

# CLARK COUNTY STAFF REPORT

**DEPARTMENT:** Clark County Sheriff's Office  
**DATE:** February 27, 2014  
**REQUEST:** Accept a Recreational Boating Safety Federal Financial Assistance Grant (\$32,785)  
**CHECK ONE:**  Consent  CAO

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## BACKGROUND

The Clark County Sheriff's Office is offered a Recreational Boating Safety (RBS) Federal Financial Assistance Grant of \$32,785 through the Washington State Parks & Recreation Commission (WSPRC) for the time period of April 1 through September 30, 2014. These funds reimburse the Sheriff's Office for costs incurred to "support safer boating through the enforcement of boating safety laws and [the provision of] boating education courses." Among authorized uses for the funds are on-the-water patrols to enforce boating laws (especially "boating under the influence" (BUI) and life jacket carriage and wear laws) and boating safety training for citizens. This grant does not require matching funds.

## COMMUNITY OUTREACH

A key component of this program is the training of boaters in Clark County to improve their knowledge of boater safety laws and principles. This program has a goal of making recreational boating safer for Washington citizens.

## BUDGET AND POLICY IMPLICATIONS

Acceptance of the additional funding would require a resource-neutral supplemental budget adjustment, increasing both revenue and expenditure budgets for the Sheriff's Office by \$32,785. In recognition of the established schedule, this supplemental action request will be postponed to the next scheduled supplemental process.

## FISCAL IMPACTS

Yes (see attached form)  No

## ACTION REQUESTED

Approve acceptance of the 2014 Recreational Boating Safety grant and permit the Sheriff to expend the additional grant funds in accordance with the terms and conditions of the grant. Recognize the need for a resource-neutral supplemental action, which will be submitted by the Sheriff's Office during the next scheduled supplemental process.

## DISTRIBUTION

SO Fiscal, John Lawler  
Auditor's Office, Amanda Miller

Office of Budget  
SO Marine, Sergeant Dennis Pritchard

  
Name Joseph Dunegan  
Title County Undersheriff

Approved:   
CLARK COUNTY  
BOARD OF COMMISSIONERS

Mar. 11, 2014

SR 54-14





\* 6 9 1 6 2 1 \*

# FISCAL IMPACT ATTACHMENT

## Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

The Sheriff's Office will incur overtime expenses. These expenses will be reimbursed by WSPRC after they are incurred subject to a \$32,785 limit. Therefore, the request will result in no net fiscal impact.

## Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
0001 / General Fund	32,785.00	32,785.00	0.00	0.00	0.00	0.00
<b>Total</b>	32,785.00	32,785.00	0.00	0.00	0.00	0.00

II. A – Describe the type of revenue (grant, fees, etc.)

Grant from the U.S. Coast Guard (CFDA 97.012) through the Washington State Parks and Recreation Commission

## Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
0001 / General Fund	0	32,785.00	32,785.00	0.00	0.00	0.00	0.00
<b>Total</b>		32,785.00	32,785.00	0.00	0.00	0.00	0.00

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual						
Equipment/Supplies						
Travel						
Overtime	32,785.00	32,785.00	0.00	0.00	0.00	0.00
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>	32,785.00	32,785.00	0.00	0.00	0.00	0.00

Don Hoch  
Director



STATE OF WASHINGTON  
WASHINGTON STATE PARKS AND RECREATION COMMISSION

1111 Israel Road S.W. • P.O. Box 42650 • Olympia, WA 98504-2650 • (360) 902-8500  
TDD (Telecommunications Device for the Deaf): (360) 664-3133  
www.parks.wa.gov

February 18, 2014

TO: County & City Law Enforcement Agencies with Recreational Boating Safety Approved Programs

FROM: Mark Kenny, State Parks Boating Program *MK*  
Sherri Sweeney, State Parks Boating Program *Sherry*

SUBJECT: Recreational Boating Safety *Federal Financial Assistance Grants* For 2014

The Washington State Parks and Recreation Commission is pleased to announce that funds from the U.S. Coast Guard Recreational Boating Safety program are available for recreational boating safety grants.

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 2012 -2016*. 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/>. Note this plan has emphasis on:

- Increased life jacket wear,
- Increased compliance with mandatory boater education requirements,
- Increased compliance with boat operation under the influence of alcohol/drugs, and
- Increased enforcement of operator compliance with navigation rules (negligent, reckless, the rules of the road in WAC 352-60) and equipment rules.

We want increased patrol hours, vessel inspections, and the enforcement of regulations. We think this will result in greater compliance by boat operators and make Washington's waterways safer for all users.

**Grant Eligibility**

Law enforcement agencies that operate approved boating safety programs under WAC 352-65 may be eligible to apply for a grant in 2014. See Attachment #1.

**Local Program Compliance**

The county and city law enforcement programs that have agreed to the terms in WAC 352-65 must maintain their eligibility to receive state VRF to apply for this grant. Agencies that did not perform at least 130 hours of patrol in 2013 did not meet the minimum number of on-water law enforcement hours to comply with the WAC. Not having met the minimum hours, the grant goals were not met and the agencies are not eligible to apply.

Agencies that did not report local expenditures on the annual *Vessel Registration Fee Expenditure Report* due November, 2013 are not eligible to apply for the grant.

We know that the economic downturn has stretched resources and challenged local agencies. This has also impacted State Parks and reduced the federal dollars available this year. Less grant dollars means we will direct them where they can be used most effectively by programs that have demonstrated a commitment to the requirements and grant goals.

**Funding Availability**

State Parks is awarding \$700,000 in grants for calendar year 2014. We expect some level of federal funding will continue in future years.

**Funding Allocation**

The attached spreadsheet has the amount your agency is eligible to apply for. \$500,000 has been allocated equally to eligible approved programs. The remaining \$200,000 is being allocated on each program's percent of completed written vessel inspections.

**Due Date**

Applications must be submitted electronically by email to [sherri.sweeney@parks.wa.gov](mailto:sherri.sweeney@parks.wa.gov) by 5 PM, Friday, March 7, 2014. The original signed version must be received and date stamped by State Parks no later than Monday, March 10, 2014. Signed applications are mailed to:

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

**Match Requirement**

No cash match is required for the grant. However, as a condition of being approved to receive vessel registration fees (VRF), your agency is already obligated to conduct regular marine patrols during the peak recreational boating period (specified in WAC 352-65-040(5)(a)(ii)) using local funds and state VRF. State Parks has determined this is the period from the Memorial Day weekend to the Labor Day weekend and has determined the specific number of on-water law enforcement hours required for patrol. It is our policy that this is the minimum amount of patrol hours required during the peak boating period, based on an 8 hour work day for each Saturday, Sunday, and 8 hours each holiday. In 2014 this total is 264 hours from May 24 to September 1.

**Vessel Inspections**

The US Coast Guard and State Parks believe that written vessel inspections are a key tool for preventing accidents, encouraging compliance with safe boating laws, and educating the boating public. State Parks wants to see the total number of inspections increased to enhance safety on Washington's waterways.

**Only written vessel inspections using the State Parks inspection form meet grant requirements. This is a change from previous grant requirements which allowed visual spot inspections to count the same as a written inspection. Only written vessel inspections will meet grant requirements in 2014.** In addition, State Parks requires an average of at least 1 inspection per patrol hour. This amount DOES NOT INCLUDE visual spot inspections.

### **Special Requirement**

All agencies that receive federal grant funding will be required to participate in *Operation Dry Water*, a nationwide campaign by the National Association of State Boating Law Administrator's (NASBLA). Its purpose is to emphasize the detection and enforcement of boat operators under the influence (BUI), to reduce the number of alcohol-related accidents and fatalities, and foster a stronger and visible deterrent to alcohol use by boat operators.

More information will follow or visit <http://www.operationdrywater.org/>.

### **Completing the Application**

The grant application is included with this notice. Handwritten applications will not be accepted. Provide all requested information or it may delay or reduce your award. Be sure that you review and complete it carefully as it will become the legal obligation binding your agency to perform to the terms of the grant. Your completed application information will be used to measure your accomplishments and compared with your invoices for reimbursement.

Please note that we are asking you to estimate your patrol schedule for the year, including the total number of hours, and the number of written inspections that you will complete. Attachment #1 shows the total number of written inspections and on-water law enforcement hours for patrol completed by each program during FFY13 (October 1, 2012 to September 30, 2013). State Parks requires an average of one inspection per hour of patrol. We request this is taken into consideration when setting goals. Agencies should be sure to include this requirement when determining the goals they plan to achieve.

### **Grant Notification**

Agencies will be notified electronically with a *Letter of Award* by March 17, 2014 that will be sent to the primary and secondary contacts listed on your application.

### **Allowable Expenditures**

Allowable expenditures are based on elements in WAC 352-65-040. See the grant application for specific information. **NEW FOR 2014: Two significant changes have been made in the areas of officer salaries and training. See pages 8 and 9.**

### **Billing**

The same billing process used last year will continue. Invoices for reimbursement may be submitted monthly or quarterly. Reimbursement for expenditures in previous quarters will not be accepted and will not be considered within the terms of the agreement. To avoid rejected invoices for reimbursement, your agency is responsible to send this message to finance personnel who submit your reimbursement requests.

We will provide an A-19 Invoice Voucher for listing program expenditures by category. When preparing the A-19, all expenditures must support the RBS mission. Detailed explanations must be provided for the purchases of equipment and maintenance that occurred during the quarter or month submitted. Boating

Program staff will review all A-19 Invoice Vouchers submitted. Copies of receipts or invoices paid may be requested to support expenditures listed for reimbursement.

All agencies will be required to submit paperwork on time, by the 15<sup>th</sup> following the quarter or month in which the expenditure occurred. Invoice vouchers may not be submitted later than the 15<sup>th</sup> for the work of the time period. Late invoices will not be processed and will be returned.

Before processing your A-19 Invoice Voucher, we may require documentation to determine accuracy. Your agency may be asked to provide the following documents in support of your program:

- The number of 'Recreational Boating Safety Officer Hours' listed on the A-19 will be compared with the 'On-water Officer Hours' submitted on the agency quarterly *Summary of Activities Report* (A-428). Discrepancies will be adjusted to the lowest number of hours when reimbursed.
- A copy of all vessel log sheets recording patrol dates, locations, and engine hours for each patrol vessel and shift to document on-water patrol hours boat activities. If patrol vessel logs are not kept for each patrol vessel and cannot be provided on request, State Parks reserves the right to void the reimbursement request.
- Names of officers performing patrols who are reimbursed with grant funds

***Important note regarding expense documentation:*** It is your responsibility to maintain all back up information to support the expenditures you are claiming on your A-19 invoice voucher. Any state or federal audit activity will include review of your records. When reviewing expenditures listed, we will ask for expense documentation if the expenditure does not appear to support the RBS mission or it is not clear what the expenditure was for. Agencies must keep all receipts and timesheets but do not have to send them with your reimbursement request (A-19). If you have questions contact the Law Enforcement Program Specialist at (360) 902-8835 or Ms. Sherri Sweeney at (360) 902-8845 or [sherri.sweeney@parks.wa.gov](mailto:sherri.sweeney@parks.wa.gov)

#### **Specific Requirement for Use of Federal Funds**

Federal financial assistance grants are for the support of an agency's recreational boating safety program. Funds are not to be used to replace local funding budgeted for the program. By submitting an application an agency agrees that federal grant funds will be used in conjunction with local funding and state Vessel Registration Fees. Grant funds are not for the replacement of local funds or state Vessel Registration Fees received each year.



## Washington State Parks Recreational Boating Safety (RBS) Program Federal Financial Assistance Grant Application For Calendar Year 2014 - April 1 to September 30, 2014

### Intent

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

### Eligibility

Law enforcement agencies that operate approved boating safety programs under WAC 352-65 are eligible to apply for grants. To be eligible to receive the grant, the program must be an approved boating safety program in good standing at the time of award. In addition, State Parks must have received all of the reports and documentation your agency is required to submit to receive state Vessel Registration Funds (VRF).

### How to Apply

1. Fill out required application information on pages 10 and 11 of this document.

**NEW FOR 2014:** The application must be signed by the police chief or sheriff, or authorized designee.

Rename the file as you save it replacing the word 'FINAL' in the file name with the name of the city or county you represent. i.e. Thurston\_CY14 RBS Fed Grant Application.doc

2. Email an electronic copy of the Microsoft Word file by 12 noon, Friday, March 7, 2014 to: [sherri.sweeney@parks.wa.gov](mailto:sherri.sweeney@parks.wa.gov).
3. The original signed version must be received and date stamped by State Parks no later than 5 p.m., March 10, 2014. Keep a copy for your records. Mail the signed copy to:

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

## Grant Requirements

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

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

1. Conduct the predetermined number of on-water law enforcement hours for patrol and written vessel inspections in the *2014 Patrol and Inspection Target Goals* on page 10 of this application. An average of at least one written inspection completed per hour of patrol is required.

**CHANGED FOR 2014: The goal for inspections only includes written vessel inspections using the State Parks form P&R A-274. It does not include visual spot inspections.**

2. Expand patrols beyond those paid for with state Vessel Registration Fees and local funds.
3. 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.
4. Participate in the national *Operation Dry Water* campaign June 27, 28 & 29, 2014.
5. Follow the following procedures for requesting reimbursement. Invoices for reimbursement may be submitted no more often than monthly but no less than quarterly.
  - a. Submit the following documents.
    - i. 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.
    - 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 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 (i.e. unable to meet the targeted number of enforcement hours or vessel inspections) it should submit a letter, signed by the police chief or sheriff, along with the reimbursement request explaining the reasons and mitigating circumstances. In extreme cases, State Parks may request these applicants to submit a plan within 30 days of the end of the quarter that describes steps the applicant will take to meet minimum requirements. In these cases, reimbursement requests may be deferred until the plan is received and approved by State Parks.
- d. Grantees are required to maintain records of all allowable expenditures for which grant dollars were spent and must make these records available to State Parks for review upon request. Expenditure records may include but are not limited to receipts, invoices, and timesheets. These records must be maintained for six years following the completion of the grant.

**Allowable Expenditures**

Grant funds may be used only for activities under WAC 352-65-040, the ten elements necessary to accomplish the Recreational Boating Safety (RBS) mission. If it is unclear if an expense meets these criteria, contact 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:**

Salaries, benefits, and wages for officers who have completed state RBS training and conduct on-water law enforcement hours for patrol, to maintain existing staff levels, increase patrol time above the current required minimum level, or for over-time patrol hours. Grant funds for reimbursement of officer salaries are only for those officers who have completed State Parks Recreational Boating Safety *Basic Marine Law Enforcement* training per WAC 352-65.

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

**CHANGED FOR 2014: Grant reimbursement includes salaries for a second officer, who by agency policy is required to be on a patrol vessel for officer safety, provided the officer has completed state RBS training.**

## 2. RBS EQUIPMENT:

Purchase, maintenance, and operation of patrol boats and patrol boat equipment to perform the RBS elements in WAC 352-65-040 only. It does not include equipment unrelated to this mission such as equipment used in recovery operations (dive equipment, side scan sonar, etc.) or homeland security missions (night vision equipment, weapons, etc.), or any other equipment determined as unrelated by State Parks. All decisions by State Parks for equipment purchases shall be final.

## 3. 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.

**CHANGED FOR 2014:** Only expenditures for the *Adventures in Boating* class will be reimbursed. The cost of other education and community events are the responsibility of the local agency to pay for.

## 4. RBS TRAINING:

Only Washington State Parks training courses to train officers to meet the RBS requirements in WAC 352-65 will be reimbursed.

**CHANGED FOR 2014:** Grant reimbursement does not include the cost of training courses not sponsored by State Parks. The cost for sending officers to attend other RBS training courses are the responsibility of the local agency to pay for.

Use the following definitions when completing the application:

**On-Water Law Enforcement Hours:** The estimated number of hours that all agency vessels will spend doing actual Recreation Boating Safety patrols on the water. These are the actual hours as documented on the patrol vessel hour meter or logbook. This is the same definition used when completing the *Summary of Activities Report* for each quarter. Do not include time traveling to or from the water, or time spent in preparation for patrol.

**Extended Patrol Hours:** The patrol hours completed in excess of a standard 8 hour day on Saturdays and Sundays. It also includes patrol hours completed on week days, in addition to Saturday and Sundays during the peak recreational boating period time from the Memorial Day weekend through Labor Day, September 1.

**Written Vessel Inspections** – A written record for compliance with state requirements for recreational vessels contacted on the water, at ramps, docks and mooring areas by trained personnel documented using the State Parks Vessel Inspection form (P&R A-274). (Do not include written inspections completed at locations not located on the water or at facilities noted).

**IMPORTANT!**

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

**2014 Patrol and Inspection Target Goals**

- |   |     |
|---|-----|
| 1. Required <u>On-Water Law Enforcement Patrol Hours</u> from Memorial Day weekend through Labor Day, 8 hours each Saturday, 8 hours each Sunday, and 8 hours each for the three holidays.  | 130 |
| 2. <u>Additional on-water patrol hours</u> (for additional boats) <u>PLUS</u> extra patrol hours to be completed on <u>week days</u> during the peak recreational boating season, Memorial Day weekend through Labor Day.                                 | 500 |
| 3. <u>Off-Season Patrol Hours</u> – additional number of on-water patrol hours that will be completed on days before Memorial Day (April 1 through May 23) <u>plus</u> on-water patrol hours to be completed on days after Labor Day (Sept. 9 - Sept. 30) | 50  |

**TOTAL HOURS** 680

**Note: this should equal at least 264 hours. If your agency is unable to patrol at least 264 hours during the summer please explain why in the EXPLANATION block on the next page.**

- |   |     |
|---|-----|
| 4. Enter the total number of <u>written vessel inspections</u> that will be completed during the grant period (April 1, 2014 to September 30, 2014). NOTE: State Parks requires an average of at least 1 inspection per patrol hour. This DOES NOT INCLUDE visual spot inspections. | 680 |
|---|-----|

**EXPLANATION** - Provide a brief description of when you expect to conduct most of your enforcement hours and inspections and the purpose and need for any off season patrol activities or, if you are unable to patrol at least 264 hours during the primary boating season:

The Clark County Marine Unit is a year-round program staffed by two (2) BMLE-trained officers working a four 12-hour shift schedule (four days on; four days off). All of our marine enforcement hours and inspections will be performed during our regular shift hours. During the peak boating/fishing days that may fall outside our regular work hours (OFF SEASON), we require the use of grant dollars to help fund these patrol activities.

I certify that I am authorized to obligate the agency listed below and that I am authorized to accept such funds and to guarantee that the funds will be used solely for expenditures limited to the areas in WAC 352-65-040, and that federal grant funds will be used in conjunction with local funding and state Vessel Registration Fees. Grant funds are not for the replacement of local funds or state Vessel Registration Fees and are only for the performance to meet the terms and conditions detailed in this application.

**Authorized Representative:**



26 February 2014

Signature  
Garry E. Lucas  
Print Name  
Sheriff  
Title

Date

Grant Contact Information	
Agency Name	Clark County Sheriff's Office
Mailing Address	PO Box 410
City State Zip	Vancouver, WA 98666
Primary Contact:	John Lawler
Email :	<a href="mailto:john.lawler@clark.wa.gov">john.lawler@clark.wa.gov</a>
Office Phone	(360) 397-2211, ext 4173
Mobile Phone	N/A
Secondary Contact:	Sgt. Dennis Pritchard
Email :	<a href="mailto:dennis.pritchard@clark.wa.gov">dennis.pritchard@clark.wa.gov</a>