

2025 Boating Safety Education Grant Guidelines



APPLICATION DEADLINE: December 1, 2024



Ohio Department of Natural Resources

Division of Parks and Watercraft
2045 Morse Road, Building A
Columbus, OH 43229

FREE Education Grant Application Workshop

Learn more about the Boating Safety Education Grant Program. Attend a free workshop for more information about grant guidelines and funding priorities. Apply for \$1,000 up to **\$60,000** in grant funds.

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: Tuesday October 22nd, 2024. From 9am-1pm. Contact Craig Watson for more information

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

Register: Craig Watson, craig.watson@dnr.ohio.gov or (614) 265-6674

Application is a separate document,
located at:

[Boating Safety Education Grant | Ohio Department of Natural Resources \(ohiodnr.gov\)](#)

Introduction

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

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

Grants ranging from \$1,000 to \$60,000 per program are awarded on a "cost share" basis with the applicant matching at least 25% of the total program cost. These boating safety education grants are available to eligible applicants for use to establish, develop, expand, maintain and promote boating safety programs. Proposals will be considered based on the funding requirements stated within these guidelines. Proposals will compete against other applications for the limited available funding.

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

These grant guidelines will explain the application process. ODNR personnel are available throughout the state to advise grant applicants on questions of local boating needs and concerns. For more information contact Craig Watson, 614-265-6674, craig.watson@dnr.ohio.gov.

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

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

NOTE: For the 2025 Boating Safety Education Grant, grant recipients will be funded only for a two-year agreement. Grants may now be awarded to entities for up to \$60,000.

Boating Safety Education Grant applications must be postmarked on or before December 1, 2024. Applications also are accepted via email to Craig Watson on or before December 1, 2024.

All applications must be complete when submitted.

Annual Reports will be due by November 1, 2025.

Final grant reports must be completed and submitted prior to November 1, 2026, to be eligible to receive funding for the next grant cycle. Ohio law does not permit overlapping program periods.

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

1. Download the file from the ODNR website (ohiodnr.gov/grants and choose Boating Safety Education Grant)
OR
2. Contact the Craig Watson, Education Grant Administrator at 614-265-6674 or craig.watson@dnr.ohio.gov and provide an e-mail or mailing address.

General Information and Contacts

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

To apply for a grant:

1. Gain a thorough understanding of grant program parameters by closely reviewing this entire packet before planning a proposal. See page 6 for eligibility requirements.
2. Consult with the appropriate ODNR field contact (see page 2) to discuss boating education needs in your local community.
3. Pay close attention to the enclosed timeline (pages 16 and 17) while planning and scheduling your boating program to avoid a proposal that begins prior to approved available funds.
4. Obtain the support of your organization before proceeding. Before entering into the formal agreement, political subdivisions must pass a resolution or ordinance and qualifying 501(c) 3 non-profit organizations must sign a letter of commitment.
5. Complete the application online and email in return. Use the *Required Documents Checklist* (page 14) in this packet to ensure that all required attachments are submitted. **Incomplete applications: match not met, nonprofit organization other than a 501(c) 3, a pass-through grant, no UEI# number, no current SAM, or applications postmarked after December 1, 2024, are some instances for disqualification.**
6. Include any attachments that may be useful in evaluating the proposed program. Examples: copies of instructor certifications, program lesson plans, proposed schedules, quotes, etc.
7. Mail, or **email (preferred)**, completed application with required attachments to:

**Applications must be
postmarked on or before
December 1, 2024.**

2025 Boating Safety Education Grant
Attn: Craig Watson
Ohio Department of Natural Resources
2045 Morse Road, Building A-2
Columbus, OH 43229-6693

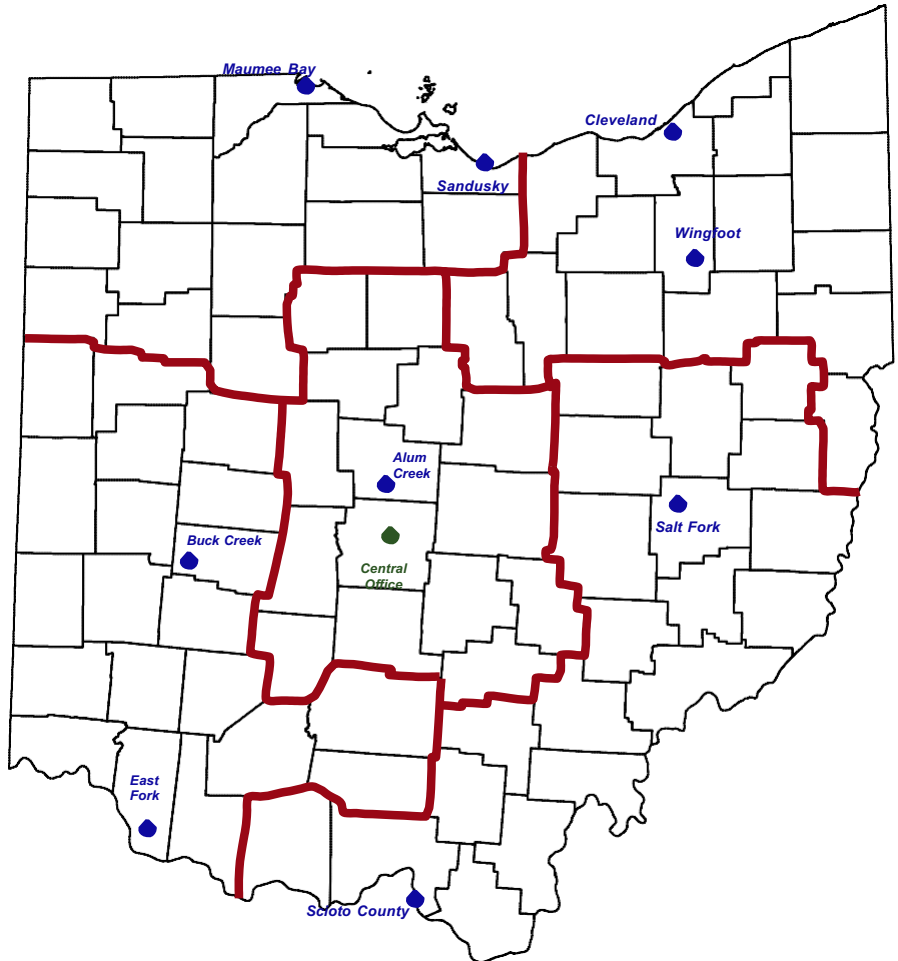
If you have questions or need additional information, please contact:

Craig Watson, Education Grants Administrator, 614-265-6674, craig.watson@dnr.ohio.gov

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

Central Office Headquarters

ODNR Division of Parks & Watercraft
 2045 Morse Road, Building C-3
 Columbus, OH 43229
 (614) 265-6480
 (877) 4BOATER (In Ohio Only)



Alum Creek State Park

3615 S. Old State Road
 Delaware, OH 43015
 (740) 548-5490

East Fork State Park

3292 Ellick Road
 Bethel, OH 45106
 (513) 734-2730

Salt Fork State Park

14755 Cadiz Road
 Lore City, OH 43755
 (740) 439-4076

Buck Creek State Park

1976 Buck Creek Lane
 Springfield, OH 45502
 (937) 323-1582

Maumee Bay State Park

1400 State Park Road
 Oregon, OH 43616
 (419) 836-6003

Shawnee State Park

4404 State Route 125
 West Portsmouth, OH 45663
 (740) 858-6652

Cleveland Watercraft Office

1150 East 49th Street
 Cleveland, OH 44114
 (216) 361-1212

Sandusky Watercraft Office

1407 Cleveland Road
 Sandusky, OH 44870
 (419) 621-1402

Wingfoot Lake State Park

993 Goodyear Park Boulevard
 Mogadore, OH 44260
 (330) 644-2265

Program Suggestions

In planning for Ohio's boating program, the Department of Natural Resources (ODNR) has identified a number of programs designed to establish, build, and/or maintain boating safety programs across the State of Ohio. These programs listed below are reflected in the application guidelines for 2025. The department believes that education grant recipients are important team players in providing educational opportunities to recreational boaters.

The following are suggested programs for grant applicants applying for funding to increase boating education efforts in local communities. The programs are of high importance and are listed in a random order with no intended priority ranking. Other boating programs outside of these parameters may be considered.

- **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. Programs offering four or more NASBLA approved courses per year will be evaluated more favorably.
- **Skill Development for Power Boating and/or Sailing:** The department will award grant funds to organizations that can provide detailed plans on how their program will provide hands-on, skill development training of powerboat operation, and/or sailing vessels to any user group. Programs offering four or more courses per year will be evaluated more favorably.
- **Boating for People with Disabilities:** Boating safety education must be available to all boaters regardless of disability. ODNR seeks to reduce barriers to access of educational programs. A traditional classroom setting, typical student materials, and standard boating equipment are not suited to every learning need. Funding consideration will be given to programs designed for people with disabilities and special needs. Programs offering four or more courses per year will be evaluated more favorably.
- **Paddling Programs:** With the increasing popularity of paddle sports across the state, the department is looking to provide organizations with funding to teach safety and rescue boating education programs for paddling on Ohio's waterways. Paddling programs may be offered at a beginner or try it level. However, programs are encouraged to teach paddlers, higher than a basic level, rescue techniques for river, and/or flat-water paddling. Topics to be included are proper personal flotation device wear, what to do in emergencies (falls overboard, capsizing) identifying hazards, self-rescues, rescuing other boaters, and managing groups on the water. Programs offering four or more courses per year will be evaluated more favorably.
- **Boating Safety Events and/or Campaigns:** Grant funds may be awarded to organizations that are hosting, promoting, or working boating safety events and/or campaigns. Examples of events may be boating safety festivals, safety days, boat shows, fairs, and other events to promote safe boating. Funds can be used to promote safe boating through exhibits, signage, and other marketing items.

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 Boating Law Administrator 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 501c3 (proof of 501(c) 3 nonprofit I.R.S. tax filing status must be in effect **prior** to the application deadline and attached to the application).

Note: Before entering into the formal Assistance Agreement, all applicants must submit Exhibit G, Documentation of Agency Commitment. Political subdivisions may 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.

4. Funding Amounts

Grants are available for amounts ranging from **\$1,000 to \$60,000**. Applications will be evaluated on a competitive basis due to requests typically exceeding 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**; 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 #18 Costs, page 11, for a specific list of allowable and non-allowable costs):

- Properly **documented** in-kind personnel services and related costs including volunteer services;
- Cash funds dedicated to the program by the eligible organization(s);
- Program donations from outside sources;
- Pre-owned equipment donated and used exclusively as part of the approved program (Note: See #17 *Equipment: Ownership, Replacement and Reclaim Rights*, page 11, 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 will run for two years.**

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

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

7. Extension of Program Period

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

8. Payment / Use of Funds

Funds are paid directly to the eligible grantee. A warrant (check) will be ordered for the approved grant amount and mailed to the authorized grantee as quickly as possible **after** the *Assistance Agreement* is fully executed (signed by officials from both the applying agency and the Department of Natural Resources). You may have your funds direct deposited by submitting the *Authorization Agreement for Direct Deposit* form (OBM 1234) to Shared Services. The most current form is found on the [Ohio Shared Services Vendor website](#).

Grant monies are to be used only during the program period specified in the *Assistance Agreement* (see Program Period description in the previous two sections). Grant monies may be used for items pre-approved in *Exhibit B-Estimated Budget* (DNR 8277-B) or through an approved *Budget Revision Request* (DNR 8341). Using monies for items not expressly approved is a breach of contract and a refund will be required. **Grant or cost share money may NOT be used to pay invoices incurred prior to the *Assistance Agreement's* full execution.**

In-kind personnel services performed prior to the *Assistance Agreement's* full execution may NOT be used to meet the cost share requirement. The Grantee may not obligate funds beyond the contract ending date.

9. Program Audit Requirements

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

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

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

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

11. Program Fees and Income

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

12. Program Responsibilities (*prior approval required*)

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

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

13. Required Training

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

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

Training Sessions Required of All Grantees

•Grant Administrator's Meeting (*Required*)

A meeting for grant program administrators and bookkeepers will be held in the winter of 2025. The date is to be determined and the location will be at the Ohio Department of Natural Resources, 2045 Morse Rd., Bldg. E-1, Columbus, Ohio 43229. All grant recipients are required to send a representative. A state auditor may be on hand to explain requirements and answer questions. Instructors and others involved with the program are welcome at this information-packed session.

•Required Certifications

Additional requirements determined by nature of proposed program. Contact the Department of Natural Resources for more specific information on additional required training and certifications prior to submitting your grant application. Obtain an instructor level certification from a nationally accredited organization before you teach boating courses. Certification course fees and related travel costs are allowable costs. Plan to schedule the actual certification course for a date after the grant begins in order to claim the course fees and related travel costs

•Ohio Boating Education Course: NASBLA Approved Instructor Certification

Grant recipients planning to teach the Ohio Boating Education Course (OBEC) must have instructors complete the OBEC Instructor Certification Program. Contact the Department of Natural Resources *now*, during the planning process, to request an *OBEC Instructor Applicant Packet*. There are minimum qualifications for instructor applicants and prerequisites that must be accomplished prior to enrolling in the OBEC Instructor Certification Course. The prerequisite portion of the certification is completion of the basic OBEC course. There is no cost to fulfill the remainder of the steps leading up to the actual Instructor Certification Program. The timetable for OBEC certification suggests that potential grant recipients should begin this process as soon as possible to ensure completion in time to carry out the proposed grant program. However, plan to schedule the actual certification course for a date after the grant begins in order to claim any related costs.

NASBLA-Approved Courses

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

•Small Craft Instructor Certification

Any funded on-water skill development programs will be required to use certified instructors. Certifications required will vary based on the nature of the program and are determined by the Boating Education Manager. To discuss your program proposal and obtain a determination of certification requirements, contact the Boating Education Grant Coordinator, Craig Watson.

•Canoeing, Kayaking, Sailing and Power Boating

Instructor certification courses are offered by several organizations. Contact the Boating Education Coordinator to determine which are acceptable for a specific proposed grant program. These include the ODNR Paddling Instructor Program, American Red Cross (ARC), American Canoe Association (ACA), American Sailing Association (ASA), U.S. Sailing Association (USSA), National Safe Boating Council, etc. Contact the organization directly for more information.

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

Department of Natural Resources, Boating Education Coordinator, Craig Watson, 614-265-6674
Powerboat Handling Course

Department of Natural Resources, Boating Education Coordinator, Craig Watson, 614-265-6674

Watercraft: Introduction to Canoeing Instructor Certification Workshop

Watercraft: Introduction to Kayaking Instructor Certification Workshop

Watercraft: Introduction to Stand-Up Paddle Board Instructor Certification Workshop

Akron University, 330-972-8028

ACA Level 1: Introduction to Kayaking Instructor Certification Workshop

ACA Adaptive Paddling Workshop for Instructors
Five Rivers Metroparks, 937-567-4540
ACA Level 1: Introduction to Kayaking Instructor Certification Workshops
Cleveland Metroparks, Rachel Nagle, 216-341-1704
ACA Level 1: Introduction to Canoeing Instructor Certification Workshop
ACA Level 1: Introduction to Kayaking Instructor Certification Workshop
Kent State University, 330-672-2803
ACA Level 1: Introduction to Kayaking Instructor Certification Workshop
Lake Metroparks, 440-256-2110
BoatUS Level I: Small Boat Sailing Instructor Course

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

American Canoe Association.....www.americancanoe.org..... 703-451-0141
American Sailing Association.....asa.com..... 310-822-7171
National Water Safety Congress.....www.watersafetycongress.org ... 440-209-9805
U.S. Sailing Associationwww.ussailing.org 401-683-0800
(also for powerboating)www.uspowerboating.com

14. Reports

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

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, 2025, 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, 2026. The final reports will include all expenditures and all activities for the entire grant period. Blank report forms are supplied in the Reports section and on the Division of Parks and Watercraft website.

Do not use previous year report forms.

NOTE TO PREVIOUS GRANT RECIPIENTS: All previous grants, including the above- mentioned reports, must be completed prior to December 1, 2024, 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 may need to pass a resolution or ordinance, and non-profit organizations must sign a letter of commitment. See *Exhibit G - Documentation of Agency Commitment* for more information.

In summary, the grant recipient agrees:

- A. To use the grant funds and organization cost share only for items as defined by the approved/revised application. Unused and/or unmatched grant funds must be returned to the Department of Natural Resources at the end of the program period;
- B. To maintain expense documents, time sheets, payroll information, volunteer time records, and other documents as necessary to establish an audit track detailing the use of state grant funds and cost share contributions, and to **keep all documents for the lifespan of equipment**;
- C. To comply with Ohio Equal Employment Opportunity and Hiring Practices;
- D. To administer and implement the program in compliance with Chapters 1546, 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;
- G. To attend required training and maintain current instructor certifications as determined by the Department of Natural Resources 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 #17 *Equipment: Ownership, Replacement and Reclaim Rights*, page 11). This includes pre-owned equipment used as a cost share match.

16. Printed and Audio-Visual Materials

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

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

17. Equipment: Ownership, Replacement and Reclaim Rights

NOTE: Include quotes for items that are \$300 or more per item. Attach to Exhibit B.

All equipment purchased with grant funds remains the property of the state for a time period not to exceed the reasonable life expectancy of the equipment. The required life span is ten years for boats, motors and trailers and five years for all other equipment items. (See *Exhibit C – Equipment Life Span*). Equipment will remain in the care of the grant recipient as long as it remains dedicated to the continuing program of safe boating education.

Should equipment be lost, stolen, or destroyed during its agreed upon life span, the state reserves the right to seek replacement or reimbursement for the current market value of the property. Any lost, stolen or destroyed items need to be reported to the Department of Natural Resources immediately. The Department will need to approve your replacement items prior to purchase. **Insurance coverage is mandatory on equipment purchased with grant funds.** If necessary, please include the cost for insurance coverage in your estimated budget request. *****The grantee is responsible for any payment of deductible insurance charges.**

Cost Shared Equipment is jointly owned between the state and the grantee based on the percentage of cost share. (Example: for a 75% state/25% applicant cost share equipment purchase, the state will own 75% of the

item for the duration of its life span. If, however, the grantee's cost share is non-cash in-kind contributions, then the state owns 100% of the equipment that was paid for fully with grant funds.)

Should the approved program cease to exist, notify Craig Watson immediately. The state may reclaim the equipment or may negotiate a reimbursement settlement allowing the property to remain with the grantee for use in a boating program. All items listed as cost share need reported on the Equipment Inventory Sheet.

NOTE: Applicants should avoid using pre-owned equipment as a cost share due to the fact that a percentage of ownership of that equipment will become property of the state.

All equipment costing \$50 or more purchased through the grant must be permanently marked with the following statement: "Funded through a grant from the Ohio Department of Natural Resources." Decals for use on equipment are supplied by Craig Watson at 614-265-6674 or craig.watson@dnr.ohio.gov.

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

18. Costs: Allowable and Not Allowed

- **Allowable Costs:** Costs, in-kind and actual, are limited to reasonable market rates. When purchasing items with grant funds, please check various Ohio vendors to receive the best competitive rate. Costs allowed for the education grant include, but are not limited to:
 - A. **Personnel hourly rate of \$23.56: Permitted in-kind cost share ONLY as LIMITED below.** The rate of \$23.56 p/hr will be used for all staff, administrators, and volunteers. (Personnel rates are developed using the average current pay rates of Division of Parks and Watercraft employees who would most likely be carrying out boater education if the agency was not employing Boating Safety Education Grants as a tool to augment staffing for the purpose of delivering boat safety education to Ohioans.) Only staff hours spent in direct course instruction, curriculum development, project planning and/or logistical coordination or support may be claimed. **Time must be properly documented** or logged even if services are volunteer hours counted toward in-kind cost share. There is no limit for the amount of personnel salaries used for in kind cost share contributions.
 - B. Personnel fringe benefits: **Permitted as in-kind cost share expense ONLY.** Includes fringe benefits such as hospitalization, medical, unemployment compensation, retirement and all other reasonable employee benefits. Worker's compensation insurance is permitted as in-kind cost share expense only.
 - C. Training costs: Registration fees, training expenses and travel costs for required training, certifications, conferences, workshops, etc. need to adhere to State of Ohio travel guidelines if your organization does not have their own pre-established travel rules. We fund new memberships-not renewals etc. Please follow the federal travel reimbursement guidelines at this website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - D. Advertising
 - E. Supplies, textbooks, instructional materials, training aids, etc.
 - F. Videos, films, movies, programs, etc. (purchase or rental costs)

- G. Printed and promotional materials or services: Printing, photocopying, artwork, writing, postage, related supplies, etc. (See #16 Printed and Audio-Visual Materials, page 12).
- H. Watercraft (purchase or rental costs) and related equipment and accessories: Powerboats, sailboats, canoes/kayaks, motors, fuel cans, paddles, etc.
- I. Trailers for boats or other equipment (purchase or rental costs)
- J. Safety equipment: PFDs, distress signals, throw bags, etc. (for outfitting boats or classroom use)
- K. Maintenance supplies and spare parts for upkeep of boats, motors, trailers and other equipment
- L. Maintenance and repair services for boats, motors, equipment trailers or other equipment
- M. Watercraft registration - if necessary (trailer or vehicle registration is not allowable)
- N. Fuel for boats
- O. Storage fees for boats and equipment
- P. Insurance on boats and equipment (Note: Insurance coverage is mandatory on equipment)
- Q. Dock rental
- **Costs Not Allowed:** Use of grant funds and/or approval of cost share funds are not permitted for the following items. This is a limited, non-exclusive listing. Additional items may be identified based on the project application.
 - AA Rental or purchase of, or site improvements to, office space, buildings, land, etc. Purchase of, or site improvements to, docks, marinas, launch ramps, etc. (Dock rental is permitted)
 - BB Utilities (includes cell phones) or maintenance of office space, buildings, boating facilities, etc.
 - CC Maintenance of vehicles other than boats, boat engines and boat trailers
 - DD Purchase of automobiles, trucks, vans, etc.
 - EE License plates for automobiles, trucks, vans, trailers, etc.
 - FF Services contributed by any Department of Natural Resources employee, on duty or off
 - GG Entertainment costs, alcoholic beverages, tips, etc.
 - HH Firearms (except U.S. Coast Guard approved visual distress signaling devices)
 - II Schemes and games of chance (such as raffles and giveaways) which are in violation of Chapter 2915 of the Ohio Revised Code
 - JJ Renewal of memberships etc. - (IE) ACA, NSBC etc.
 - KK Electronic devices: tv's, computers, cell phones, iPad, printers etc,

19. In-Kind Contributions

In-kind contributions for services and equipment may be accepted provided they are allowable cost items as listed above. Each item must be listed and approved in *Exhibit B - Estimated Budget* (DNR 8277-B). Items that would not normally be funded through this boating safety education grant program cannot be used as in-kind contributions except for personnel salaries (if paid) and fringe benefits or the fair market value of volunteer personnel hours. Unless otherwise justified, the value of all personnel hours is established at **\$23.56/hr**. 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.

20. Loaning of Equipment

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

- A. The organization must be an Eligible Applicant for this grant
- B. Follow all guidelines in this guideline book, Assistance Agreement and all information given at the Education Grant Administrator's Meeting and the Workshop.
- C. Have certified instructors
- D. Sign an Equipment Loan agreement with your agency
- E. Have insurance to replace/repair any equipment borrowed
- F. Replace any equipment that has been damaged
- G. Have an approved curriculum

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

21. Termination of Your Boating Program

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

Required Documents Checklist

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

- [] 2024 Application for Assistance (Cover sheet) on page 2-1. Completed in detail.
- [] 2024 Program Description (Exhibit A) on pages 2-2 through 2-6. Completed in detail
- [] 2024 Estimated Budget (Exhibit B) on pages 2-7 through 2-12 Completed in detail and signed. **Attach required quotes** for Cat II, III and IV. **Original** signature only.
- [] 2024 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 Identification number (OAKS) (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 2024 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 :
(Postmarked by: December 1, 2024) **Mailed/Emailed** Date: _____

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- [] **Received from ODNR:** 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 (If Needed) Date: _____
 - [] **Completed and electronically signed via DocuSign** Boating Safety Education Grant Assistance Agreements (Exhibit F) 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** 2024 Safety Education Grant Assistance Agreements (**Exhibit F**), and Ordinance/Resolution or Notarized letter of Commitment (**Exhibit G**) mailed to ODNR **Mailed** Date: _____
 - [] **Mailed** (If you choose Direct Deposit) *Authorization Agreement for Direct Deposit* of State Warrant form to Shared Services and ODNR **Mailed** Date: _____
 - [] **Received** grant funds and the fully executed Assistance Agreement from ODNR **Received** Date(s): ____
 - [] **Completed and mailed** necessary Year-End Report of Program Activity, Year-End Actual Expenditure Report, Equipment Inventory Sheet and copy of time sheets to ODNR (Postmarked by November 1, 2024) **Mailed** Date: _____

The Grant Paperwork Process and Timeline

- 1. Application for Assistance, cover page, Exhibits A-E and quotes:** Applications must be postmarked or emailed on or before December 01, 2024. The application must be entirely complete and received with all required attachments and **original signatures** or it will be subject to disqualification. Utilize the *Required Documents Checklist* included in this packet to ensure the application is complete. **Incomplete applications are INELIGIBLE.**
- 2. Review and Approval:** Applications will compete against other applications based on the stated goals and priorities of the Department of Natural Resources. When the review and approval process is complete, applicants will be notified by mail of the status of their applications. It is **estimated** that approval and regret letters will be mailed in the month of January.
- 3. Receipt of Approval:** An approval letter, the original application (*Application for Assistance* and *Exhibits A and B*) and two *Assistance Agreements* (Exhibit F) will be sent to the applicant. Eligible applicant needs to initial all changes on *Exhibits A and B* and sign *Exhibit B. Application for Assistance* and *Exhibits A and B* must be submitted with *Exhibits F and G*.
- 4. Assistance Agreement (Exhibit F):** The two *Assistance Agreements - Exhibit F* must be signed and returned to the Department of Natural Resources within 60 days. Money will be available **upon the full execution of the agreement** by the Grantee and the Ohio Department of Natural Resources. **Estimated** time for the contracts to be fully executed is February/early March. The time line for this step is largely dependent on the applicant obtaining the appropriate signatures. *Exhibit G* must be submitted along with *Exhibit F. Assistance Agreements* 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.
- 5. Ordinance/Resolution -or- Notarized Letter of Commitment (Exhibit G):** The passage of an ordinance or resolution for a political subdivision, or a notarized letter of commitment for non-profit organizations, authorizing the agency to enter into agreement with ODNR, is required. This ordinance, resolution or notarized letter of commitment is part of the *Assistance Agreement* and must be submitted along with it. The time line for this step is completely dependent on the applicant. You will want to get this on the 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 and ODNR. Most current form is found on the [OhioPays | Ohio.gov](#) website. Grant monies are to be used only during the program period specified in the *Assistance Agreement*. The "best case scenario" of receipt of payment is early/mid-February.

- 7. Annual Year-End Report of Program Activity:** An annual *Year-End Report of Program Activity* (DNR 8332) is due by November 1 for **each year** the *Assistance Agreement* is in existence.
- 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 of the first year of the *Assistance Agreement* is in existence
- 10. Final Year-End Report of Actual Expenditures:** A final *Year-End Report of Actual Expenditures* (DNR 8331) is due November 1 of the second year. The final reports will include all expenditures for the entire grant period. We will audit the reports and invoice you for any unused monies that need reimbursed. Make checks payable to: ODNR Division of Parks and 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, motors and trailers and five years for all other equipment items.
- 12. Report of Actual Hours Worked: *Personnel time sheets are required*** for both paid staff and/or volunteers if personnel time is being used as in-kind cost share. Use the *Report of Actual Hours Worked* (DNR 8331-B) form found in the *Miscellaneous Forms* section or another documentation system acceptable to the ODNR Internal Auditor. All hours being used as in-kind cost share must be documented for audit purposes. Personnel hours (both paid and volunteer) must actually be worked within the program period to be eligible. Includes dates, times, employee/volunteer signature and supervisor's signature etc.
- 13. Forms:** Required forms may be found in this grant booklet or on the [OhioPays | Ohio.gov](https://ohiopays.ohio.gov) website. You also may contact the Education Grant Coordinator, Craig Watson, at 614-265-6674 or craig.watson@dnr.ohio.gov.
- 14. Grant Closeout:** A grant is only considered closed out after all of the reports have been submitted, then reviewed and approved by the Department of Natural Resources and any reimbursable monies have been received and deposited by the Department of Natural Resources. After the approval process, a close-out letter will be sent to your agency. All previous grants need to be closed out by November 1, 2024, in order to be eligible to receive funding under this program.



**Ohio Department of Natural Resources
Division of Parks and Watercraft
2024 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 Parks and 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:

2025 Boating Safety Education Grant
ODNR Division of Parks and Watercraft
Attn: Craig Watson, Education Grant Administrator
2045 Morse Road, Building A-2
Columbus, Ohio 43229-6693

**Ohio Department of Natural Resources
Division of Parks and Watercraft
2025 Boating Safety Education Grant Program**

Grant 25-

SUBRECIPIENT GRANT AGREEMENT

This Agreement is between the **OHIO DEPARTMENT OF NATURAL RESOURCES**, acting through its **DIVISION OF PARKS AND WATERCRAFT, (“ODNR”)** with offices located at 2045 Morse Rd., Columbus, OH, 43229, and _____ (DUNS# _____), which is located at _____ (“Subrecipient”).

One of the goals of ODNR is to reduce boating accidents on Ohio’s waterways. ODNR has allocated funds to its Waterways Safety Fund to achieve this goal by providing political subdivisions and non-profit organizations grant awards to provide for programs that increase boater education.

Expenditures for this Agreement are partially funded by federal funds. ODNR received a federal grant under the terms and conditions of a Recreational Boating Safety Grant, awarded through the United States Coast Guard. This grant is identified by Federal Award Identification Number (FAIN) 3320FAS200139, which became effective on October 1st, 2020, with a total award amount of \$_____, and an approved indirect rate of 16.46%. This grant is made under Catalogue of Federal Domestic Assistance Number 97.012, Boating Safety Financial Assistance. This Agreement is a subaward of that grant.

Subrecipient is an applicant who submitted a grant proposal (the “Grant Proposal”) to ODNR for this grant program. Under R.C. § 1501.01 and § 1547.68, ODNR may provide federal pass-through grants to eligible applicants for [purpose or goal of federal program]. Subrecipient has met the application requirements and has been approved by ODNR as eligible to receive this federal pass-through grant. Subrecipient will undertake the following with funding from this grant: provide funding for a boating safety education program to educate and assist the boating public.

The parties therefore agree as follows:

1. **Award.** ODNR hereby awards to the Subrecipient a Recreational Boating Safety grant subaward and a Boating Safety Education Grant not to exceed \$ _____ for the performance and completion of the deliverables detailed in Attachment A. Program Application and Description and Attachment B Approved Budget. Subrecipient shall contribute \$ _____ of its own funds, or equivalent personnel hours to the Project.

2. **Performance of Project.** Subrecipient shall perform its duties and responsibilities under this Agreement in compliance with the terms, promises, conditions, plans, specifications, estimates, procedures, maps, and assurances set forth in the Grant Proposal, incorporated herein by reference as though fully set forth herein, as well as the terms set forth in this Agreement. Subrecipient shall: (1) perform and complete the Project as set forth herein; (2) promptly submit the ODNR such reports and documents as ODNR may request; (3) establish a separate, special account or group of accounts for the funds for the acquisition and/or development of the Project; (4) not change any of the terms, promises, conditions, plans, specifications, estimates, procedures, maps, or assurances set forth in the Grant Proposal unless the proposed change is approved by ODNR. ODNR reserves the right to audit the special account created by Subrecipient, pursuant to this paragraph, either during or after the completion of the Project.

3. **Notice.** All notices, consents, and communications required hereunder (each, a “Notice”) shall be in writing and shall be deemed to have been properly given when: 1) hand delivered with delivery acknowledged in writing; 2) sent by U.S. Certified mail, return receipt requested, postage prepaid; 3) sent by overnight delivery service (FedEx, UPS, etc.) with receipt; or 4) sent by fax or email. Notices shall be deemed given upon receipt thereof and shall be sent to the addresses below. Notices sent by fax or email shall be effectively given only upon acknowledgement of receipt by the receiving party. Any party may change its address for receipt of Notices upon notice to the other party. If delivery cannot be made at any address designated for Notices, a Notice shall be deemed given on the date on which delivery at such address is attempted.

Subrecipient Contact:	ODNR Contact: Craig Watson Boating Education Grants Cord. ODNR Parks and Watercraft 2045 Morse Rd. C-3 Columbus, Ohio 43229 614-265-6674 craig.watson@dnr.state.oh.us	Federal Agency Contact: Pavlo Oborski Chief, Grants Management Branch U.S. Coast Guard 2703 Martin Luther King Jr. Ave SE Washington, DC 20593-7501 202-372-1055 Pavlo.Ororski@uscg.mil
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4. **Research and Development.** Grant funds shall not be used for research and development.

5. **Indirect Costs.** Grant funds are not authorized for indirect costs.

6. **Period of Performance.** Implementation of the Project shall not commence until this Agreement is effective. This Agreement shall be effective as of the date on which it is signed by an authorized representative of ODNR. ODNR shall not be responsible for any costs incurred by the

Subrecipient prior to the date this Agreement becomes effective. This Agreement shall terminate on June 30th, 2026 unless modified by the mutual, written consent of both parties before that date or otherwise terminated as provided herein.

7. **Permissible Costs.** Subrecipient shall comply with 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) to determine the permissibility of all expenditures under this Agreement.
8. **Budget.** Subrecipient established a budget for the Project, attached as Estimated Budget, Exhibit B (DNR 8277-B). The figures in Exhibit B, as adjusted and approved by ODNR, shall be binding on the Subrecipient. Any changes in expenditures exceeding ten percent (10%) of the resulting budget amount in any major category (Personnel and Related Costs; Boating Equipment and Associated Costs; Education Equipment (Non-Expendable); Supplies (Expendable Materials); Training and Other Costs) shall require the prior written approval of the Chief of the Division of Parks and Watercraft.
9. **Equipment Lifespan.** 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 lifespan, Exhibit C (DNR 8277-C) and must be attached to the boating safety education grant application. These equipment items remain the property of the ODNR for a time period not to exceed the reasonable life expectancy of the equipment as outlined in Exhibit C. Any equipment purchased must be dedicated to this continuing program of boating safety education and will remain in the care and custody of Subrecipient. During this life span the subrecipient shall not sell, change, or alter the intended use of this equipment. If you terminate program before life span ends, contact ODNR in writing immediately. Should any equipment purchased with boating safety education grant monies for this program be lost, stolen, damaged, or destroyed during its agreed upon lifespan, the Subrecipient shall be responsible for its replacement.
10. **Political subdivisions.** Political subdivisions must provide ODNR with an approved ordinance or resolution authorizing this agreement. Non-political subdivisions must provide a notarized letter of commitment, stating the organization's willingness to enter into this agreement. If subrecipient is a non-profit entity, Subrecipient must provide ODNR a certified copy of a board resolution authorizing the Subrecipient's signing of this Agreement.
11. **Termination by ODNR.** Any time after signing this Agreement, ODNR may terminate the Agreement, in whole or in part, for any reason whatsoever, upon written notification to the Subrecipient. If ODNR terminates this Agreement, the Subrecipient will be paid for any non-cancelable obligation properly incurred by the Subrecipient prior to termination. Subrecipient shall return any unused grant funds to ODNR within thirty (30) days of termination.
12. **Insurance.** Subrecipient must provide Insurance coverage for equipment purchased through this grant. All non-expendable equipment items must be insured for their replacement value for the lifespan of the equipment as detailed in Exhibit C. Subrecipient must notify ODNR in writing sixty (60) days before the termination of the insurance coverage. Equipment that has been lost or stolen must be reported to ODNR immediately and replaced by the Subrecipient upon prior written approval of ODNR.

13. **Grant Guidelines.** This Agreement incorporates the Boating Safety Education Grant Guidelines as if fully set forth herein.
14. **Nondiscrimination in Employment.** Pursuant to R.C. § 125.111 and ODNR policy, Subrecipient agrees that Subrecipient, any subcontractor, and any person acting on behalf of Subrecipient, shall not discriminate, by reason of race, color, religion, sex, sexual orientation, age, disability, military status as defined in R.C. § 4112.01, national origin, or ancestry against any citizen of this state in the employment of any person qualified and available to perform the activities. Subrecipient further agrees that Subrecipient, any subcontractor, and any person acting on behalf of Subrecipient or a subcontractor shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of the activities on account of race, color, religion, sex, sexual orientation, age, disability, military status, national origin, or ancestry.

Subrecipient shall, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, handicap, or any disability. Subrecipient shall cooperate with the state Equal Employment Opportunity Coordinator, with any other official or agency of the state or federal Government which seeks to eliminate unlawful employment discrimination, and with all other state and federal efforts to assure equal employment practices under the Agreement, and Subrecipient shall comply promptly with all requests and directions from the State of Ohio or any of its officials and agencies in this regard.

15. **Workers' Compensation.** Subrecipient shall provide its own workers' compensation coverage throughout the duration of this Agreement and any extensions thereof. ODNR is hereby released from any and all liability for injury received by the Subrecipient, its employees, agents, or subcontractors, while performing tasks, duties, work, or responsibilities as set forth in this Agreement.
16. **Compliance with Laws.** Subrecipient, in the execution of its duties and obligations under this Agreement, agrees to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances.
17. **Open Trade.** Pursuant to R.C. § 9.76(B), Subrecipient warrants that it is not boycotting any jurisdiction with whom the State of Ohio can enjoy open trade, including Israel, and will not do so during the contract period.
18. **Liability; Indemnification.** Subrecipient shall be solely responsible for any and all claims, demands, or causes of action arising from Subrecipient's obligations under this Agreement. Each party to this Agreement must seek its own legal representative and bear its own costs, attorney fees, and expenses, in any litigation that may arise from the performance of this Agreement. It is specifically understood and agreed that ODNR does not indemnify Subrecipient. Nothing in this Agreement shall be construed to be a waiver of the sovereign immunity of the State of Ohio or the immunity of any of its employees or agents for any purpose. In no event shall ODNR be liable for indirect, consequential, incidental, special, liquidated, or punitive damages, or lost profits.
19. **Drug-Free Workplace.** Subrecipient agrees to comply with all applicable state and federal laws regarding drug-free workplace.

20. **Inspection.** The federal awarding agency, inspectors general, the Comptroller General of the United States, and ODNR, or any of their authorized representatives, have the right of access to any documents, papers, or other records of the Subrecipient which are pertinent to the federal award, in order to make audits, examinations, excerpts, and transcripts. This right also includes timely and reasonable access to the Subrecipient's personnel for the purpose of interview and discussion related to such documents. The rights of access in this section are not limited to the required retention period but last as long as the records are retained. Subrecipient shall maintain a timely and accurate records of transactions involving grant funds. Reports must show fund receipts and disbursements, the expended and unexpended balance of each category of item and the total unexpended balance.
21. **Reports.** Subrecipient shall submit to ODNR a complete and accurate accounting report of expenditures and activities under this Agreement within 30 days of completion of the Project. If the Project is longer than one year, Subrecipient shall submit to ODNR a year-end expenditure and activity report for each year. If any amount remains unexpended at the completion of the Project, that amount shall be returned promptly to ODNR upon ODNR's request.
22. **OMB Guidance.** Subrecipient shall comply with OMB guidance in subparts A through F of 2 CFR Part 200. Subrecipient must also follow the regulations found in 2 CFR 200.330 through 2 CFR 200.332. Electronic copies of the CFR can be obtained at the following internet site: www.ecfr.gov.
23. **Use of MBE and EDGE Vendors.** Revised Code § 125.081 requires state agencies to set aside purchases for Minority Business Enterprises ("MBE") and Executive Order 2008-13S encourages use of Encouraging Diversity, Growth and Equity ("EDGE") businesses. ODNR encourages Subrecipient to purchase goods and services from Ohio-certified MBE and EDGE vendors.
24. **Events of Significant Impact.** Subrecipient shall immediately notify ODNR of developments that have a significant impact on the activities supported under this award. Also, notification must be given in case of problems, delays, or adverse conditions that materially impair the ability to meet the objectives of the award. This notification must include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.
25. **Public Records.** Public access to award or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552) or Ohio public records laws. Requests for research data are subject to 2 CFR 315(e).
26. **Records Retention.** Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a subrecipient. Records for real property and equipment acquired with federal funds must be retained for three (3) years after final disposition in accordance with 2 CFR 200.333.

27. **Debarment and Suspension.** Subrecipient shall immediately inform ODNR if it or any of its principals is presently excluded, debarred, or suspended from entering into covered transactions with the federal government or entities according to the terms of 2 CFR Part 180. If Subrecipient or any of its principals receive a transmittal letter or other official federal notice of debarment or suspension, it shall promptly notify ODNR. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary. Subrecipient certifies that it is not debarred from consideration for contract awards by the State of Ohio under R.C. §§ 153.02, 125.25, or 5513.06. If this certification is false, this Agreement is void *ab initio* and Subrecipient shall immediately repay ODNR all funds transferred by this Agreement.
28. **Findings for Recovery.** Subrecipient represents and warrants 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. Subrecipient agrees that if this representation or 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 ODNR hereunder immediately shall be repaid to ODNR, or an action for recovery immediately may be commenced by ODNR for recovery.
29. **Ohio Ethics Law.** The Subrecipient 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 Subrecipient understands that failure to comply with Ohio's ethics and conflict of interest laws is grounds for termination of this Agreement and may result in the loss of other contacts or grants with the State of Ohio.
30. **Expenditure of Public Funds for Offshore Services.** The Subrecipient affirms to have read and understands Executive Order 2019-12D issued by Ohio Governor Mike DeWine. Subrecipient has signed and completed the Standard Affirmation and Disclosure Form and shall abide by those requirements in the performance of this Agreement and perform no services required under this Agreement outside of the United States. The Executive Order can be accessed at the following website: <https://governor.ohio.gov/wps/portal/gov/governor/media/executive-orders/2019-12d>.
31. **Campaign Contributions.** The Subrecipient affirms that, as applicable to it, no party listed in R.C. § 3517.13(I) or R.C. § 3517.13(J) or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or the Governor's campaign committees.
32. **Non-Appropriation.** Performance by ODNR under this Agreement may be dependent upon the appropriation of funds by the Ohio General Assembly. Therefore, in accordance with R.C. § 126.07, it is agreed that ODNR's payments are contingent on the availability of such lawful appropriations by the Ohio General Assembly. If the Ohio General Assembly fails at any time to continue funding for the payments due hereunder, this Agreement is hereby terminated as of the date that the funding expires without further obligation of ODNR.
33. **Governing Law.** This Agreement and the rights of the parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio and with the laws of the U.S. federal funding source. Subrecipient consents to jurisdiction in a court of proper jurisdiction in Franklin County, Ohio.

34. **Waiver.** A waiver by any party of any breach or default by the other party under this Agreement shall not constitute a continuing waiver by such party of any subsequent act in breach of or in default hereunder.
35. **Assignment.** Neither this Agreement nor any rights, duties, or obligations hereunder may be assigned or transferred in whole or in part by Subrecipient.
36. **Confidentiality Agreements.** Subrecipient shall not require its employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law-enforcement representative. Any prohibitions or restrictions of any internal confidentiality agreements inconsistent with the previous sentence are no longer in effect.
37. **Eligible Workers.** Subrecipient shall ensure all employees complete the I-9 form to certify they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). Subrecipient shall comply with regulations regarding certification and retention of the complete forms. These requirements also apply to any contract or supplement instruments awarded under this Agreement.
38. **Lobbying.** Subrecipient certifies that no federal appropriated funds have been paid by or on behalf of Subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, member of Congress, or officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, Subrecipient shall request, complete, and submit Standard Form-111, "Disclosure Form to Report Lobbying," in accordance with its instructions.
39. **Federal Clean Air Act and Water Pollution Control Act.** Subrecipient agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
40. **Qualifications.** Subrecipient represents that it has all approvals, licenses, or other qualifications needed to conduct its business in Ohio and that all are current.
41. **Conflicts.** In the event of any conflict between the terms and provisions of the body of this Agreement and any attachments hereto, the terms of this Agreement shall control.
42. **Severability.** The provisions of this Agreement are severable and independent, and if any such provision shall be determined to be unenforceable in whole or in part, the remaining provisions

and any partially enforceable provisions shall, to the extent enforceable in any jurisdiction, nevertheless be binding and enforceable.

43. **Headings.** The headings in this Agreement have been inserted for convenient reference only and shall not be considered in any questions of interpretation or construction of this Agreement.
44. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument. Either party hereto may deliver a copy of its counterparty's signature page to this Agreement electronically pursuant to R.C. § 1306. Each party hereto shall be entitled to rely upon an electronic signature of any other party delivered in such a manner as if such signature were an original.
45. **Entire Agreement.** This Agreement, including any attachments, contains the entire agreement between the parties hereto with respect to the subject matter hereof, and shall not be modified, amended, or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the parties hereto. This Agreement supersedes any and all previous agreements, whether written or oral, between the parties.

[SIGNATURE PAGE FOLLOWS]

Each party is signing this Agreement on the date stated below that party's signature.

SUBRECIPIENT

OHIO DEPARTMENT OF NATURAL RESOURCES

DIVISION OF PARKS AND WATERCRAFT

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



**Ohio Department of Natural Resources
Division of Parks and Watercraft
2025 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 Parks and Watercraft is required. This ordinance, resolution or notarized letter of commitment is part of *Exhibit F - Assistance Agreement* and must be submitted along with it. Include date of resolution, your organization's name, Division of Parks and Watercraft, amount that you were awarded, cost share that your organization is putting towards this agreement, grand total of grant and signed by person with signature authority, etc.

Obtain documentation of agency/organization commitment and attach to *Assistance (Grant) Agreement* (See *Assistance (Grant) Agreement, Paragraph 5*). (Label attachment as Exhibit G)

Political Subdivisions only-if the requesting agency requires

Political subdivisions must attach an *Approved Ordinance* or *Resolution* authorizing the political subdivision to enter into agreement with the Division of Parks and 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 Parks and 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 Parks and Watercraft, auditor, or representative

**Please email these documents to:
Craig.watson@dnr.ohio.gov**

2025 Boating Safety Education Grant
ODNR Division of Parks and Watercraft
Attn: Craig Watson, Education Grant Administrator
2045 Morse Road, Building A-2
Columbus, Ohio 43229-6693



**Ohio Department Natural Resources
Division of Parks and Watercraft
2025 Boating Safety Education Grant Program**

Reports

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

Ohio Department of Natural Resources - Division of Parks and Watercraft
 2025 Boating Safety Education Grant
 ___Final ___Annual Year-End Report of Actual Expenditures

___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.P.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 Parks and Watercraft
 2025 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.P.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 Parks and Watercraft
2025 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.P.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 Parks and Watercraft
2025 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.P.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 Parks and Watercraft
 2025 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.P.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 Parks and Watercraft
2025 Boating Safety Education Grant**

Totals Sheet

Category Sub-Totals of Actual Expenditures

Category	Actual Grantee In-Kind Contribution	Actual Cash Expenditure of Grant Funds	Total Cost	D.O.P.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	\$	\$	\$	\$

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

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

Title or Position

Signature of Agency head with signature authority

Date

**Ohio Department of Natural Resources - Division of Parks and Watercraft
2025 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	# Hours*	# instructors per/course

Skill Development Courses:

__ Does not apply to this project

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

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

Course Name	Date(s) mmddyy	County & Location	# Persons	# Certs	# Hours*	# instructors per/course

Advanced Classroom Courses

__ Does not apply to this project

Number of Courses Offered: _____ Total Number of Persons Attended: _____
 Number of Courses Taught: _____ Total Number 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	# Hours*	# instructors per/course

**Ohio Department of Natural Resources - Division of Parks and Watercraft
2025 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 Parks and Watercraft
2025 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, SUP, 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.
 - County, Location:** County and location where training was received.

**Ohio Department of Natural Resources - Division of Parks and Watercraft
2025 Boating Safety Education Grant**

... 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 Parks and Watercraft
2025 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 Parks and Watercraft
2025 Boating Safety Education Grant**

Budget Revision Request

Grant #24-__ Agency: _____ Project Title: _____

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

List each requested revision separately that would change any/all category 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:					
		\$			\$
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: _____

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

Ohio Department of Natural Resources - Division of Parks and Watercraft
2025 Boating Safety Education Grant

SAMPLE-Budget Revision Request

Agency: Boating Safety Education Project Title: BOATING SAFELY Grant #: 24-01

Name: John Smith 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-Text books	\$ 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-Text books	\$ 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: _____

ODNR Use Only		
_____	Request Approved by Ed Grant Coordinator	Request Denied by Ed Grant Coordinator
Date Request Received	Request Approved by Ed Manager /Date	Request Denied by Ed Manager/ Date
	Request Approved by Chief /Date	Request Denied by Chief/ Date
Reason(s): _____		

**Ohio Department of Natural Resources - Division of Parks and Watercraft
2025 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 Parks and Watercraft) and GRANTEE _____ (enter agency as stated on original agreement), Grant number _____.

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

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

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

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

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

For the Grantee

Name (Print)

Title

Signature

Date

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

Glen Cobb, Chief
With approval as designee of
Mary Mertz, Director
Ohio Department of Natural Resources

Date