



Ohio Department of Natural Resources
Division of Watercraft



Recreation Marine Loan Program Introduction

Boating access is one of the primary issues among recreational boaters in Ohio. Well managed, designed and updated marinas are of utmost importance to the boating community. In response to this priority, the Ohio Department of Natural Resources Division of Watercraft has established the Recreation Marine Loan Program (RML Program).

How the RML Program Works

The Recreation Marine Loan Program provides recreation boating access for boaters at publicly accessible marinas. The program is a three-way partnership among the marina owner, the ODNR Division of Watercraft, and a private lending institution.

The marina owner uses the RML application to seek pre-approval for a project from the ODNR Division of Watercraft. Prior to endorsing a project, the Division of Watercraft reviews each application to see how each proposed project may benefit recreational boating in Ohio. Not all applications will be approved.

After receiving a Letter of Endorsement from the Division of Watercraft, the marina owner applies for a loan from an approved private lender. The Division of Watercraft works with the lending institution to determine an appropriate interest rate. Generally, the loan interest rate is determined by the current prime rate at the time of the loan “lock-in,” minus an appropriate number of points, based on the borrower’s credit rating and other potential risk factors. The Division of Watercraft places a linked deposit with the lending institution as an economic incentive to lower the interest rate on the loan, thereby easing the financial hardship of the marina owner.

The marina must meet annual performance indicators in order for the linked deposit to remain with the lending institution. These performance indicators insure the project is maintained and operated to acceptable standards. Failure to comply with the performance indicators could result in the termination of the linked deposit by the Division of Watercraft, which would in turn mean the loss of the lower interest rate to the borrower.

Eligible Projects

The program’s focus is on large capital projects such as transient or seasonal marina facilities where public municipalities and private organizations charge fees for public use of marina facilities.

Project amenities eligible for funding through the RML Program:

- Docks
 - Car/trailer parking and boating facility infrastructure
 - Breakwaters
 - “One-time” construction dredging
 - Riprap and erosion control
 - Marina utility infrastructure
 - Land acquisition
- (more)

ODNR Division of Watercraft

- Marina support facilities
- Engineering construction documents/specifications, permit applications, environmental/historical permits, construction cost estimates and construction administration

Project elements **NOT** eligible for the RML Program:

- Planning and feasibility studies
- Conceptual engineering and design
- Administrative fees, maintenance costs, ancillary costs such as attorney fees, etc.

Performance Indicators and Inspections

The annual performance indicators have been developed with the boater in mind. These indicators are addressed in an annual report prepared by the borrower and evaluated by the Division of Watercraft. The Division of Watercraft also makes annual inspections of each participating marina. The general performance indicators to maintain a “linked deposit status” include but may not be limited to the following requirements:

- All marina facilities must to be open and available to the public without club fees, initiation fees, or membership fees during the regular boating season.
- The marina must be open and operational from at least April 1 to October 31.
- The marina fulfills the annual requirements of the Marina Operations Report and Annual Inspection.
- The borrower’s loan status is in good standing with the lending institution.
- The facility and its owners/operators are not in violation of any federal, state, or local laws, rules or ordinances that might compromise the services to the recreational boating public.
- The facility is operated and maintained in an acceptable, responsible manner where recreational boating access is encouraged and has a direct positive effect on the recreational boating community.

Getting an RML Program Application

The Recreational Marine Loan Program Application for Endorsement is available on the Division of Watercraft web site (www.ohiodnr.com/watercraft/grant/). Contact us if you would like a hard copy of these guidelines and an application mailed to you. The application also can be sent via email or mailed on disk.

If you have any questions, you may contact Phil Miller at the Division of Watercraft, 2045 Morse Road, Columbus, Ohio 43229; Phone: 614-265-6497; Fax: 614-267-8883; Email: phil.miller@dnr.state.oh.us



Ohio Department of Natural Resources
Division of Watercraft



Recreational Marine Loan Program Application Guidelines

I. APPLICANT INFORMATION

Applicant Name: This is the legal name of the agency or marina owner that is applying for the grant. Please include the mailing address and additional contact information.

Federal Tax I.D.#: Required for all applicants.

Contact Person: Make sure the Contact Person listed is the agency's primary person who will coordinate the project with the Division of Watercraft. The Contact Person will be called upon to answer questions. Provide information for all required fields including an e-mail address.

II. EXISTING FACILITY INFORMATION

Facility Name: This is the name of the existing facility. Do not use the name of the business or company that owns, manages or represents the facility.

Body of Water: Include all bodies of water that the facility serves. For example, the facility could be on a river that connects Lake Erie. In this case, both the name of the river and the lake are required.

Total Surface Acres of Water: Can be estimated if the exact number of acres is unknown.
Additional information on acreage: www.ohiodnr.com/watercraft/boat/opfg.htm

Horsepower: Required field; should reflect the primary body of water served by the facility.
Additional information on horsepower: www.ohiodnr.com/watercraft/boat/opfg.htm

Latitude/Longitude: Required in Degrees, Minutes and Seconds. This information can be obtained using a Geographic Positioning System device commonly found in some larger recreational boats. The geographic center of the marina facility should be used for locating the facility when possible.

County: Name of the county where the facility is located.

Description of the Existing Site: Required. Attach additional information such as brochures, aerial photos, pictures or other descriptive media to identify and describe the facility.

District Numbers: Numbers of the actual political district numbers.
Additional information: www.legislature.state.oh.us/search.cfm or www.senate.gov/general/contact_information/senators_cfm.cfm?State=OH

Size of Existing Marina: Indicate the appropriate number of slips in the current marina.

Project Ownership: Indicate the current owner of the property and provide proof of ownership or lease.

Existing Marina Access: The facility MUST be open to the general public. If "No" is checked, the proposed project will not qualify for the Recreation Marine Loan Program. Compliance with the Americans with Disabilities Act it is not a requirement as an *existing* site feature, but improvements made to an existing facility MUST comply with ADA standards. If your facility

ODNR Division of Watercraft

does not currently meet ADA standards, a brief explanation of why can be provided in the application or on a separate sheet under “ADA explanation.”

Additional information: www.usdoj.gov/crt/ada/

“Estimated percent use of marina facility” identifies what types of boaters use the facility. This figure can be obtained by counting the actual number of slips, counting the number of registered watercraft that use the marina and then subtracting the total number of vessels that are *NOT* motorboats and sailboats used for *recreational purposes*. For example, a marina may have a total of 100 slips. Ninety (90) of those slips are used by powerboats and sailboats for recreational purposes. Five (5) of the slips are used for commercial fishing charter businesses, three (3) for marina boats and two (2) for small work boats.

In this case, the percentage use calculation would be:

$$100 \text{ (total number of slips)} - 10 \text{ (non recreational motorboats/sailboats)} = 90, \\ 90/100 = .90 \text{ or } 90\%$$

Existing Marina Revenue & Slip Fees: Use only profit from slips and moorage. Do not include profit from boat sales, repair, or other service/retail operations.

Average annual expenses are the costs directly related to the operation of the marina, including staff time, utilities, minor repairs and other costs incurred directly by marina operations.

Annual seasonal slip fees are the cost of renting or using a boat slip for an entire boating season multiplied by the total number of boats during a boating season. Fees may vary depending on size of boat, size of slip or other special promotions. A separate sheet explaining these fees may be needed.

Annual transient fees are determined by the total number of occasions, then multiplied by the cost per occasion. These fees may vary depending on size of slip or size of boat. Fees may vary depending on length of stay or other special promotions. A separate sheet explaining these fees may be needed.

Dry rack storage fees are the cost of renting or using a dry rack boat slip for an entire boating or storage season multiplied by the total number of boats. Fees may vary depending on size of boat, size of dry rack slip or other special promotions. A separate sheet explaining these fees may be needed.

The average annual occupancy is determined by multiplying the number of marina slips by the number of marina operating days to establish the total maximum occupancy level. Divide the actual number of daily lease occasions by the Maximum Occupancy Level to establish the Annual Occupancy Level. Example: Marina has 100 boat slips. The transient marina leases slips eight months out of the year for a total of 240 days.

Marina Business Plan: Enclose the business plan with the application. If a business plan does not exist, explain why in the space provided.

Marinas within a 10-mile radius: Identify the names of the closest public and private marinas that are within a 10-mile radius of the project. Identify if these marinas are seasonal or transient; their approximate distance from the project; the total number of slips; and whether these marinas are open to the public or if they are private (such as a yacht club, boat club, etc.).

III. EXISTING MARINA CONDITIONS

Identify the number and types of existing structures at the project, and check the appropriate box under condition. For example, if docks are in good condition, no repairs are needed. If docks are in average condition, repairs are may be needed but not immediately. If docks are in poor condition, repairs are needed immediately.

IV. PROPOSED PROJECT COMPONENTS

Project components are the specific number and types of improvements that are proposed for a given project. The project components are identified and generally described early in the planning phases and later refined in detail during the construction documentation phase. For this section, provide as much detailed information as possible. If efforts have not progressed past the planning stages, provide quantities and general estimates.

ADA Accessibility: Improvements made to an existing facility **MUST** comply with ADA standards.

Professional Engineer: The project and associated estimates should be (but are not required to be) endorsed by a Professional Engineer.

V. PROJECT NEED/FEASIBILITY STUDY

Identify specifically how the project meets the needs of the recreational boating community while addressing the likelihood of being profitable. The proposed project should complement the existing community; the feasibility study should illustrate these benefits. Describe and illustrate the site-specific suitability of the proposed project. If this information is included in the business plan, it does not have to be restated; make reference to the business plan or other study if appropriate.

VI. OPERATION AND MAINTENANCE

The operation and maintenance details for are needed to identify how the marina will operate and the associated costs of new or expanded operations. If this information is included in the business plan, it does not have to be restated; make reference to the business plan or other study if appropriate.

Completing an annual Operations and Maintenance Report and agreeing to an annual site visit are requirements of the Recreational Marine Loan Grant program.

VII. PREVIOUS STATE GRANTS OR WATERCRAFT LOANS

List all previous State grants or Watercraft loans obtained by the applicant. If none, leave this section blank.

VIII. APPLICATION CHECKLIST

The application checklist ensures that the applicant has provided all the pertinent information with the application.

IX. APPLICANT SIGNATURE

Appropriate signatures and other pertinent information are required for all applications. Applications without this information are considered incomplete and will not be processed.

SEND APPLICATIONS AND ALL REQUIRED ATTACHMENTS TO:

ATTN: Resource Planning Section
Ohio Department of Natural Resources
Division of Watercraft
2045 Morse Road, Building A-2
Columbus, Ohio 43229-6693

Applications are accepted year-round.



Ohio Department of Natural Resources
Division of Watercraft



**Recreation Marine Loan Program
Application for Endorsement**

Refer to Application Guidelines for instructions.

FOR OFFICE USE ONLY		
Fiscal Year: 2006	Date Received:	Loan Application Number:

I. APPLICANT INFORMATION

Applicant or Entity Name		Federal Tax I.D.#
Mailing Address		Phone
City	Zip Code	Fax
Contact Person		Mobile phone (not required)
E-mail		

II. EXISTING FACILITY INFORMATION

Facility Name		
Body of Water	Total acres of surface water	
	Horsepower	
Latitude (DDD:MM:SS)	Longitude (DDD:MM:SS)	County
N	W	
Description of Existing Site and/or Marina <i>(attach photos of existing facility to application)</i>		

District Numbers

US Congress State Senate State House County Commission

ODNR Division of Watercraft

Size of Existing Marina

- Small (1-49 slips)
 Medium (50 - 149 slips)
 Large (150 + slips)

Project Ownership

- Property Owned by Applicant *(need to show documentation of ownership)*
 Property Leased *(must have lease and show documentation)*

Number of years remaining in lease: _____

Name of owner: _____

Existing Marina Access

Is this facility open to the general public? Yes No

Is this facility ADA accessible? Yes No *(If no, please explain your answer in the space below)*

Estimated percent use of marina facility:

% Motorboats/Sailboats % Non-motor boats % Other

Existing Marina Revenue & Slip Fees

What is the marina's average annual gross profit?
(Do not include boat sales, boat repair, or other service/retail operations.)

\$

What are the marina's average annual expenses?

\$

Average annual marina net profit/loss

\$

What are the annual seasonal slip fees? *(attach separate sheet as needed)*

--

What are the transient moorage fees? *(attach separate sheet as needed)*

--

What are the dry rack storage fees? *(attach separate sheet as needed)*

--

What is the average annual occupancy level of the marina? *(Multiply the number of marina slips by the number of marina operating days to establish the maximum occupancy level. Divide the actual number of daily lease occasions by the Maximum Occupancy Level to establish the Annual Occupancy Level; see Application Guidelines for further assistance)*

%

Marina Business Plan

Is there a business plan for the marina? Yes *(please include with application)*

No *(please explain why below)*

ODNR Division of Watercraft

Marinas (public and private; seasonal and transient marinas) within a 10-mile radius

	Name of Facility	Seasonal	Transient	Distance (miles)	Total Slips	Open to Public?	
1.						<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.						<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.						<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.						<input type="checkbox"/> Yes	<input type="checkbox"/> No

III. EXISTING MARINA CONDITIONS

	Number	Type	Condition		
			Poor	Average	Good
Seasonal Slips		Floating? or Fixed?			
Transient Slips		Floating? or Fixed?			
	Length	Type	Poor	Average	Good
Marina Seawall (basin wall)		Stone? or Steel Sheet Pile?			
Marina Breakwall (exterior protection)		Stone? or Steel Sheet Pile?			

	Number of Spaces	Age of Structure	Condition		
			Poor	Average	Good
Dry rack storage					

	Yes	No	Age of Structure	Condition		
				Poor	Average	Good
Pump-out at facility?	<input type="checkbox"/>	<input type="checkbox"/>				
Restrooms at facility?	<input type="checkbox"/>	<input type="checkbox"/>				
Showers at facility?	<input type="checkbox"/>	<input type="checkbox"/>				
Harbormaster building?	<input type="checkbox"/>	<input type="checkbox"/>				

VI. OPERATION AND MAINTENANCE

A. Explain your ability to maintain the project once complete (e.g., staffing level, maintenance plans, safety and security, and any historical evidence of maintaining and/or performing site inspections of similar or existing areas.) If necessary, attach additional sheets titled "IV. OPERATION AND MAINTENANCE" or provide a separate maintenance report utilized within the marina's current operations.

B. Are you willing to complete the Operations and Maintenance Report and submit the report to Watercraft by November 1 each year?

	Yes		No
--	-----	--	----

C. Are you willing to undergo annual inspections by the Division of Watercraft as part of the Annual Report?

	Yes		No
--	-----	--	----

VII. PREVIOUS STATE GRANTS OR WATERCRAFT LOANS

List all previous grants or linked deposit from the Department of Natural Resources that have been awarded to this applicant:

Year	Project or Grant Name	Grant Amount

VIII. APPLICATION CHECKLIST

- 1. A letter by the governing body, or board members, approving the project.
- 2. Boundary map of the project area. Applicant must provide a description and layout of the project's boundaries, displaying known easements and legally sufficient to identify the project area.
- 3. Site control documentation (e.g., deed, lease, results of title search, etc.) for the project site.
- 4. Existing condition photographs sufficient to depict the physical characteristics of the project area
- 5. Engineering cost estimate
- 6. Schematic design/engineering plans
- 7. One (1) original application with all attachments
- 8. Two (2) copies of application and attachments
- 9. Feasibility Study

IX. APPLICANT SIGNATURE

Application is hereby made for the activities described herein. I certify that I am familiar with the information contained in the application, and, to the best of my knowledge and belief, this information is true, complete, and accurate. I further certify that I possess the authority including the necessary requisite property interests to undertake the proposed activities.

I also certify that the applicant's governing body is aware of and has authorized the Project Manager as the official representative of the Applicant to act in connection with this application and subsequent project as well as to provide additional information as may be required. By signature below the Applicant agrees to comply with all applicable federal, state, and local laws in conjunction with this proposal and resulting project if so approved.

I certify that the auditor of the state has not issued an unresolved finding for recovery against the organization that I represent.

Print/Type Name

Title

Applicant Signature

Date

SEND APPLICATIONS AND ALL REQUIRED ATTACHMENTS TO:

ATTN: Resource Planning Section
Ohio Department of Natural Resources
Division of Watercraft
2045 Morse Road, Building A-2
Columbus, Ohio 43229-6693



Ohio Department of Natural Resources
Division of Watercraft



Recreation Marine Loan Program Appendix

Sample Linked Deposit Agreement

After an application has been accepted, this agreement would need to be completed by the marina owner and ODNR Division of Watercraft.

Marina Maintenance Report (DNR 8379)

This report is part of the annual reporting requirement for maintaining linked deposit status. The Marina Operations and Maintenance Master Checklist, which lists the items that need to be assessed, is available as a Microsoft Excel document.

**LINKED DEPOSIT AGREEMENT
OHIO DEPARTMENT OF NATURAL RESOURCES
DIVISION OF WATERCRAFT
AND
APPLICANT**

This Agreement is made and entered into this _____ day of _____, 20___, by and between the State of Ohio, acting by and through the Chief of the Division of Watercraft, with the consent and approval of the Director of the Department of Natural Resources, pursuant to Section 1547.72, Revised Code of Ohio, hereinafter referred to as the "State"; and marina owner hereinafter referred to as the "Applicant," for the project as described in Attachment A, hereinafter referred to as the Project.

WITNESSETH THAT:

WHEREAS, there is located in the county of _____, State of Ohio a plot of land, described in Attachment B (real estate description), and shown on Attachment C (plat map); and

WHEREAS, the Applicant has furnished to the State evidence of its ownership of said land on which the Project is situated in which the Applicant has fee simple title, an attorneys opinion of title, abstracts of title, title guarantees, title insurance, a lease or easement lasting 20 years or more in the property to construct the Project, or such other evidence which is customarily and generally used in the community in which the real estate is situated (Attachment D); and

WHEREAS, the Project will promote use of the natural resources of the State of Ohio by members of the general public; and

NOW THEREFORE, it is mutually agreed by the State and the Applicant that the following are the provisions and stipulations which govern the Project:

1. The Applicant agrees that the Project will be completed, and available for use by the public on _____, 20___. If unforeseen circumstances preclude completing the Project by the date specified, a revised completion date may be agreed upon in writing by the Applicant and the State.
2. The Applicant shall secure completion of the Project in accordance with approved plans and specifications, and shall secure compliance with all applicable Federal, State, and local laws and regulations.
3. Before entering into a contract with the State, the cooperating agency must provide certification from local planning and zoning authorities that the Project is approved. (Attachment E)
4. The Applicant is responsible for obtaining all federal, state and local permits and licenses that may be required for this Project.
5. If this Project is located within any FEMA-mapped 100-year flood hazard area, the Applicant shall comply with the floodplain management criteria of the National Flood Insurance Program (NFIP) and all procedures and rules authorized by 1521.14 of the Ohio Revised Code.
6. The design of the Project will provide accessibility for the handicapped when applicable. Also, to the extent practical, Project facilities will be designed to minimize the adverse effects of flooding.

7. The Project plans, specifications, and cost estimate shall be submitted by the Applicant to the State for approval prior to the start of any construction according to the following:

SUBMITTAL

- a) Preliminary design drawings and conceptual cost estimate,
- b) Construction drawings and initial cost estimate,
- c) Construction drawings, specifications, bid documents, final cost estimate.

One (1) copy of all submittals shall be sent to the following address:

Ohio Department of Natural Resources
Division of Watercraft
Resource Planning Section
2045 Morse Road - Bldg. A-2
Columbus, OH 43229

8. The Uniform Federal Handicap Accessibility Standards shall be employed in design of all proposed facilities including parking areas, restrooms, signage, and walkways.
9. The Applicant agrees to serve as the contracting agency, with full responsibility for advertising the Project, awarding contracts, and inspecting Project work. A performance bond in the full amount of the contract shall be required to be furnished by the successful bidder to the Applicant prior to execution of a contract. The Applicant shall forward all proposed contracts and bid tabulations relating thereto, together with its recommendations, to the State, for approval by the State, before commencing construction.
10. The Applicant agrees to erect and maintain a permanent project sign(s) which identify the Division of Watercraft Waterways Safety Fund participation in the project. The Applicant shall submit drawings of the permanent project signs for approval by the State prior to their construction and erection. The location and placement of the permanent project sign will be included in the plans submitted to the State for approval by the Applicant.
11. The State reserves the right to review the Project at any time during the contract period to assure compliance with the approved plans and specifications and to review the progress of the work.
12. During the contract period, the Applicant shall submit to the State a written report on the progress of the work and the estimated completion date based on said progress. The submittal shall be at 50% complete construction and submitted to the Division of Watercraft, Resource Planning Section, 2045 Morse Road Bldg. A-2, Columbus, Ohio 43229.
13. Upon completion of the Project, the Applicant shall notify the State, in writing, so that a final review of the Project can be performed. If deficiencies in the work are noted during this review, the State shall provide to the Applicant a list of remedial work items to be performed prior to acceptance of the Project. The Applicant shall notify the State once all remedial work is completed; however, the State shall retain the right to re-examine the Project to assure compliance with all listed remedial work items.
14. This agreement shall terminate on _____ 20____, unless, at the option of the State of Ohio, the contract is unilaterally renewed under the same terms and conditions.
15. The Applicant may charge fees for access to the project or launch fees. Any fees charged shall be offered equally and not discriminate against any user group on the basis of residence, preferential fees, reservations, membership system, or allocation of spaces.

16. The Applicant agrees that the hiring of employees for the performance of work under this Agreement shall be done in accordance with Sections 153.59 and 153.591, Ohio Revised Code.
17. The Applicant will not discriminate against any employee or applicant for employment, because of race, color, religion, national origin, ancestry, age, handicap, or sex. The Applicant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, national origin, ancestry, handicap, or sex. Such action shall include, but is not limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff compensation, and selection for training, including apprenticeship. The Applicant agrees to post in conspicuous places, available to employees and applicants for employment, notices as may be provided by the Department, setting forth the provisions of this nondiscrimination clause.
18. Pursuant to O.R.C. 125.111 the Applicant agrees that the contractor, any subcontractor, and any person acting on behalf of the contractor or subcontractor, will not discriminate, by reason of race, creed, color, religion, sex, age, handicap, national origin, or ancestry against any citizen of this state in the employment of any person qualified and available to perform the work under this Agreement. The Contractor further agrees that the contractor, any subcontractor, and any person acting on behalf of the contractor or subcontractor shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under this Agreement on account of race, creed, color, religion, sex, age, handicap, national origin, or ancestry. The Contractor must have a written affirmative action program for the employment and effective utilization of disadvantaged persons and will file a description of that program and a progress report on its implementation, annually, with the Ohio Civil Rights Commission and the minority business development office.
19. The Applicant agrees that it will fully cooperate with the State Equal Opportunity Coordinator, with any other 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. The Applicant 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.
20. The above noted Equal Employment Opportunity provisions are applicable to this Project, and all bidding documents and contract documents shall contain necessary requirements to implement these provisions.
21. The Applicant certifies that neither it nor its employees are public employees of the State under federal and state law for tax, retirement deduction, and Worker's Compensation purposes and that the Applicant carries Workers Compensation coverage.
22. The Applicant certifies that it will maintain a Drug-Free Workplace. The Applicant agrees to comply with all applicable state and federal laws regarding drug-free workplace. The Applicant shall make a good faith effort to ensure that no employee of the Applicant shall purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in anyway.
23. On and after the date of this Agreement, the Applicant agrees to defend and hold the State harmless from loss, damage, or liability in the case of claim or suit made against the State by reason of any incident arising from, concerning, or in any way connected with the implementation or design of the Project.
24. The Applicant also agrees to abide by all policies and procedures of the State which were stated in the application at the time the Applicant agreed to this Project.
25. If the Applicant does not comply with all terms of this Agreement, the Agreement shall be void and the Division of Watercraft may terminate the Agreement.



Ohio Department of Natural Resources
Division of Watercraft



Recreation Marine Loan Program
Marina Maintenance Report

Facility Name: _____

Facility Location: _____

Date of Report: _____

Contract No.: _____

Project Completion Date: _____

Amount Funded: _____

Loan Payoff Date: _____

Maintenance Report Requirements

Maintain and follow a maintenance plan and schedule:

- Completed master checklist.
- Marina inspections are conducted regularly.
- Maintenance staff responsibilities are delineated and followed.
- Maintenance is completed in a timely fashion and unscheduled maintenance problems and complaints are handled responsively.
- Records for maintenance and inspection are maintained.
- Marina maintenance employees are properly trained.

The following items are attached:

- Completed Operations and Maintenance, Master Checklist from a recent full inspection of the facility
- Actual Annual Fiscal Year Operation Costs and Maintenance Expenses with maintenance expense allocations
- Job descriptions for all marina staff, including allocation of time for each staff person to operations, maintenance, and capital outlay activities

Marina maintenance expenses (*specify time period:* _____)

(a) Gross Revenues: _____

(b) Maintenance Expenses: _____

(c) Maintenance Percentage: _____ (*b) divided by (a), times 100*)

Maintenance Percentage is between six percent and ten percent
 below six percent or above ten percent (*explain below*)

I certify that the information provided in this report and all supporting materials are accurate and complete. I understand that false reporting or non-compliance could result in default of our linked deposit status with ODNR Division of Watercraft.

Name: _____

Date: _____

Title: _____

Telephone: _____