

BOATING SAFETY GRANT PROGRAM

(Minimum Requirements and Information)

It is the mission of the Department to promote a safer and more enjoyable boating environment. In support of this mission, the Department of Boating and Waterways has grant funding available for non-profit organizations operating within California for programs that offer on-the-water training in order to enhance basic boating safety education.

The following questions are typical of those the Department receives concerning this program and should provide valuable information for grant applicants.

Who May Apply For Funds?

Funding is available to Colleges and Universities, Cities and Counties, and agencies that have federal not-for-profit status who provide on-the-water boating safety education instruction to the general public.

In order to be considered for funding, a program must have the proper insurance for participants in the programs. Please read the attached insurance requirements carefully to make sure your program is eligible for funding. During the contract process, you will be required to provide a certificate of insurance for your program. If your program is self-insured, you must provide a letter from your office of risk-management stating self-insurance status.

Additionally, in order to be considered for funding, an applicant must be in compliance with the State of California's nondiscrimination policy regarding employment policies and must submit a copy of its own written nondiscrimination policy to the department when applying for grant funding. Please see the attached policy.

Where do the funds for this program come from?

Funding is provided under Section 668.2 of the Harbors and Navigation Code, which allows state funds to be utilized for the grant program.

What type of equipment can be purchased with grant funds?

Vessels, and/or associated equipment that provide for boating safety education is eligible for grant funding. Examples include sailboats, trailers, water-ski boats, canoes, kayaks, life jackets, and associated safety equipment. (Currently, competitive racing and rowing equipment may not be purchased with grant monies.) Grant recipients must have federal non-profit status. Your federal not-for-profit identification number must be listed on the

Application Cover Form.

What types of scholarships are available through grant funds?

Scholarships are available for individuals to learn boating and aquatic safety. Examples of groups eligible for scholarship funds include but are not limited to youth at-risk, family income considerations, and individuals with physical or mental challenges individuals. Contracts must be completed within one year. A minimum of 25 classes must be administered during the term of the contract. Scholarship funds are not available for competitive racing and rowing programs.

What does the Department look for in awarding a grant to an organization?

The Department will consider awarding grant funds to non-profit organizations that can provide a comprehensive on-the-water program for enhancing boating safety education and accommodate a large number of individuals in a cost-effective way. The grant process is competitive in nature. The organization should provide access to the general public and conduct boating safety education most of the calendar year. Programs are favored that provide year-round courses.

The organization must have, or must plan to develop, a positive boating safety record and be recognized for its instructional expertise or public service.

What are some of the contractual requirements that would be included in the Grant Agreement?

If boating equipment is purchased and scholarships are approved through grant funds, the organization must agree to provide a specified number of boating safety classes each year.

The GRANTEE:

- X must be responsible for the replacement of any equipment purchased under the contract if damaged or stolen.
- X must provide all equipment repairs, insurance and staffing for the program.
- X is required to submit an annual report and equipment inventory to the Department. Suggestions for improvements in the boating safety program are desirable.

- X must comply with the attached insurance requirements and must provide additional coverage that holds the Department harmless for any accidents that occur through the conduct of the available program.
- X must agree to have its records available for audit by both the state and federal agencies having authority over the funding.
- X is responsible for complying with a variety of federal and state requirements, concerning such items as procurement and nondiscrimination requirements.
- X must attend one Aquatic Center Directors conference per year. Conferences occur twice a year.

The Department retains legal ownership of the equipment purchased under the program. Any vessel or trailer that is required to be registered by the Department of Motor Vehicles shall have the Department of Boating and Waterways listed on the registration as the lienholder. The organization must request permission from the Department to dispose of any equipment purchased during the term of the contract. The Department must be consulted if the equipment is to be used in any activity other than boating safety training.

What are some of the steps the Department follows after my agency submits a proposal for review?

After the Department receives a proposal, it is reviewed with the above criteria in mind. Usually a site visit is conducted in order to further evaluate the program. If the Department approves the application, a contract is sent to the grant recipient for signature, then processed through the Department's Administrative Services Section and signed by the Director. Additional contractual approval occurs at the CA Department of General Services' Legal Office.

What happens after a grant is awarded?

After a contract is awarded, a follow-up visit by a Department representative with the organization is made. Such visits include a review of the program goals and inventory of the equipment purchased with department funds.

How do I receive the funds I have been awarded?

No money is awarded upon approval of the contract; **all funds are distributed through reimbursements only.** Billings must be submitted in triplicate and contain an invoice

from the program, a summary of the billing, along with originally paid (back-up) invoices, and if necessary, manufacturer/dealer invoices or receipts. Purchase orders from manufactures/dealers will not be accepted in place of invoices when requesting reimbursement from the Department.

The length of time to receive reimbursement varies. Once the correctly completed request for payment leaves our office, it goes to the State Controller's office where the actual check is processed and mailed to the contractor. Although we have tried to take steps to shorten this process, it can be lengthy, varying from as short as several weeks or as long as three months. **Programs without sufficient funds to cover payments while waiting for reimbursement should not apply for grant monies.**

How does the Department advertise the program?

The Department advertises the availability for funding in the California State Library Catalog of California State Grants Assistance, a document prepared by the State Agency Grants Exchange and the California State Library.

For more information regarding the Department's Aquatic Grant Program, please contact The following individuals:

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