



**Ohio Department of Natural Resources
Division of Watercraft
COOPERATIVE BOATING FACILITY GRANT
APPLICATION PACKET**



INTRODUCTION

Purpose

The Cooperative Boating Facility Grant program provides up to 100%* **reimbursement** assistance to eligible political subdivisions (municipalities, townships, counties, joint recreation districts, park districts, conservancy districts) and state/federal agencies for improving and/or developing recreational boating access.

Availability

This application packet contains an application as well as instructions for applying. It is available electronically (MSWord or PDF) or in hard copy. Electronic files can be downloaded from the ODNR Watercraft web site (ohiodnr.com > Boating > Grants > "Cooperative Boating Facility Grant").

***Important Changes**

1. Projects that charge a user fee are only eligible for up to 75% reimbursement for launch ramp projects and 50% reimbursement for marina projects.
2. Any agency with an open Cooperative Boating Facility Grants may be eligible for funding if they are not on probation at the time of the submission of this grant request.

Funding Source: Waterways Safety Fund

The Waterways Safety Fund (WSF), deposited with the Treasurer of the State, is administered by ODNR Division of Watercraft. The WSF was created by the 101st General Assembly in 1955 (ORC 1547.71-75). The fund was established to provide monies for the construction or improvement of public facilities for recreational boating on the navigable waters within the state. The fund enables the state to obtain federal matching funds to establish harbors of refuge.

The primary sources for the WSF are the State Motor Fuel Tax ($\frac{7}{8}$ of 1% of the fuel tax) and fees collected by the Division of Watercraft for boat registrations and titles. The WSF is administered by the Chief of the Division of Watercraft with the advice of the Waterways Safety Council and the approval of the Director of the Department of Natural Resources.

Deadline: Postmark deadline date is **April 1**.

Questions can be directed to:

Julie McQuade (614-265-6443, julie.mcquade@dnr.state.oh.us)
ODNR Division of Watercraft
2045 Morse Road, Building A-2
Columbus, Ohio 43229-6693



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GRANT GUIDELINES

ODNR Division of Watercraft reviews applications and qualifies them in terms of completeness and priority rating. The application, site visit, and responses to questions from the Division of Watercraft provide the information needed to determine whether the project receives financial assistance. A completed application post marked by **April 1** is necessary before the project can be eligible for funding.

Do not sign any agreements concerning the development of any project until written approval has been given by ODNR. Any contractual agreements prior to approval may result in that part of the project being ineligible for funding.

Once a project is approved for funding, all procedures and requirements of the Cooperative Agreement must be fulfilled. Costs, eligible expenses, fund accounting, and fiscal control are audited by the State continually throughout the project.

Regular site inspections by the State will be made to assure compliance with grant requirements. User fees, if charged, must be reasonable for all users and must be approved by ODNR.

Application Requirements

1. Eligibility

Political subdivisions and agencies of state or federal government are eligible to apply for this grant reimbursement program. Projects sponsored by private individuals, clubs, or associations on lands they control do not qualify for the grant program and will not be considered.

- The applying agency must be capable of financing and maintaining the project as a public access facility for a minimum of 25 years.
- All funded projects must be open and accessible to the recreational boating public.
- Any agency with an open Cooperative Boating Facility Grants may be eligible for funding if they are not on probation at the time of the submission of this grant request. To confirm the status of any open project contact Julie McQuade at 614-265-6443 or julie.mcquade@dnr.state.oh.us.
- If a user fee will be or is charged, the applying agency can only ask for reimbursement of 75% of the project cost for launch ramp projects and 50% for marina projects.
- Federal, state, and local laws pertaining to non-discrimination in employment, area use, minimum wages, conflict of interest, and similar matters must be met at all times.
- Projects are required to be designed to meet the needs of persons with disabilities; the application should explicitly show how they are met. Guidelines for ADA requirements can be found at the United States Access Board web site: www.access-board.gov.
- Applications must be complete at the time of submittal to be considered for funding.

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Remember this is a reimbursement grant. The agency must have funds available to pay invoices. No in-kind services or donations are considered in this grant. Invoices are paid by the grantee and then reimbursed at the determined percentage.

2. Priorities

The application process for this grant is a competitive system. Grants are awarded based on an objective scoring system and the amount of funds available. Priority is based on projects that are recognized in the Division of Watercrafts publication “Boating on Ohio Waterways” (refer to Appendix D) target areas. Once those areas are considered other projects submitted will be considered and projects that are located in or near metropolitan areas.

3. Costs to Consider When Applying

- a. The cost of preparing, submitting, and administering an application is not eligible for reimbursement.
- b. Don't underestimate costs in hope of getting grant approval. Estimates should be figured based on anticipated construction costs **two to three years from the date of the application.**
- c. Once the grant is awarded it cannot be modified, and any increase in costs must be borne by the applying entity.

4. Eligible Project Components

All project components are subject to approval. A determination will be made based on the overall project site and priorities.

Examples of Eligible Costs:

- Ramps
- Docks (courtesy, boarding, transient)
- Necessary roads
- Lighting at launch ramp and designated ramp parking areas
- Restrooms at launch ramps
- Small boat access (for canoes, kayaks, etc.)
- Engineering costs (preparing plans, specifications and bid documents)
- Signage
- Kiosk for safety information

Examples of Ineligible Costs:

- Picnic shelters
- Picnic tables
- Grills
- Trash cans
- Monetary credit for land purchased for project
- Any costs incurred prior to entering into a formal agreement with ODNR.

If you have questions about the project components that can be reimbursed, contact Julie McQuade (614-265-6443, julie.mcquade@dnr.state.oh.us).

5. Site Visit Prior to Approval

Upon receipt of the application, the Division may arrange with local officials to inspect the site of the proposed project to ascertain its general feasibility, site conditions, and the need of such project.

Grant Approval

1. Notification

All applicants will be notified of the status of their application in the fall* of the submittal year. Applications that have been accepted will include an invitation to the Grant Recipients Meeting at this time.

2. Mandatory Grant Recipients Meeting

The Project Manager must attend the Grant Recipient meeting, typically held in the fall* in Columbus. The purpose of the meeting is to review procedures, paperwork, contracting, design, reimbursement procedures, and other pertinent items. The Cooperative Agreement, prepared by ODNR, is presented at this meeting.

3. Sign & Return Cooperative Agreement

The grant recipient must return the Cooperative Agreement to ODNR so it can be executed by the Director of the Department of Natural Resources.

In the formal agreement, the grant recipient agrees to complete the project and agrees to abide by the procedures of ODNR before commencing the project, and after ODNR assures it has encumbered its share of the project cost. The contract states the terms of the financial arrangements for the project, and defines the procedures to be followed by ODNR and the grant recipient as the project progresses.

4. Receive the Fully Executed Agreement from ODNR

ODNR sends the grant recipient a fully executed agreement with a formal letter stating permission to proceed with the project.

Any costs incurred prior to receiving a fully executed agreement are the responsibility of the applicant and will not be reimbursed by ODNR.

** The actual date is reliant upon the state legislature's approval of the State Capital bill and spending approval from the State Controlling Board.*

Project Management

Once a project is approved for funding, all procedures and requirements of the Cooperative Agreement must be fulfilled. Costs, eligible expenses, fund accounting, and fiscal control are audited by the State continually throughout the project.

1. Construction Notes

- a. The Agency prepares plans and submits all documents to ODNR for review and approval. The applicant shall not award any construction contracts until after plans and specifications are approved by ODNR. Upon ODNR approval of the final plan, specifications, and cost estimates, the Cooperating Agency shall advertise for construction bids.
- b. Once ODNR approves the awarding of the contract, the Cooperating Agency serves as the contracting agency. ODNR may be included in the preconstruction conference. Monthly construction status reports and a final site inspection are required.
- c. Development projects require that contractors comply with the Governor's Executive Order of January 27, 1972. The applicant is obliged to cooperate with ODNR in order to ensure that the contractors comply with Equal Employment Opportunity requirements. This includes all bid advertisements.
- d. Projects funded through this grant program must make every possible effort to be barrier free. Consultants and engineers need to plan for making the project accessible to the standards set by the Americans with Disabilities Act (ADA).

2. Site Visits

- a. Regular site inspections will be made to assure compliance with grant requirements. A final visit is required to close out the grant project.
- b. Properties and facilities acquired or developed with Waterways Safety Fund monies shall be available for inspection by ODNR or its representatives at such intervals as they require.

3. Signage Requirements

- a. A permanent sign acknowledging assistance from the Ohio Department of Natural Resources Division of Watercraft Waterways Safety Fund is required for all projects. ODNR will provide information on purchase of the signs.
- b. A ramp symbol sign will be required to be displayed from the nearest intersection to give boaters notice that a ramp facility is available.

4. Permit Requirements

- a. The applicant is required to secure all local, state, and federal permits required for construction of the project. This requirement may include permits from the U.S. Army

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Corps of Engineers, the U.S. Coast Guard, the Ohio EPA, the Department of Natural Resources, and the local Flood Plain Administrator.

- b. The U.S. Army Corps of Engineers regulates all work performed below and adjacent to the ordinary high-water mark as well as all work in a wetland area. The U.S. Army Corps of Engineers should be contacted to determine if the proposed project is within its jurisdiction.
- c. Permits are not required prior to making application for a grant but will be required before construction begins.

5. Post Construction, Operation and Maintenance

- a. Facilities developed with assistance from the Waterways Safety Fund shall be operated and maintained so as to appear attractive and inviting to the public. Sanitation and sanitary facilities shall be maintained to comply with applicable state and local public health standards. Buildings, ramps, docks, or other structures and improvements shall be kept in repair throughout the life of the contract, to prevent undue deterioration and encourage public use.
- b. The facility shall be kept open for public use at reasonable hours and times of the year, according to the type of areas, facility or use intensity.
- c. The applicant agrees to operate and maintain the facility for a minimum of 25 years after completion of the project. If the Cooperating Agency ceases to operate the project as approved, all funds expended by ODNR must be returned to ODNR. Any modification that would change the scope or use of the project must have written approval from the Department of Natural Resources.

6. User Fees

User fees are allowed however they must be justified on the basis of maintenance.

- a. User fees may be charged provided they are comparable to fees charged for similar facilities in the same marketplace.
- b. ODNR must approve all user fees prior to being charged.
- c. Local agencies charging a fee will be required to provide the following matching funds: 75% for ramp projects or 50% for marina projects.
- d. ODNR prohibits excess revenues from being used to support non-boating activities. If all fee revenues and interest earned thereon are not used for maintenance of the project, the excess revenue must be credited to ODNR. An accounting of revenues and expenditures must be presented to ODNR at the end of each calendar year.
- e. Neither the initial cost, nor the amortization of the Cooperating Agency's share of the project cost, nor interest on any loans can be included in the calculations of the maintenance of the project.
- f. The portion of the project costs that come from ODNR are paid by boaters from all parts of Ohio. Therefore, any fees must be the same for all persons, regardless of race, religion, place of residence, etc.

7. Discrimination Prohibited

- a. The applicant/recipient agrees that no person shall, on the basis of race, sex, religion, age, color, any disability as defined in the Americans with Disabilities Act, national origin or ancestry, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity for which the applicant/recipient receives financial assistance from ODNR Division of Watercraft.
- b. It is inappropriate to deny access to any boater or discriminate on the basis of race, religion, place of residence, including preferential fees, reservation, membership system, or allocation of spaces.

8. Liability

The grant recipient agrees to defend and hold the State free from liability in case of claim or suit arising from the construction, operation, or maintenance of this project.



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APPLICATION INSTRUCTIONS

Please refer to the following guidelines when completing the grant application form. Applications must be postmarked by April 1 in order to be considered.

If you have any questions, you may contact Julie McQuade at the ODNR Division of Watercraft, 2045 Morse Rd. Bldg A-2, Columbus, OH 43229-6693; 614-265-6443; Fax: 614-267-8883; Email: julie.mcquade@dnr.state.oh.us.

NOTE ON FUNDING: Even though this grant is a reimbursement grant up to 100%, funding from the Agency is needed to cover any costs prior to reimbursement from the state. A resolution from the Agency's governing body is required to show that the Project Manager has the authority to apply for this grant as well as to show that the Agency has the funding sources for the project to be completed. See *Appendix A – Sample Resolution of Authorization*. If a user fee will be charged, a limit of 75% for ramps and 50% for marinas of the project cost can be reimbursed.

APPLICANT INFORMATION

Agency Name: This is the cooperative agency that is requesting grant funds, has control/ownership of the land on which the project will be built, and has authority and funds to complete and maintain the project.

Federal Tax ID #: This should be obtainable from your fiscal office.

DUNS#: All applications must include the agency's Data Universal Number System (DUNS) number, a 9-digit number issued by the federal government that helps to track federal money. Since the Division of Watercraft receives federal funding, grant reimbursements must be tracked by the federal government. Most organizations already have a DUNS number. Check with your agency administrators or fiscal staff. If your agency does not have a DUNS number, one will need to be assigned. Visit www.dnb.com/us/ and click on the "D&B D-U-N-S Number" tab.

Agency Share: Amount of money the agency is providing as a match towards the project.

****Reminder:** This is a reimbursement grant. Any match applied to this grant does not allow In-kind contributions for their match.

Grant Amount Requested: Amount of reimbursement funds requested from ODNR Division of Watercraft.

Estimated Total Project Cost: Total cost of the project, based on estimates of what it would cost two to three years from the current date.

Project Manager: The person listed is the agency's primary person who will coordinate the project with the Division of Watercraft. This person will be the official representative of the agency and will be called on to answer questions and act as a liaison between the contractor and ODNR.

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Head of Agency (signature authority): This person is usually the Village or City Manager or Administrator. It may also be the mayor, depending on how the Agency is set up. If this person is the same as the Project Manager, you may put “same as Project Manager.”

Type of Application: Check the appropriate box.

District Numbers: Enter the district number for each jurisdiction of the Legislature in your district (see Appendix D).

PROJECT INFORMATION

Proposed Project Name: This should be the name of the project. *EXAMPLE:* Leisure Lake, North Boat Ramp

County: Provide the county where the project is located.

Body of Water: List the body of water where the project is located.

Horsepower: List the horsepower limit for this body of water.

Age of Facility: If this is an existing site, enter the age of the facility that you want to improve. If this is a new site, enter “New.”

Acres of Surface Water: Number of water surface acres. The ODNR Division of Watercraft Boating Areas web pages include surface acreage (see Appendix D).

Latitude/Longitude: Required in Degrees, Minutes and Seconds. The location at which this information should be taken: New site – from the middle of the designated project site. Existing – from the top of the ramp.

Project Description: Provide a description of the elements of the project in detail. *EXAMPLE:* *The project includes removing existing 2-lane ramp, replacing with a 4-lane ramp, increasing size of the parking lot by adding 50 more car trailer spaces, re-paving and re-striping the entire parking area, provide handicap accessibility from parking area to the ramp, and adding a courtesy dock.*

Use the references in Appendix D for boating terms and design and accessibility requirements.

GRANT FACILITY INFORMATION

Type of Vessels Facility Will Serve: Check all that apply. For example, if the site includes an access area for non-motorized boats as well as a facility for boat over 16 feet, check both boxes.

Site Ownership: If your agency does not own or have control (lease) over the land on which this project is being built, you are not eligible to receive a grant from the Waterways Safety Fund.

Any land ownership issues **MUST** be resolved **BEFORE** submitting the application. This is necessary to avoid having grant funds being delayed while land ownership issues are being resolved. If a lease is submitted, it can be written to be contingent upon receipt of the grant funds.

EXAMPLE: A city wants to develop a shoreline area by building a launch ramp but the land needed is owned by the county. For the city to be eligible to receive the grant funds, they must

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have control or ownership of the land to be used. The land must either be purchased or a term lease (minimum 25 years) is needed prior to applying for a grant.

Check the appropriate ownership category and indicate if there are any other restrictions to the property. A copy of the ownership documents, whether it is a Title, Deed, or Lease, **MUST** accompany the application to be eligible for consideration.

Names of adjacent boating facilities, public and private: Include ramps, courtesy docks, and marinas for motorized projects. For non-motorized projects, include canoe access (public and private), canoe liveries, and campgrounds along the body of water.

OPERATION AND MAINTENANCE

Provide a narrative to support your agency's ability to operate and maintain the facility. Example: List staff that will be or are responsible for maintenance and security of site.

JUSTIFICATION OF NEED

This is one of the more important sections as it gives you the chance to sell your project request. One of the criteria for setting the priority for prospective projects is the expressed need for the project or an explanation of how the project will resolve a problem. Justification must be based on local supply and demand. The need should be specific and documented. Why is the project necessary and why should it be selected over other applications? Explain how the project will meet ADA requirements (not required for canoe/kayak access projects). Examples might include detailing the possible loss of an access facility, an increase in need, or the loss of a diminishing facility that requires renovation/rehabilitation. Local need should be identified using specific, locally generated data and should not consist of just a general statement. Photographs or other materials may be submitted to illustrate need. Review the "Boating On Ohio Waterways" plan for priorities (see Appendix D).

PROPOSED PROJECT COMPONENTS

Indicate the number of each type of component being funded by the project and its estimated cost. "Renovation" is defined as "in existence or not usable due to wear." "New" means never existed.

A realistic total project cost is critical to avoid cost overruns and having bids come in over estimated costs. Be sure to estimate the project costs based on construction and material costs **two to three years from the date of application**. This amount must match the Estimated Total Project Cost from page 1. Round total cost to the nearest dollar.

PREVIOUS GRANTS

List any previous grants received from or administered by any Division of the Department of Natural Resources in addition to the Division of Watercraft.

APPLICATION CHECKLIST

Make sure all necessary documents listed are attached with your application, including the Resolution of Authorization (see Appendix A).

APPLICANT SIGNATURE

It is important that the application be signed by the Project Manager (and that the Project Manager has contract signing authority, for example, as prescribed in the Resolution of Authorization.) Print the name, agency, and title. Sign and date the application.

Return one original set to the address listed. **Applications will be valid only if post marked on or before April 1.**

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GRANT FACILITY INFORMATION

Type of Vessels Facility Will Serve

- Non-motorized (*canoe/kayak/small craft*)
- Electric, small motorized
- Motorized over 16 ft.

Site Ownership

- Public – Owned by Applicant (*must show documentation*)
 - Public – Lease (*must have 25-yr lease and show documentation*)
- Number of years remaining in lease: _____
 Name of owner: _____

- Is this facility open to the general boating public? Yes No
- Is a user fee currently charged or going to be charged? Yes No
- Day use, parking, or launch ramp fee amount \$ _____
- Transient docking fee \$ _____

Names of adjacent boating facilities, public and private (ramps, tie-up facilities, marinas), within a 10-mile radius.

	Name	Distance
1.		
2.		
3.		
4.		
5.		

OPERATION AND MAINTENANCE

Explain the Agency’s ability to maintain the project once complete (e.g., staffing level, maintenance plans, safety and security, and any historical evidence of maintaining and/or performing site inspections of similar or existing areas.). Attach additional sheets titled “OPERATION AND MAINTENANCE.”

JUSTIFICATION OF NEED

Respond to the numbered questions and check any appropriate items below. Attach additional sheets titled “JUSTIFICATION OF NEED,” as needed. Include any additional information you feel appropriate to further justify the project's need and benefits.

1. What specific opportunities for recreational boaters does the project provide?
2. Why is the project necessary for your community?
3. How is the design suitable to meet the needs of the anticipated users (e.g., water depth, width of channel, etc.)?
4. Is the site suitable for the proposed project (i.e., geography, access both land and water, environmental impacts, water quality, wetlands, natural areas, safety, depth of water, wind direction, size, etc.)?

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PROPOSED PROJECT COMPONENTS

See *Ohio Boating Facility Standards and Guidelines* for definitions. Check all that apply.

			<i>Indicate either Renovated or New</i>	Estimated Cost	Approved Amount
Boat Launching Facility	Number of Lanes		<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Boarding Dock	Number of Docks		<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Transient Dockage	Number of Docks		<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Courtesy Dock	Number of Docks		<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Restrooms	Flush: <input type="checkbox"/>	Vaulted: <input type="checkbox"/>	<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Lighting			<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Access Road			<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Paved Parking			<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Non-paved Parking			<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Curbs, Signs, Markings			<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Dredging			<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Breakwater Protection			<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Bank Stabilization			<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Design and Development (Engineering) <i>15% of TOTAL</i>			<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Contingency <i>10% of TOTAL</i>			<input type="checkbox"/> R <input type="checkbox"/> N	.00	
Cooperative Grant Signage			<input type="checkbox"/> R <input type="checkbox"/> N	1,000.00	
<i>(Must equal Total Project Cost, page 1) TOTAL:</i>					

PREVIOUS GRANTS

Have any previous grants from the Department of Natural Resources been awarded to this applicant?

Year	Project or Grant Name	Grant Amount

APPLICATION CHECKLIST

- 1. A resolution from the Entity’s governing body authorizing the Project Manager to apply for and administer the grant on behalf of the Entity (*See Appendix A – Sample Resolution of Authorization*)
- 2. Boundary map of the project area. (*See Appendix B – Requirements of Boundary Map*)
- 3. Ownership documentation (e.g., deed, lease, results of title search, etc.) for the project site
- 4. Photographs of existing conditions that depict the physical characteristics of the project area
- 5. Directions to the project site from ODNR Fountain Square Complex in Columbus (2045 Morse Road, Building A; Columbus, OH 43229)
- 6. Schematic design/engineering plans (*See Appendix C – Examples of Drawings/Schematics*)
- 7. One (1) original application with all attachments (notebooks or bindings are NOT necessary)

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APPLICANT SIGNATURE

Application is hereby made for the activities described herein. I certify that I am familiar with the information contained in the application, and, to the best of my knowledge and belief, this information is true, complete, and accurate. I further certify that I possess the authority including the necessary requisite property interests to undertake the proposed activities.

I also certify that the Applicant's governing body is aware of and has authorized the Project Manager as the official representative of the Applicant to act in connection with this application and subsequent project as well as to provide additional information as may be required. By signature below the Applicant agrees to comply with all applicable federal, state, and local laws in conjunction with this proposal and resulting project if so approved.

I certify that the auditor of the state has not issued an unresolved finding for recovery against the organization that I represent.

Print/Type Name

Title

Project Manager Signature

Date

SEND APPLICATIONS AND ALL REQUIRED ATTACHMENTS TO:

ATTN: Julie M. McQuade
Ohio Department of Natural Resources
Division of Watercraft
2045 Morse Road, Building A-2
Columbus, Ohio 43229-6693



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APPENDIX**



APPENDIX A - Sample Resolution of Authorization

Applying entities may use an ordinance or resolution to authorize the filing of their application and to assure availability of funds for the project. A signed, certified copy of the ordinance or resolution must be included with your application.

Below is a suggested format for a Resolution of Authorization.

RESOLUTION OF AUTHORIZATION

WHEREAS the State of Ohio through the Department of Natural Resources Waterways Safety Fund administers financial assistance for public boating access, and

WHEREAS the _____ (entity) desires financial reimbursement under the Cooperative Boating Facility Grant Program,

NOW THEREFORE be it resolved by the _____ (entity) as follows:

1. The _____ (entity) approves of filing an application for Cooperative Boating Facility Grant financial assistance.
2. _____ (Project Manager) is hereby authorized and directed to file and execute an application with the Ohio Department of Natural Resources and provide all information and documentation required to be eligible for possible financial assistance.
3. The _____ (entity) agrees that it has and will obligate the funds required to satisfactorily complete the project under the terms and conditions of the Cooperative Agreement if the project is accepted for financial assistance.

CERTIFICATE OF RECORDING OFFICER

I the undersigned, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the _____ (entity) on the _____ day of _____, 20__, and that I am duly authorized to execute this certificate.

(original signature)

(title)

APPENDIX B – Requirements of Boundary Map

Applications require a Boundary Map that is legally sufficient to identify the project area and that provides a description and sketch of the project's boundaries displaying known easements.

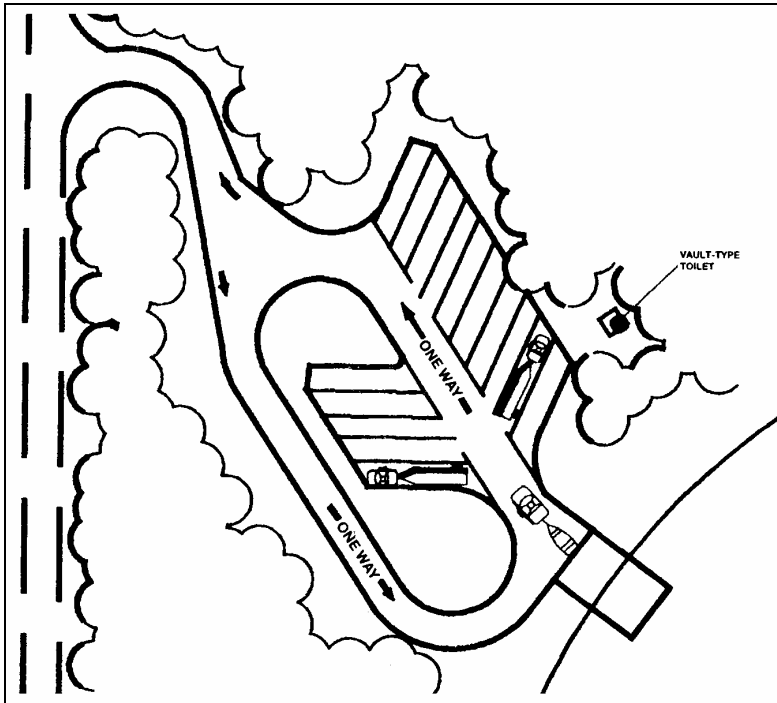
This map should be an accurate map of the property described in the deed or lease and should be submitted on letter (8½" x 11"), legal (8½" x 14"), or tabloid (11" x 17") sized paper.

The Boundary Map must:

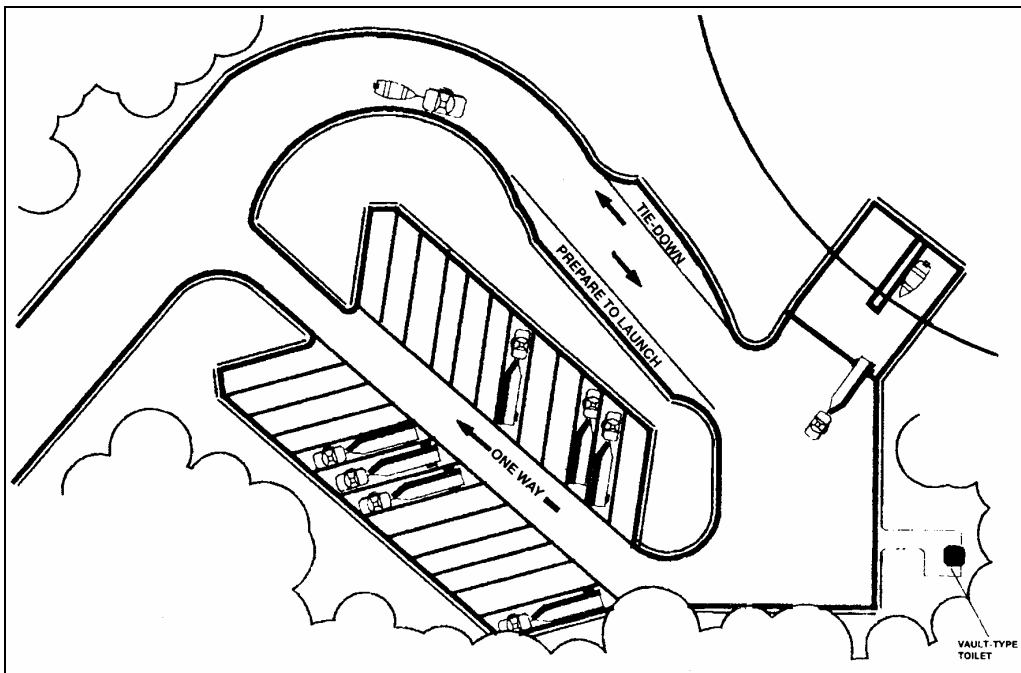
1. Be drawn to scale or have dimensions for each boundary line.
2. Reflect all boundaries, adjacent streets, and prominent landmarks.
3. Indicate "North"
4. Identify the applying Entity, Facility Name, and number of acres of the project in the top left corner of the map.
5. Identify (printed name) and be certified (signed and dated) by the Project Manager with the following statement in the top right corner of the map:

"As an official designee of the _____ (entity), I certify that the _____ (entity) understands the property identified on this Boundary Map cannot be converted from public recreation without the written approval of the Director of the Ohio Department of Natural Resources."

APPENDIX C – Examples of Drawings/Schematics



Design for a single ramp without a boarding dock



Design for a site with two launch ramps divided by a boarding dock

APPENDIX D – Helpful References

ADA Requirements:

- United States Access Board, www.access-board.gov

Boating Facility Standards for Ohio:

- *Ohio Boating Facility Standards and Guidelines*, 1.44 Megabyte PDF; ohiodnr.com > Boating > Publications & Data > Reference Materials

Building Canoe Access:

- *Logical Lasting Launches*; National Park Service Rivers, Trails & Conservation Assistance Program; www.nps.gov/nrc/programs/rtca/helpfultools/ht_launch_guide.html
- Water Trails: ohiodnr.com > Boating > Where to Boat > Water Trails in Ohio > How to Get a Trail Designated

Priorities for Boat Access in Ohio

- *Boating on Ohio Waterways (BOW) Plan*, 2+Meg PDF; ohiodnr.com > Boating > Publications & Data > Reference Materials

Ohio Waterways Surface Acreage

- [Ohiodnr.com](http://ohiodnr.com) > Boating > Where to Boat > A List by County

Other Assistance Programs

- BIG Program: ohiodnr.com > Boating > Grants > Boating Facility Grants