



## Ohio Department of Natural Resources

TED STRICKLAND, GOVERNOR

SEAN D. LOGAN, DIRECTOR

Division of Watercraft  
Pamela S. Dillon, Chief  
2045 Morse Rd - Bldg. A  
Columbus, Ohio 43229-6693  
Phone: (614) 265-6480 Fax: (614) 267-8883

December 29, 2009

City of Gahanna, Department of Parks & Recreation  
Laura Hester  
200 South Hamilton Road  
Gahanna, Ohio 43230

Dear Ms. Hester:

Congratulations on recently being awarded a 2010 Boating Safety Education Grant. We appreciate the effort you are making toward promoting boating safety education within your community.

Please review the enclosed *Grant Acceptance Checklist* for instructions on finalizing your grant request. Follow the instructions closely to prevent delays in receiving the approved funds. The necessary documents need to be submitted within 60 days of notification of grant approval. Once we receive these documents, we will forward the check and a copy of the signed *Assistance Agreement*. If you have a previous Education grant, Ohio law does not allow us to sign the new *Assistance Agreement* until your previous grant has been fully closed out.

We are holding a mandatory Grant Administrators meeting on Friday, March 12, 2010 from 9:00-5:00. Registration begins at 9:00, the meeting will run from 9:30-4:00 and individual questions will be (optional) from 4:00-5:00. This meeting will be held at our ODNR- Fountain Square, Bldg. E-1, located at 2045 Morse Rd., Columbus, OH 43229 (registration form and map enclosed).

This meeting is appropriate for your grant administrator, bookkeeper, education program manager and instructors. The topics range from conducting programs to audit requirements. It is mandatory that at least one representative from your organization attend this meeting while additional representatives are welcome.

We are encouraging our grant applicants to purchase from Ohio vendors. The grant funds come from Ohio's boaters so it is important to keep these funds in Ohio. When purchasing please check various Ohio vendors to receive the best competitive rate.

We are looking forward to our partnership with you. Thank you.

Sincerely,

Mary Hughes, Education Grant Coordinator  
ODNR, Division of Watercraft  
2045 Morse Rd Bldg. A-2  
Columbus, Ohio 43229-6693

Enclosures  
File: 2010-12





## Ohio Department of Natural Resources

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**Division of Watercraft**

*Pamela S. Dillon, Chief*

2045 Morse Road - Building A-3

Columbus, Ohio 43229

Phone: (614) 265-6480 Fax: (614) 267-8883

December 29, 2009

City of Gahanna, Department of Parks & Recreation  
Tony Collins, Director  
200 South Hamilton Road  
Gahanna, Ohio 43230

Dear Mr. Collins:

On behalf of Governor Strickland, Ohio Department of Natural Resources Director, Sean D. Logan and the Ohio Department of Natural Resources, Division of Watercraft, I am happy to announce the approval of the 2010 Boating Safety Education Grants. Your grant program is one of thirty organizations across the state to receive funding.

The Division of Watercraft is awarding \$366,643.00 to political subdivisions and non-profit agencies for boating education programs. The evaluation and approval process was very competitive due to the number of grant requests and the amount of available funding. We are happy to announce that City of Gahanna, Department of Parks & Recreation will receive \$17,206.35 for your 2010 Boating Safety Education Program entitled "City of Gahanna- Paddling Education Program."

Through your efforts Ohio will continue to be one of the safest, most productive and enjoyable boating environments in the country. For boaters now..... and for the future. Thank you.

Yours in Safe Boating,

A handwritten signature in cursive script that reads "Pamela S. Dillon".

Pamela S. Dillon, Chief  
Ohio Department of Natural Resources  
Division of Watercraft

cc: Laura Hester  
Emily King, P.I. & E. Manager  
Mary Hughes, Education Coordinator  
Field office  
Grant File Number 2010-12



# 2010 Boating Safety Education Grant Program

## Approved Grant Program

### Final Assistance Agreement Checklist

You have received:

- 1- The original and a copy of your Application for Assistance (Cover sheet, Exhibit A & B)
- 2- Two copies of the *Assistance Agreement* forms (Exhibit F)
- 3- Ed Grant Administrator's meeting registration form.

Follow this checklist to ensure the final *Assistance Agreements*, the revised Application for Assistance, Program Description and Estimated Budget are **complete** to avoid delays in receiving approved funds. Complete all items that apply. Please use blue ink for signatures and initialing line items.

- \_\_\_ 1.) Complete the revised Application for Assistance and Program Description (Cover sheet and Exhibit A, DNR 8277, Pages 2-1 thru 2-6+). You may/will find that some revisions were made to your *Application for Assistance and/or Program Description* prior to approval. **Initial beside each change.**

\_\_\_ a.) Enter your new cost share amount on the *Application for Assistance*. (If applicable, you may opt to reduce your cost share/in-kind contributions to reflect 25% of the total grant), 25% of the total grant- not 25% of the requested amount.

The cuts made to your proposed *Estimated Budget* have reduced your obligation of cost share/in-kind contributions. You may opt to reduce your cost share/in-kind contributions as you revise the budget. (Note: Be careful not to reduce your cost share contributions below the required 25% of the final total program cost. Substantial delays will result if the cost share is reduced to an insufficient amount.)

\_\_\_ b.) Review the *Program Description*-Exhibit A. You may see some updates in your program information. Initial beside all changes made to the Program.

- \_\_\_ 2.) Complete the revised *Estimated Budget* (Exhibit B, DNR 8277-B, Pages 2-7 thru 2-12+). You may/will find that some revisions were made to your *Estimated Budget* prior to approval. Some line items may have been reduced and some line items may have been cut entirely. Complete the revised *Estimated Budget* in either of the following methods:

\_\_\_ a.) Initial each revised line item on the Original *Estimated Budget*. Enter the new Cost Share/In-Kind Contribution and Total Program Costs on last page. Sign and date the bottom of each page containing revisions. Re-sign and date the last page where required.

-OR-

\_\_\_ b.) Complete and submit an entirely new *Estimated Budget* form that reflects the revisions noted on the enclosed original budget. Please be sure to obtain the appropriate signatures prior to submitting the revision along with the completed *Assistance Agreements*. Resign and date the last page where required.

- \_\_\_ 3.) Complete, sign and submit **two** Assistance Agreements with original signatures.  
(Exhibit F, DNR 8278, 5 pages)
- \_\_\_ a.) Enter the final **combined** Program Cost in the appropriate space (line one of paragraph 6) on page 1 on both Assistance Agreement.
- \_\_\_ b.) Sign both of the Assistance Agreements (by the **appropriate** official of your agency- Need to be ORIGINAL signature on both copies.
- \_\_\_ c.) Return both copies to the Division of Watercraft within 60 days of notification of grant approval. These need returned for the final signatures by ODNR before the agreement is valid.
- \_\_\_ 4.) Attach Proof of Agency Commitment. Label attachment as Exhibit G.
- Obtain documentation of agency/organization commitment and attach it to the *Assistance Agreement* (See *Assistance Agreement, section 5*).
- \_\_\_ a.) **Political Subdivisions only:** Political subdivisions must attach an *Approved Ordinance* or *Resolution* authorizing the political subdivision to enter into agreement with the Division of Watercraft for the project. Label attachment as Exhibit G.
- \_\_\_ b.) **Non-Profit Organizations only:** Non-profit organizations must attach item 1, as listed below, plus have available item 2. Label attachment as Exhibit G.
- \_\_\_ 1.) Notarized letter of commitment stating the organization's willingness to enter into agreement with the Division of Watercraft
- \_\_\_ 2.) Copy of the organization's constitution and by-laws (on file with the applicant) for review if requested by the ODNR Division of Watercraft, auditor, or representative
- \_\_\_ 5.) Submit completed and signed Original (or entirely new) *Application for Assistance* cover sheet, *Program Description*-Exhibit A, *Estimated Budget*-Exhibit B reflecting the revision(s) along with the **two completed Assistance Agreements**-Exhibit F and *Proof of Agency Commitment*- Exhibit G to:

ODNR Division of Watercraft  
Attn: Mary Hughes  
2045 Morse Rd, Bldg A-2  
Columbus, Ohio 43229-6693

If you should have any questions regarding completion of any items above please do not hesitate to contact Mary Hughes at (614) 265-6674 or by e-mail at [mary.hughes@dnr.state.oh.us](mailto:mary.hughes@dnr.state.oh.us) or Monique Kirtley at (614) 265-2065 or by e-mail at [monique.kirtley@dnr.state.oh.us](mailto:monique.kirtley@dnr.state.oh.us).

# Application for Assistance

<b>1. Program Title:</b>	City of Gahanna – Paddling Education Program		<b>*Grant #</b>	10-12
<b>2. Agency Name:</b>	City of Gahanna, Dept. of Parks & Recreation	<b>3. Count</b>	Franklin	
<b>4. Estimated Program Period:</b> June 2010 through October 2010				
<b>Beginning Date:</b>	Upon agreement	<b>Ending Date:</b>	December 01, 2010 <i>2011 Initial</i>	
<b>5. Cost Share/In Kind:</b>	\$5,739.81	<b>*Revised Amount:</b>	\$	
<b>6. Grant Amount Requested:</b>	\$17,206.35	<b>*Revised Amount:</b>	\$ 17,206.35	
<b>7. Total Program Amount:</b> (Line 5 must be at least 25% of Line 7)	\$22,946.16	<b>*Revised Amount:</b>	\$	
<b>8. Check One:</b>	Political Subdivision <input checked="" type="checkbox"/> Non-Profit Organization (See 8a below) <input type="checkbox"/>			
<b>8a. Non-Profit Organizations only: Proof of I.R.S. tax filing status must be attached.</b>				
<b>9. Federal Tax I.D. #:</b>	31-6400492			
<b>10. DUNS#</b>	07-944-0335	<b>11. Current Registration with CCR</b>	3MAQ3	
<b>12. Applicant and Contact Information</b>				
<b>Eligible Applicant-Head of Agency (signature authority)</b>		<b>Designated Program Contact Person</b>		
<b>Name:</b>	Tony Collins	<b>Name:</b>	Laura Hester	
<b>Title:</b>	Director	<b>Title:</b>	Recreation Specialist	
<b>Agency:</b>	Gahanna Dept. of Parks & Recreation	<b>Agency:</b>	Gahanna Dept. of Parks & Recreation	
<b>Address:</b>	200 S. Hamilton Rd. Gahanna, Ohio 43230	<b>Address:</b>	200 S. Hamilton Rd. Gahanna, Ohio 43230	
<b>Phone:</b>	614-342-4250	<b>Phone:</b>	614-342-4250	
<b>Fax:</b>	614-342-4351	<b>Fax:</b>	614-342-4351	
<b>E-Mail:</b>	Tony.collins@gahanna.gov	<b>E-Mail:</b>	Laura.hester@gahanna.gov	

\*Shaded boxes for Division of Watercraft use only

## Program Description – Exhibit A

The questions below are designed to acquaint the Division of Watercraft's grant evaluation team with your program proposal. Be concise, but complete. **Expand the tables as needed** to fill in specific information for your project. Please restate the questions if using additional sheets. Place "NA" when the requested information is not applicable to your proposed program.

### 1. Program Description

- a. **Describe your program in detail.** Include your program goals, objectives, action steps, target audience, number of students, etc. Explain how your program meets our priorities/initiatives.

### GENERAL BACKGROUND/GOALS & OBJECTIVES

The Gahanna Department of Parks & Recreation (GDP&R) is committed to offering programs to the community that promote healthy lifestyles, increase physical activity, and help people safely explore and learn about nature and the outdoors. **The 2006 Gahanna Parks & Recreation Master Plan, identified Objectives and Tasks for the Department, which include offering recreation programs that address environmental education, wellness, aquatics/water safety, and non-traditional activities such as paddling programs (Key Area 1: Objectives 1, 3, 4; Key Area 2: Objectives 6, 9., see attached)**

**Target audiences for these programs include Youth (8-12 year olds), Teens (13-18 year olds), Young Adults, Adults and Families.** Youth, Teen and Family programming are currently underserved by GDP&R.

As part of this commitment, GDP&R has hired staff experienced in outdoor education programming, with a departmental goal of **expanding wellness, environmental/outdoor education and aquatic safety programming offered to youth, teens, adults and families.**

**Youth Paddling Education Classes and Family Canoe Floats, as outlined in this grant request, will assist in meeting GDP&R departmental goals and objectives.**

### PHYSICAL/GEOGRAPHICAL RECOMMENDATIONS

Gahanna encompasses a 5-mile stretch of the Big Walnut Creek which is accessible from nine public parks, as well as the Rocky Fork and Sycamore Run tributaries of the Big Walnut, fishing ponds at Woodside Green and Hannah Parks, and pond-like retention basins throughout the community.

Gahanna residents are within proximity to creeks and rivers such as Alum Creek, Blacklick Creek, the Big and Little Miami Rivers, as well as the Alum Creek and Hoover Reservoirs, Buckeye Lake and other large waterways. GDP&R feels that with the proximity to navigable waters and community interest in boating and water safety, Youth Paddling Education Classes and Family Canoe Floats will be well received as regular programming offered by GDP&R.

**(continued)**

**PROGRAM OUTLINE**

**Youth Paddling Education Classes:** GDP&R will offer paddling education classes to instruct youth ages 8-12 and teens ages 13-18 to safely canoe in navigable waters. These 3-hour classes will follow American Canoe Association (ACA) accredited class outlines, and will be taught by ACA accredited instructors. Upon completion of ACA training, instructors will offer at least one class per month from June 2010 through September 2010 at Woodside Green, Hannah Park ponds or another suitable location in Gahanna. Classes will include both on land and in water instruction. Class attendance will be based on number of canoes available, but we anticipate 25 persons per class X 4 classes = 100 persons per year. Classes may be offered over and above the four, based on instructor availability, weather, and audience interest. The initial target audience for these classes will be scouting and youth groups with parent, guardian and/or troop/group leader supervision. Gahanna has a strong Girl Scout, Boy Scout and School Youth Group organizations that will be the initial audience for these classes. As the program expands and instructors become comfortable with class offerings, more classes can be added.

**Family Canoe Float:** GDP&R will offer a Family Canoe Float in October, 2010, as a general public/family education program. This float will be held on the Big Walnut Creek, from Woodside Green Park down stream to takeout at Pizzurro Park. Safety and Paddling instruction will take place at Woodside Green in the shelter house. We estimate the instruction and float will take 4 hours. Future floats will be offered based on instructor availability, weather and audience interest. Attendance is limited to the number of canoes available, but we anticipate 20-30 persons per float. Families that wish to bring their own registered canoes/kayaks may do so, but they must participate in the safety education program preceding the float.

The GDP&R is committed to providing our community with consistent, effective and meaningful programming on a long-term basis. Since this is a new program and educational environment, we will offer smaller classes at the beginning, to make them more manageable for the limited staff we have available, and to have a high instructor/student ratios for a better learning experience. We intend to offer more classes, floats and special learning events as current staff becomes comfortable with the programming, more staff becomes available to participate in the program, more local funding becomes available, and the classes/events gain a following within the community and surrounding area.

**HOW PROGRAMS MEET ODNr PRIORITIES/INITIATIVES**

The GDP&R classes offered will be skill development classes with hands on training and in-water experience. We are offering four (4) classes in the grant round, as well as a family float with safety instruction, which meet the Skill Development and Advanced Classes requirements. During our courses we will also present Paddlesports Safety information, Cold Water Immersion information and On the Water education, which are other ODNr Educational Initiatives that are Funding Priorities.

- b. Courses: Complete chart(s) below and **attach a copy of course outline(s)**. Only include actual hours of course- not planning, prep time etc.

\*If you will be teaching **NASBLA Approved course(s)**, all following information is required. List each course separately, even if it is the same course name but a different starting date.

Are you currently teaching NASBLA Approved courses? ☐ Yes ☒ No

Total number of NASBLA approved courses offered within grant period. #     .

Course Name List each scheduled course	Course Start Date mm/dd/yyyy	Total hrs of course	County course taught in

\* If you will be teaching **Skill Development course(s)**, all following information is required. List each course separately, **even if it is the same course name but a different starting date**.

Are you currently teaching Skill Development courses? ☐ Yes ☒ No

Total number of Skill Development courses offered within grant period. # 4.

Course Name List each scheduled course	Course Start Date mm/dd/yyyy	Total hrs of course	County course taught in	Certified?
Quickstart Your Canoe	06/15/2010	3.0	Franklin	<input checked="" type="checkbox"/> Yes
Quickstart Your Canoe	07/01/2010	3.0	Franklin	<input checked="" type="checkbox"/> Yes
Quickstart Your Canoe	08/01/2010	3.0	Franklin	<input checked="" type="checkbox"/> Yes
Quickstart Your Canoe	09/01/2010	3.0	Franklin	<input checked="" type="checkbox"/> Yes

\*If you will be teaching **Advanced Classroom course(s)**, (IE) Navigation etc. all following information is required. List each course separately, **even if it is the same course name but a different starting date**.

Are you currently teaching **Advanced Classroom course(s)**? ☐ Yes ☒ No

Total number of Advanced Classroom courses offered within grant period. # 0.

Course Name List each scheduled course	Course Start Date mm/dd/yyyy	Total hrs of course	County course taught in	Certified?
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes

Who will be teaching or presenting the program? Identify the program director(s) and/or instructor(s) and list their qualifications and certifications. (Attach additional sheets and copies of certifications as necessary). If they are not currently certified, please identify your instructor certification plan. If not currently hired, list the position of the person obtaining certification.



Program Director/Instructors	Qualifications/Certifications OR Certification Plan
Laura Hester	Will attend ACA Introduction to Paddling, Canoe Instructor Certification Course, to be held June 11-13, 2010 at IGO Cleveland Metroparks
Kate Moening	Will attend ACA Introduction to Paddling, Canoe Instructor Certification Course, to be held June 11-13, 2010 at IGO Cleveland Metroparks
Mike Musser	Will attend ACA Introduction to Paddling, Canoe Instructor Certification Course, to be held June 11-13, 2010 at IGO Cleveland Metroparks

- c. Campaigns: Identify each campaign, its message, the promotional time period of the campaign (not planning or development time) etc.   X   Does not apply to this project

Number of Types: \_\_\_\_\_ Approximate Grand Total/Costs: \_\_\_\_\_

Total No. of campaigns \_\_\_\_\_

For each Campaign item: Type: P=Publications, F=Flyers, PR=Promotions, PO=Posters, A=Activity, P=Print, E=Electronic, I=Interview, T=TV

Type	Description/ Message	Dates/Duration	County/Market	Quantity/ Exposures	Est. Total Cost

- d. Media Advertising Plan-(For all other programs, courses etc. NOT Campaigns). Identify the media plan, listing each proposed media to be contacted, time frame of coverage, and number of advisories/releases/announcements etc.

#### Media & Advertising

Number of Printed	2	Number of Electronic	<u>Website</u>	Number of TV
	Gateway		<u>Twitter</u>	
	issues,		<u>Facebook</u>	
	1000		<u>Yahoo</u>	
	Flyers		<u>Group</u>	
Number of Radio		Number of Interviews		Total Exposures 31,020

For each occurrence/exposure: TYPE of medium-P=Print, R=Radio, E=Electronic, I=Interview, T=TV. Include information for F=Flyers, PR=Promotions, PO=Posters

Type	Description of Message	Date(s)/ Duration	County/ Market	Number of Exposures	Cost	Net Value
F	Intro to Paddling class – youth program	June-Sept 2010 – one class per month	Franklin County – Gahanna/New Albany scout and youth groups	1000 copies		
P	Class publicity in Gateway program Guide	April, 2010 and August 2010 issues	Franklin County - Gahanna residential	17,000 copies per issue		
E	Gahanna Website, Twitter and Facebook locations	June-Sept 2010	Franklin County - Gahanna	Unknown	Free	
E	Rocky Fork Yahoo Group	May-Sept 2010	Franklin County- Gahanna/New Albany Girl Scouts	100 troops/900 scouts	Free	

e. Describe the total project impact.

- How will you measure your projects success?

Project success will be measured by the number of participants in each class, individual participant surveys, staff feedback, and a cost/benefit analysis of the program to gauge continued viability as a recreation-funded program.

Individual classes will be assessed through on-site surveys and Survey Monkey online surveys after each class is concluded.

- Will this program increase your current number of courses? Please circle: ☒ Y N  
If so- by how many?

Increased by 4 classes.

- Is the program open to the general public? Please circle: ☒ Y N

- Approximately how many people will experience being in a boat?

CLASSES: 25 maximum per class, 4 classes offered = 100 people.

FLOAT: 20-30 people maximum, based on 10 boats used for each float. More participants can be anticipated if they bring their own boats.

- How many people will be exposed to the program's information annually?

100-150, depending on class and float offerings and attendance.

- Will your campaign increase the amount of boating safety information currently being dispersed? If so, explain how.

There is currently no boating safety information being offered by the City of Gahanna. The programs offered will increase the amount of boating safety information being dispersed.

- f. What geographic area (list counties) will the project impact? Include a map if necessary. Are similar services or programs available in this area? (Please exclude services offered by the Division of Watercraft.)

Our classes and programs will service youth groups (scouts, clubs, etc) in the Gahanna/New Albany area (Franklin County) and the general public in Gahanna (Franklin County). We are unaware of any youth boating safety programs being conducted in these areas at this time.

Please see Geographic Impact Map, attached.

- g. To assure your success, present a timeline by month for completion of each stage of the project.

Month/Year	Stage Completed
April 2010	Grant agreement completed, planning/promotion/purchasing begins
May 2010	Promotion/purchasing continues
June 2010	Instructors receive training, First Quickstart Your Canoe Class Offered
July 2010	Second Quickstart Your Canoe Class Offered
Aug 2010	Third Quickstart Your Canoe Class Offered
Sept 2010	Fourth Quickstart Your Canoe Class Offered
Oct 2010	Family Float event offered

- h. Identify the use of potential partner organizations. Partnerships can help you achieve your goals and increase your chances of success. Such partners can include manufacturers, retailers, marine dealers, boating clubs, etc.

We intend to invite the manufacturers and retailers of our purchased equipment to partner with us at all of our events and to assist us with promotion. These businesses might include Outdoor Source, Fun Trails, Gander Mountain and other outdoor enthusiast retail establishments.

- i. Provide any additional information regarding this project you believe is important.

Please see the Gahanna 2006 Comprehensive Parks and Recreation Master Plan pages, Geographic Impact Map and Quickstart Your Canoe Course Outline, attached.

## 2. Estimated Budget:

Complete column 1 and column 2 of all applicable sections of the attached *Estimated Budget (Exhibit B)*. Specifically articulate items. **Attach required quotes.** (Do not attain quotes that are much higher than what you are planning to spend. This is an unfair practice to other grant applicants and to the whole grant program). Also complete the following.

a. Summarize your grant budget. What will be paid for using grant funds?

Grant funds will be used to purchase all equipment necessary to start a youth paddling program, including boats, paddles, lifejackets, safety and educational equipment, and trailer. Additionally, funds will provide training opportunities for department staff to attend an American Canoe Association Introduction to Paddling, Canoe Instructor Certification Course.

b. Based on a 12-month year, which months will the equipment purchased with grant funding be used? Is equipment that is needed on a limited-time basis available on loan or rental? Please explain. Will the equipment be loaned to other organizations or utilized as a part of another program? If so, identify the program, agency(s) and type of use.

The equipment purchased with grant funding will be used during the months of June-October in 2010. In following years, equipment will potentially be used from April-October. The equipment is currently unavailable for loan or rental from other organizations. At this time, there is no plan for the equipment to be loaned out or utilized as a part of another program due to liability issues.

c. Provide a detailed, long-range plan of how, where, and when the equipment will be **stored, secured, maintained, replaced** etc. Explain how the equipment will be **insured**. Plan should include differences in summer months versus fall, winter and spring (if differences occur). Plan should extend through **entire lifespan** of equipment.

During months of use (April-October), the trailer and canoes will be stored outdoors at a securely fenced and locked parks facility. The canoes will remain stored on the trailer, chained and locked together. During winter months, the trailer and canoes will be stored indoors in a secure, locked garage located at a fenced parks facility. All other equipment, including paddles, lifejackets, educational and safety supplies will be stored indoors throughout the year in secured departmental storage. Due to parks and facilities departmental location changes, we are unable to identify these secured locations at this time. However, currently the locations for storage would be the Parks Maintenance Facility at 150 Oklahoma Ave, the Facility/Recreation storage area at the Gahanna Woods Watertower at 1501 Taylor Station Rd, and supply storage area at Hannah Park Shelter at 6547 Clark State Rd.

Equipment will be inspected for wear/damage at the start and end of each program, as well as inventoried and cleaned. If equipment should be damaged or broken, it will immediately be taken out of use and be returned to the dealer for repair. All equipment will be replaced, as needed, through use of funds incorporated into the recreation budget.

The City of Gahanna is self-insured, so no additional insurance is required. The city insurance company is the Ohio Municipal Joint Self-Insurance Pool.

This storage, maintenance and insurance plan will remain unchanged throughout the lifespan of

the equipment, unless a more suitable option becomes available.

- d. Will you charge a fee for the project services and/or materials? How much? What expenses will this income cover?

Yes, fees will be charged. The fee for each individual participating in a Quickstart Your Canoe class or the Family Float will be \$10.00 per person. The income will be incorporated into the recreation budget to cover eventual equipment maintenance, repair and replacement costs, and consumable supplies.

- e. How will this project continue without additional grant funding? What additional fees (camp fees, tuition, and or membership) must a student pay to be able to benefit from this project?

Once the equipment is obtained through use of grant funds, the project will be entirely incorporated into the recreation budget. Fees charged for programs will help to cover staff time, supplies, and equipment maintenance and/or replacement. Organizational memberships will be drawn from the recreation escrow budget.

Upon evaluation of the current program, we will consider expanding the program based on future equipment, staff and budgetary constraints as well as expanding the program into our summer day camp program and public school outdoor education programs. At that time we may consider applying for additional grant funding to expand the program. This expansion may include adding a kayaking unit, increasing the number of paddle classes, increasing the number of floats offered, developing a formal outdoor education unit, and/or purchasing additional equipment to increase the number of participants per class.

- f. Indicate any additional information regarding the project budget you feel we should know.

None.

**Estimated Budget - Exhibit B**

Agency: \_\_\_\_\_ Project Title: \_\_\_\_\_

**I. Personnel and Related Costs**(See limitations as described in *Guidelines items 18-A and 18-B* and 1-14)

Staff Position (List each separately)	Column 1 Cost Share/ In- Kind	Approved Cost Share (WC Use Only)	Column 2 Grant Funds Requested *	Approved Grant Funds (WC Use Only)
1. Recreation Coordinator (\$15.56 x 70 hrs)	\$1,167.00	\$	\$	\$
2. Recreation Specialist (\$18.37 x 85 hrs)	\$1,561.45	\$	\$	\$
3. Recreation Superintendant (\$30.71 x 55 hrs)	\$1,689.05	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
11.	\$	\$	\$	\$
12.	\$	\$	\$	\$
13.	\$	\$	\$	\$
14. Worker's Compensation Insurance	\$154.61	\$	In-Kind Only	\$
15. Fringe Benefits	\$1,167.70	\$	In-Kind Only	\$
<b>Personnel and Related Costs Sub-Totals, Category I</b>	<b>\$5,739.81 ✓</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

\* Use of grant funds for salaries may be limited and not exceed 25% of the total funding request.

**II. Boating Equipment and Associated Costs-**


Examples: Boats, Motors, Life Jackets, Dock Rental, Equipment Maintenance, Insurance, etc. **Attach quotes for all items \$300.00 or more per item (includes rented items, Insurance etc.)**

Item	Column 1 Cost Share/ In Kind	Approved Cost Share (WC Use Only)	Column 2 Grant Funds Requested	Approved Grant Funds (WC Use Only)
(10 x \$625.00) Olde Town Guide 147 (w/ shipping) *Quote Provided	\$	\$	\$6250.00	\$
(2 x \$616.00) Olde Town Guide 119 (w/ shipping) *Quote Provided	\$	\$	\$1,232.00	\$
(45 x \$16.00 ) Carlisle Economy Paddles (10-48", 15-54", 15-60", 5-66")	\$	\$	\$720.00	\$
(2 x \$19.95) Sea to Summit Dry Sacks	\$	\$	\$39.90	\$
(1 x \$49.95) NRS Standard Rescue Throw Bag	\$	\$	\$49.95	\$
(1 x \$69.95) NRS Guardian Waist Throw Bag	\$	\$	\$69.95	\$
(1 x \$57.95) NRS Paddler Medical Kit	\$	\$	\$57.95	\$
(1 x \$9.95) NRS Shipping Charge	\$	\$	\$9.95	\$
(2 x \$14.95) Pelican Nemo 1900 Flashlight	\$	\$	\$29.90	\$
(2 x \$5.95) Fox 40 Safety Whistles	\$	\$	\$11.90	\$
(20 x \$50.00) MTI Youth Discovery Lifejackets (50-90 lbs)	\$	\$	\$1,000.00	\$
(5 x \$33.00) MTI Child Lifejackets (30-50 lbs)	\$	\$	\$165.00	\$
(2 x \$30.00) MTI Infant Lifejackets (0-30 lbs)	\$	\$	\$60.00	\$
(25 x \$42.00) MTI Adult APF Lifejackets (All person fit)	\$	\$	\$1050.00	\$
(1 x \$4,563.85) Castle Craft 16-Canoe Trailer (w/shipping)	\$	\$	\$4,563.85	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Boating Equipment and Associated Costs Sub-Totals, Category II</b>	\$	\$	<b>\$15,310.35✓</b>	<b>\$15,310.35</b>

**III. Education Equipment (Non-Expendable)**

Examples: Projectors, Projector Accessories, Videos, Films, Audio-Visuals, Teaching Aids, etc. Be specific. Attach quotes for all items (purchased or rented) \$300.00 or more per item.

None.

Item	Column 1 Cost Share/ In Kind	Approved Cost Share (WC Use Only)	Column 2 Grant Funds Requested	Approved Grant Funds (WC Use Only)
1.	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
Education Equipment (Non-Expendable) Sub-Totals, Category III	\$	\$	\$	\$ 



**IV. Supplies (Expendable Materials)**

Examples: Classroom Supplies, Education Materials, Film & Processing, Printing & Copying, Advertising, Promotional Materials, etc. Be specific. **Attach quotes for advertising that exceeds \$1,000.00. Also attach quotes for all items \$300.00 or more per item (includes rented items etc.).**

Item	Column 1 Cost Share/ In Kind	Approved Cost Share (WC Use Only)	Column 2 Grant Funds Requested	Approved Grant Funds (WC Use Only)
1. NSBC Boating Safety Sidekicks "Go Paddling" (including shipping)	\$	\$	\$120.00	\$
2.	\$	\$		\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
Supplies (Expendable Materials) Sub-Totals, Category IV	\$	\$	\$120.00	\$ 120.00

**V. Training and other costs**

Examples: Fees & Travel Expenses for Training. If you do not have travel guidelines for your organization, you need to use the State guidelines from OBM.

Item	Column 1 Cost Share/ In Kind	Approved Cost Share (WC Use Only)	Column 2 Grant Funds Requested	Approved Grant Funds (WC Use Only)
1. (1 x \$50.00) National Safe Boating Council Yearly Membership	\$	\$	\$50.00	\$
2. (3 x \$40.00) American Canoe Association Yearly Membership	\$	\$	\$120.00	\$
3. (3 x \$25.00) SEIC Yearly Membership	\$	\$	\$75.00	\$
4. (3 x \$225.00) American Canoe Association Paddling Instructor Course <i>Canoe Instructor</i>	\$	\$	\$675.00	\$
5. (2 x \$218.00) Per Diem Lodging for 2 Nights	\$	\$	\$436.00	\$
6. (3 x \$140.00) Per Diem Meals for 3 Days	\$	\$	\$420.00	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
<b>Training and Other Costs Sub-Totals, Category V</b>	\$	\$	<b>\$1,776.00</b> ✓	<b>\$1,776.00</b>

**Totals Sheet****Category Sub-Totals**

Category	Column 1 Cost Share/ In Kind	Approved Cost Share (WC Use Only)	Column 2 Grant Funds Requested	Approved Grant Funds (WC Use Only)
Personnel and Related Costs Sub-Totals, Category I	\$5,739.81	\$	\$	\$
Boating Equipment and Associated Costs Sub-Totals, Category II	<del>\$15,310.35</del>	\$	\$15,310.35	\$15,310.35
Education Equipment (Non-Expendable) Sub-Totals, Category III	\$0.00	\$	\$ 0.00	\$ 0
Supplies (Expendable Materials) Sub-Totals, Category IV	<del>\$120.00</del>	\$	\$ 120.00	\$ 120.00
Training and Other Costs Sub-Totals, Category V	<del>\$1,776.00</del>	\$	\$ 1,776.00	\$ 1,776.00
<b>Grand Totals</b>	<del>\$22,946.16</del>	\$	\$ 17,206.35	\$ 17,206.35

**Grand Totals**

5739.81

Funding Source	As Submitted By Applicant	Amounts Approved by Watercraft	Watercraft Use Only
Cost Share/In-Kind Contribution	\$5,739.81	\$	\$
Grant Funding Amount Requested	\$17,206.35 ✓	\$ 17,206.35	\$
Total Project/Program Amount	\$22,946.16 ✓	\$	\$

**NOTE: Wearing life jackets properly is MANDATORY for all on-the-water programs and activities that are funded by this grant.**

**Application Signature-**I have reviewed and approved this Application for Assistance (cover letter and Exhibits A-E).

*Rebecca W. Fincham*

Name (printed or typed) of official submitting application

*Rebecca W. Fincham*

Signature of Agency Head with signature authority

*Mayor*

Title or Position

Date

*10/23/2009*

Final Application Signature-I have reviewed, initialed and approved ALL revisions made to the Application for Assistance by the Division of Watercraft (Cover letter and Exhibits A-E).

*[Signature]*  
Signature of Agency head w/signature authority

Date

DNR 8277 (B) Rev. 07/07

Exhibit B

2-15

Ohio Department of Natural Resources  
Division of Watercraft

Grant #: 10-12

2010 Boating Safety Education Grant Program

Assistance Agreement - Exhibit F

1. This Agreement is made by and between the state of Ohio (hereinafter called the **STATE**), acting by and through the Ohio Department of Natural Resources, Division of Watercraft, and City of gahanna, Department of Parks and Recreation(hereinafter called the **GRANTEE**).
2. The purpose of this Agreement is to establish or participate in a boating safety education program for the purpose of educating and assisting the boating public as set forth in Section 1547.68 of the Ohio Revised Code (hereinafter called the **PROGRAM**). A description of the **PROGRAM** is contained in the *Application For Assistance, Exhibit A* (DNR 8277-A).
3. The **GRANTEE** has established a budget for the above-described **PROGRAM**, which budget is attached hereto as *Estimated Budget, Exhibit B* (DNR 8277-B). The details specified in the *Estimated Budget, Exhibit B*, as adjusted and approved by the **STATE**, shall be binding in regard to expenditures under this Agreement. Any changes in expenditures exceeding ten percent (10%) of the resulting budget amount in any major category (*I. Personnel and Related Costs; II. Boating Equipment and Associated Costs; III. Education Equipment (Non-Expendable); IV. Supplies (Expendable Materials); V. Training and Other Costs*) require the written approval of the Chief of the Division of Watercraft.
4. All non-expendable boating and education equipment purchased with Boating Safety Education Grant monies must have a mutually agreed upon life span. This mutually agreed upon life span must be listed on *Equipment Life Span, Exhibit C* (DNR 8277-C) and must be attached to the Boating Safety Education Grant application. These equipment items remain the property of the **STATE** for a time period not to exceed the reasonable life expectancy of the equipment as outlined on *Equipment Life Span, Exhibit C*. Any equipment purchased must be dedicated to a continuing program of boating safety education and will remain in the care of the **GRANTEE**. During this life span, the **GRANTEE** shall not sell, change or alter the intended use of this equipment. Should any equipment purchased with Boating Safety Education Grant monies for this **PROGRAM** be lost, stolen, damaged, or destroyed during its agreed upon life span (*Exhibit C*), the **GRANTEE** shall be responsible for its replacement.
5. Political Subdivisions must attach an approved ordinance or resolution, *Exhibit G*, officially stating the organization's willingness to enter into agreement with the Division of Watercraft for the project. Non-Political Subdivisions must attach a notarized letter of commitment, *Exhibit G*, officially stating the organization's willingness to enter into agreement with the Division of Watercraft for the project.
6. The estimated cost of the **PROGRAM** is \$ \_\_\_\_\_ as outlined in *Exhibit B*. The **STATE** agrees to pay \$17,206.35 and the **GRANTEE** agrees to pay the remainder. Any amount exceeding the estimated budget as outlined in *Exhibit B* will be the responsibility of the **GRANTEE**. In no case shall the **STATE'S** share exceed \$17,206.35. Obligations of the **STATE** are subject to the provisions of Section 126.07 of the Ohio Revised Code.

7. The **GRANTEE** agrees to establish an account or group of accounts and/or account coding system in order that expenditures pertaining to the boating safety education **PROGRAM** activities may be readily identifiable and auditable. The **STATE** reserves the right to audit the account or group of accounts both during and after completion of the **PROGRAM**. The accounting system must provide a timely and accurate record of transactions. The system should produce reports that show fund receipts and disbursements, the expended and unexpended balance of each category item, and the total unexpended balance. All supporting documents such as contracts for services, invoices, personnel time sheets, and mileage reports must be retained.
8. Funds for the **STATE'S** obligation for this **PROGRAM** shall be released to the **GRANTEE** after the execution of an Agreement between the **STATE** and the **GRANTEE**. No money will be made available prior to the full execution of this Agreement. The **GRANTEE** shall not make expenditures for items pertaining to this education grant, either with grant money or cost share funds, until notified by the **STATE** to proceed. The **STATE** shall not be responsible for any cost incurred by the **GRANTEE** prior to the **GRANTEE** being notified in writing to proceed.
9. The **STATE** requires approval of all scripts, personnel, and all other program or project related parameters. In addition, the **STATE** may use all artwork, photography, texts, or other materials and ideas developed in association with the grant.
10. All non-expendable equipment items and printed materials purchased directly with grant moneys must be permanently marked with the following (or words to the same effect): "Funded through a grant from the Ohio Department of Natural Resources, Division of Watercraft."
11. Insurance coverage on equipment purchased through this grant is mandatory. All non-expendable equipment items must be insured for their replacement value for the life span of the equipment as outlined in *Exhibit C*. The **STATE** must be notified by the **GRANTEE** in writing 60 days prior to the termination of any coverage. Equipment that has been stolen or lost must be reported to the Division of Watercraft immediately and replaced with prior approval from the **STATE**.
12. The **GRANTEE** agrees to submit a complete and accurate accounting of expenditures and activities under this Agreement to the Division of Watercraft within 30 days after completion of the boating safety education **PROGRAM**. Should the contract be of longer than one year in duration, the **GRANTEE** agrees to submit a year-end expenditure and activity report for each year the contract is in effect. If any portion of the grant, as above specified, remains unexpended at the completion of the **PROGRAM**, or if an audit discloses an unauthorized expenditure of **STATE** funds, said balance shall be returned by the **GRANTEE** to the **STATE** for redeposit in the Waterways Safety Fund immediately upon receipt of invoice from the **STATE**.
13. Termination of the **PROGRAM** before its completion as originally proposed by the **GRANTEE** entitles the **STATE** to reimbursement of the **STATE** contribution at a prorated amount for non-expendable boating equipment and supplies purchased under this Agreement. This prorated amount depends on the duration of the **PROGRAM** as outlined in *Exhibit A* and the life span of the equipment as outlined in *Exhibit C*. This shall include the return to the **STATE** of any boats and equipment not being used in an ongoing boating safety education program.

14. The parties hereto agree that in the event the **STATE**, acting through the Chief of the Division of Watercraft, determines that the **GRANTEE** has failed to comply with any terms and conditions of the Agreement, the **STATE** may at such time terminate this Agreement by sending written notice of such termination and the reasons therefore to the **GRANTEE**. Upon such termination, the **GRANTEE** shall immediately return to the **STATE** any and all moneys contributed by the **STATE** under the terms of this Agreement which have not as of the date of the termination been legitimately expended by the **GRANTEE**. If at any time, the **STATE** determines that the **GRANTEE** has made fraudulent expenditures with **PROGRAM** funds, the **STATE** reserves the right to demand and receive full repayment of the entire grant amount awarded to the **GRANTEE**.
15. In performance of this contract, the **GRANTEE** agrees as follows:
  - A. The **GRANTEE** shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, age, military status, disability, national origin or ancestry. The **GRANTEE** shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, age, military status, disability, national origin or ancestry. Such action shall include, but is not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, including apprenticeship. The **GRANTEE** agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the **STATE** setting forth the provisions of this nondiscrimination clause.
  - B. The **GRANTEE** shall, in all solicitations or advertisements for employees placed by or on behalf of the **GRANTEE**, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, military status, disability, national origin or ancestry.
  - C. No personnel of the **GRANTEE** who exercises any functions or responsibilities in connection with the review or approval of the undertaking or carrying out any such work, shall prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge or fulfillment of their functions or responsibilities with respect to the carrying out of said work. Any such person, who prior to the execution of the Agreement acquires any such incompatible or conflicting personal interest, or after the effective date of this Agreement voluntarily or involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose their interest to the **STATE** in writing. Thereafter, they shall not participate in any action affecting the work under this Agreement unless the **STATE** shall determine that in the light of the personal interest disclosed, their participation in any such action would not be contrary to the public interest.
  - D. The **GRANTEE** will attempt to purchase services from minority-owned field service agencies and other companies whenever possible. The **GRANTEE** will attempt to procure necessary materials from minority-owned businesses whenever possible.
  - E. The **GRANTEE** agrees that they will fully cooperate with the State Equal Opportunity Coordinator, with any official or agency of the State or Federal Government which seeks to eliminate unlawful employment discrimination, and with all other State and Federal efforts to assure equal employment practices under this Agreement, and said

**GRANTEE** shall comply promptly with all requests and directions from the state of Ohio or any of its officials and agencies in this regard, both before and during performance.

- F. Pursuant to federal guidelines issued under the authority of Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, and Department of Interior Regulations as set out in 43 CFR 17, Subpart B, the **GRANTEE** agrees that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination under any program or activity funded through this Agreement.

In the event of the **GRANTEE'S** noncompliance with the nondiscrimination clauses of this contract, this contract may be canceled, terminated, or suspended in whole or in part and the **GRANTEE** may be ineligible for further state contracts, and other such sanctions may be imposed and remedies instituted as otherwise provided by law.

- G. **GRANTEE** affirmatively represents and warrants to the **STATE** that it is not subject to a finding for recovery under R.C. 9.24, or that it has taken appropriate remedial steps required under R.C. 9.24, or otherwise qualifies under that section. **GRANTEE** agrees that if this representation and warranty is deemed to be false, the Agreement shall be void *ab initio* as between the parties to this Agreement, and any funds paid by **STATE** hereunder shall be immediately repaid to the **STATE**, or an action for recovery may be immediately commenced by the **STATE** for recovery of said funds.
16. To the extent permitted by law, the **GRANTEE** shall indemnify, protect and save harmless the **STATE**, its agents, and employees from any and against any and all claims, actions, damages, liability, and expense in connection with and arising from activities associated with this Agreement.
17. This Agreement incorporates the provisions of the Boating Safety Education Grant Guidelines and Application as if fully set forth herein.
18. In accordance with Executive Order 2007-01S, **GRANTEE**, by signature on this document, certifies: (1) has reviewed and understands Executive Order 2007-01S, (2) has reviewed and understands the Ohio ethics and conflict of interest laws as found in Ohio Revised Code Chapter 102 and in Ohio Revised Code Sections 2921.42 and 2921.43, and (3) will take no action inconsistent with those laws or the Executive Order. The **GRANTEE** understands that failure to comply with Ohio's ethics and conflict of interest laws and/or Executive Order 2007-01S is, in itself, grounds for termination of this Agreement and may result in the loss of other contracts or grants with the State of Ohio. The Executive Order can be found at: <http://governor2.ohio.gov/Portals/0/ExecutiveOrder2007-01S.pdf>
19. If required to do so pursuant to Section 2909.33 of the Ohio Revised Code, **GRANTEE** hereby represents and warrants that **GRANTEE**: (1) has not provided material assistance to an organization listed on the Terrorist Exclusion List of the State Department of the United States; (2) has obtained a current copy of the Terrorist Exclusion List; and, (3) truthfully has answered "No" to every question on the Ohio Department of Public Safety's form "Declaration Regarding Material Assistance/Non Assistance to a Terrorist Organization". If this representation is deemed false, this Agreement is void *ab initio* and **GRANTEE** immediately shall repay to the State any and all funds paid under this Agreement. Information and forms concerning the Declaration may be found at: [http://www.homelandsecurity.ohio.gov/dma/dma\\_general\\_info.asp](http://www.homelandsecurity.ohio.gov/dma/dma_general_info.asp)

20. **GRANTEE** hereby certifies that all applicable parties listed in Division (I) (3) or (J) (3) of O.R.C. Section 3517.13 are in full compliance with Division (I) (1) and (J) (1) of O.R.C. Section 3517.13. The **GRANTEE** affirms that, as applicable to it, no party listed in Division (I) or (J) of Section 3517.13 of the Ohio Revised Code or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling an excess of \$1,000.00 to the Governor or to his campaign committees.
21. This Agreement shall be in effect starting from the date of execution by the Director of the Ohio Department of Natural Resources or designee (indicated below), and shall concern only expenditures made from this day and year to the Program Period ending June 30, 2010, at which time it may be renewed by the **STATE** for a term ending December 01, 2011.

In witness whereof, the said parties have herewith set their hands and seals as of the day and year first above written. **For the Grantee:**

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For the State of Ohio by the Department of  
Natural Resources, Division of Watercraft**

\_\_\_\_\_  
Pamela S. Dillon, Chief  
Division of Watercraft  
As designee for:  
Sean D. Logan, Director  
Ohio Department of Natural Resources

\_\_\_\_\_  
Date