

RESOLUTION NO.17-1142

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON TO ~~ACCEPT~~ AUTHORIZING AN APPLICATION FOR AN AWARD FROM THE WASHINGTON STATE PARKS AND RECREATION COMMISSION RECREATIONAL BOATING PROGRAM FEDERAL FINANCIAL ASSISTANCE GRANT PROGRAM, FOR THE YEAR 2017, IN THE AMOUNT OF \$11,738.23, WITH A LOCAL MATCH REQUIREMENT OF \$6,036.25.

**WHEREAS**, the Washington State Parks and Recreation Commission, Recreational Boating Safety Program is authorized by law to administer grant funds to local law enforcement agencies who are in Approved Program status; and

**WHEREAS**, the City of Black Diamond has an approved boating program with the Washington State Parks and Recreation Commission; and

**WHEREAS**, the Washington State Parks has awarded the City of Black Diamond a 2017 Federal Financial Assistance Grant in the amount of \$11,738.23 with a local match requirement of 50% or \$6,036.25; and

**WHEREAS**, the local match requirement will be provided through the Police Department's portion of the General Fund; -and

**WHEREAS**, this has been an award to the police department in order to assist in law enforcement on Lake Sawyer; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

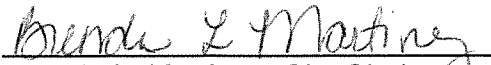
**Section 1.** The City of Black Diamond is hereby authorized to apply for the grant ~~execute any documents necessary to accept the award~~ of a 2017 Federal Financial Assistance Grant, from the Washington State Parks and Recreation Commission, Recreational Boating Safety Program in the amount of \$11,738.23, with a local match requirement of \$6,036.25 .

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, AT A SPECIAL MEETING THEREOF, THIS 26TH DAY OF JANUARY, 2017.**

CITY OF BLACK DIAMOND:

  
\_\_\_\_\_  
Carol Benson, Mayor

Attest:

  
\_\_\_\_\_  
Brenda L. Martinez, City Clerk

Washington State Parks & Recreation Commission 2017  
Marine Patrol Federal Financial Assistance Grant Program

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**WASHINGTON STATE PARKS & RECREATION COMMISSION**

**RECREATIONAL BOATING PROGRAM**

**FEDERAL FINANCIAL ASSISTANCE GRANT PROGRAM**

*APPLICATION AND GUIDELINES*



# Washington State Parks & Recreation Commission 2017 Marine Patrol Federal Financial Assistance Grant Program

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## INTRODUCTION

The Washington State Parks and Recreation Commission, Recreational Boating Safety Program is authorized by law to administer grant funds to local law enforcement agencies who are in Approved Program status. Agencies must meet the minimum Approved Program requirements of WAC 352-65 and have an updated P&R A-299 (Rev 10/2016) on file with State Parks to be considered eligible to apply for the Federal Financial Assistance Grant for FFY 2017.

Under this grant program, the purpose of a marine patrol unit is to enforce RCW 79A.60 Regulation of Recreational Vessels. Provide emergency response to boating accidents that occur on the water. Each marine patrol should serve to protect the lives and property of persons participating in recreational boating in this state. All grants are awarded based on the potential success and ability of the marine patrol to provide such service to the boating community. Established marine patrols are evaluated using the grant criteria published in this document as well as its ability to meet the requirements and assurances of WAC 352-65 Boating Safety Program Approval.

Grants are awarded on a cost share basis. Only those agencies willing to provide matching funds of a 100% match of their allocated Vessel Registration Fees if that allocation is \$10,000.00 or less, or 50% match of their allocated Vessel Registration Fees if that allocation is \$10,001.00 or more. The grants may be utilized for the purchase, maintenance, and operation of vessels, marine equipment, education materials, and personnel salaries.

Agencies that do not report local expenditures on the annual *Vessel Registration Fee Expenditure Report* are not eligible to apply for the grant.

The grant guidelines contained within this booklet explain the application process. The booklet is designed as a fill-in document so that information may be entered without disrupting the overall format of the document.

**The 2017 application must be postmarked on or prior to close of business Tuesday, January 31<sup>st</sup>, 2017. Extensions of this deadline will not be granted.**

Contact Hoyle Hodges at 360-902-8835 for questions regarding the Federal Financial Assistance Grant. Additional contacts for the Recreational Boating Safety Program are located on page 4 of this booklet.

On behalf of the WSPRC Recreational Boating Program, thank you for your interest in the Federal Financial Assistance Grant Program.

Washington State Parks & Recreation Commission 2017  
Marine Patrol Federal Financial Assistance Grant Program

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**CONTACTS**

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Washington State Parks

Recreational Boating Program

1111 Israel Rd. SW

P.O. Box 42650

Olympia, WA. 98504-2650

# Washington State Parks & Recreation Commission 2017 Marine Patrol Federal Financial Assistance Grant Program

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## SECTION 1 - PROGRAM INFORMATION

### AUTHORITY TO PROVIDE FUNDING

RCW 79A.05.310

Powers and duties — Program of boating safety education — Casualty and accident reporting program.

The state parks and recreation commission shall:

(1) Coordinate a statewide program of boating safety education using to the maximum extent possible existing programs offered by the United States power squadron and the United States coast guard auxiliary;

(2) Adopt rules in accordance with chapter 34.05 RCW, consistent with United States coast guard regulations, standards, and precedents, as needed for the efficient administration and enforcement of this section;

(3) Enter into agreements aiding the administration of this chapter;

(4) Adopt and administer a casualty and accident reporting program consistent with United States coast guard regulations;

(5) Adopt and enforce recreational boating safety rules, including but not necessarily limited to equipment and navigating requirements, consistent with United States coast guard regulations;

(6) Coordinate with local and state agencies the development of biennial plans and programs for the enhancement of boating safety, safety education, and enforcement of safety rules and laws; allocate money appropriated to the commission for these programs as necessary; and accept and administer any public or private grants or federal funds which are obtained for these purposes under chapter 43.88 RCW; and

(7) Take additional actions necessary to gain acceptance of a program of boating safety for this state under the federal boating safety act of 1971.

[1998 c 245 § 66; 1994 c 151 § 3; 1984 c 183 § 4; 1983 2<sup>nd</sup> ex.s. c 3 § 52. Formerly RCW 43.51.400.]

Notes:

Penalties for violations: RCW 88.02.380.

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## **APPROVED PROGRAM STATUS**

Only those law enforcement agencies with a current and up to date Boating Safety Program Approval form P&R A-299 (Rev 10/2016) on file with State Parks Recreational Boating Program are considered approved programs.

These programs are required to meet all of the Required Assurances provided for in WAC 352-65 Boating Safety Program Approval.

- Boating accident reporting and investigation
- Boater assistance
- Training
- Rules and regulations
- Enforcement
- Boating safety education and information
- Waterway marking
- Boating safety inspections
- Reports
- Limitations on use of funds

Failure to maintain approved program status makes law enforcement agencies ineligible to apply for or receive Federal Financial Assistance Grant funds.

## **DETERMINING FUNDING**

- At our foundations, we are an injury prevention program. As such, we seek to work with our partners in law enforcement to reduce recreational boating injuries and accidents and increase the chances that all boaters go home at the end of the day.
- We wholeheartedly believe in the ability of local law enforcement officers to make a difference working within their communities by collaborating with community leaders, stakeholders and volunteer organizations on community based solutions; to act as teachers to their boaters seeking compliance with the law at the lowest level possible, guardians for those in crisis on the water and a visible deterrent to those that would knowingly violate Washington boating safety laws.
- We strive to provide adequate funding, technical support and the very best training to Washington's corps of maritime officers so that they are equipped with the vessels, equipment, and most importantly the skills necessary to safely, confidently and competently perform the duties that the citizens of Washington expect and deserve.

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- We embrace our role as good stewards of public funds. As such, we:
  - Expect a high level of performance from those partners to whom we provide funding.
  - Devote our limited financial resources where additional resources are most needed to prevent boating accidents even though this may not result in a uniform distribution.
  - Seek financial partnership with all law enforcement partners defined by the contribution of financial resources by both parties to achieve our common mission.

For FY 2017 State Parks and the Marine Law Enforcement Committee have no changes to the criteria used to determine award amounts.

## **2017 Grant Eligibility Criteria for Equal Share of 60% of Funds (\$420,000)**

1. Local funding match:
  - a. 100% match requirement if agency receives \$10,000 or less of vessel registration fees. Example: if an agency receives \$6,000 in vessel registration fees, they must show \$6,000 in local funding devoted to the marine law enforcement program.
  - b. 50% match requirement if agency receives more than \$10,000 in vessel registration fees. Example: If an agency receives \$20,000 in vessel registration fees, they must show \$10,000 in local funding devoted to the marine law enforcement program.
2. Approved Prevention Plan: A plan that includes:
  - a. An assessment of the highest priority recreational boating risks and hazards within the jurisdiction based on accident data, any other relevant data, and best professional judgment.
  - b. Identification of highest priority audiences: Based on data in subsection (a) identify the demographic groups of boaters that are the highest priority for prevention efforts and the specific behaviors that, if changed, would result in fewer boating accidents or fatalities.
  - c. Measureable prevention goals for the end of the current year - FY 2017.
  - d. Tactical prevention plan: A plan that describes how the jurisdiction will use a mix of the following tactics to influence the behavior of the target audiences. Not all may be necessary. Tactics must be clearly tied to the goals of the plan and target audiences. Each tactic should include a measureable performance goal.
    - i. Patrol plans, emphasis patrols, and enforcement policies
    - ii. Safety Inspections
    - iii. Education classes



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- iv. Community events
  - v. Presentations to groups or schools
  - vi. Outreach to boaters through a mix of media, including but not limited to traditional media (i.e. press releases) or outreach channels of the agency or its partners and stakeholders including websites, newsletters, outbound email marketing, and social media.
  - vii. Participation in community forums, drowning prevention cooperatives, safe kids groups, or other injury prevention based partnerships that results in the jurisdiction's ability to leverage the resources and expertise of other community groups to help reduce recreational boating accidents.
  - viii. Local ordinances
3. Instructors: The jurisdiction must be willing to provide marine law enforcement instructors if requested by State Parks that are able to attend instructor training and then teach up to 40 hours of classes for three years.
  4. Participation in meetings: The lead marine officer identified by the agency must attend all meetings and conferences convened by State Parks.
  5. Advanced Training / Currency: Agencies must ensure that all marine officers identified in their roster have received all advanced training required by State Parks.

## **2017 Grant Allocation Criteria of 40% of Funds (\$280,000)**

1. Boat Launches Lanes (Access) – the agency will provide the total number of boat launch lanes providing access to water bodies patrolled by the agency. State Parks will augment the data provided by agencies with information gathered from WDFW and RCO on public boat launches. 10% of the funds will be allocated based on each agency's percent of the total boat launch lanes.
2. Surface Acres of Patrolled Waters – Based on the survey of patrolled water bodies conducted June and July 2014, State Parks will use geographic information systems to calculate the total surface acres of water patrolled by the jurisdiction agency. 10% of the funds will be allocated based on each agency's percent of the total acres of patrolled water.
3. Boating Accidents – State Parks will calculate the total number of reportable boating accidents that occurred during Federal FY 2016 within the agency's jurisdiction. State Parks will include all accidents documented and submitted to State Parks as Boating Accident

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Reports (State Parks Form A-440) or Boating Accident Investigation Reports (State Parks Form A-425). 10% of the funds will be allocated based on each agency's percent of the total accident reports.

4. Boat Log Hours – State Parks will calculate based on data submitted by the agency from the SOAR for Federal FY 2016. This is not a measure of total officer hours but boat patrol hours. 10% of the funds will be allocated based on each agency's percent of the total boat log hours submitted.
5. Assists and Search and Rescues – State Parks will calculate based on data submitted by the agency from the SOAR the total number of documented assists and search and rescues reported in the prior five calendar years. 10% of the funds will be allocated based on each agency's percent of the total assists and search and rescues reported.
6. Inspections – State Parks will summarize the total number of written inspections conducted in the prior calendar year from data submitted by the agency in the SOAR or obtained from SECTOR. 20% of the funds will be allocated based on each agency's percent of the total number of inspections reported.
7. Accuracy and Timeliness of Paperwork – State Parks will monitor the accuracy and timeliness of submittal of SOARs, grant billings and accident reports by marine law enforcement programs. Scored as follows – All paperwork submitted on time = 2 points. Any late submissions = 1. No paperwork / reports submitted on time = 0. 70% of the funding will be set aside for this category among agencies with a score of 2. 30% of the funding will be allocated equally among all agencies with a score of 1. No funding will be allocated among agencies with a score of zero.
8. Prevention Goals Met: 20% of funds will be allocated equally among agencies that meet all the goals stated in their approved prevention plans. Note: For 2016, funds for the Prevention Plan are being allocated equally among all eligible agencies.

## **ALLOWABLE COSTS AND EXPENDITURES**

### **Vessel Registration Fees & Grant Funding**

If an item is not listed that local government determines is a valid Recreational Boating Safety expenditure, it is not considered acceptable until reviewed and found acceptable by Washington State Parks.

### **UNIT COST APPROVAL**

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- Items with a unit cost of \$5,000 or more must have the prior written approval of Washington State Parks and Recreation Commission MLE Coordinator.

## COST PRORATION

If a cost benefits both your RBS program and other work of your agency, the cost should be allocated to the RBS Program based on the proportional benefit to the program. The costs may be allocated using any reasonable documented method.

## 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 State Parks at (360) 902-8845 or [sherri.sweeney@parks.wa.gov](mailto:sherri.sweeney@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. RBS SALARIES:**

- Officer time, salaries, benefits and wages for CJTC trained full-time and reserve personnel who have completed a RBS course acceptable to State Parks (BMLE or equal)
- Officer time, salaries, benefits and wages for CJTC trained full-time and reserve personnel who have not completed a BMLE course ONLY when working with an RBS trained officer AND when the agency has a written 'two-officer' policy for officers on marine patrol for the purpose of officer safety

### **2. RBS EDUCATION AND INSTRUCTION:**

Providing instruction classes in the state instruction class *Adventures in Boating* that qualifies graduates for the required mandatory boater education card. Costs may include classroom supplies, light refreshments, other goods and services necessary to promote and teach classes, and officer salaries, benefits and wages. Officer salaries will only be reimbursed for those officers who have successfully completed a State Parks *Adventures in Boating* Instructor Training class and are listed on our files.

Lifejackets (USCG approved only) for the state *Adventures in Boating* course and other RBS presentations; includes lifejackets, throw rings/cushions for loaners and the cost to print only the agency's name and/or RBS safety messages.

### **3. RBS TRAINING:**

Grant funds can be used to pay for training provided by Washington State Parks or State Parks approved courses. **Note: Approval from State Parks is mandatory if an Officer or Deputy is applying for a Non-WA RBS Course. Examples of approved courses include:**

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- Training courses for full-time and reserve officers who have completed CJTC basic training academy or equivalent)
  - Courses include Basic Marine Law Enforcement –CJTC 0460 (40 hours) or equivalency
  - Boating Under the Influence (24 hour course at NASBLA standard)
  - Personal watercraft operation – flat-water and swift water
  - Vessel sound level measurement training (8 hours to WSP&RC standard)
  - Accident reporting and investigation course training ( 40 hours to NASBLA standard)
  - Other USCG training on case-by-case basis
- Per Diem travel expenses at state per diem rate in effect for the destination (at state per diem rate if local rate is higher) RBS training, conferences, and meetings. Cost is prorated for percentage of travel /per diem for RBS purposes /missions only.

#### **4. RBS EQUIPMENT:**

Purchase, maintenance, and operation of patrol boats and patrol boat equipment to perform the RBS elements in WAC 352-65-040 only. All decisions by State Parks for equipment purchases shall be final.

#### PATROL VESSELS

- Motors and hardware
- Props
- Trailers and maintenance of trailers (repair, tires, winch, cables, power take-off)
- Patrol vessel and engine drive system repairs
- Repair and replacement of equipment on boat (includes de-watering pumps which can also be used as fire-fighting equipment)
- Tow vehicles (dedicated for 100% RBS use, or the percentage of time used for RBS activities; only for dedicated vehicles to RBS, not for application to an agencies fleet)
- Hitch assemblies and installation cost for tow vehicles that are dedicated for 100% RBS use or the percentage of time used for RBS activities (only for dedicated vehicles to RBS, not for application to agency fleet vehicles)
- Anti-freeze fluid
- Batteries and fluid; maintenance and replacement
- Costs related to the maintenance and repair of the vessel
- Costs related to marking and identifying patrol vessels as government owned;
  - Includes painting, decals and cost of removal and application

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- Electrical system repairs and replacement
  - Electronic devices – parts and labor for the maintenance, repairs to maintain, or replacement when devices fail, or are no longer serviceable, or when upgrades are required to meet customary and current standards for LE work;
  - Includes devices dedicated to the program such as agency & VHF radios
  - Radar units
  - Sirens
  - Blue lighting equipment
  - Hailers
  - Global positioning system (GPS) units
  - Personal breath testers (PBT)
  - Cell phones for 100% RBS use only, or percentage of time used on boat
  - Battery chargers and computers dedicated to program use
  - Includes brackets/fittings for installation and use
- Fluids for hydraulic system
- Fuel, fuel additives/filters; associated disposal fees
- Gear oil for lower units
- Glass replacement and costs to install; associated disposal fees
- Grease and lubricants
- Oil and oil filters; associated disposal fees
- Parts and labor for regular scheduled maintenance and scheduled replacement
- Parts for replacement on the vessel when failure occurs or when damaged and labor;
  - Includes engine, lower unit and cooling system repairs and replacement
- Vessel canvas tops and side covers; includes repairs and replacement of canvas/vinyl/plastic material and framing structures
- Vessel hull and structural repairs/replacement of railings, pilot house, decks, cleats, ladders, swim platforms, Sampson posts, fittings, towing equipment, davits, anchors, chain, and associated hardware and fittings

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## ASSOCIATED EQUIPMENT FOR PATROL VESSELS

- Cost of emergency response and rescue equipment repair, replacement and maintenance;
  - Includes stretchers, first aid/first responder kits and materials, fire suppression equipment and supplies
- Cost of fees related to cell phone charges, annual registration charges, renewal fees, and insurance are prorated for percentage of time used performing RBS missions.
- Cost of haul-outs and associated costs with cleaning and maintenance of hull, fixtures and drive systems; associated disposal fees
- Costs related to moorage, including cost of water/electricity associated with maintenance & moorage
- Cost of required safety equipment on the vessel when replacement, repair, or regular maintenance is needed to meet state/federal regulations and maintain USCG standards;
  - Includes life jackets, replacement parts (clips, hooks, CO2 cartridges and re-arm kits) and stenciling/screening of agency name or law enforcement
  - Exposures suits
  - Fire extinguishers/extinguishing systems
  - Visual distress signals
  - Navigation lights
  - Sounding devices
  - Ventilation systems
  - Backfire flame arrestor
- Cost of replacement, repair, or regular maintenance of equipment used during operation and moorage;
  - Fenders
  - Line – for towing and mooring.
  - Chafing gear
  - Boat hooks
  - Towing equipment
  - Bilge pumps
  - Batteries
  - Navigation charts

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- Piloting equipment
- Helm fixtures and seats
- Log books
- Depth sounders & radar; does not include FLIR systems
- Portable fuel tanks and hoses

## PATROL VESSEL TRAILERS

- Costs related to maintenance and repair of patrol vessel trailer(s)
- Cost of tires and wheels; includes installation, repair, and balancing; associated disposal fees
- Electrical system maintenance, repair and replacement
- Hitch and ball repair/replacement
- Hydraulic/electric brake system maintenance, repair and replacement
- Oil, grease & lubricants; associated disposal fees
- Winch maintenance, repair and replacement

## BOAT EQUIPMENT

- Anchors
- Line for towing and mooring
- Chain/shackles and attachment hardware
- Carabineers
- Boat hooks
- Fire extinguishers (only USCG approved)
- Fenders
- Depth finders
- Radar units; does not include FLIR systems
- Radios & computers (dedicated for 100% RBS use, or the percentage of time used for RBS activities)
- Lines for tie up
- Light bars – blue lights only (no red, white or yellow lights)
- Sirens
- Cost of installation and servicing of electronic components
- Canvas and siding for weather protection

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- Haul out for cleaning/painting/servicing patrol vessels
- First-aid kits (dedicated for 100% RBS use, or the percentage of time used for RBS activities)
- Rescue throw bags for use on boats only

## NAVIGATION AIDS & BUOYS

- Navigation signs & markers (to meet RCW 79A.60.500 and WAC 352-67)
- Decals for buoys
- Chain
- Cable & connectors
- Weights
- Equipment to maintain buoys & signs to remain effective

## EDUCATION

- Publications to promote RBS education that are already prepared or the creation, design and printing of publications
- Education equipment related to required boating safety equipment for recreational boats
- Promotion of *Adventures in Boating* classes (including presentation materials, light refreshments, and room rental for classes)

## **NON-ALLOWABLE COSTS AND EXPENDITURES**

- Bullet proof vests are beneficial however State Parks sees that because all officers work on land the majority of the time for which they are paid, equipment of this nature is not essential for meeting the established criteria in WAC 352-65-040 nor is it related to the performance of Recreational Boating Safety program mission and is considered a local agency responsibility to purchase.
- Equipment used in recovery operations (dive equipment, side scan sonar, etc.) while being used in a search or investigation mode are 100% eligible, once this equipment is used for recovery operations it is no longer an allowable expense. This type of equipment cost is normally prorated between RBS missions and recovery missions. Homeland security missions (night vision equipment, weapons, etc.), or any other equipment determined as unrelated by State Parks is not an allowable expense.

**Note: Grant funds cannot be used for indirect costs.**



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## **SECTION 2 - REQUIREMENTS AND TIMELINE FOR GRANT DOCUMENTS**

State Parks Recreational Boating Program requires that each applicant abide by all deadlines established in this booklet. This booklet will be made available each year with ample time to return the required documents. Failure to meet the identified deadlines will disqualify that agency / applicant and they will be removed from further consideration for assistance.

Incomplete or inaccurate documents shall be penalized for the following years grant allocation under the scoring system for accuracy and timeliness of paperwork and reporting. Documents that are incomplete or contain errors delay the evaluation of all the applicants. Please ensure that you follow all instructions and only provide the information that is requested.

Please ensure that all documents submitted have the appropriate signatures. The individual who signs the documents is accountable for all the information provided on these documents.

**E-Mail documents to:** [hoyle.hodges@parks.wa.gov](mailto:hoyle.hodges@parks.wa.gov)

**Mail signed original documents to:** Washington State Parks  
Recreational Boating Program  
Attn: Hoyle Hodges  
1111 Israel Rd. SW  
P.O. Box 42650  
Olympia, WA. 98504-2650

**NOTE: E-mailed documents with scanned original signatures will be sufficient for meeting turn in deadlines. Original paper copies should still be mailed to State Parks for an agency to be considered complete on grant paperwork and documents.**

### **TIMELINE FOR FY 2017 GRANT DOCUMENTS**

**FY 15 Grant Applications and Supporting Documents are due: Tuesday, 31 January 2017**

### **FY 2017 GRANT DOCUMENT CHECKLIST**

1. P&R A-300 Federal Financial Assistance Grant Application
2. P&R A-299 Boating Safety Program Approval
3. Budget document proving match requirement is met.

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## SECTION 3 - FY 2017 GRANT APPLICATION

### **LOCAL FUNDING MATCH: MLE FUNDING ELIGIBILITY REQUIREMENTS.**

- a) 100% match requirement if agency receives \$10,000 or less of VRF fees.
- b) 50% match requirement if agency receives more than \$10,000 in VRF fees.
- c) State Parks feels the most successful RBS programs have support in their local communities. The clearest sign of support is the amount of funds budgeted by county commissioners or city councils for local RBS programs. State Parks is prioritizing its federal assistance grants for communities that have made RBS programs a priority by budgeting local dollars for their program. State Parks does not want to discourage or prevent a community that has made marine law enforcement a priority from receiving federal assistance grants, however State Parks 1) would like to increase the local commitment for funding boating safety and 2) is unable to fund local marine law enforcement programs by itself so it is prioritizing funding to those communities that can provide a local match. The documentation of local match should show what local funds have been budgeted for the agency's marine law enforcement program for 2017 – the same funds that when spent, would be reported in the vessel registration expenditure report. For the purposes of the financial assistance grants application, State Parks would accept an official budget document on agency letterhead, signed by the police chief or sheriff as evidence of the financial commitment made by the community and would suffice to meet the match requirement for the 2017 federal assistance grants. State Parks is only considering locally provided funds as match. Other grant funds or in-kind contributions would not meet these criteria.
- d) **Your agency's match requirement for 2017 is: \$6,036.25**

***Describe the agency's match category (100% or 50%) and how those local matching funds will be used.***

The Black Diamond Police Department will be operating our RBS at the 50% match rate.

Our agency's matching funds will include labor costs, educational materials, staff time for community events, and providing education to several community groups.

In 2017, we will also be purchasing a sector printer for the marine boat. SECTOR is an automated data-collection system providing Law Enforcement Officers the ability to create and submit tickets & collision reports electronically from their patrol car or other agency computer. SECTOR was recently updated to include marine related offenses, including boating accidents and inspections. This will significantly improve the quality, timeliness, completeness, integration, accessibility, and uniformity for marine records and incidents.

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## PREVENTION PLAN PART 1 - ASSESSMENT, IDENTIFICATION, GOALS

### Risk Factors

<b>Objective:</b> Describe the highest priority recreational boating risks and hazards within your jurisdiction based on accident data, any other relevant data, and best professional judgment.	
<b>High Priority Boating Risks &amp; Hazards</b>	<b>Data / Professional Judgment</b>
<b>Congestion</b>	<b>Based on officer judgment</b>
<b>Education related to paddle sports-kayak, canoe and paddleboard</b>	<b>Based on officer contacts and judgment</b>
<b>Waterway markings-buoy placement</b>	<b>Ensure markings are placed as ordinance outlines ensuring safe distances</b>

### Comments

Lake Sawyer has limited boating hours; Monday through Friday 2pm to 7pm and Saturday, Sunday and holidays from 11am-3pm. This creates a high amount of vessel traffic during these limited times. While we have not seen an increase in boating accidents, our visibility, contacts and enforcement allow us to keep the waterways safe.

In addition, officers have seen an increase in the use of kayaks, paddleboards, and canoes. We continue to observe that when these users are contacted they are not aware of the laws related their use or the required equipment. We would like to continue our efforts in providing education to increase awareness and compliance in hopes of preventing injuries from occurring.

Due to the heavy volume of boaters during the above time periods, it becomes essential to ensure that the waterway markings and buoys are placed where they are needed and required. This ensures that boaters remain a safe distance from swimmers or others that are inside the buoy line/area.

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## High Priority Audiences

<b>Objective:</b> Describe the demographic groups of boaters that are the highest priority for prevention efforts and the specific behavior that, if changed, would result in fewer boating accidents or fatalities.	
<b>Description of the Audience</b>	<b>Why is this audience a priority?</b>
Juveniles between age 14 and 21	Not a lot of experience in operation of personal watercraft
Males between 20-30 years of age	Least likely to be operating in a safe manner

## Comments

<p>We would like to provide additional education to juveniles operating personal watercraft. We frequently get calls for persons operating personal watercraft who are speeding inside buoy areas; which creates a higher likelihood for an accident to occur. Our residential dock areas can be small and in close proximity, not allowing a lot of room for operation of any vessel at a high speed.</p> <p>Due to the congestion related to the limited speeding hours, the tendency for persons in this age demographic is that they are more likely to participate in unsafe boating activities. Our goal is to provide education, inspections of vessels, and enforce our state and local ordinances.</p>
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## PREVENTION PLAN PART 2 - TASKS, TACTICS, MEDIA

**1. Patrol Plans / Emphasis Patrols / Enforcement Policies:** Please describe how you will use patrol to achieve your prevention goals. (Consider emphasis patrols for Operation Dry Water and other campaigns)

Activity	Time Frame	Patrol Hour Goal for this Activity
Patrol	May 26 <sup>th</sup> - September 4 <sup>th</sup>	130
Operation Dry Water	June 30 <sup>th</sup> - July 2 <sup>nd</sup>	16
Memorial Day Holiday	May 28-29 <sup>th</sup>	16
Fourth of July weekend	July 1st and 4 <sup>th</sup>	16
Labor Day weekend	September 3 <sup>rd</sup> and 4 <sup>th</sup>	16
<b>Total Patrol Hour Goal</b>		<b>194</b>

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**Comments**

**2. Safety Inspections**

Activity	Time Frame	Inspection Goals
On water inspections	May 26 <sup>th</sup> -Sept. 4 <sup>th</sup>	Inspect vessels and paddle-sports
Ramp inspections	May 26 <sup>th</sup> - Sept. 4 <sup>th</sup>	Inspect vessels prior to launch
<b>Total Inspection Goal</b>		

**Comments**

Vessel inspections are a top priority for every marine shift that is scheduled. Our contact with boaters is an opportunity to make a positive impact with our community and provide education regarding state laws as well as our local ordinances. These vessel inspections are accomplished with both scheduled marine officer shifts as well as on-duty patrol officers.

Our priority in 2017 is enforcing the 'zero tolerance' for violations of the life jacket requirements, BUI laws, and the possession of the mandatory boater education card. Providing education through ramp inspections allows us to educate boaters of these requirements before they get on the water.

**3. Education Classes**

Activity	Time Frame	Number of Students Trained
Adventures in Boating	March 25th	Approx. 20
<b>Total Number of Students Trained Goal</b>		

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## Comments

Our department, in conjunction with the U.S. Coast Guard Auxiliary, will be providing the 'adventure in boating' class on March 25<sup>th</sup>, 2017.

## 4. Community Events

Activity	Time Frame
Lake Sawyer community Club Presentation	January 25th
4 <sup>th</sup> of July activities	July 1 <sup>st</sup> -4th
Labor Day	September 4th
<b>Total Community Events Goal</b>	

## Comments –Please describe how you will use community events to address the highest priority risks and audiences in your jurisdiction.

The Black Diamond Police Department will be presenting boating information to the Lake Sawyer Community Club at their annual meeting. We will be providing boating safety material, advertising for upcoming events, providing statistics, and answering marine related questions and concerns. This is important as this is face to face contact with the residents who live on the lake and are the primary users.

The Fourth of July weekend on Lake Sawyer is an all weekend event. During this weekend, there are several community activities which draw a large number of boaters and visitors to the lake. There will be increased congestion but also an opportunity to educate visitors as well as the frequent users of the lake.

The Labor day event is the only City sponsored community event, held from 10am to 4pm. We will host a booth that provides boating resources, educational materials, and have marine officers available to answer any questions.

## 5. Presentations to Groups & Schools

Activity	Time Frame
Presentation to Black Diamond Elementary	April- May
Presentation to Sawyer Woods Elementary	April- May

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Total Presentations Goal	

**Comments - Please describe how you will influence the behavior of the students /attendees through presentations at schools and groups.**

We will be presenting a general boating safety education course to students at both Black Diamond Elementary and Sawyer Woods Elementary. The presentation will cover general water and boating safety.

We also present to other local community groups including the boy and girl scouts, which are available upon request.

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## 6. Media Plan

What are you attempting to accomplish through media? What audiences do you need to inform or influence? What partners do you have that can re-broadcast your message for you? All the national campaigns listed come with media materials pre-made. You are encouraged to consider using them in your program.

Tactic / Strategy	Describe when and how you will use this tactic	Performance Measure (what are you measuring to evaluate your success?)	What is your measurable goal?
Press Releases	Operation Dry Water	Awareness of activity and number of violations	Number of contacts made-citations, arrests made
Agency Website	Operation Dry Water and all other planned community events		
Agency Newsletter	Operation Dry Water and all other planned community events		
Facebook	NA		
Twitter	NA		
Media Ride Alongs	Upon request		
Partner Media	Inform lake residents of current activities and events		
Operation Dry Water	Utilize newsletter, website and press releases		
Nat'l Safe Boating Week	Local media and website		
Spring Aboard			
Wear It!	Utilize newsletter, website and press releases		
Other (please describe)			
<b>Comments</b>			



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We currently utilize both our website and city newsletter to announce upcoming events and information associated with boating safety. We announce Operation Dry Water and the other National campaigns through our local media; the Voice of the Valley, and the Maple Valley Reporter, as well as our through our contacts associated with the Lake Sawyer Community Club and our local community center.

The Lake Sawyer Community Club is a great resource for us as they are able to communicate with most homeowners who live in and around the lake.

Spring Aboard – March 19-25

National Safe Boating Week – May 20-26

Ready Set Wear It! May 20, 2017

Operation Dry Water - June 30 – July 2

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## 7. Professional Prevention Partners; i.e. Safe Kids, Washington Drowning Prevention Network, US Coast Guard Auxiliary, etc...

Partnering Organizations	What measureable goal does this partner help you achieve?	Time Frame
U.S. Coast Guard Auxiliary	Partnership teaching the adventures in boating class	March 25 <sup>th</sup> , 2017
Lake Sawyer Community Club	Publicizing planned events	Throughout boating season May-Sept

### Comments

We are holding an 'adventures in boating' class at our PD on March 25<sup>th</sup>. In addition to this event, we will also be coordinating weekend ramp inspections with the Auxiliary prior to the start of the boating season.

As stated above, the lake sawyer community club is a valuable partner for our boating program. They are able to distribute timely material related to upcoming events and campaigns, as well as advising the community about potential problems or issues related to boating safety.

## 8. Local Ordinances

Goal	
Expected Outcome	

Ordinance Title	Hyperlink to full text	Applies to a single water body or all.

**Comments – describe any other ordinances you might propose to help reduce boating accidents within your jurisdiction.**

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**Prevention Goals Summary – Use comment box if needed**

Activity	Goal for 2017
Patrol	194
Inspections	175
Education Classes	1
Presentations to Groups & Schools	2
Media	2
Partners	2
Local Ordinances	0

**Comments**

Most of the activity on Lake Sawyer is dictated by the weather. The hotter the weather, the more boaters are present and using the lake. This can greatly increase or decrease the amount of patrol hours and inspections completed.

## INSTRUCTOR INFORMATION

**9. Instructors**

Your agency must be willing to provide marine law enforcement instructors if requested by State Parks. Instructors must be able to attend Instructor Training and become NASBLA certified instructors. Instructors must be available to teach up to 40 hours of classes per year for three years. Agencies providing instructors to State Parks will receive an additional amount of funding (goal is \$5,000.00) per year if the instructor is selected and approved.

<b><i>Please list potential MLE Instructor Candidates:</i></b>			
Name	Phone #	Email	Instructor Development (Please enter Yes or No)
Kris Chatterson	253-631-1012	kchatterson@ci.blackdiamond.wa.us	Yes
Mike Girias	253-631-1012	<u>mgirias@ci.blackdiamond.wa.us</u>	No

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**PARTICIPATION IN MEETINGS**

The lead marine officer identified by your agency on Form A-299, must attend all meetings and conferences convened by State Parks.

**TRAINING / CURRENCY**

Agencies must ensure that all marine officers identified in their roster have received all training required by State Parks. Completion of Basic Marine Law Enforcement (BMLE)/Basic Crew Member (BCM) Course and annual BCM currency are the only requirements at this time.

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**FY 2017 FEDERAL FINANCIAL ASSISTANCE GRANT AWARDS**

Agency	2017 Award
Asotin Co SO	\$11,075.93
Bainbridge Island PD	\$13,075.36
Benton Co SO	\$15,414.19
Black Diamond PD	\$11,738.23
Bonney Lake PD	\$12,460.62
Chelan Co SO	\$15,058.89
Clallam Co SO	\$22,574.21
Clark Co SO	\$20,405.25
Cowlitz Co SO	\$13,038.42
Douglas Co SO	\$12,457.34
Everett PD	\$18,309.75
Ferry Co SO	\$11,980.49
Franklin Co SO	\$16,022.27
Gig Harbor PD	\$12,161.77
Grant Co SO	\$21,586.06
Grays Harbor Co SO	\$15,465.29
Island Co SO	\$17,103.59
Jefferson Co SO	\$18,641.88
Kent PD	\$12,715.00
King Co SO	\$19,228.19
Kitsap Co SO	\$15,190.28
Kittitas Co SO	\$14,129.28
Klickitat Co SO	\$13,050.07
Lake Stevens PD	\$14,113.97
Lakewood PD	\$12,268.76
Lewis Co SO	\$14,855.35
Lincoln Co SO	\$12,830.55
Mason Co SO	\$14,522.18
Mercer Island PD	\$20,356.33
Pacific County	\$13,660.01
Pend Oreille Co SO	\$14,098.84
Pierce Co SO	\$19,112.86
Port Orchard PD	\$11,698.95
Poulsbo PD	\$11,226.13
San Juan Co SO	\$16,113.63
Seattle PD	\$38,695.48
Skagit Co SO	\$15,459.51
Snohomish Co SO	\$16,138.49
Spokane Co SO	\$17,760.06
Tacoma PD	\$12,070.18
Thurston Co SO	\$13,914.96
Walla Walla Co SO	\$12,613.93
Whatcom Co SO	\$18,374.57
Whitman Co SO	\$15,784.22
Yakima Co SO	\$11,448.44
	\$699,999.76

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## SECTION 4 - ADDITIONAL BILLING AND ADMINISTRATIVE INFORMATION

These grant funds are specifically for reducing boating-related loss of life, personal injury, and property damage tied to the U.S. Coast Guard's *Strategic Plan of the National Recreational Boating Safety Program 2017-2021*. This is accomplished by using the grant funds for on-water law enforcement hours for patrol by officers who have completed a basic Recreational Boating Safety training course meeting State Parks standards. Review the plan at <http://www.uscgboating.org/>.

**By completing and submitting this application, the applicant agrees to the following terms:**

1. Expand patrols beyond those paid for with state Vessel Registration Fees and local funds.
2. Enforce state RBS regulations using a "zero tolerance" policy for:
  - a. Life jacket requirements, including lifejackets not worn, insufficient lifejackets, and lifejackets found unserviceable or the incorrect size;
  - b. Completion and possession of the mandatory boater education card when operating, 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.
3. Participate in the national *Operation Dry Water* campaign June, 2017.
4. 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. The Marine Law Enforcement Grant Invoice Voucher (form A-19) provided including the Officer List Worksheet. When preparing the A-19 invoice voucher, please be sure all expenditures support the RBS mission and that detailed explanations are provided for purchases of equipment and maintenance that occurred during the period in which reimbursement is requested. Boating Program staff will review all A-19's and contact you if any expenditure listed 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). Copies submitted with the quarterly Summary of Activities Report will be sufficient.

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- iv. Copies of the vessel log sheet to document each patrol vessel and shift may be requested.
- v. Names of officers performing patrols paid with these funds.
- b. A-19 Invoice Vouchers requesting reimbursement must be received and date stamped at State Parks by the following dates. The timely submission of reimbursement requests allows proper time for the processing of payments. A-19's submitted after these dates will not be accepted, but may, at our discretion, be processed only when State Parks has been contacted in advance of due date.
  - i. For the period March-April-May-June (2nd quarter): by July 15<sup>th</sup>.  
For the period July-August-September (3rd quarter): by October 15<sup>th</sup>.
  - ii. Invoices for reimbursement (form A-19) may be submitted monthly or quarterly.
- c. Unforeseen Circumstances: If, during any quarter, an agency is unable to meet the requirements of the grant 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.

Agencies that did not report local expenditures on the annual *Vessel Registration Fee Expenditure Report* due November, 2016 are not eligible to apply for the grant.

