



2012

**Boating Safety Education Grant
Guidelines and Application
DEADLINE: October 1, 2011**



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

John R. Kasich, Governor
David Mustine, Director
Rodger M. Norcross, 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.

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: Thursday, September 1, 2011; 9am -3pm

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

To Register: Mary Hughes, 614-265-6674
(or for more info) mary.hughes@dnr.state.oh.us
OR

Teri Crace 614-265-6534
teri.crace@dnr.state.oh.us



**Ohio Department of Natural Resources
Division of Watercraft
2012 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 ODNR Division of Watercraft's main goals 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 (see page 6) for use to establish, develop, expand, maintain and promote boating safety programs. Proposals will be considered based on priorities stated within these guidelines and proposed programs must benefit the general public. Proposals will compete against other applications for the limited available funding.

Grant money is appropriated through the ODNR Division of Watercraft's 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. Watercraft personnel are available throughout the state to advise grant applicants on questions of local boating needs and concerns. **On Thursday, September 1, 2011, an *Education Grant Application Workshop* will be conducted at the Ohio Department of Natural Resources, 2045 Morse Rd., Bldg E-1, Columbus, Ohio 43229.** For more information or to register for the workshop, contact Teri Crace (614-265-6534, teri.crace@dnr.state.oh.us) or Mary Hughes (614-265-6674, mary.hughes@dnr.state.oh.us).

2012 Boating Safety Education Grant applications must be **postmarked on or before October 1, 2011.**

NOTE: Effective 10/1/08, awarded grant funds between \$25,000 and \$30,000 are subject to Federal application and reporting guidelines. This includes contacting Dun & Bradstreet for a DUNS number (Data Universal Numbering System number) and registering with CCR (Central Contractor Registration). The information can be found on their website: www.dnb.com/US/duns_update/. The Division of Watercraft **requires** all applicants to obtain a DUNS number and to register with CCR.

NOTE TO PREVIOUS GRANT RECIPIENTS: All previous grants must be completed prior to November 1, 2011, in order to be eligible to receive further funding under this program. 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 Division of Watercraft website at ohiodnr.com (see “Boating” and then “Grants”).

OR

2. Contact the Education Grants Coordinator Mary Hughes at 614-265-6674 or mary.hughes@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 Division of Watercraft field contact (see page 2) to discuss boating education needs in your local community.
3. Pay close attention to the enclosed timeline (pages 18 & 19) 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: **Thursday, September 1, 2011** (9:00am-3pm) at the Ohio Department of Natural Resources, 2045 Morse Rd., Bldg E-1, Columbus, Ohio 43229. Contact Teri Crace (614) 265-6534, teri.crace@dnr.state.oh.us or Mary Hughes (614)265-6674, mary.hughes@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 17) 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, or applications postmarked after October 1, 2011, 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:

**Applications must be
postmarked on or before
October 1, 2011.**

2012 Boating Safety Education Grant
Attn: Mary Hughes
ODNR Division of Watercraft
2045 Morse Road, Building A-2
Columbus, Ohio 43229-6693

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

Mary Hughes, Education Grants Coordinator, 614-265-6674, mary.hughes@dnr.state.oh.us
Cindy Bellar, Public Information & Education Manager, 614-265-6504, cindy.bellar@dnr.state.oh.us
Mickey Nygaard, Grants Coordinator, 614-265-6416, mickey.nygaard@dnr.state.oh.us

Contact your local Division of Watercraft field office for input on local program and boating needs. See the next page for field contact information.

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Field Office Contacts

Maumee Bay - Chad German	419-836-6003
Sandusky - Jeff Nehls	419-621-1302
Cleveland – Chuck Stiver	216-361-1212
Ashtabula – Scott Stauffer	440-964-0518
Akron – Rich Lowry	330-644-2265
Cambridge - Cathy Janosko	740-439-4076
Alum Creek – Andy Hollenback	740-548-5490
Springfield - Melissa Kocher	937-323-1582
East Fork - Lance Hopkins	513-734-2730
Scioto County -	740-353-7668
Wapakoneta - Brett Trump	419-738-6189



Field Offices – Counties of Coverage

<u>Maumee Bay</u>	<u>Cleveland</u>	<u>Cambridge</u>	<u>Alum Creek</u>	<u>Wapakoneta</u>	<u>East Fork</u>
Defiance	Cuyahoga	Athens	Ashland	Allen	Brown
Fulton	Lorain	Belmont	Crawford	Auglaize	Butler
Henry		Carroll	Delaware	Hardin	Clermont
Lucas	<u>Ashtabula</u>	Coshocton	Fairfield	Logan	Hamilton
Paulding	Ashtabula	Guernsey	Franklin	Mercer	
Putnam	Geauga	Harrison	Knox	Shelby	<u>Scioto County</u>
Williams	Lake	Holmes	Licking	Van Wert	Adams
Wood		Jefferson	Marion		Gallia
	<u>Akron</u>	Monroe	Morrow	<u>Springfield</u>	Highland
<u>Sandusky</u>	Columbiana	Morgan	Perry	Champaign	Hocking
Erie	Mahoning	Muskingum	Richland	Clark	Jackson
Hancock	Medina	Noble	Union	Clinton	Lawrence
Huron	Portage	Tuscarawas	Wyandot	Darke	Meigs
Ottawa	Stark	Washington		Fayette	Pike
Sandusky	Summit			Greene	Ross
Seneca	Trumbull			Madison	Scioto
	Wayne			Miami	Vinton
				Montgomery	
				Pickaway	
				Preble	
				Warren	

Headquarters

ODNR Division of Watercraft
2045 Morse Road, Building A
Columbus, Ohio 43229-6693
Phone: 614-265-6480 Toll-Free: 1-877-4BOATER (in Ohio only) Fax: 614-267-8883
World Wide Web Address: ohiodnr.com/watercraft

Funding Priorities

In planning for Ohio's boating program, the Department of Natural Resources (ODNR) Division of Watercraft has identified a number of initiatives designed to benefit boaters. Many of these initiatives are reflected in the application guidelines for 2012. The division believes that education grant recipients are important team players in providing educational opportunities to recreational boaters.

The following are established priorities for grant applicants applying for funding to increase boating education efforts in local communities. The priorities are all of high importance and are listed in a random order with no intended priority ranking.

- **Mandatory 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 boating education law. This law requires boaters born on or after January 1, 1982, to complete a NASBLA-approved course before operating a boat 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 (or eight courses for two-year grants) is required from programs that intend to offer NASBLA-approved courses. Programs offering more than four courses per year will be evaluated more favorably.
- **Skill Development and Advanced Classes:** Education is an ongoing pursuit for a boater. Many boaters seek courses offering hands-on training of boat operating skills. Others seek advanced classroom training that better prepares them for venturing onto Lake Erie, the Ohio River, or beyond. The Division of Watercraft is committed to awarding grants for advanced classroom courses and hands-on skill development programs. A minimum of four courses per year (or eight courses for two-year grants) is required. Grant applications that propose an advanced classroom course or hands-on program that includes a nationally accredited course certification and offer more than four courses per year will be evaluated more favorably.
- **Boating for Students 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. Special consideration will be given to programs designed for students with disabilities and special needs. The development and/or conduct of programs designed to accommodate persons with disabilities are a funding priority.
- **National Safe Boating Week Campaign:** The Division of Watercraft encourages the promotion of National Safe Boating Week. This is a North American (US and Canada) initiative which needs all organizations to participate in to create an impact. The synergy of working together will create a greater effect than our individual efforts. NSBW is May 19-25, 2012, the week proceeding Memorial Day weekend.
- **“Wear It Ohio” Campaign:** The Division of Watercraft has joined the National Safe Boating Council in an effort to carry out the Wear It message. Approximately 70 percent of all fatal boating accident victims die by drowning and nearly 90 percent of the victims who drowned were not wearing their PFD. Life jackets save lives and priority is placed on programs, promotions, events and campaigns that support this. The “Wear It Ohio” campaign takes place all year long.

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- **Other Educational Initiatives:** Priority will be given to the projects listed above, however other inventive, educational and promotional programs will be considered depending on the amount of funding available and the number of applications received. For example boating festivals, events, campaigns, promotional activities that address two or more of the following focused safety topics will be given priority:
 - **Boating Under the Influence:** Alcohol continues to be a causative factor in a significant percentage of boating accidents. While enforcement of applicable laws will continue to be a priority, education is key to changing attitudes about the use of alcohol by boat operators.
 - **Small Boat Safety:** Small boats are involved in the majority of boating fatalities. Educating small boat users about safe practices is therefore a high priority. Overloading the boat, carrying an unbalanced load, and moving within the boat without caution all contribute to small boat accidents: capsizing, swamping, and people falling overboard.
 - **Hunter/Angler Safety:** Those who hunt or fish from a boat are sometimes focused on their primary recreational pursuit to the point of neglecting boating safety. All small boat safety precautions should be observed. In addition, hunters and anglers must be educated about proper techniques for specific activities, such as landing a fish or releasing an arrow.
 - **Paddlesports Safety:** Paddlesports are the fastest growing segment of recreational boating. Many paddlers start out as occasional boaters using rented equipment, and they lack an understanding of fundamental precautions needed for a paddling trip. There is a great need for both general boating safety education and specific on-the-water skills courses.
 - **PWC Safety:** Personal watercraft are attractive to many boaters because of their speed and maneuverability. These same attributes, however, make them dangerous in the hands of an uneducated operator. Education that focuses on responsible use of this type of vessel, as well as its operational characteristics, is a priority need.
 - **Cold Water Immersion:** Sudden immersion in cold water is very dangerous. The initial “cold water shock” kills many victims, while others drown due to swim failure or succumb to hypothermia. Educating boaters about how to prevent and respond to a fall into cold water is certain to save lives.
 - **Navigational Aids/Rules:** The U.S. Coast Guard is increasing its emphasis on education involving navigational rules and aids. Boating collisions could be reduced if more boaters knew and followed the navigational rules.
 - **Lowhead Dams:** Lowhead dams are appropriately known as “drowning machines.” Boats and boaters caught in the hydraulic at the base of the dam have little chance of escaping. Education focused on the dangers of lowhead dams and how to avoid them could help to prevent tragic accidents.
 - **Boating courses or skill development clinics:** Boating is a hands-on activity; no classroom course, no matter how well presented, can convey mastery of the equipment and techniques as well as actual experience. On-the-water education is a valuable supplement to boating safety classes.

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The initiatives must have a full description under Exhibit A. **Detailed action steps and plans** must be written explaining the promotional campaign, interactive displays, video spots, educational booklet, etc.

Go Green: Our agency is dedicated to developing and implementing policies and programs that will have a far reaching impact on the environment and our natural resources. We encourage you to make your boating programs more eco-friendly by reducing waste, reusing materials, and purchasing recycle-content equipment and products which are more environmentally sound.

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

Education Grant Guidelines

1. Program 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 PI&E 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 (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 (see page 3-7).

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 the fact that requests typically exceed the total funding available.

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: \$750.00 Grant Funds
 + \$250.00 Cost Share (at the minimum 25% level of Program Total)
 = \$1000.00 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: \$750.00 Boat and equipment purchased entirely with grant funds
 + \$250.00 Cost share met using in-kind services of employee or volunteer instructor
 = \$1000.00 Program Total

The following are allowable cost share matches for this requirement (see *Guidelines # 18 Costs*, page 14, for a specific list of allowable and non-allowable costs):

- Cash funds dedicated to the program by the eligible organization(s);
- Program donations from outside sources;
- Properly **documented** in-kind personnel services and related costs including volunteer services;
- Pre-owned equipment donated and used exclusively as part of the approved program (Note: See *Guidelines # 17 Equipment: Ownership, Replacement and Reclaim Rights*, page 13, 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

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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.

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 delivered via certified mail 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 1234) to Shared Services. Most current form is found on the [Ohio Shared Services Vendor website](#) (see Vendor Forms). 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 will have an opportunity to discuss grant audit requirements with an ODNR auditor at a required Grant Administrator's Meeting. (See *Guidelines # 13, Required Training*, page 9, 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.** 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 and trailers and five years for all other equipment items. All equipment that does not have a serial number or HIN needs to be assigned a number by the grant recipient. 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 Coordinator for more information.

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.

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 Division of Watercraft reserves the right to request a full refund for any program that cannot be initiated or completed within a reasonable time frame.

13. Required Training

Program planning should include careful consideration of personnel training needs. The Division of Watercraft 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 Division of Watercraft 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; 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 will be held on Friday, February 3, 2012 (9am-4pm) at the Ohio Department of Natural Resources, 2045 Morse Rd., Bldg. E-1, Columbus, Ohio

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43229. **All grant recipients are required to send a representative.** This session is also appropriate for the program's bookkeeper, as 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.

- **Ohio's Biennial Boating Conference (*Required*)**

This is a comprehensive, multi-session training conference for boating educators and specialists from all aspects of boating safety and the boating industry. The conference is for professionals and volunteers alike. The event is held during odd numbered years and is intended as a forum for networking and sharing of ideas between agencies for the betterment of boating safety programs.

All grant recipients with contracts open during odd numbered years and all recipients with two-year contracts are required to send a representative. All 2012 grant recipients with a program period extending through 2013 are required to send at least one individual. The 2013 conference will be held in the fall of 2013. This conference is most appropriate for the program's instructors and others involved with the actual boating program rather than the administrative project duties. Conference registration fees and travel may be included in the grant applications at the approximate rate of \$600 per person.

Required Certifications

Additional requirements determined by nature of proposed program. Contact the Division of Watercraft for more specific information on additional required training and certifications prior to submitting your grant application.

- **Ohio Boating Education Course: NASBLA Approved Instructor Certification**

Grant recipients planning to teach the Ohio Boating Education Course (OBEC) must have instructors complete the OBEC Instructor Certification Program. Contact the Division of Watercraft *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 process may require a \$5.00 fee (to complete the basic OBEC course), however, 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 ([Become an OBEC Instructor](#)). OBEC Instructor trainings are held at ODNR; 2045 Morse Rd, Bldg. E-1; Columbus, Ohio 43229

OBEC Instructor Certification Course Dates (*subject to change*)

Course #02-2011	October 4-6, 2011	1pm on Oct. 4 to 4pm on Oct. 6
Course #01-2012	Spring 2012	Contact Valerie Cox, valerie.cox@dnr.state.oh.us
Course #02-2012	Fall 2012	Contact Valerie Cox, valerie.cox@dnr.state.oh.us
Course #01-2013	Spring 2013	Contact Valerie Cox, valerie.cox@dnr.state.oh.us

- **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.

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- **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 Watercraft Education Administrator. Contact the Education Administrator (Valerie Cox, valerie.cox@dnr.state.oh.us) to discuss your program proposal and obtain a determination of certification requirements. 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.

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

Instructor certification courses are offered by several organizations. Contact the Education Coordinator to determine which are acceptable for a specific proposed grant program. These include the American Red Cross (ARC), American Canoe Association (ACA), American Sailing Association (ASA), U.S. Sailing Association (USSA), etc. The Watercraft website maintains a listing of known instructor courses in Ohio ([Instructor Course Listing](#)). These include the following annual programs. Contact the organization directly for more information.

Contacts for Instructor Courses are listed below (subject to change):

Five Rivers Metroparks, Amy Dingle

ACA Level 1: Introduction to Kayaking Instructor Certification Workshops

Akron University, John MacDonald, 330-972-8028

ACA Level 1: Introduction to Kayaking Instructor Certification Workshop

ACA Adaptive Paddling Workshop for Instructors

IGO Cleveland Metroparks, 216-341-1704

ACA Level 1: Introduction to Canoeing Instructor Certification Workshop

ACA Level 1: Introduction to Kayaking Instructor Certification Workshop

Lake Metroparks, 440-358-7275

BoatUS Level I: Small Boat Sailing Instructor Course

Division of Watercraft, Valerie Cox, 614-265-6652

Powerboat Handling Course

ACA Level 1: Introduction to Canoeing Instructor Certification Workshop

ACA Level 1: Introduction to Kayaking Instructor Certification Workshop

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.org..... 703-451-0141

American Sailing Association.....www.american-sailing.com 310-822-7171

U.S. Sailing Associationwww.ussailing.org 401-683-0800

...also for powerboating: training.ussailing.org/Learning/Small_powerboat_handling.htm

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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 Mary Hughes 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, 2012.

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, 2012, 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, 2013. 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 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, 2011, 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 Division of Watercraft 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 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;
- F. To agree to additional appropriate measures based specifically on the type of project approved;

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- G. To attend required training and maintain current instructor certifications as determined by the ODNR Division of Watercraft for the duration of the program period;
- H. All equipment remains the property of the state throughout its agreed upon life span within the terms stated in the grant agreement (See *Guidelines # 17 Equipment: Ownership, Replacement and Reclaim Rights*, page 13). This includes pre-owned equipment used as a cost share match.

16. Printed and Audio-Visual Materials

NOTE: Include quotes for Advertising over \$1,000 per type. Attach to Exhibit B.

The state requires prior approval from the ODNR Division of Watercraft Public Information and Education Section for all scripts, text content, artwork, personnel, etc., for all printed or videotaped 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 tapes, films, signs, etc., developed under the grant program must bear the ODNR Division of Watercraft logo and the statement: "**Funded through a grant from the Ohio Department of Natural Resources, Division of Watercraft.**" 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 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 a 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 Division immediately. The Division 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.

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, 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 Division of Watercraft.**" Decals for use on equipment are supplied by Mary Hughes at 614-265-6674 or mary.hughes@dnr.state.oh.us.

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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 Division of Watercraft. A written inventory of all grant program equipment must be maintained by the grantee. All equipment that does not have a serial number or HIN number needs to **be assigned a number by the GRANTEE**. 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 as both in-kind and grant funds 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.
 1. In-kind cost share: no limit
 2. Grant funds: limited to 25% of approved grant funding. Not funded at this time.Example: For a request of \$20,000 in grant funding with appropriate cost share, no more than \$5,000 (25%) of the grant funds requested may be for personnel salaries.
 - 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, seminars, etc. need to adhere to State of Ohio travel guidelines if your organization does not have their own pre established travel rules.
 - D. Advertising **except television media buys or web page advertising:** Funding level of this grant is not adequate for an effective television media buy and we have no control over websites.
 - E. Supplies, textbooks, instructional materials, training aids, etc.
 - F. Videos, films, movies, slide programs, etc. (purchase or rental costs)
 - G. Printed and promotional materials or services: Printing, photocopying, artwork, writing, postage, related supplies, etc. (See *Guidelines # 16 Printed and Audio-Visual Materials*, page 13).
 - H. Photography and video production: Film, processing, printing, mounting, videotape, editing, etc. (See *Guidelines # 16 Printed and Audio-Visual Materials*, page 13).
 - I. Audio-visual equipment: LCD projectors, slide projectors, overhead projectors, video cassette players, 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.

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- 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
- 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 Division of Watercraft employee, on duty or off
 - GG) Entertainment costs, alcoholic beverages, tips, etc.

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- HH) Television media buys and website advertising
- II) Website development or maintenance
- JJ) Firearms (except U.S. Coast Guard approved visual distress signaling devices)
- KK) Schemes and games of chance (such as raffles and giveaways) which are in violation of Chapter 2915 of the Ohio Revised Code

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 **\$21.36**. 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. 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.

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Required Documents Checklist

NOTE: This checklist is provided for your convenience. The use of this form is *optional*. All signatures must be **original** signatures.

- [] 2012 Application for Assistance (Cover sheet) on page 2-1. Completed in detail.
- [] 2012 Program Description (Exhibit A) on pages 2-2 through 2-6. Completed in detail
- [] 2012 Estimated Budget (Exhibit B) on pages 2-7 through 17 Completed in detail and signed. **Attach required quotes** for Cat II, III and IV. **Original** signature only.
- [] 2012 Equipment Life Span sheet (Exhibit C) on page 2-13. Completed in detail
- [] Request for Taxpayer Identification Number and Certification (Exhibit D) on page 2-14. U.S. Dept of Treasury, IRS form W-9. Completed and signed. **Original** signature only
- [] Vendor Information form (Exhibit D) on page 2-14.
- [] Current Documentation of Non-Profit Status (Exhibit E) on page 2-15. Documented proof of the IRS designation of 501(c)3 tax filing status for your organization.
- [] Mailed 2012 Application for Assistance (**Cover sheet**), Program Description (**Exhibit A**), Estimated Budget and required quotes (**Exhibit B**), Life Span Sheet (**Exhibit C**), IRS form W-9 and Vendor Information Form (**Exhibit D**), and Documentation of non-profit status (**Exhibit E**) to ODNR Division of Watercraft: (Postmarked by: October 1, 2011)

Mailed Date: _____

- [] **Received from ODNR Division of Watercraft:** Grant approval letter, original Application for Assistance (Cover sheet), Program Description (Exhibit A), Estimated Budget (Exhibit B) and (2) 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 (2) original** 2012 Boating Safety Education Grant Assistance Agreements (Exhibit F) ORIGINAL SIGNATURES Date: _____
- [] **Initialed each change and re-signed** all-Application for Assistance (cover sheet), Program Description (Exhibit A) and Estimated Budget (Exhibit B). Date: _____
- [] **Attached original** Ordinance/Resolution or Notarized letter of Commitment (Exhibit G) to the (2) **original** Boating Safety Education Grant Assistance Agreements (Exhibit F).
- [] **Mailed** (Within 60 days of receipt) **Original** Application for Assistance (**cover sheet**), Program Description (**Exhibit A**), Estimated Budget (**Exhibit B**), (2) **original** 2012 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 want to Direct Deposit) *Authorization Agreement for Direct Deposit* of State Warrant form to Shared Services **Mailed** Date: _____
- [] **Received** grant funds and the fully executed Assistance Agreement from ODNR Division of Watercraft. **Received** Date(s): _____
- [] **Completed and mailed** 2012 Year-End Report of Program Activity, Year-End Actual Expenditure Report, Equipment Inventory Sheet and copy of time sheets to ODNR Division of Watercraft (Postmarked by November 1, 2012) **Mailed** Date: _____

The Grant Paperwork Process and Time Line

- 1. Application for Assistance, cover page, Exhibits A-E and quotes:** Applications must be postmarked on or before October 01, 2011. 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 Division of Watercraft. 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 or February.
- 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 Division of Watercraft 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* will only be accepted with a postmarked date prior to May 25, due to our fiscal year ends June 30. OAKS takes 30 days to process grant funds.

NOTE: No stamped, electronic, or copied signatures are acceptable on the agreement form. **PLEASE 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 the Division of Watercraft, 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 organizations calendar as quickly as possible especially if your committees etc. only meet 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 direct deposited into your dedicated account. Please complete and submit the *Authorization Agreement for Direct Deposit (OBM 1234)* form directly to Shared Services. Most current form is found on the [Ohio Shared Services Vendor website](#) (see Vendor Forms). 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.

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- 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
- 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 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 page 13) 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 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 or paid with grant funds. 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 or paid with grant funds must be documented for audit purposes. Personnel hours (both paid and volunteer) must be actually worked within the program period to be eligible.
- 13. Forms:** Required forms may be found on the Division of Watercraft [Grants website](#) or on the [Ohio Shared Services Vendor website](#) (see Vendor Forms). You also may contact the Grant 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 Division of Watercraft and any reimbursable monies have been received and deposited by the Division of Watercraft. 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, 2011, 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 Vendor Information Form (OBM 5657)	2-14
Exhibit E - Documentation of Non-Profit Status	2-15

Definitions are located in the reports section.

Application for Assistance

1. Program Title:		*Grant #:	12-
2. Agency Name:		3. County:	
4. Estimated Program Period			
Approximate Beginning Program Date:		Ending Date:	November 01, 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:	Political Subdivision _____ Non-Profit Organization (See 8a below) _____		
8a. Non-Profit Organizations only: Proof of I.R.S. tax filing status must be attached.			
9. Federal Tax I.D. #:			
10. DUNS# _____	11. Current Registration with CCR _____		
12. Applicant and Contact Information			
Eligible Applicant-Head of Agency (signature authority)		Designated Program Contact Person	
Name:		Name:	
Title:		Title:	
Agency:		Agency:	
Address:		Address:	
Phone:		Phone:	
Fax:		Fax:	
E-Mail:		E-Mail:	

***Shaded boxes for Division of Watercraft use only**

Program Description – Exhibit A

The questions below are designed to acquaint the Division of Watercraft’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 hrs of course	County course taught in

* 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 hrs of course	County course taught in	Certified?
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes

*IF you will be teaching **Advanced Classroom course(s)**, (IE) Navigation etc. 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 List each scheduled course	Course Start Date mm/dd/yyyy	Total hrs of course	County course taught in	Certified?
				<input type="checkbox"/> Yes
				<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 additional sheets and copies of certifications as necessary). If they are not currently certified, please identify your instructor certification plan. If not currently hired, list the position of the person obtaining certification.

Program Director/Instructors	Qualifications/Certifications OR Certification Plan

- c. Campaigns: Identify each campaign, its message, the promotional time period of the campaign (not planning or development time) etc. (IE) 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	Est. 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. (Continued on next page)

Media & Advertising

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 projects success?

- Will this program increase your current number of courses? Please circle: Y N
If so- by how many?
- Is the program open to the general public? Please circle: Y N
- Approximately how many people will experience being in a boat?
- 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? If so, explain how.

f. What geographic area (list counties) will the project impact? Include a map if necessary. Are similar services or programs available in this area? (Please exclude services offered by the Division of Watercraft.)

- 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.

- 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 or rental? 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 the equipment will be **insured**. 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.

Estimated Budget - Exhibit B

Agency: _____ Project Title: _____

I. Personnel and Related Costs

(See limitations as described in *Guidelines items 18-A and 18-B*, page 1-14 and 1-14)

Staff Position (List each separately)	Column 1 Cost Share/ In - Kind	Approved Cost Share (WC Use Only)	Column 2 Grant Funds Requested *	Approved Grant Funds (WC 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 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	Column 1 Cost Share/ In Kind	Approved Cost Share (WC Use Only)	Column 2 Grant Funds Requested	Approved Grant Funds (WC 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 (purchased or rented) \$300.00 or more per item**

Item	Column 1 Cost Share/ In Kind	Approved Cost Share (WC Use Only)	Column 2 Grant Funds Requested	Approved Grant Funds (WC 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 \$1,000.00. Also attach quotes for all items \$300.00 or more per item (includes rented items etc.).**

Item	Column 1 Cost Share/ In Kind	Approved Cost Share (WC Use Only)	Column 2 Grant Funds Requested	Approved Grant Funds (WC 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	Column 1 Cost Share/ In Kind	Approved Cost Share (WC Use Only)	Column 2 Grant Funds Requested	Approved Grant Funds (WC Use Only)
1.Boating Conference (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 (WC Use Only)	Column 2 Grant Funds Requested	Approved Grant Funds (WC Use Only)
Personnel and Related Costs Sub-Totals, Category I	\$	\$	\$	\$
Boating Equipment and Associated Costs Sub-Totals, Category II	\$	\$	\$	\$
Education Equipment (Non-Expendable) Sub-Totals, Category III	\$	\$	\$	\$
Supplies (Expendable Materials) Sub-Totals, Category IV	\$	\$	\$	\$
Training and Other Costs Sub-Totals, Category V	\$	\$	\$	\$
Grand Totals	\$	\$	\$	\$

Grand Totals

Funding Source	As Submitted By Applicant	Amounts Approved by Watercraft	Watercraft 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

Request for Taxpayer Identification Number - Exhibit D Vendor Information Forms - Exhibit D

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 Vendor website](#) (see Vendor Forms).

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 *Vendor Information Form* (OBM 5657) and attach it to your **application**. Most current form is found on the [Ohio Shared Services Vendor website](#) (see Vendor Forms).

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

Label these forms Exhibit D.

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. (IE) Attach a copy of your **current** "Recognition of Exemption".

Contact the 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 Watercraft
2012 Boating Safety Education Grant Program



Required Documents (After Application is Approved)
Exhibits F and G

About the Assistance Agreement – Exhibit F.....	3-1
Sample Assistance Agreement.....	3-2
Documentation of Agency Commitment – Exhibit G	3-7

About the Assistance Agreement - Exhibit F

The following is a **sample** of the Boating Safety Education Grant Program *Assistance Agreement* (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 the *Assistance Agreements* must be signed only after receiving and agreeing to any revisions made to the proposal by the Division of Watercraft. Sign both originals and submit them with the *Application for Assistance Cover Sheet, Exhibits A, B and G*.

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

2012 Boating Safety Education Grant
ODNR Division of Watercraft
Attn: Mary Hughes, Education Grant Coordinator
2045 Morse Road, Building A-2
Columbus, Ohio 43229-6693

**Ohio Department of Natural Resources
Division of Watercraft
2012 Boating Safety Education Grant Program**

Grant #: 12-

SAMPLE Assistance Agreement

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 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 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 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 the Division of Watercraft 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, 2012. 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 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 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 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 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 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 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.
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. If required to do so pursuant to Section 2909.33 of the Ohio Revised Code, **GRANTEE** hereby represents and warrants that **GRANTEE**: (1) has not provided material assistance to an organization listed on the Terrorist Exclusion List of the State Department of the United States; (2) has obtained a current copy of the Terrorist Exclusion List; and, (3) truthfully has answered "No" to every question on the Ohio Department of Public Safety's form "Declaration Regarding Material Assistance/Non Assistance to a Terrorist Organization". If this representation is deemed false, this Agreement is void *ab initio* and **GRANTEE** immediately shall repay to the State any and all funds paid under this Agreement. Information and forms concerning the Declaration may be found at:
www.homelandsecurity.ohio.gov/dma/dma_general_info.asp

- 20. **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.
- 21. 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 Watercraft

Agency

By: _____
Chief
Division of Watercraft

Street Address

As designee for:
Director, David Mustine
Ohio Department of Natural Resources

City, State, Zip

Date

Name (Print)

Title

Signature

Date



**Ohio Department of Natural Resources
Division of Watercraft
2012 Boating Safety Education Grant Program**



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 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 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 the Division of Watercraft 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 Watercraft and abide by the grant guidelines.
- ___ 2) Copy of the organization's constitution and by-laws (on file with the applicant) for review if requested by the ODNR, Division of Watercraft, auditor, or representative

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

2012 Boating Safety Education Grant
ODNR Division of Watercraft
Attn: Mary Hughes, Education Grant Coordinator
2045 Morse Road, Building A-2
Columbus, Ohio 43229-6693



**Ohio Department of Natural Resources
Division of Watercraft
2012 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 Watercraft
 2012 Boating Safety Education Grant Program



__Final__ Annual
 Year-End Report of Actual Expenditures

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	D.O.W. 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	\$	\$	\$	\$

** 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 Watercraft
Boating Safety Education Grant
___Final ___Annual Year-End Report of Actual Expenditures

II. Boating Equipment and Associated Costs

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

Ohio Department of Natural Resources - Division of Watercraft
Boating Safety Education Grant
___Final ___Annual Year-End Report of Actual Expenditures

III. Education Equipment (Non-Expendable)

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

**Ohio Department of Natural Resources - Division of Watercraft
Boating Safety Education Grant**

___Final ___Annual Year-End Report of Actual Expenditures

IV. Supplies (Expendable Materials)

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

**Ohio Department of Natural Resources - Division of Watercraft
Boating Safety Education Grant**

___ Final ___ Annual Year-End Report of Actual Expenditures

V. Training and Other Costs

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

Ohio Department of Natural Resources - Division of Watercraft
 Boating Safety Education Grant
 ___ Final ___ Annual Year-End Report of Actual Expenditures
Totals Sheet

Category Sub-Totals of Actual Expenditures

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

Grand Totals of Actual Expenditures (complete table below for final report only)

Funding Source	Totals	D.O.W. Use Only
Actual Grantee In-Kind Contributions	\$	\$
Actual Expenditures of Grant Funds	\$	\$
Grand Total of Program Costs	\$	\$
Refund Due to State (If applicable)	\$	\$

 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 Watercraft
Boating Safety Education Grant**

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 of Certificates Issued: _____
 Total # of Personnel Hours: _____

List each course separately: Include all courses –even if they were cancelled. #Hrs=Course hours*

Course Name	Date(s) mmddyy	County & Location	# persons	# certs	# hrs*	#instructors per/course

Skill Development Courses:

__ Does not apply to this project

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

List each course separately: Include all courses –even if there were cancelled. #Hrs=Course hours*

Course Name	Date(s) m mddyy	County & Location	# persons	# certs	# hrs*	#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 of Certificates Issued: _____
 Total # of Personnel Hours: _____

List each course separately: Include all courses, even if they were cancelled. #Hrs=Course hours*

Course Name	Date(s) mmddyy	County & Location	# persons	# certs	# hrs*	#instructors per/course

**Ohio Department of Natural Resources - Division of Watercraft
Boating Safety Education Grant**

Boating Presentations

___ Does not apply to this project

Number of Presentation Offered: _____ Total Number of Personnel Hours: _____

Number of Presentations: _____ Total Number of Persons Attended: _____

List each presentation separately:

Description	Date(s)mmddy	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)mmddy	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: _____ Total No. of persons/boats _____

For each event/exhibit/display:

Type of boat(s) list	Date(s)mmddy	County & Location	# Hours	# of persons/boat type

Boating Education Training Received

___ Does not apply to this project

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

**Ohio Department of Natural Resources - Division of Watercraft
Boating Safety Education Grant**

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:

DEFINITIONS

- ... **NASBLA-Approved Courses- classroom (IE)** OBEC, Boat Smart, ABC Course etc.
- ... **Skill Development Courses- on the water (IE)** Canoeing, Sailing, PWC, Kayaking, Motorboating, etc.
- ... **Advanced Classroom Courses- classroom (IE)** 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-(IE)** 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.).
 - Total No. persons/boat:** 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.
- ...**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.

**Ohio Department of Natural Resources - Division of Watercraft
Boating Safety Education Grant**

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.



**Ohio Department of Natural Resources
Division of Watercraft
2012 Boating Safety Education Grant Program**



Miscellaneous Forms

- Budget Revision Request.....DNR 8341 (1 page)
- SAMPLE Budget Revision Request
- Modification to Assistance Agreement.....DNR 8274 (1 page)

**Ohio Department of Natural Resources - Division of Watercraft
Boating Safety Education Grant**

Budget Revision Request

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

Name: _____ **Phone No.:** _____ **Fax No.:** _____

List each requested revision separately that would change any/all categories by 10% or more.

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

Original Totals (On Estimated Budget - Exhibit B: Approved Grant Funds)		Revised Totals	
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:** _____

Division of Watercraft Use Only	Request Approved by PI&E Manager	Request Denied by PI&E Manager
	Request Approved by Chief	Request Denied by Chief
Date Request Received		
Reason(s): _____		

Ohio Department of Natural Resources - Division of Watercraft
Boating Safety Education Grant

SAMPLE-Budget Revision Request

Agency: Boating Safety Educatiion Project Title: BOATING SAFELY Grant #: 12-01

Name: Mary Hughes Phone No.: xxx-xxx-xxxx Fax No.: xxx-xxx-xxxx

List each requested revision separately that would change any/all categories by 10% or more.

Move \$ FROM-(Category & Line Item):			Move \$ 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:					

Original Totals (On Estimated Budget - Exhibit B: Approved Grant Funds)		Revised Totals	
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
GRANT TOTAL	\$10,000.00**	GRANT TOTAL	\$10,000.00**

Signature: _____ Date: _____

Division of Watercraft Use Only	Request Approved by PI&E Manager	Request Denied by PI&E Manager
	Date Request Received	Request Approved by Chief
Reason(s): _____		

**Ohio Department of Natural Resources - Division of Watercraft
Boating Safety Education Grant**

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 Watercraft) and GRANTEE _____ (enter agency as stated on original agreement), Grant number _____.

Section Twenty (21) 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

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

Name (Print)

Chief

Division of Watercraft

As designee for:

Director, David Mustine

Ohio Department of Natural Resources

Title

Signature

Date

Date