

Don Hoch
Director



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STATE OF WASHINGTON
WASHINGTON STATE PARKS AND RECREATION COMMISSION

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June 7, 2012

Undersheriff Clayton Myers
Kittitas County Sheriff's Office
307 West Umptanum Road
Ellensburg, Washington 98926

Re: Recreational Boating Safety Federal Financial Assistance Grant Letter of Award

Dear Undersheriff Myers:

The Washington State Parks and Recreation Commission has reviewed and accepted your application for a Recreational Boating Safety (RBS) Federal Financial Assistance Grant and is awarding \$23,949 to your agency. The grant is for the period July 1, 2012– June 30, 2013.

Terms of Acceptance: Acceptance of a Federal Financial Assistance award carries with it the responsibility to be comply with the terms and conditions of the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application form, as approved by State Parks. The signed grant application contains the terms and conditions to which your agency has agreed. I urge you to carefully review your application (enclosed) so you are familiar with each requirement.

Specifically you have agreed to:

- Conduct on the water patrols *in addition* to those already required and paid for with State Vessel Registration Fees and local funds.
- Complete a minimum of 650 vessel inspections, which includes at least 350 written vessel inspections and 300 visual spot inspections based on your RBS *Federal Financial Assistance Grant Application*.
- Emphasize enforcement of:
 - Life jacket requirements;
 - Mandatory boater education (required to be carried by operators 40 years old and younger when operating a motor boat of 15 hp or more;
 - Boating under the influence of alcohol (BUI); and
 - "Rules of the road" and other operating regulations.

- Participate in Operation Dry Water in June 2013.
- Request reimbursement for approved expenditures only (see WAC 352-65-040, the ten elements necessary to accomplish the Recreational Boating Safety mission) and within the designated timelines. I would like to emphasize a few points with regards to reimbursement.
 - Invoices for reimbursement may be submitted no more often than monthly but no less than quarterly. If there are no grant expenditures for the quarter, an invoice billing is not required, however a Summary of Activities Report (A428) with supporting documents (i.e. yellow copies of vessel inspection forms and patrol vessel log sheets) is still required.
 - These grant funds may not be used to reimburse indirect costs.

You may seek reimbursement for:

- Salaries, benefits, and wages for officers who have completed state RBS training and conduct on the water patrols, to maintain existing staff levels, increase patrol time above the current level, or for overtime patrol hours. In general, officers paid with these funds must have completed a State Parks Recreational Boating Safety training course per WAC requirement. However, if an agency has a policy requiring two officers on a boat, then as long as one officer has completed state RBS training the second officer is not required to have done so but must be a fully commissioned officer.
- Purchase, maintenance, and operation of patrol boats and patrol boat equipment to perform the RBS mission. This does not include equipment for recovery operations (dive equipment, side scan sonar, etc.), homeland security missions (night vision equipment, weapons, etc.) or other work unrelated to the RBS mission as determined by State Parks.
- Providing instruction classes in Adventures in Boating to qualify graduates for the mandatory boater education card required by statute. Costs may include classroom supplies, light refreshments and other goods and services necessary to promote and teach classes.
- Basic marine law enforcement training, or other courses, as determined by State Parks, for officers to complete the RBS mission. Contact the State Parks Boating Program prior to making expenditures for all other courses for compliance with the RBS mission.
- Direct program administration costs.

Submit the following forms to apply for reimbursement (those identified with an asterisk will be supplied by e-mail):

- Marine Law Enforcement Grant Invoice Voucher (form A19)* to include names of officers performing patrols paid with these funds
- Summary of Activities Report (form A428)* – due quarterly by the 15th following end of quarter
- Yellow copies of the vessel inspection form – included with each quarterly report.
- Copies of vessel log sheets* for each patrol vessel and shift documents visual spot inspections reported each quarter on the Summary of Activities Report.

Your signature on each *Marine Law Enforcement Grant Invoice Voucher* certifies that your agency has completed the work and has retained copies of all the supporting documentation on file for audit purposes per the commitment in the *Federal Financial Assistance Grant Application – State FY13*.

If you have questions regarding contract terms, expenditures or financial invoice billing, please contact Mark Kenny at (360) 902-8835 / mark.kenny@parks.wa.gov or Laura Holmes at (360) 902-8843 / laura.holmes@parks.wa.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Wade Alonzo", with a stylized flourish at the end.

Wade Alonzo, Boating Law Administrator
Washington State Parks and Recreation Commission

Enclosures

cc: Mark Kenny, Enforcement Specialist
Contracts
Fiscal



Kittitas CSO

RECEIVED
MAY 31 2012
BOATING PROGRAMS

**Washington State Parks
Recreational Boating Safety Program
Federal Financial Assistance Grant Application
State FY 13 – July 1, 2012 to June 30, 2013**

Intent

These grant funds are specifically intended to support local law enforcement efforts in reducing boating-related loss of life, personal injury, and property damage. These activities are tied to the U.S. Coast Guard's *Strategic Plan of the National Recreational Boating Safety Program 2012 - 2016*. These funds are intended to increase education and enforcement efforts and to stimulate greater local participation in boating safety and are not to supplant existing local funds or vessel registration funds used for boating safety programs.

Eligibility

Law enforcement agencies that operate approved boating safety programs under WAC 352-65 are eligible to apply for grants. To be eligible to receive the grant, the program must be an approved boating safety program at the time of award. In addition, State Parks must have received all of the reports and documentation your agency is required to submit to receive state vessel registration funds (VRF) as well as the requirements for the current FY 12 *Federal Assistance Grants*.

How to Apply:

1. Fill out required information on page 5 and 6 of this application. Page 6 should be signed by the police chief or sheriff. Rename the file as you save it replacing the word 'FINAL' in the file name with the name of the city or county you represent. I.e. Thurston_FY13 RBS Fed Grant Application.doc
2. Email an electronic copy of the Microsoft Word file by May 25, 2012 to:
sherri.sweeney@parks.wa.gov.
3. An original signed version must be received and date stamped by State Parks no later than May 29, 2012. Mail signed copies to:

Washington State Parks and Recreation Commission
ATTN: Boating Program / Sherri Sweeney
1111 Israel Road SW; PO Box 42650
Olympia, WA 98504-2650

Grant Requirements

Federal Assistance Grant Funds are provided to assist approved programs in carrying out the ten elements needed for Recreational Boating Safety Program Approval as described in Washington Administrative Code (WAC) 352-65-040. These are recreational boating safety education and enforcement activities aimed at reducing boating-related loss of life, personal injury and property damage. Activities are tied to the U.S. Coast Guard's Strategic Plan of the National Recreational Boating Safety Program 2012 -2016.

By completing and submitting this application, the applicant is agreeing to the following terms:

1. Conduct the predetermined number of: 1) hours of on-the-water patrols and 2) vessel inspections and visual spot inspections as filled out in *FY13 Patrol Hour and Inspection Targets* on page 5 of this application. State Parks requires an average of at least one inspection completed per hour of patrol. This may include visual spot inspections.
2. Expand patrols beyond those paid for with State Vessel Registration Fees and local funds.
3. Emphasize enforcement of:
 - a. Life jacket requirements, including lifejackets not worn as required, insufficient lifejackets, and lifejackets found unserviceable or the incorrect size;
 - b. Possession of the mandatory boater education card for operators required to carry it;
 - c. Boat operation under the influence of alcohol (BUI) rules; and
 - d. "Rules of the road" and other operating regulations.
4. Participate in Operation Dry Water in June 2013.
5. Follow the following procedures for requesting reimbursement. Invoices for reimbursement may be submitted no more often than monthly but no less than quarterly.
 - a. Submit the following documents.
 - i. A Marine Law Enforcement Grant Invoice Voucher (form A-19) including the Officer List Worksheet. When preparing the A-19 invoice, please be sure all expenditures support the RBS mission and that explanations are provided for purchases of equipment and maintenance that occurred. Boating Program staff will review all billings and follow up on invoices if the billing is unclear. Copies of receipts may be requested to support reimbursement.
 - ii. Summary of Activities Report (A-428)
 - iii. Yellow copies of all written vessel inspections completed (P&R A-274)

- iv. Copies of the vessel log sheet for each patrol vessel and shift (documenting spot inspections).
 - v. Names of officers performing patrols paid with these funds.
- b. Reimbursement requests must be received and date stamped by State Parks by the following dates: October 31, 2012 for quarter 1 / January 31, 2013 for quarter 2 / April 30, 2013 for quarter 3 / July 31, 2013 for quarter 4. The timely submission of reimbursement requests allows proper time for the processing of payments. Submitting reimbursement requests after these dates could mean that your request is delayed.
 - c. Unforeseen Circumstances: If, during any quarter, an agency is unable to meet the requirements of the grant (i.e. unable to meet the targeted number of enforcement hours or vessel inspections) it should submit a letter, signed by the police chief or sheriff, along with the reimbursement request explaining the reasons and mitigating circumstances. In extreme cases, State Parks may request these applicants to submit a plan within 30 days of the end of the quarter that describes steps the applicant will take to meet minimum requirements. In these cases, reimbursement requests may be deferred until the plan is received and approved by State Parks.
 - d. Grantees are required to maintain records of all allowable expenditures for which grant dollars were spent and must make these records available to State Parks for review upon request. Expenditure records may include but are not limited to receipts, invoices, and timesheets. These records must be maintained for six years following the completion of the grant.

Allowable Expenditures

Grant funds may be used only for activities under WAC 352-65-040, the ten elements necessary to accomplish the Recreational Boating Safety (RBS) mission. If it is unclear if an expense meets these criteria, contact Mark Kenny at (360) 902-8835 or mark.kenny@parks.wa.gov to discuss the item before proceeding. **Grant funds may not be used for indirect costs.**

Allowable expenses include but are not limited to:

1. Salaries, benefits, and wages for officers who have completed state RBS training and conduct on-the-water patrols, to maintain existing staff levels, increase patrol time above the current level, or for over-time patrol hours. In general, officers paid with these funds must have completed State Parks Recreational Boating Safety training per WAC requirement. However, if an agency has a policy requiring two officers on a boat, then as long as one officer has completed state RBS training the second officer is not required to have done so but must be a fully commissioned officer.

2. Purchase, maintenance, and operation of patrol boats and patrol boat equipment to perform the RBS mission. It does not include equipment unrelated to this mission such as equipment used in recovery operations (dive equipment, side scan sonar, etc.) or homeland security missions (night vision equipment, weapons, etc.), or any other unrelated equipment as determined by State Parks.
3. Providing instruction classes in Adventures in Boating to qualify graduates for the mandatory boater education card required by statute. Costs may include classroom supplies, light refreshments and other goods and services necessary to promote and teach classes.
4. Training courses for officers to complete the RBS mission.

Definitions

On-Water Law Enforcement Hours: Estimated hours that agency vessels will spend patrolling on the water. These are the actual hours as documented on the patrol vessel hour meter or logbook and should not include time travelling to or from the water, nor time spent preparing for patrol.

Vessel inspection – A written record of the review of applicable state requirements for a recreational vessel when contacted on the water, at ramps, docks, mooring areas, by trained personnel as documented using the State Parks vessel inspection form. For the purposes of this grant, documented inspections include those completed when patrolling on the water or at launch ramps, docks, floats, or other marine facilities on the water.

Visual Spot Check – The observation of a vessel used on the water where an officer can visually confirm requirements for lifejacket and registration have been met. This can occur when performing patrol on the water and during other activities on shore such as launching/retrieving, conducting inspections, casual contact with the public, maintenance, training, or other work-related time such as during breaks or lunch. Each visual spot check must be documented properly on State Parks patrol vessel log sheet and include the date, location, registration number and other comments. Spot checks should generally include vessels within hailing distance.

IMPORTANT!

Please fill in the requested information in each of the green-shaded boxes. The application will not be accepted unless it is completely filled out. Applications must be typed. Hand completed applications will not be accepted.

FY13 Patrol and Inspection Targets

- | | |
|---|-----|
| 1. Provide the <u>number of vessels</u> that will be used during patrol hours. | 2 |
| 2. Provide the <u>number of on-water law enforcement hours</u> that will be conducted over the entire grant period. | 584 |
| 3. Please provide an estimate of the number of <u>on-water enforcement hours</u> during the following time periods: | |
| a. <u>Weekends</u> and <u>Holidays</u> from Memorial Day through Labor Day. | 300 |
| b. <u>Extended patrol shifts</u> and <u>week days</u> from Memorial Day through Labor Day. | 252 |
| c. Estimate of the number of <u>off-season patrol hours</u> (October through May). | 32 |
| 4. Identify the total inspections that will be completed during the grant period (July 1, 2012 to June 30 2013). NOTE: State Parks requires an average of at least 1 inspection per patrol hour and this may include visual spot inspections. | |
| a. How many <u>Vessel Inspections</u> will be completed? | 350 |
| b. How many <u>Visual Spot Checks</u> will be completed? | 300 |

Please briefly describe when you expect to conduct most of your enforcement hours and inspections and the purpose and need for any off season patrol activities: Based on the type of boating that mainly occurs in our county most of our enforcement will occur during the summer on weekends. Most of the boating that occurs in our county is summer time recreation, we do not have a large amount of fishing that occurs during the off season. However we do have a need for off season enforcement hours to target boaters taking part in duck hunting.

I certify that I am authorized to obligate the agency listed below and that I am authorized to accept such funds and to guarantee that the funds will be used solely for expenditures to perform the terms and conditions detailed in this application.

Authorized Representative:

Clayton Myers 05-22-12
 Signature Date
 Clayton Myers
 Print Name
 Undersheriff
 Title

Grant Contact Information	
Agency Name	Kittitas County Sheriff's Office
Mailing Address	307 W Umptanum Rd
City State Zip	Ellensburg, Wa 98926
Primary Contact:	Undersheriff Clayton Myers
Email :	clayton.myers@co.kittitas.wa.us
Office Phone	509-962-7525
Mobile Phone	
Secondary Contact:	Deputy Zach Green
Email :	zach.green@co.kittitas.wa.us
Office Phone	509-962-7525
Mobile Phone	