

**DEPARTMENT OF BOATING AND WATERWAYS**

2000 EVERGREEN STREET, SUITE 100  
SACRAMENTO, CA 95815-3888  
(888) 326-2822  
www.dbw.ca.gov



November 3, 2008

Dear Contractor:

We are pleased to inform you that the contract between your agency and the Department of Boating and Waterways (Department) executed during fiscal year 2007-08 (contract number starting with 07) is eligible to be considered for renewal and a second year of funding.

To be considered for "Year Two" funding, renewal applications/proposals must be postmarked no later than December 10, 2008. The maximum amount any one organization can request is \$40,000 for this round of funding. Costs for administrative and overhead expenses are not considered for funding.

In order to assess the success of your current program grant and your future needs, you will need to provide the following information:

1. Your agency's proposal to spend money in the next fiscal year as well as your program activity for calendar year 2008 by completing Parts I and II of Attachment D. Completion of Part II will also meet the annual reporting requirements listed in Clause 10 of Attachment B.
2. If you have not submitted all invoices (scholarship and equipment) for Year One funds as of the date of this letter, you must complete the following form, *Status of Original - Year One - Budget Page Items* and submit it with your proposal.

#### Requirements for submitting Renewal Applications

Your renewal application should be organized as follows:

- Attachment D
  - Part I— *Proposal and Budget Page – Year Two – for fiscal year 08-09 (submit one copy)*
  - Part II—*2008 Annual Report - Program Activity/Inventory (submit two copies)*
- Form
  - Status of Original – Year One – Budget Page Items (submit one copy if applicable)*

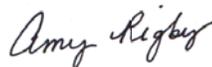
• **NOTE THE FOLLOWING:**

- In order to identify your proposal, be sure to label (with either a header or footer) each page of your entire application package with your agency name.
  - Remember to restate the questions in your proposal and activity report documents when answering and completing this application.
- Please do not submit the renewal application in a binder or bind with a binding machine. Instead, please use binder clips or paper clips to keep pages/sections together to allow for ease of processing.
- Applications will not be accepted via email or fax. Mail applications to:

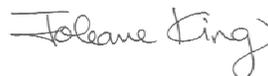
Department of Boating and Waterways  
2000 Evergreen Street, Suite 100  
Sacramento, CA 95815  
Attention: Amy Rigby/Joleane King—Aquatic Grants Program

Questions regarding this renewal application process should be directed to Amy Rigby or Joleane King by phone or email listed below.

Sincerely



Amy Rigby  
Associate Boating Administrator  
(916) 263-8190  
[arigby@dbw.ca.gov](mailto:arigby@dbw.ca.gov)



Joleane King  
Boating Safety Analyst  
(916) 263-8187  
[jking@dbw.ca.gov](mailto:jking@dbw.ca.gov)