00 to the Governor or to his campaign committees.
20. This Agreement shall be in effect starting from the date of execution by the Director of the Ohio Department of Natural Resources or designee (indicated below), and shall concern only expenditures made from this day and year to the program period ending date, November 01, 20____.

In witness whereof, the said parties have herewith set their hands and seals as of the day and year first above written.

For the Grantee:

For the State of Ohio by the Department of Natural Resources, Division of Parks and Watercraft:

Agency

Chief, Division of Parks and Watercraft

Street Address

As designee for

James Zehringer

Director, Ohio Department of Natural Resources

City, State, Zip

Name (Print)

Date

Title

Signature

Date

Documentation of Agency Commitment - Exhibit G

Ordinance/Resolution -or- Notarized Letter of Commitment (Exhibit G) - The passage of an ordinance or resolution for a political subdivision, or a notarized letter of commitment for non-profit organizations, authorizing the agency to enter into agreement with the Division of Parks and Watercraft is required. This ordinance, resolution or notarized letter of commitment is part of *Exhibit F - Assistance Agreement* and must be submitted along with it. Include date of resolution, your organization's name, Division of Parks and Watercraft, amount that you were awarded, cost share that your organization is putting towards this agreement, grand total of grant and signed by person with signature authority, etc.

Obtain documentation of agency/organization commitment and attach to *Assistance Agreement* (See *Assistance Agreement, Paragraph 5*).

(Label attachment as Exhibit G)

Political Subdivisions only

Political subdivisions must attach an *Approved Ordinance* or *Resolution* authorizing the political subdivision to enter into agreement with ODNR for the project.

(Label attachment as Exhibit G)

Non-Profit Organizations only

Non-profit organizations must attach item 1 below plus have available item 2.

(Label attachment as Exhibit G)

- ____ 1) Notarized letter of commitment stating the organization's willingness to enter into agreement with the Division of Parks and Watercraft and abide by the grant guidelines.
- ____ 2) Copy of the organization's constitution and bylaws (on file with the applicant) for review if requested by the ODNR, auditor, or representative

Submit *Exhibit G* (with two signed originals of *Exhibit F* and initialed and re-signed original *Cover Sheet, Exhibit A, and Exhibit B*) to:

2017 Boating Safety Education Grant
Attn: Craig Watson, Education Grant Administrator
Ohio Department of Natural Resources
2045 Morse Road, Building C-2
Columbus, Ohio 43229-6693

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program**

Reports

Year-end Report of Actual Expenditures DNR 8331 (6 pages)
Report of Actual Hours Worked DNR 8331-B (1 page)
Year-end Report of Program Activity DNR 8332 (5 pages)
Equipment Inventory Sheet..... DNR 8333 (1 page)

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program**

Year-end Report of Actual Expenditures
 ___Final ___Annual

Agency: _____ Project Title: _____ Grant #: _____ Date: _____

I. Personnel and Related Costs

Staff Position List each name separately; Include # of hours and hourly rate	Actual Grantee In-Kind Contribution	Actual Cash Expenditure of Grant Funds**	Total Cost	ODNR Use Only
1.	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
11.	\$	\$	\$	\$
12.	\$	\$	\$	\$
13.	\$	\$	\$	\$
14. Worker's Compensation Insurance	\$	In-Kind Only	\$	\$
15. Fringe Benefits	\$	In-Kind Only	\$	\$
I. Personnel and Related Costs Sub-Totals	\$	\$	\$	\$

** Limitations apply to use of grant funds for personnel salaries. Use of grant funds for salaries may not exceed 25% of the grand total of grant fund expenditures.

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program
Year-end Report of Actual Expenditures**

II. Boating Equipment and Associated Costs ___ **Final** ___ **Annual**

Item List items separately	Actual Grantee In-Kind Contribution	Actual Cash Expenditure of Grant Funds**	Total Cost	ODNR Use Only
1.	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
11.	\$	\$	\$	\$
12.	\$	\$	\$	\$
13.	\$	\$	\$	\$
14.	\$	\$	\$	\$
15.	\$	\$	\$	\$
16.	\$	\$	\$	\$
17.	\$	\$	\$	\$
18.	\$	\$	\$	\$
19.	\$	\$	\$	\$
20.	\$	\$	\$	\$
II. Boating Equipment and Assoc. Costs Sub-Totals	\$	\$	\$	\$

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program
Year-end Report of Actual Expenditures**

III. Education Equipment (Non-expendable)

___ **Final** ___ **Annual**

Item List items separately	Actual Grantee In-Kind Contribution	Actual Cash Expenditure of Grant Funds**	Total Cost	ODNR Use Only
1.	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
11.	\$	\$	\$	\$
12.	\$	\$	\$	\$
13.	\$	\$	\$	\$
14.	\$	\$	\$	\$
15.	\$	\$	\$	\$
16.	\$	\$	\$	\$
17.	\$	\$	\$	\$
18.	\$	\$	\$	\$
19.	\$	\$	\$	\$
20.	\$	\$	\$	\$
III. Education Equip. (Non-expendable) Sub-Totals	\$	\$	\$	\$

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program
Year-end Report of Actual Expenditures**

IV. Supplies (Expendable Materials)

___ **Final** ___ **Annual**

Item List items separately	Actual Grantee In-Kind Contribution	Actual Cash Expenditure of Grant Funds**	Total Cost	ODNR Use Only
1.	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
11.	\$	\$	\$	\$
12.	\$	\$	\$	\$
13.	\$	\$	\$	\$
14.	\$	\$	\$	\$
15.	\$	\$	\$	\$
16.	\$	\$	\$	\$
17.	\$	\$	\$	\$
18.	\$	\$	\$	\$
19.	\$	\$	\$	\$
20.	\$	\$	\$	\$
IV. Supplies (Expendable Materials) Sub-Totals	\$	\$	\$	\$

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program
Year-end Report of Actual Expenditures**

V. Training and Other Costs

___ **Final** ___ **Annual**

Item List items separately	Actual Grantee In-Kind Contribution	Actual Cash Expenditure of Grant Funds**	Total Cost	ODNR Use Only
1.	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
11.	\$	\$	\$	\$
12.	\$	\$	\$	\$
13.	\$	\$	\$	\$
14.	\$	\$	\$	\$
15.	\$	\$	\$	\$
16.	\$	\$	\$	\$
17.	\$	\$	\$	\$
18.	\$	\$	\$	\$
19.	\$	\$	\$	\$
20.	\$	\$	\$	\$
V. Training and Other Costs Sub-Totals	\$	\$	\$	\$

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program
Year-end Report of Actual Expenditures**

Totals Category Sub-Totals of Actual Expenditures

Category Subtotals	Actual Grantee In-Kind Contribution	Actual Cash Expenditure of Grant Funds**	Total Cost	ODNR Use Only
I. Personnel and Related Costs	\$	\$	\$	\$
II. Boating Equipment and Assoc. Costs	\$	\$	\$	\$
III. Education Equipment (Non- expendable)	\$	\$	\$	\$
IV. Supplies (Expendable Materials)	\$	\$	\$	\$
V. Training and Other Costs	\$	\$	\$	\$
Grand Total	\$	\$	\$	\$

	Actual Grantee In-Kind	Actual Grant Funds	ODNR Use Only
Approved Grant amounts (from approved application)	\$	\$	\$
Actual Expenditures (from Grand Totals in above chart)	\$	\$	\$
Refund Due to State (if applicable)	\$	\$	\$
Grand Total	\$	\$	\$

Name (printed or typed) of official submitting Year –End Reports

Title or Position

Signature of Agency head with signature authority

Date

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program**

Year-end Report of Program Activity

___ Final ___ Annual

Agency: _____ **Grant #:** _____

Project Title: _____ **Grant Period:** __/__/__ to __/__/__

Fill in the appropriate sections of this report according to your project. If a section does not apply to your project, check the "Does not apply to this project" line. Expand tables as needed, or add extra sheets if necessary. For definitions within each category, see "Definitions" on the last two pages.

NASBLA-Approved Courses _____ **Does not apply to this project**

Number of Courses Offered: _____ Total Number of Persons Attended: _____
 Number of Courses Taught: _____ Total Number Certificates Issued: _____
 Total # of Personnel Hours: _____

List each course separately. Include all courses, even if they were cancelled.

Course Name	Date(s) mm/dd/yy	County & Location	# Persons	# Certs	# Course Hours	# Instructors Per Course

Skill Development Courses: _____ **Does not apply to this project**

Number of Courses Offered: _____ Total # of Urban Outreach courses: _____
 Number of Courses Taught: _____ Total Number of Persons Attended: _____
 Total # of Personnel Hours: _____ Total Number Certificates Issued: _____

List each course separately. Include all courses, even if they were cancelled.

Course Name	Date(s) mm/dd/yy	County & Location	# Persons	# Certs	# Course Hours	# Instructors Per Course

Advanced Classroom Courses _____ **Does not apply to this project**

Number of Courses Offered: _____ Total Number of Persons Attended: _____
 Number of Courses Taught: _____ Total Number Certificates Issued: _____
 Total # of Personnel Hours: _____

List each course separately. Include all courses, even if they were cancelled.

Course Name	Date(s) mm/dd/yy	County & Location	# Persons	# Certs	# Course Hours	# Instructors Per Course

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Boating Presentations

___ Does not apply to this project

Number of Presentations Offered: _____

Total Number of Personnel Hours: _____

Number of Presentations: _____

Total Number of Persons Attended: _____

List each presentation separately:

Description	Date(s) mm/dd/yy	County & Location	# Persons	# Hours

Events/Exhibits /Boat Shows

___ Does not apply to this project

Number of Events: _____

Total Hours: _____

Number of Contacts: _____

Total Attendance: _____

Personnel Hours: _____

For each event/exhibit/display:

Name	Date(s) mm/dd/yy	County & Location	# Hours	# Contacts

Boating Festivals

___ Does not apply to this project

Number of Festivals: _____

Total Hours: _____

Number of Contacts: _____

Name of Event: _____

Personnel Hours: _____

Number of Persons in Boats: _____

For each festival:

Type of boat	Date(s) mm/dd/yy	County & Location	# Hours	# Persons per boat type

Boating Education Training Received

___ Does not apply to this project

Name of Training	# Hours of Training	Names of People Trained	County	Location

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Publications/Flyers/Promotions/Posters/Campaigns

___ Does not apply to this project

Number of Types: _____

Grand Total/Costs: _____

Total Quantity: _____

For each Type: PB=Publication, F=Flyer, P=Promotion, C=Campaign, PO=Posters, O=Other

Type	Name and Description/Message	Date(s)/ Duration	County Market Area	Quantity	Cost Per Item	Total Cost

Media & Advertising

___ Does not apply to this project

Number of Printed: _____

Number of Interviews: _____

Number of Electronic: _____

Total Exposures: _____

For each occurrence/exposure Type: E=Electronic, I=Interviews, PR= Newspaper/Magazines, R=Radio ads, T=TV ads

Type/ Medium	Description/Message	Date(s)/ Duration	County Market Area	Exposures	Cost	Net Value

Did your grant meet the goals and objectives as described in your grant application? If yes, describe how? If not, what was the cause and how could it be avoided in the future?

Describe any problems encountered and suggest how these problems were/will be overcome.

Additional Comments:

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DEFINITIONS

... **NASBLA-Approved Courses:** Classroom, eg. OBEC, Boat Smart, ABC Course etc.

... **Skill Development Courses:** On-the-water, eg. Canoeing, Sailing, PWC, Kayaking, Motorboating, etc.

... **Advanced Classroom Courses:** Classroom, eg. Navigation, GPS, etc.

Personnel Hours: Total number of hours spent instructing courses.

Date(s) mm/dd/yyyy: List beginning and ending dates (unless specified).

County, Location: Separate courses by county and location. List every course taught.

#Persons: Number of persons (students) in course.

#Certs: Number of certificates issued for course completion.

#Hours: Number of hours instructing each course.

#Instructors: Include number of instructors at each course

... **Boating Presentations:** eg. PFD program to school groups, Coastie, etc.

Number of Presentations: Total number of times presented.

Personnel Hours: Total number of hours spent presenting.

Total Number of Persons Attended: Estimate total attendance for all programs/presentations.

Description: Give name of speaking topic and a brief description of the venue.

County, Location: See definition in Course section above.

Hours: Number of hours spent presenting for each course.

... **Events/Exhibits/Boat Shows**

Number of Events/Shows: Total number of events or exhibits, manned or unmanned.

Total Hours: Total number of hours that exhibits were accessible whether manned or unmanned.

Number of Contacts: Total approximate number of personal contacts (i.e., answering a boating question, handing out a brochure or promotional item, etc.).

Total Attendance: Total general attendance for all show/event(s).

Personnel Hours: Total number of hours that personnel attended the booth/display/exhibit.

Name: Name of event or show, and name of exhibit if more than one exhibit was displayed per event.

Date(s) mm/dd/yyyy: List beginning and ending dates.

County, Location: See definition in Course section above.

Hours: Number of hours that event or exhibit was accessible whether booth/display/exhibit was manned or unmanned.

... **Boating Festivals**

Total Hours: Total number of hours that festival was accessible.

Number of Contacts: Total approximate number of personal contacts (i.e., answering a boating question, handing out a brochure or promotional item, etc.).

Number of Persons in Boats: Total number of persons that were in a boat (i.e., skill development, boat rides etc.). Do not include personnel.

Type of Boats: List type of boat: motorboat, pontoon, canoe, kayak, PWC, sail boat, other.

of persons: Number of persons that were in each type of boat.

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... Boating Education Training Received

Type of Training: Name of course or skill learned and agency providing training.

Hours of Training: Total number of hours devoted to receiving training.

County, Location: County and location where training was received.

... Publications/Flyers/Promotions/Posters/Campaigns

Number of Types: Count each item requiring different artwork as one type.

Total Cost: Total amount of money expended on all items.

Total Quantity: Total number of items.

Name: Name and description of publication, flyer, poster, or type of promotional item.

Description/Message: Name of campaign and message. Publication, flyer message.

County, Market: Where item was distributed.

Quantity: Number of this item/publication that was purchased.

Cost Per Item: Per piece cost of item/publication.

... Media & Advertising

Number of Printed: Number of advertisements, billboards, news releases, articles, radio ads and TV ads. For ads, count one for each different layout requiring different artwork. Count each billboard as one. For news releases, count the number of releases sent.

Number of Interviews: Number of times you were interviewed by media (e.g., radio, television, magazine or newspaper). Do not count interviews written within articles that you initiated.

Number of Electronic: Number of spots created for radio or television, number of news releases sent electronically, number of ads displayed on Internet.

Total Exposures: Total number of times pieces were exposed to public, i.e., circulation of newspaper multiplied by number of times an ad or article was printed, number of times a clip was played multiplied by audience for each. For billboards, estimate traffic for duration of billboard. Estimates of exposure should be available from the medium where space was purchased; if you do not receive a report of when your spot or ad was displayed or printed, ask the station, newspaper, or advertising company for audience or traffic estimates.

Type/Medium: Name each different type or piece of advertising or medium.

Description/Message: Name of Campaign and Message. Publication, flyer message.

Date(s)/Duration: Date printed or aired. Also include size of printed ad, length of TV or radio spot, square inches of article space etc.

County Market Area: List counties affected by this media or advertising.

Exposures: Exposure for each type of media or ad. (See definition of "Total Exposures" above.)

Cost: Your cost for paid advertising.

Net Value: Total value of advertising. Occasionally stations/newspapers/advertisers will donate extra play time or print area.

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Miscellaneous Forms

Budget Revision RequestDNR 8341 (1 page)

SAMPLE Budget Revision Request

Modification to Assistance AgreementDNR 8274 (1 page)

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program**

Budget Revision Request

Grant #: _____ **Agency:** _____ **Project Title:** _____

Name: _____ **Phone:** _____ **Fax:** _____

List each requested revision separately that would change any category by 10% or more.

Move Money From-(Category & Line Item)			Move Money To-(Category & Line Item)		
Category #	Line Item	Amount	Category #	Line Item	Amount
		\$			\$
Reason:					
		\$			\$
Reason:					
		\$			\$
Reason:					
		\$			\$
Reason:					
		\$			\$
Reason:					

Original Totals		Revised Totals	
On Estimated Budget - Exhibit B: Approved Grant Funds			
Category	Amount	Category	Amount
Original Total - Category I	\$	Revised Total - Category I	\$
Original Total - Category II	\$	Revised Total - Category II	\$
Original Total - Category III	\$	Revised Total - Category III	\$
Original Total - Category IV	\$	Revised Total - Category IV	\$
Original Total - Category V	\$	Revised Total - Category V	\$
GRAND TOTAL	\$ **	GRAND TOTAL	\$ **

Signature: _____ **Date:** _____

ODNR USE ONLY			
Date Request Received	_____ Request Approves by Ed Grant Coordinator		_____ Request Denied by Ed Grant Coordinator
	_____ Request Approved by Ed Manager /Date		_____ Request Denied by Ed Manager/ Date
	_____ Request Approved by Chief /Date		_____ Request Denied by Chief/ Date
Reason(s):			

**Ohio Department of Natural Resources Division of Parks and Watercraft
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SAMPLE-Budget Revision Request

Grant #: 17-01 Agency: Boating Safety Education Project Title: BOATING SAFELY

Name: John Smith Phone No.: xxx-xxx-xxxx Fax No.: xxx-xxx-xxxx

List each requested revision separately that would change any category by 10% or more.

Move Money From-(Category & Line Item)			Move Money To-(Category & Line Item)		
Category #	Line Item	Amount	Category #	Line Item	Amount
II	1 - Canoes	\$450.00	II	2 - PFDs	\$450.00
Reason: Canoes were shipped at a lower price than quotes. Like to purchase 20 child PFDs					
III	6 - LCD Projector	\$ 50.00	II	2 - PFDs	\$ 50.00
Reason: Projector was purchased at a lower price than quoted. Like to purchase 20 child PFDs.					
III	6 - LCD Projector	\$200.00	IV	1 - Newspaper Ads	\$200.00
Reason: Projector was purchased at a lower price than quoted. More advertising of courses.					
		\$			\$
Reason:					
		\$			\$
Reason:					
		\$			\$
Reason:					

Original Totals		Revised Totals	
On Estimated Budget - Exhibit B: Approved Grant Funds			
Category	Amount	Category	Amount
Original Total - Category I	\$ 2,000.00	Revised Total - Category I	\$ 2,000.00
Original Total - Category II	\$ 4,000.00	Revised Total - Category II	\$ 4,050.00
Original Total - Category III	\$ 2,000.00	Revised Total - Category III	\$ 1,750.00
Original Total - Category IV	\$ 1,000.00	Revised Total - Category IV	\$ 1,200.00
Original Total - Category V	\$ 1,000.00	Revised Total - Category V	\$ 1,000.00
GRAND TOTAL	\$10,000.00**	GRAND TOTAL	\$10,000.00**

Signature: _____ Date: _____

ODNR USE ONLY		
Date Request Received	Request Approves by Ed Grant Coordinator	Request Denied by Ed Grant Coordinator
	Request Approved by Ed Manager /Date	Request Denied by Ed Manager/ Date
	Request Approved by Chief /Date	Request Denied by Chief/ Date
Reason(s):		

**Ohio Department of Natural Resources Division of Parks and Watercraft
2017 Boating Safety Education Grant Program**

Modification to Assistance Agreement

In consideration of the mutual benefits to be derived, the following modification shall be made to the contract of _____(enter Month, Day, Year) between the STATE (Department of Natural Resources Division of Parks and Watercraft) and GRANTEE _____(enter agency as stated on original agreement), Grant number _____.

Section Twenty (20) on Page Four (4) of the Assistance Agreement shall be deleted and replaced with the following language:

This agreement shall be in effect from the date of execution thereof, and shall concern expenditures made only during the program period running from _____(enter date) to _____(enter date).

By this modification, the termination date for the agreement is changed from _____(enter date) to _____(enter date).

All other terms and conditions of the agreement not modified herein remain in full force and effect.

In witness whereof, this modification and all duplicate copies are effective upon execution by all intended parties.

For the Grantee

Name (Print)

Title

Signature

Date

**For the State of Ohio by the Department of
Natural Resources Division of Parks and
Watercraft**

Chief, Division of Parks and Watercraft

As designee for:

James Zehringer

Director, Ohio Department of Natural Resources

Date