

State RBS Program Grant Applications

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New Application Examples

- **Last year:** North Dakota & Utah – thank you, Jackie & Ty!
- **Alabama:** **Followed prior examples, stuck to the basic template, but made it their own**
 - No signs of “heavily borrowing” from one application or another (ahem)
 - Administration: Provided a detailed list of names, positions, and unit structures
- **Texas:** **“Gussied up” the application, but included the core requirements of the template**
 - Chose to group relevant hyperlinks in their own section
 - Administration: Provided a “generic” list of position titles, but a detailed list of responsibilities
- **No application is perfect, but we want your best attempt.**

General Reminders

- Your RBS program is approved at the “umbrella level” via the Memoranda of Agreement with the Coast Guard. **The application process is the approval of your RBS activities and projects for the fiscal year.**
- You must include all your RBS activities, regardless of funding source (USCG vs. state), so we know that your program is compliant. **We do not want to know about activities funded by Interior.**
- The total federal expenditures must be matched by the total state expenditures, but **states are not required to match item-for-item.**
- Ensure that your application does not include already completed projects from the previous year. If something previously approved was not done, let us know that in the narrative.
- **Your application is not your performance report.**
 - A performance report is a retrospective of what happened.
 - Your application tells us what you plan to do.

Programmatic Reminders

- Any funding associated with AIS/ANS wash down stations are not allowed and will not be approved.
- All requests for dredging must include a map indicating the area to be dredged. The area to be dredged should only include the area needed for ingress and egress. You cannot use RBS funds to add water to a waterbody.
- If you mention in your narrative that you want to buy 5 boats, these 5 boats should be listed on the equipment list. If you are not using any RBS funding for the boat, don't mention it and do not include it on your equipment list.
- RBS funds used to purchase ATON should be listed under ATON and not LE.

How to Document Public Access

- **Documentation:** Budget information (SF-424C) and a narrative for each public access site being acquired, developed, or repaired should be submitted with the program application.
- **Need:** State the reason why a new facility is needed or an existing facility needs to be improved, e.g., reduce congestion or repair damage.
- **Objective:** Provide a concise statement of what the project will accomplish in terms of stated need.
 - Develop a six-lane boat launching ramp, parking for seventy-five (75) vehicle/boat trailer units, and toilet facilities on Lake Mead at (the specified location).
 - Reduce congestion by construction of an additional boat launching ramp and twenty-five (25) additional parking spaces for vehicle/boat trailer units at (existing site) on Lake George.
 - Renovation of (existing site) to provide access for the handicapped.
- **Location:** Identify the specific location of the facility to be constructed or improved and provide a map designating the location. The map must be detailed enough so that a person could drive to the location using the map provided.

Public Access (continued)

- **Approach:** Describe the work and how it will be done. Detailed site plans and specifications are not needed unless specifically requested by the SPC. If applicable, describe third party arrangements for operation of the facility, including how revenue from any user fees will be handled.
- **Estimated Costs:** Provide the work schedule, estimated total cost, and the anticipated cost by year for accomplishing the objectives.
- **Allowable Costs:** Costs are allowable only for those public access sites that are identified in RBS applications approved by the USCG. The costs for development and construction of facilities designed for multiple use will be allocated among the various programs that receive benefits from the facility. If the non-RBS program purposes are incidental to the primary use, costs need not be allocated.
- **Maintenance:** Maintenance means all commonly accepted practices necessary to keep the public access site operating in a state of good repair and to protect it from deterioration resulting from normal wear and tear. Activities that allow the facility to function include routine recurring maintenance such as minor repairs, and non-routine cyclical maintenance, which is major maintenance or renovation activities conducted at intervals normally greater than one year. General upkeep (e.g., mowing lawns, daily cleaning, etc.) is not an allowable cost of the State RBS program budget.

Budget Guidance

- You are not required to budget every dollar available to you as a state across your three years of available funds.
- Ensure your Equipment List is accurate, detailed, and matches your budget.
- Identify in your narrative what your state charges as equipment, supplies, and “other” for each category. This provides context to your budget request.
- It is okay to err on the side of caution, as long as it’s done reasonably.
 - Do not give us a list of projects and activities that have no chance of happening, but if you want to proactively get approval for a potential project so you can hit the ground running once it happens, that is alright.
- **Your application and budget are an informed estimate. We can make modifications later.**

My Application Needs Help

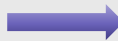
- **We will work with you to get there.**
- **Getting Started / Best Practices:**
 - **Carefully read the “Key Changes” and program narrative instructions in the NOFO**
 - Use the Word-based bulleted template
 - Respond to each bullet and section in the order in which they appear
 - Keep your prior narratives and the application examples nearby
 - Eliminate extraneous information (review the “Do Not Include” list in the NOFO)
 - Provide hyperlinks to all your online resources
 - Ensure that your narrative aligns with your budget requests
 - Tell us if you’re including a previously approved project that was not completed the year before
- **Your application is NOT a wish list. You should only include what you can reasonably spend in one year.**

“Do Not Include” List

- Examples of what we **do not** want:
 - Program background
 - Need and approach
 - Performance initiatives
 - Strategic plans
 - Contracts
 - Organizational charts
 - Insanely detailed schematics
 - Internal documents

Rule of thumb: Never give the government more than what is requested

Continuous Improvement

- Let us know what works and what doesn't – what do you need from us?
- “Chicken & Egg” situation – i.e. the Administration section
 - Instructions weren't specific enough  Lot of descriptions were strangely similar to Utah's
 - Better guidance generally leads to better applications
 - Improvements take time based on the results of the previous year(s)
 - Two-way dialog absolutely helps
- Plans to increase coordination with the Finance & Grants Committee
- Seth Wagner is one of us now

Financial Reporting

1. Claim the full amount of your eligible reimbursement
2. Ensure you're reporting all eligible overmatch
3. Submit timely and accurate reports

Numbered & Registered Vessels

- **All numbered vessels are registered vessels, but not all registered vessels are numbered vessels**
- **Numbered Vessels:** reported on the Certification of Numbered Vessels
 - Used in federal funds calculation
 - Reflects the current Certificates of Number issued by the state as of December 31st of the preceding year
 - Count only those vessels that are validly numbered
 - Ensure lapsed registrations are purged and only active files are counted
 - Do not include documented vessels, vessels that are exempted from display of the state-issued number, or numbers issued to manufacturers or dealers
- **Registered Vessels:** reported on the CGHQ-3923
 - Includes all numbered vessels as well as other state-specified vessels (e.g., sail-only vessels, Coast Guard documented vessels)
 - Used for statistical purposes
 - In addition to vessels numbered in accordance with federal requirements, a state may use the “Commercial” section to reflect documented vessels that are required to be registered in the state and vessels that are issued Certificates of Number but are exempted from display of the State-issued number

Documented Vessels

- Vessels eligible for Coast Guard documentation must be at least 5 net tons.
- Documented vessels are issued a Certificate of Documentation.
- Many documented vessels are used as recreational vessels but may also be used for other use as long as the vessel is documented for such use. Listed under “Operational Endorsements”.

Contact Information

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