



July 11, 2019

Board of County Commission
Clackamas County

Members of the Board:

Approval of an Allocation Certification Agreement with the Oregon State Marine Board
for Maintenance Assistance Program (MAP) 2019-20 Funding

Purpose/Outcomes	Provides maintenance funding for County Parks' boat ramps and pump out and dump station.
Dollar Amount and Fiscal Impact	\$25,550 in funding support, with a minimum of \$16,583.33 in matching labor/expenditures.
Funding Source	Oregon State Marine Board; \$24,200 in state funds and \$1,350 in federal Clean Vessel Act funds.
Duration	July 1, 2019 through June 30, 2020
Previous Action	None
County Counsel	Reviewed and approved by County Counsel on July 2, 2019.
Strategic Plan Alignment	1. Honor, Utilize, Promote and Invest in our Natural Resources
Contact Person	Rick Gruen, BCS County Parks & Forest Manager, (503) 742-4345
Contract No.	N/A

BACKGROUND:

The Oregon State Marine Board (OSMB) provides an annual allocation to Clackamas County Parks in support of the improved boat ramp facilities at Barton, Carver and Hebb parks, and Boones Ferry Marina. State funds support staff labor, material expenditures, and vehicle costs related to maintenance of restrooms, grounds, boater parking lots, docks, and boat ramps. Federal funds are used to support the labor and materials to maintain the boat waste pump-out and dump station at the Boones Ferry Marina ramp. The allocation to Clackamas County Parks for FY 19/20 is \$25,550 with a minimum of \$16,583.33 provided by BCS County Parks as a match. The Allocation Certification Agreement details the breakdown of funds by site and notes the amount awarded by feature. Due to the \$1,350 in federal Clean Vessel Act Grant support for the pump-out dump station at Boones Ferry Marina, this agreement is being processed as a grant agreement.

The revenue and expenses for the Maintenance Assistance Program have been budgeted in the BCS County Parks FY 19/20 budget. The Grant Application Lifecycle Form was submitted to County Administrator, Gary Schmidt and was signed on June 13, 2019.

RECOMMENDATION:

Staff recommends the Board approve this Allocation Certification Agreement and further authorizes BCS Director, Laura Zentner, to sign on behalf of the County.

ATTACHMENTS:

1. OSMB MAP Grant Agreement for FY 19/20
2. Grant Application Lifecycle Form

Respectfully submitted,

Greg Williams, BCS Deputy Director

**CLACKAMAS COUNTY
ALLOCATION CERTIFICATION AGREEMENT
MAINTENANCE ASSISTANCE PROGRAM (MAP) FY20**

This Maintenance Assistance Program (MAP) Allocation Certification Agreement is entered into by and between the State of Oregon, acting by and through the Oregon State Marine Board, hereinafter called "OSMB" and Clackamas County, hereinafter called the "Recipient." In accordance with OAR 250-14-004, the parties agree to the following:

I. The Recipient certifies that:

A. A budget has been adopted that includes the MAP allocation amount of \$24,200.00 state funds and \$1,350.00 federal Clean Vessel Act (CVA) funds for the fiscal year period of July 1, 2019, to June 30, 2020; and

B. The following Site Inventory lists facilities and site elements maintained by the Recipient; and

Site Inventory						
Site Name: Barton Park		Use Fee: \$2.00	Fee Reduction: 0%			
Funding Source: MAP	Size / Quantity	Points Possible	Seasons of Use*	Months of Use	Seasonal Point Value	Fee Adjusted
Vault Toilet		10	PSO	12	\$1,000.00	\$1,000.00
Portable Toilet		8	P	3	\$400.00	\$400.00
Additional Toilet Stall(s)	1	4	P	3	\$200.00	\$200.00
Vegetation Maintenance		6	PSO	12	\$600.00	\$600.00
Garbage Can or Dumpster		6	PSO	12	\$600.00	\$600.00
Single Car Parking Stalls	28	0			\$0.00	\$0.00
Boat Trailer Stalls	31	12	PSO	12	\$1,200.00	\$1,200.00
Hard Surface Ramp, 1 Lane		6	PSO	12	\$600.00	\$600.00
Travel		3			\$300.00	\$300.00
<u>MAP Allocation for 9 site elements at Barton Park</u>					Allocation Subtotal:	\$4,900.00
					Fee Adjustment:	\$0.00
*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season					MAP Grant:	\$4,900.00

Site Name: Boones Ferry Ramp				Use Fee: \$2.00	Fee Reduction: 0%	
Funding Source: MAP	Size / Quantity	Points Possible	Seasons of Use*	Months of Use	Seasonal Point Value	Fee Adjusted
Feature						
Portable Toilet		8	PSO	12	\$800.00	\$800.00
Additional Toilet Stall(s)	1	4	PSO	12	\$400.00	\$400.00
Vegetation Maintenance		6	PSO	12	\$600.00	\$600.00
Garbage Can or Dumpster		6	PSO	12	\$600.00	\$600.00
Single Car Parking Stalls	27	0			\$0.00	\$0.00
Boat Trailer Stalls	91	24	PSO	12	\$2,400.00	\$2,400.00
Hard Surface Ramp, 2 Lanes		10	PSO	12	\$1,000.00	\$1,000.00
Cantilever Ramp Inspection		10	PSO	12	\$1,000.00	\$1,000.00
Boarding Dock, total linear feet	120	3	PSO	12	\$300.00	\$300.00
Log Debris Boom		2			\$200.00	\$200.00
Travel		3			\$300.00	\$300.00
<u>MAP Allocation for 11 site elements at Boones Ferry Ramp</u>					Allocation Subtotal:	\$7,600.00
					Fee Adjustment:	\$0.00
*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season					MAP Grant:	\$7,600.00
Site Name: Boones Ferry Ramp Pump/Dump				Use Fee: \$0.00	Fee Reduction: 0%	
Funding Source: CVA Inland	Size / Quantity	Points Possible	Seasons of Use*	Months of Use	Seasonal Point Value	Fee Adjusted
Feature						
Pumpout/Dump Station		12	PS	6	\$900.00	\$900.00
Holding Tank		6	PS	6	\$450.00	\$450.00
<u>CVA Inland Allocation for 2 site elements at Boones Ferry Ramp Pump/Dump</u>					Allocation Subtotal:	\$1,350.00
					Fee Adjustment:	\$0.00
*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season					MAP Grant:	\$1,350.00
Site Name: Carver Ramp				Use Fee: \$2.00	Fee Reduction: 0%	
Funding Source: MAP	Size / Quantity	Points Possible	Seasons of Use*	Months of Use	Seasonal Point Value	Fee Adjusted
Feature						
Flush Restroom		12	PSO	12	\$1,200.00	\$1,200.00
Portable Toilet		8	P	3	\$400.00	\$400.00
Additional Toilet Stall(s)	1	4	PSO	12	\$400.00	\$400.00
Vegetation Maintenance		6	PSO	12	\$600.00	\$600.00
Garbage Can or Dumpster		6	PSO	12	\$600.00	\$600.00
Single Car Parking Stalls	32	0			\$0.00	\$0.00
Boat Trailer Stalls	61	18	PSO	12	\$1,800.00	\$1,800.00
Hard Surface Ramp, 1 Lane		6	PSO	12	\$600.00	\$600.00
Travel		3			\$300.00	\$300.00
<u>MAP Allocation for 9 site elements at Carver Ramp</u>					Allocation Subtotal:	\$5,900.00
					Fee Adjustment:	\$0.00
*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season					MAP Grant:	\$5,900.00

Site Name: Hebb Park Ramp				Use Fee: \$2.00	Fee Reduction: 0%	
Funding Source: MAP	Size / Quantity	Points Possible	Seasons of Use*	Months of Use	Seasonal Point Value	Fee Adjusted
Feature						
Flush Restroom		12	PSO	12	\$1,200.00	\$1,200.00
Additional Toilet Stall(s)	1	4	PSO	12	\$400.00	\$400.00
Vegetation Maintenance		6	PSO	12	\$600.00	\$600.00
Garbage Can or Dumpster		6	PSO	12	\$600.00	\$600.00
Single Car Parking Stalls	16	0			\$0.00	\$0.00
Boat Trailer Stalls	37	12	PSO	12	\$1,200.00	\$1,200.00
Hard Surface Ramp, 1 Lane		6	PSO	12	\$600.00	\$600.00
Boarding Dock, total linear feet	280	9	PSO	12	\$900.00	\$900.00
Travel		3			\$300.00	\$300.00
<u>MAP Allocation for 9 site elements at Hebb Park Ramp</u>					Allocation Subtotal:	\$5,800.00
					Fee Adjustment:	\$0.00
*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season					MAP Grant:	\$5,800.00
Total Grant for Clackamas County (5 sites)					Total Allocation:	\$25,550.00

- C. MAP and CVA funds will be spent only to maintain improved marine facilities identified in the Site Inventory in accordance with MAP procedures and policies; and
- D. During the season of use identified on the Site Inventory the facilities will be open and maintained for public use; and
- E. The amount of any user fee, identified on the Site Inventory, that is presently charged or will be charged during the fiscal year, includes the highest of any entrance, day use, launch ramp, parking, transient moorage, or other fees paid, excluding annual passes or donations, and no fee will be charged for any vessel waste disposal system or floating restroom; and
- F. OSMB will have access to all eligible boating facilities and maintenance expenditure and performance records upon request and the Recipient will cooperate during any audit; and
- G. MAP funds will not exceed sixty-percent of the overall maintenance cost of eligible boating facilities; and
- H. Matching funds do not include any cash or in-kind activities expended on campgrounds, marinas, fuel stations, trails, picnic shelters, swim areas, or other large day-use components. The percentage of shared use has been documented for areas such as restrooms and parking that serve eligible marine facilities and other park uses; and
- I. MAP funds are principally targeted for labor, supplies, or contract services that will be expended at the eligible marine facilities. Expenditures for program administration, supervision, or other general service assessments will be limited to a maximum of fifteen-percent; and
- J. MAP funds will not be expended for capital construction projects or used as match to other grants.
- K. The Recipient does not * have a federally approved indirect rate. If applicable, a copy of the letter from the Federal Agency approving the indirect rate will be provided to OSMB before MAP funds are paid. (* Enter 'does' or 'does not' as appropriate.)
- L. The Recipient does * receive \$750,000 or more in federal funding from all sources in a fiscal year requiring submission of a Single Audit report.

II. The Recipient agrees:

- A. To provide a minimum of \$16,133.33 matching resources for state MAP funds and \$450.00 matching resources for federal CVA grant funds.
- B. That the MAP Program is designed to supplement funds expended at eligible marine facilities and the intent is to assist in improving the quality of maintenance at the facilities identified on the Site Inventory.
- C. To immediately notify OSMB of any changes in operation or maintenance practices, fees, season of use, or public access. The Recipient agrees to reimburse OSMB any MAP funds deemed an overpayment as a result of such changes.
- D. To reimburse OSMB any excess MAP funds not expended within the fiscal year that exceed the ten-percent maximum carry forward amount.
- E. To provide at the end of the fiscal year an expenditure report for maintenance and operations outlining labor, supplies, materials, and services for all facilities identified on the Site Inventory and a performance report for any vessel waste collection systems and/or floating restroom.

II. OSMB certifies that:

- A. It is authorized by ORS 830.150(2)(a) to provide MAP funds for annual maintenance of improved boating facilities and is further authorized under CFR 50 Part 85 to provide federal Clean Vessel Act funds from the U.S. Fish and Wildlife Service for maintenance of vessel waste collection facilities and floating restrooms.
- B. It has sufficient MAP funds available within its current biennial budget and has authorized expenditure of MAP funds to the Recipient for the eligible marine facilities identified on the Site Inventory.

The Recipient, by the signature of its authorized representative below, hereby acknowledges that it has read the agreement, understands it, and agrees to be bound by its terms and conditions.

OSMB: State of Oregon, acting by and through its Oregon State Marine Board

RECIPIENT:
Clackamas County

By: _____

By: _____

(Signature)

(Signature)

Larry Warren

(Printed Name)

(Printed Name)

Director

(Title)

(Title)

(Date)

(Date)

File: 131

DUNS: _____

(D-U-N-S Registration number)

If you do not have a D-U-N-S number, you will need to request it at <http://fedgov.dnb.com/webform>.

Grant Application Lifecycle Form

Use this form to track your potential grant from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

** CONCEPTION **

Note: The processes outlined in this form are not applicable to disaster recovery grants.

Section I: Funding Opportunity Information - To be completed by Requester

Lead Department: BCS-County Parks & Forest Grant Renewal? Yes No

Name of Funding Opportunity: OR State Marine Board Maintenance Assistance Program (MAP) 2019-20

Funding Source: Federal State Local: _____

Requestor Information (Name of staff person initiating form): Rick Gruen

Requestor Contact Information: 503-742-4345

Department Fiscal Representative: Christina Dannenbring

Program Name or Number (please specify): County Parks

Brief Description of Project:

The Oregon State Marine Board provides annual funding to Clackamas County Parks, without an application process, in support of the improved boat ramp facilities at Barton Park, Carver Park, Boones Ferry Marina, and Hebb Park. State funds are used to support labor, supplies, contracted services, and vehicle costs to maintain restrooms, grounds, boater parking lots, docks, and boat ramps. Federal funds are used to support the labor, supplies, and contracted services to maintain the boat waste pumpout station at the Boones Ferry Marina ramp. The allocation calculated by OSMB for FY 19/20 is \$25,550 in allocated funds from the State Marine Gas Tax program, with a minimum \$16,583.33 County Parks match.

Name of Funding (Granting) Agency: Oregon State Marine Board

Agency's Web Address for Grant Guidelines and Contact Information:

Douglas Baer, Environmental Grant Coordinator, (503) 378-8587 www.oregon.gov/OSMB/forms.../FacilitiesFAQMAP.pdf

OR

Application Packet Attached: Yes No N/A

Application for funding is NOT required. This is a voluntary program (see attached OSMB letter).

Completed By: Christina Dannenbring Date: 06/10/2019

**** NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE ****

Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Grant Non-Competing Grant/Renewal Other Notification Date: _____

Announcement Date: N/A Announcement/Opportunity #: N/A

Grant Category/Title: Maintenance Assistance Program (MAP) Max Award Value: \$25,550

Allows Indirect/Rate: No Match Requirement: \$16,583

Application Deadline: Application not required Other Deadlines: _____

Grant Start Date: 07/01/2019 Other Deadline Description: _____

Grant End Date: 06/30/2020

Completed By: _____

Pre-Application Meeting Schedule: N/A

Collaboration

1. List County departments that will collaborate on this award, if any.

None

Reporting Requirements

1. What are the program reporting requirements for this grant?

County Parks Management Analyst tracks labor, contracted services, and supply costs for each facility throughout the fiscal year. Costs are reported to the OR State Marine Board in August/September each year.

2. What is the plan to evaluate grant performance? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

Peoplesoft Financial System is used to track materials & services costs. The WorkForce labor system is used to track labor costs with program codes that identify each boating facility. Annual costs to maintain boating facilities within County Parks exceeds the match requirement of this grant.

3. What are the fiscal reporting requirements for this grant?

A one page annual report is submitted to the OR State Marine Board in August/September each year, that includes supporting documentation for expenditures. Funding is provided in advance each year, but allocations are withheld until annual reporting requirements for prior year funding is met.

Fiscal

1. Will we realize more benefit than this grant will cost to administer?

Yes, annual administration of these grant funds is under \$4,000.

2. What other revenue sources are required? Have they already been secured?

Matching funds for this grant come from revenue generated by parking fees from both licensed boaters and general day users of our improved boat ramp facilities.

3. Is there a match requirement? If yes, how much and what type of funding (CGF, Inkind, Local Grant, etc.)?

Matching funds for this grant come from revenue generated by parking fees. This revenue is budgeted in the FY 19/20 County Parks budget and totals \$338,950

4. Is this continuous or one-time funding? If one-time funding, how will program funding be sustained?

Funding is continuous.

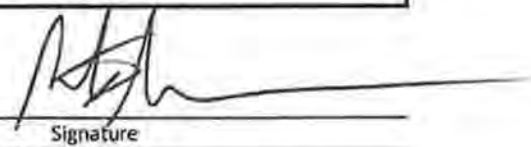
5. Does this grant cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are they?

No.

Program Approval:

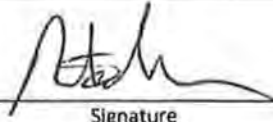
Rick Gruen
Name (Typed/Printed)


6-12-19
Date


Signature

**** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR ****

Section IV: Approvals

DIVISION DIRECTOR OR ASSISTANT DIRECTOR (or designee, if applicable)		
Rick Gruen	6-12-19	
Name (Typed/Printed)	Date	Signature

DEPARTMENT DIRECTOR		
Laura Zentner	6/12/19	 <small>Gary Williams for L. Zentner</small>
Name (Typed/Printed)	Date	Signature

IF APPLICATION IS FOR FEDERAL FUNDS, PLEASE SEND COPY OF THIS DOCUMENT, BY EMAIL OR BY COURIER, TO FINANCE. ROUTE ORIGINAL OR SCANNED VERSION TO COUNTY ADMIN.

Section V: Board of County Commissioners/County Administration (required for all grant applications)

For applications less than \$150,000:

COUNTY ADMINISTRATOR	Approved: <input checked="" type="checkbox"/>	Denied: <input type="checkbox"/>
Gary Schmidt	6/13/19	
Name (Typed/Printed)	Date	Signature

For applications greater than \$150,000 or which otherwise require BCC approval:

BCC Agenda item #: Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department contact when fully approved.
Department: keep original with your grant file.



Kate Brown, Governor

435 Commercial St. NE, Suite 400
P.O. Box 14145
Salem, OR 97309-5065
(503) 378-8587
Fax (503) 378-4597



June 5, 2019

Rick Gruen, Parks Manager
Clackamas County
150 Beavercreek Rd.
Oregon City, OR 97045

Re: FY20 Maintenance Assistance Program (MAP) grant

Dear Mr. Gruen;

Clackamas County has been tentatively selected to receive a MAP grant from the Oregon State Marine Board. Grant funds may be used only for supplemental routine maintenance expenses at improved public boating facilities from July 1, 2019 through June 30, 2020. The grant requires a minimum 40% local matching funds.

To accept the MAP grant award you must formally agree to participate in this voluntary program. Your signature on the attached agreement certifies that you agree to comply with program rules. At the end of the year, you must also provide a report detailing your maintenance expenses from both local funds and grant funds.

If you choose to accept the grant award and participate in MAP for FY20, you must sign the attached MAP Allocation Certification Agreement and return it by August 1, 2019.

Thank you for your continued support of Oregon boaters. Please contact me at douglas.baer@oregon.gov or 503-378-2603 if you have any questions.

Sincerely,



Douglas Baer
Environmental Grant Coordinator

Encl.: MAP Allocation Certification Agreement