



Laura Zentner, CPA
Director

BUSINESS AND COMMUNITY SERVICES

Development Services Building
150 Beaver Creek Road, Oregon City, OR 97045

June 14, 2018

Board of County Commissioners
Clackamas County

Members of the Board:

Approval to Apply for a Grant from the Oregon State Marine Board for
Maintenance Assistance Program (MAP) Funding for Fiscal Year 2018-19

Purpose/Outcomes	Provides maintenance funding for Business and Community Services' (BCS) County Parks division's boat ramps and pumpout dump station.
Dollar Amount and Fiscal Impact	\$25,350 in funding support, with a minimum of \$10,140 in matching labor/expenditures
Funding Source	Oregon State Marine Board grant funds (\$24,000 in state funds and \$1,350 in federal Clean Vessel Act funds)
Duration	July 1, 2018 through June 30, 2019
Previous Action	None
Strategic Plan Alignment	1. Honor, Utilize, Promote and Invest in our Natural Resources 2. Enhance Park and Forest Health.
Contact Person	Rick Gruen, <i>County Parks & Forest Manager</i> , 503-742-4345

BACKGROUND:

The Oregon State Marine Board (OSMB) provides an annual allocation to Business and Community Services - County Parks Division in support of the improved boat ramp facilities at Barton, Carver and Hebb parks as well as the 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 pumpout and dump station at the Boones Ferry Marina ramp.

The allocation to County Parks for FY 18/19 is \$25,350 with a 40 percent required match, equaling \$10,140. The Allocation Certification Agreement, attached, details the breakdown of funds by site and notes the amount awarded by feature. The revenue and expenses associated with the MAP grant were approved in the FY 2018-19 Budget. The Grant Application Lifecycle Form was submitted to County Administrator, Don Krupp and signed on May 23, 2018.

RECOMMENDATION:

Staff recommends the Board approve this Grant Application for the OSMB Maintenance Assistance Program and authorizes the BCS Director or delegate to execute all documents necessary to effectuate the same.

ATTACHMENTS:

1. Allocation Certification Agreement Maintenance Assistance Program (MAP) 2018-19
2. Approved Grant Application Lifecycle Form

Respectfully submitted,

Laura Zentner, Director

**CLACKAMAS COUNTY
ALLOCATION CERTIFICATION AGREEMENT
MAINTENANCE ASSISTANCE PROGRAM (MAP) FY19**

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 \$24,000.00 state funds and \$1,350.00 federal Clean Vessel Act (CVA) funds for the fiscal year period of July 1, 2018, to June 30, 2019; 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 /	Points	Seasons	Months	Seasonal
Feature	Quantity	Possible	of Use*	of Use	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

MAP Allocation for 9 site elements at Barton Park Allocation Subtotal: \$4,900.00
Fee Adjustment: \$0.00
MAP Grant: \$4,900.00

*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season

Site Name: Boones Ferry Ramp		Use Fee: \$2.00			Fee Reduction: 0%	
Funding Source: MAP						
Feature	Size / Quantity	Points Possible	Seasons of Use*	Months of Use	Seasonal Point Value	Fee Adjusted
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

MAP Allocation for 11 site elements at Boones Ferry Ramp 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						
Feature	Size / Quantity	Points Possible	Seasons of Use*	Months of Use	Seasonal Point Value	Fee Adjusted
Pumpout/Dump Station		12	PS	6	\$900.00	\$900.00
Holding Tank		6	PS	6	\$450.00	\$450.00

CVA Inland Allocation for 2 site elements at Boones Ferry Ramp Pump/Dump 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						
Feature	Size / Quantity	Points Possible	Seasons of Use*	Months of Use	Seasonal Point Value	Fee Adjusted
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

MAP Allocation for 9 site elements at Carver Ramp 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 /	Points	Seasons	Months	Seasonal
Feature	Quantity	Possible	of Use*	of Use	Point Value	Fee Adjusted
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	240	7	PSO	12	\$700.00	\$700.00
Travel		3			\$300.00	\$300.00
MAP Allocation for 9 site elements at Hebb Park Ramp					Allocation Subtotal:	\$5,600.00
					Fee Adjustment:	\$0.00
*Seasons of Use: P=Peak, S=Shoulder, O=Off; Minus (-) denotes partial season					MAP Grant:	\$5,600.00
Total Grant for Clackamas County (5 sites)					Total Allocation:	\$25,350.00

- 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 \$16,000.00 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

By: _____
(Signature)

By: Larry Warren
(Printed Name)

By: Director
(Title)

By: _____
(Date)

RECIPIENT:
Clackamas County

By: _____
(Signature)

By: _____
(Printed Name)

By: _____
(Title)

By: _____
(Date)

File: 131

DUNS: 096992656
(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) 20118-19

Funding Source: Federal State Local: _____

Requestor Information (Name of staff person initiating form): Christina Dannenbring

Requestor Contact Information: 503-742-4663

Department Fiscal Representative: _____

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, material, contracted services, and vehicle costs to maintain restrooms, grounds, boater parking lots, docks, and boat ramps. Federal funds are used to support the labor and materials, and contracted services to maintain the boat waste pumpout station at the Boones Ferry Marina ramp. The allocation calculated by OSMB for FY 18/19 is \$25,350 in allocated funds from the State Marine Gas Tax program, with a minimum 40% County Parks match (\$10,140).

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: 5/22/2018

**** 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: \$25,350

Allows Indirect/Rate: No Match Requirement: \$10,140

Application Deadline: Application not required Other Deadlines: _____

Grant Start Date: 7/1/2018 Other Deadline Description: _____

Grant End Date: 6/30/2019

Completed By: _____

Pre-Application Meeting Schedule: N/A

Section III: Funding Opportunity Information - To be completed at Pre-Application Meeting by Dept Program and Fiscal Staff

Mission/Purpose:

1. How does the grant support the Department's Mission/Purpose/Goals?

These funds help to provide safe public spaces where residents, and visitors can thrive and prosper in healthy vibrant communities.

2. How does the grant support the Division's Mission/Purpose/Goals? (If applicable)

The grant helps provide funding for maintenance and upkeep of restrooms, ramps, grounds, boater parking lots, and docks so Clackamas County Parks can provide clean and safe boating facilities.

3. What, if any, are the community partners who might be better suited to perform this work?

None

4. What are the objectives of this grant? How will we meet these objectives?

State funds provided are used for labor, material, contracted services, and vehicle expenses to maintain restrooms, grounds, ramps, boater parking lots, and docks. Federal funds provide for labor, materials contracted services, and vehicle expenses to maintain a boat waste pumpout station located at the Boones Ferry ramp. County Parks staff will perform the duties and therefore meet the requirements of the grant funds.

5. Does the grant proposal fund an existing program? If yes, which program? If no, what should the program be called and what is its purpose?

This is on-going funding provided by the Oregon State Marine Board under their Maintenance Assistance Program. County Parks has received this funding support for boat ramp facilities within our parks since the program was started. There is no application process involved in this funding. We participate voluntarily in the program to leverage funding for our boat ramp facilities.

Organizational Capacity:

1. Does the organization have adequate and qualified staff? If yes, what types of staff are required?

If no, can staff be hired within the grant timeframe?

Yes, current FTE and PTE staff are used to perform the work throughout the grant period. Contracted labor is hired under limited circumstances where staff cannot perform the repair or maintenance task.

2. Is there partnership efforts required? If yes, who are we partnering with, what are their roles and responsibilities, and are they committed to the same goals?

No

3. If this is a pilot project, what is the plan for sunseting the program or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

N/A

4. If funding creates a new program, does the department intend that the program continue after initial funding is exhausted? If so, how will the department ensure funding (e.g. request new funding during the budget process, discontinue or supplant a different program, etc.)?

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 Administrative Analyst tracks labor, contracted services, and material 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, and with the use of a project codes specific to these grant funds. Annual costs to maintain boating facilities within County Parks far exceeds the match requirement of this grant. FY 16/17 matching funds were \$113,742

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 labor, and materials & services. 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 at our improved boat ramp facilities. This revenue is budgeted in the FY 18/19 County Parks budget and totals \$

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 18/19 County Parks budget and totals \$317,034

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:


Christina Dannenbring
Name (Typed/Printed)

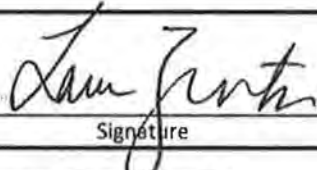
5-22-18
Date

Christina Dannenbring
Signature

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

Section IV: Approvals

DIVISION DIRECTOR OR ASSISTANT DIRECTOR (or designee, if applicable)		
Rick Gruen	5-22-18	
Name (Typed/Printed)	Date	Signature

DEPARTMENT DIRECTOR		
Laura Zentner	5/22/18	
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"/>
	5/23/2018	
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.