

# Recreational Boating Facilities (RBF) Program Guidance

A financial assistance program administered by the Wisconsin Department of Natural Resources and supervised by the Wisconsin Waterways Commission



Notice: This document is intended solely as guidance, and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations, and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.



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## I. Keys to a Successful Project!

### Plan & Communicate

- Start **planning** your project early and communicate with your regional grant project manager often about your project goals. Before rushing out and applying for a grant, spend some time discussing needs, goals and expectations with the boating and lake community. A little preplanning will pay dividends down the road.
- If a consultant fills out your application, be sure to check the completeness and accuracy of the information. Remember, as the grant applicant, you are responsible for the accuracy of the information provided on the application and fulfilling necessary requirements. If you are fortunate to have your project approved, make sure your consultant agrees with the project scope indicated on the grant award agreement before signing it.
- The **financial responsibility** for a grant can't be passed on to an ineligible grant recipient by a resolution. Payments for activities approved in your grant award can only be made by the grant recipient of the project.
- All scope amendments **to your grant agreement** must be approved by your regional grant project manager. Your regional grant project manager needs to be notified if the person listed as the contact or the authorized representative for the grant changes.
- Finish your project before the expiration date. If you need an extension to this date, contact your regional grant project manager.
- **AND MOST IMPORTANT**, feel free to ask questions if you don't know how to proceed or need clarification on such topics as eligible costs or grant administration procedures.

## II. Introduction

### A. Program Authorization

The Recreational Boating Facilities Program (RBF), authorized under section 30.92, Wisconsin Statutes, encourages the development of recreational boating facilities and related activities by providing state cost sharing assistance to governmental units and qualified lake associations. The program's funding source was a portion of a formula driven transfer of excise tax on gasoline consumed for marine purposes. In 2010, the funding source switched to the Knowles-Nelson Stewardship Program. Grants for financial assistance for recreational boating facilities are consistent with the s. 30.92, Wis. Stats. and Chs. NR 7, 1.90 and 1.91 Wis. Adm. Code.

### B. Wisconsin Waterways Commission

The program is administered by the Department of Natural Resources and supervised by the Wisconsin Waterways Commission. The Commission is composed of five members representing Lake Michigan, Lake Superior, the Mississippi River, the Lake

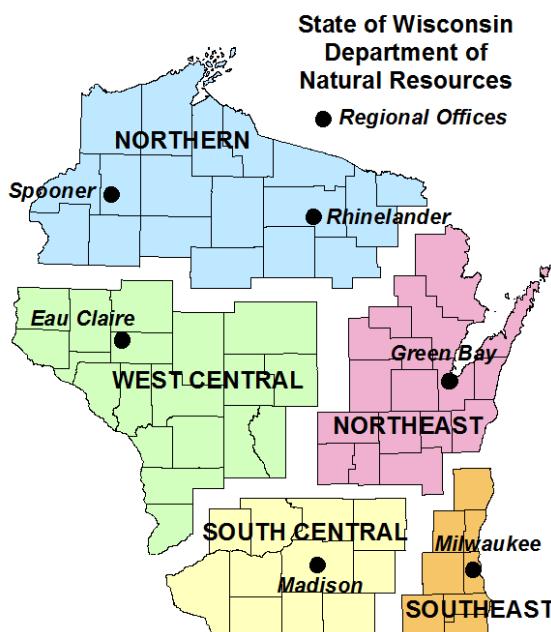
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Winnebago watershed and Wisconsin's inland waters. The Commission reviews the project applications, establishes project feasibility, determines the priority of projects, and determines the rate of cost sharing for projects.

### C. Regional Grant Project Managers and Program Manager

Contact your regional grant project manager in your early planning stages. The regional DNR grant project managers are:



<b><u>Northeast Region</u></b> Jessica Terrien 2984 Shawano Avenue Green Bay, WI 54313-6727 920-662-5121 <a href="mailto:jessica.terrien@wisconsin.gov">jessica.terrien@wisconsin.gov</a>	Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Marinette, Manitowoc, Marquette, Menominee, Oconto, Outagamie, Shawano, Waupaca, Waushara and Winnebago
<b><u>Northern Region</u></b> Patrick Anderson 810 West Maple St. Spooner, WI 54801 715-635-5360 <a href="mailto:patricka.anderson@wisconsin.gov">patricka.anderson@wisconsin.gov</a>	Ashland, Barron, Bayfield, Burnett, Douglas, Florence, Forest, Iron, Langlade, Lincoln, Oneida, Polk, Price, Rusk, Sawyer, Taylor, Vilas and Washburn
<b><u>South Central Region</u></b> Cheryl Housley 3911 Fish Hatchery Road Fitchburg, WI 53711 (608) 275-3218 <a href="mailto:cheryl.housley@wisconsin.gov">cheryl.housley@wisconsin.gov</a> & Mary Rothenmaier 3911 Fish Hatchery Road Fitchburg, WI 53711 (608) 275-3322 <a href="mailto:mary.rothenmaier@wisconsin.gov">mary.rothenmaier@wisconsin.gov</a>	Columbia, Dane, Dodge, Grant, Green, Jefferson, Iowa, La Fayette, Richland, Rock and Sauk

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<u>Southeast Region</u> Vacant – Contact Jessica Terrien (Northeast Region)	Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington and Waukesha
<u>West Central Region</u> Gina Keenan 1300 W Clairemont Eau Claire, WI 54701 (715) 836-6574 <a href="mailto:gina.keenan@wisconsin.gov">gina.keenan@wisconsin.gov</a>	Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, and Wood
<u>Grant Program Manager</u> Vacant – Contact Patrick Anderson (listing for Northern Region)	Statewide

### III. Grant Program Deadlines

Grant applications are due on June 1, September 1, November 1, and February 1 of each year. A grant funding meeting is held in August, November, January and April (if funding is still available). The Wisconsin Waterways Commission may hold a policy meeting in conjunction with any of these meetings.

\*NOTE: Per s. 990.001(4)(c), Wis. Stats., if any application deadline falls on a Saturday, Sunday, or state holiday, the deadline is moved to the next state working day.

### IV. Eligibility

#### A. Eligible Applicants

Governmental units and qualified lake associations are eligible to participate in the recreational boating facilities program. In s. 30.92, Wis. Stats., governmental units are defined as: cities, towns, counties, town sanitary districts, public inland lake protection and rehabilitation districts organized under ch. 33. The Milwaukee River Revitalization Council, the Lower Wisconsin State Riverway Board, the Fox River Management Commission, or any other local governmental unit, as defined in s. 66.299(1), that is established for the purpose of lake management. Lake Associations may also be eligible for applying for funding if they meet the qualifications under s. 281.68 (3m) (a). These qualifications are listed under “Qualified Lake Association” in the Definition section of this guidance.

#### B. Eligible Projects

1. **Construction Projects** - Development or Renovation (engineering studies and dredging are only eligible when associated with a development project):
  - Development or renovation of ramps, transient docking and boarding docks required to gain access to the water.
  - Development or renovation of structures such as bulkheads and breakwaters necessary to provide safe water conditions.
  - Development or renovation of support facilities including parking lots^,

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- sanitary facilities, fencing, signage and security lighting for the convenience of boaters.
- Improvement and Repair of Locks that provide access between waterways for operators of recreational watercrafts.

<sup>^</sup>See NR 1.91(4)(d)(3)

**NOTE:** Grant recipients must maintain the facility funded with recreational boating facilities funding for a minimum of 20 years.

2. **Dredging Projects** – Dredging of launch basins and harbors of refuge to provide safe water depths is eligible only when it is associated with a development or renovation project at the project site. Cost sharing for dredging of a channel of an inland waterway may be provided only for dredging the width of a channel to a distance of 25 feet on either side of the centerline. The dredging may only occur from the launch facilities out to the main waterway. The dredging of backslopes necessary to maintain a channel width of 50 feet for a minimum of 10 years is eligible. The depth of the channel dredging shall be limited to the depth necessary to accommodate recreational watercraft commonly utilizing the waterbody. See *Channel Dredging Policy document on the RBF grant webpage under the Eligible Items tab*. Eligible dredging costs include: engineering, including soil borings; dredging and mobilization; construction of a temporary holding area; and transportation of spoils. Ineligible dredging costs include: any costs relating to planning, engineering, dredging, handling, processing, transporting or depositing of contaminated dredge spoils; the purchase of land rights for a spoils deposition area or the costs of landfill storage of spoils; costs of land treatment to cover up spoils deposit; and the cost of testing or monitoring as a condition of a state or federal permit. Maintenance dredging is ineligible.
3. **Aquatic Plant Harvesting Equipment Acquisition or Rehabilitation** – Acquisition or rehabilitation of capital equipment to cut and remove aquatic plants that are nuisances or that are detrimental to fish habitat are eligible when it is pursuant to a plan to cut and remove aquatic plants that is approved by the department. Equipment is limited to cutting/suction devices, barges, propelling motors, conveyors, trailers, and GPS units. Acquisition of a new harvester to replace a previously purchased harvester may only occur once every ten years. For a single waterbody for which the equipment is being purchased, the waterbody shall have a minimum acreage of harvestable aquatic plants of at least 30 acres. If the equipment is used on several smaller waterbodies, the cumulative acreage shall be at least 50 acres of harvestable aquatic plants for all lakes combined and the waterbodies shall be close in proximity.
4. **Trash Skimming Equipment Acquisition or Rehabilitation** – Acquisition or rehabilitation of capital equipment to collect and remove floating trash and debris from a waterway are eligible. Equipment is limited to collecting devices, barges with propelling motors, conveyors, trailers, and GPS units. Acquisition of a new trash skimmer to replace a previously purchased trash skimmer may only occur once every ten years.
5. **Navigational Aids** – The cost of aids to navigation and regulatory markers, including the cost of appropriate ground tackle are eligible for cost sharing assistance. Because of the relationship of navigation aids to the health, safety

and welfare of the boating public, expenditures for navigation aids and regulatory markers made prior to submitting an application are eligible for reimbursement. Repairing, moving or removing aids to navigation or regulatory markers are ineligible expenses.

**NOTE:** All projects that require Chapter 30 permits **must** have the permit in hand before the Commission funding meeting; all other permits must be in hand before a grant agreement is generated.

### C. Ineligible Costs

Recreational boating facilities funds may not be used for any of the following:

- Feasibility studies and eradication of Eurasian water milfoil projects are no longer funded.
- Costs incurred prior to the signed grant agreement will need approval by the department. The exception to this policy involves expenditures for engineering or planning costs necessary to develop a construction project for Commission review or the acquisition of navigational aids. Discuss with your project manager first.
- The cost of acquiring land associated with the project and construction of facilities commonly used to berth boats, e.g., finger piers for seasonal dockage.
- Any costs related to planning, engineering, dredging, handling, processing, transporting or depositing of contaminated dredge spoils; the purchase of land rights for a spoils deposition area or the costs of landfill storage of spoils; costs of land treatment to cover up spoils deposits; and the cost of testing or monitoring as a condition of a state or federal permit.
- Costs for the operation and maintenance of a lock, launch ramp or harbor of refuge.
- Ceremonial ad publicity expenses, bonus payments, charges in excess of the lowest bid, interest expense, charges incurred contrary to the policies and practices of the applicant, damage judgments arising out of the construction of a facility, costs of discounts not taken, and fees paid to legal counsel.
- Indirect costs (see definition section).

## V. Levels of Assistance

Grant recipients may receive a grant for up to 50% of the total eligible cost for a recreational boating facility project. Grant recipients are encouraged to match recreational boating facilities funds with federal and local funds. The Commission may increase the cost share rate from 50% to 80% if it determines that the project is of statewide or regional significance and the project meets all of the following criteria:

1. For projects on **lakes and flowages**:
  - a) The project is located on an inland lake at least 1,000 surface acres in size or is located on Lake Superior or Lake Michigan, and
  - b) The project site has or will have as a result of the project, a boat launching facility protected by a breakwater structure, and
  - c) The project is located on a lake or flowage that has the minimum number of car-trailer unit parking spaces required under s. NR 1.91, Wis. Adm. Code, or the project will bring the number of car-trailer unit parking spaces on a lake or flowage into compliance with the standards in NR 1.91.
2. For projects located on **rivers**:
  - a) The project is located on the Mississippi River, and
  - b) The project provides motorized boating access to a river at a site that is more than 10 miles from another motorized boating access site, and
  - c) The project provides or will provide a minimum of 30 car-trailer unit parking spaces at the site.
3. For **Construction or Dredging Projects**: the Commission may approve an additional 10% cost sharing for a construction or dredging project if:
  - a) The grant recipient is a municipality and it conducts a boating safety enforcement and education program approved by the department, or
  - b) The grant recipient provides financial support by written agreement to a municipality which conducts a boating safety enforcement and education program approved by the department on the waters in the immediate area of the proposed project.

## VI. Match

### In-Kind and/or Donations

The grant recipient's match may be in-kind contributions, donated money, materials, equipment use, services or labor. The grant recipient's share of the project cost (match) is subject to all of the following:

- a) All sources of grant recipient match must be indicated when a project application is submitted.
- b) **The maximum value of donated labor shall be \$6.00 per hour.**
- c) The value of in-kind contributions is what the grant recipient would have to pay for similar services, materials, equipment or labor based on existing contracts, schedules on the open market.
- d) The value of donated equipment use shall conform to the Wisconsin Department of Transportation (WisDOT) county highway rates for equipment.
- e) The value of donated materials and services shall conform to market rates and be established by invoice.

## VII. Funding Process

### A. Application Submission

Applications must be submitted to the Department by 11:59 p.m. on the deadline date. Application submittals must contain the following:

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1. Completed Application (Form 8700-343)
2. Adopted & Signed Resolution
3. Project Location Map
4. Detailed Site Plan Map
5. P.E. Stamped Engineering Plans for structures (if applicable)
6. Draft easement, lease, or Memorandum of Understanding/Memorandum of Agreement (MOU/MOA) document (if development project is on land not owned by applicant)
7. Copy of required permit(s)
8. Photos of current conditions
9. Dredging Projects (in addition to items 1-4):
  - a. Preliminary engineering plans for channel dredging
  - b. Copy of water regulatory permit(s) for removal and deposition of spoils materials
  - c. Statement explaining the feasibility of the project from an economic, environmental, and engineering viewpoints (should include: design goals, environmental analysis, and estimated life of the dredging activity)
10. Aquatic Plant Harvester & Trash Skimmer Equipment Acquisition (in addition to items 1-3 above):
  - a. Approved aquatic plant harvesting plan (for aquatic plant harvester acquisitions)
  - b. Aquatic Plant Harvesters: Statement of feasibility covering such items as method and manner of storage and maintenance of the equipment, source of funds to operate harvesting program, any potential use by other lake associations or municipalities, requirements of the operators of the equipment, method of aquatic plant disposal, aquatic plant harvesting map, etc.
  - c. Trash Skimmers: Statement of support that documents why the project is feasible from economic and environmental viewpoints.
  - d. Specifications and Quote sheet(s) from harvesting equipment supplier
11. Navigational Aids (in addition to items 1 & 2 above):
  - a. Copy of navigational or regulatory marker permit
  - b. Copy of conservation warden permit showing placement of buoys
  - c. Information: Name of water body, number of markers, and description of markers and ground tackle equipment purchased
  - d. Grant Payment Request & Worksheet (Form 8700-001)
  - e. Copy of all invoices and proofs of payment

### B. Project Ranking & Priority List

Grant project managers will rank and score all eligible grant applications. Scoring & ranking factors include:

1. Distance the proposed project is from other recreational boating facilities
2. Demand for safe boating facilities
3. Expression of municipality support
4. Existing facilities
5. Projects underway
6. Commitment of funds
7. Location of the proposed project within the region identified in s. 25.29(7)(a), Wis. Stats

In addition to the factors listed above, the Commission will consider the following items in establishing a priority list:

- Where a scarcity of safe recreational boating facilities exist, basic facilities over elaborate facilities, activities of the general boating public over those of a limited group, those which meet urban needs, and to such other factors, which in the opinion of the Commission, will allow the enhancement of recreational boating.

**C. Wisconsin Waterways Commission Presentations**

All eligible project application packages will be submitted to the Wisconsin Waterways Commission for their review at least 3 weeks before the scheduled Commission funding meetings which are normally held in August, November, January and April (if funding is still available). Applicants and/or their consultants are expected to present their projects to the Commission at the scheduled meeting. After all presentations are completed, the Commission will discuss and then present their funding decisions. If the Commission defers a project until a future meeting because they are requesting additional information, the applicant and/or their consultant will need to provide this information to the Commission via their grant project manager.

**D. Grant Agreements**

Upon approval for funding of your project from the Commission, you will receive a signed grant agreement from the Department outlining the approved project scope, project timeframe, and grant award. If there are archaeological and/or historical issues that the DNR archaeologist has determined to be in the project area, those issues will need to be resolved before a grant agreement will be sent to the grant recipient.

Once a grant agreement is received by the grant recipient, they will have 30 days from the date of the cover letter to sign and return a signed copy of the agreement to their grant project manager. Failure to return a signed grant agreement by the deadline may cause the offer of financial assistance to be withdrawn. Before signing the grant agreement, the grant recipient should read over the grant agreement carefully and share it with their consultant (if working with one). The grant agreement project period is usually two construction seasons. It also contains conditions that govern the project, so the grant recipient and the consultant (if working with one) must all be in agreement with the project scope and conditions in the grant agreement before signing it. The grant recipient is responsible for adhering to the conditions of the grant agreement (including ensuring compliance from all contractors, consultants, etc.). Consultants can not sign a grant agreement on behalf of the grant recipient.

If the submitted application is for an amendment to a previously funded project, the process is the same as A & B above, except that the grant agreement will be a grant amendment agreement document instead of a regular grant agreement.

**E. Bidding**

For activities that encompass public construction, local government grant recipients must comply with state bidding and contracts requirements. Examples of public construction could be the construction of a launching facility or restroom facility. Local governmental

grant recipients should check with their corporation counsel on current bidding thresholds and notice standards involving public construction activities.

## VIII. Grant Agreement Amendment Process

### A. Amending Grant Agreements

Grant recipients should contact their grant project manager in writing to request:

1. Time Extension – one-year extensions may be given in certain circumstances.
2. Scope Changes –requests for addition or deletion of scope items to a project must justify the need and be accompanied by a revised cost estimate worksheet. Requests for changes in scope must be made prior to undertaking any changes in project activity. Major changes in scope of the project may need to be presented to the Commission at a future funding meeting.
3. Award Amount Changes – requests for additional funding require an amended grant application and cost estimate worksheet. The grant recipient and/or their consultant will need to present the request to the Commission at the next Commission funding meeting.

## IX. Completed Grant Project Inspections

When the project has been completed, the grant project manager will visit the site to verify that all elements of the scope have been completed and meet required standards.

## X. Grant Payment Process

### A. Advance Payment

Fifty percent of the grant award may be advanced to the grant recipient, if requested by the grant recipient on their returned signed grant agreement.

### B. Reimbursement Requests

To be eligible for reimbursement, all costs need to have been incurred during the project period and for items identified in the “Project scope and Description of Project” section of the grant agreement.

All reimbursement request submittals must be submitted within 6 months of the end date of grant agreement and include:

1. Grant Payment Request & Worksheet Form 8700-001
2. Copy of all contracts or agreements with contractors or service providers that went out for bid.
3. Copy of summary of all bids (if applicable)
4. Copies of all proofs of purchase (i.e., invoices, receipts, etc.) and proofs of payments (i.e., cancelled checks (front & back), bank statements, credit card statements, etc.).
5. Photos (with dates) of completed project area.

Once all items are received, reviewed, and a site visit has been completed by the grant project manager, the payment will be processed. All project records must be retained by the grant recipient for a period of not less than 3 years after the final payment or final disposition of audit findings.

**C. Direct Payments (Navigational Aids only)**

Direct payments will be processed for the purchase of navigational aids when the grant project manager receives all items listed in Section VII(A)(12). Navigational aids are the only items that may be purchased before an application is submitted to the Department.

**XI. Application Instructions - Development/Renovation or Channel Dredging**

On the application (Form 8700-343D or 8700-373C) or in attached supporting documents, you must completely address all the following sections and requirements. You should contact your regional grant project manager before you fill out an application to discuss the eligibility of your project.

**Section 1: Applicant Information**

- Fill in all of the information asked for in this section. Lake Associations who haven't been approved as an eligible applicant, will need to get this approval from the grant project manager before submitting an application.

**Section 2: General Project Information**

- Fill in all of the information within this section. Permits must be in hand before the project can be presented to the Wisconsin Waterways Commission.
- **WBIC** #'s can be obtained by using either the Surface Water Data View Mapping program (<https://dnr.wisconsin.gov/topic/SurfaceWater/swdv>) (search for waterbody in the Find Location icon) or doing a search on the Find A Lake webpage: <https://apps.dnr.wi.gov/lakes/lakepages/>.

**Section 3: Existing Conditions**

- Describe the project/dredging area and if there are existing facilities, include the condition and age of these facilities.

**Section 4: Feasibility Statement**

- Describe, justify and state why your project is needed.

**Section 5: Budget**

- Provide a detailed budget of eligible costs. Use the drop-downs in Part A so that Part B & C will automatically fill in and calculate. Use the Adjusted Grant Request Cells if appropriate. Show your match sources in the Sources in the Applicant Share section.

**Section 6: Required Information**

- This section needs to be filled out accurately and completely.

**Section 7: Other Items**

- Check all of the appropriate radio buttons in this section.

**Section 8: Timeline**

- Fill in the anticipated dates.

**Section 9: Required Attachments**

- This list contains all items that must be submitted with your application.

**Section 10. Certification**

- The Authorized Representative signature (maybe typed) is required along with the date signed.

## XII. Application Instructions – Aquatic Plant Harvester/Trash Skimmer

On the application (Form 8700-343E) or in attached supporting documents, you must completely address all the following sections and requirements. You should contact your regional grant project manager before you fill out an application to discuss the eligibility of your project.

**Section 1: Applicant Information**

- Fill in all of the information asked for in this section. Lake Associations who haven't been approved as an eligible applicant, will need to get this approval from the grant project manager before submitting an application.

**Section 2: General Project Information**

- Fill in all of the information within this section. Harvesting permit must be in hand before the project can be presented to the Wisconsin Waterways Commission.
- **WBIC** #'s can be obtained by using either the Surface Water Data View Mapping program (<https://dnr.wisconsin.gov/topic/SurfaceWater/swdv>) (search for waterbody in the Find Location icon) or doing a search on the Find A Lake webpage: <https://apps.dnr.wi.gov/lakes/lakepages/>.

**Section 3: Feasibility Statement**

- Describe the equipment being purchased, repaired, or replaced.

**Section 4: Required General Project Information**

- This section needs to be filled out accurately and completely.

**Section 5: Budget**

- Provide a detailed budget of eligible costs. Use the drop-downs in Part A so that Part B & C will automatically fill in and calculate. Use the Adjusted Grant Request Cells if appropriate. Show your match sources in the Sources in the Applicant Share section.

**Section 6: Required Attachments**

- This list contains all items that must be submitted with your application.

### **Section 7. Certification**

- The Authorized Representative signature (maybe typed) is required along with the date signed.

## **XIII. Application Instructions – Navigational Aids**

On the application (Form 8700-343N) or in attached supporting documents, you must completely address all the following sections and requirements. You should contact your regional grant project manager before you fill out an application to discuss the eligibility of your project.

### **Section 1: Applicant Information**

- Fill in all of the information asked for in this section. Lake Associations who haven't been approved as an eligible applicant, will need to get this approval from the grant project manager before submitting an application.

### **Section 2: General Project Information**

- Fill in all of the information within this section. Permit **must** be in hand before submitting the application.
- **WBIC** #'s can be obtained by using either the Surface Water Data View Mapping program (<https://dnr.wisconsin.gov/topic/SurfaceWater/swdv>) (search for waterbody in the Find Location icon) or doing a search on the Find A Lake webpage: <https://apps.dnr.wi.gov/lakes/lakepages/>.

### **Section 3: Required General Project Information**

- Include the number and type of navigational aids and/o regulatory markers purchased.

### **Section 4: Budget**

- Provide a detailed budget of eligible costs. Use the drop-downs in Part A so that Part B & C will automatically fill in and calculate. Use the Adjusted Grant Request Cell if appropriate.

### **Section 5: Required Attachments**

- This list contains all items that must be submitted with your application.

### **Section 6. Certification**

- The Authorized Representative signature (maybe typed) is required along with the date signed.

## **XIV. Definitions**

**Americans with Disabilities Act (ADA)** – signed into law on July 26, 1990, is a wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability.

**Applicant** – an entity submitting a grant application under this program.

**Approval** – the signing by the secretary or secretary's designee of a grant agreement that encumbers a specified amount of state aid funds for a specific purpose.

**Aquatic Plant Harvester** – an aquatic machine specifically designed to cut and harvest underwater aquatic plants, reeds and other aquatic plant life.

**Authorized Representative** – the person named and authorized by a resolution of the applicant's governing body to act on behalf of the applicant to sign the application and all related documents, request and receive payments on behalf of the applicant, and take necessary action to complete the proposed project.

**Award** – that portion of total project costs provided by the DNR and eligible for reimbursement under this program.

**Basic Facilities** – the minimum improvement necessary to enable people to make use of recreation sites with minimum maintenance.

**Commission** – the Wisconsin waterways commission appointed by the governor under s. [15.345](#), Stats.

**Department** – the Wisconsin department of natural resources.

**Donations** – the cash or non-cash contributions of materials, equipment, services or labor provided by a third party to the grant recipient that are reasonable and necessary for carrying out the project and meet the same test of eligibility as any other cost item.

**Dredge** – removal of sediments and debris from the bottom of lakes, rivers, harbors, and other water bodies.

**Eligible Applicant** – an entity eligible to submit an application and accept funding under this program. Eligible entities are listed under *Eligibility*, part A.

**Feasibility Study** – an investigation of the environmental, economic and engineering aspects of a safe recreational boating facility project to determine if the project may be successfully carried out.

**Final Reimbursement Request** – a final, formal request made by the Authorized Representative on behalf of the grant recipient for remaining eligible expenses directly related to approved project activities. The final reimbursement must be sent to the DNR at the same time. All eligible expenses must be accompanied by proof of purchase and proof of payment.

**Fiscal Year (FY)** – is the period beginning on July 1st of one year and ending on June 30th of the following calendar year.

**Flowage** – a body of water formed by overflowing or damming.

**Force Account** – the forces and resources of a grant recipient including the use of the grant recipient's own employees and equipment for construction, construction related activities (including architectural or engineering services), repair or improvement to a facility.

**Fringe Benefits** – employers' contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance coverage, worker's compensation insurance, pension retirement plans and employee benefits in the form of regular compensation and sick, court or military leave.

**Grant Agreement** – the legally binding unrecorded contract issued under this program that identifies the project budget, scope, and provisions to which a grant recipient is held.

**Grant Program Manager** – DNR program staff who is responsible for all phases of grant administration and management.

**Grant Project Manager** – DNR program staff who are responsible for working closely with local units of government and interested organizations in all phases of the grant funding process.

**Grant Recipient** – an entity accepting grant funds under this program.

**Grant Recipient Match** – that portion of the total project costs not funded by the state. Eligible sources of grant recipient match may include cash from the grant recipient; funds generated by local or federal governments; or grants or contributions from foundations, businesses, private individuals or nonprofit organizations.

**Governmental Unit** – the department, a city, village, town, county, public inland lake protection and rehabilitation district organized under ch. [33](#), Stats., or the Fox river management commission.

**Great Lakes** – Lake Superior and Lake Michigan and includes any bay or harbor that is part of Lake Superior or Lake Michigan.

**Harbor Facility** – every facility useful in the maintenance or operation of a harbor, including transportation facilities of all types, terminal and storage facilities of all types, wharves, piers, slips, basins, ferries, docks, bulkheads and dock walls, and floating and handling equipment, power stations, transmission lines and other facilities necessary for the maintenance and operation of such harbor facilities.

**In-kind Contributions** – the non-cash contributions of materials, equipment, services or labor provided by the grant recipient that are reasonable and necessary for carrying out the project and meet the same test of eligibility as any other cost item.

**Indirect Costs** – those costs not directly assignable to a project. Such costs are generally administrative in nature, are incurred for a common or joint purpose, or are not readily assignable to a project. Examples of indirect costs include central office heat, light, utilities, administrative salaries, secretarial services, postage, etc., which are not supported by time reports or other documentation which links the expenditure to a particular project. Indirect costs are not eligible for reimbursement.

**Inland Lake** – an inland body of water that has been designated as a lake.

**Lake** – a large body of water surrounded by land.

## Recreational Boating Facilities (RBF) Program Guidance

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**Lock** – is a device used for raising and lowering boats, ships and other watercraft between stretches of water of different levels on river and canal waterways

**Navigational aids** – also known as aids to navigation, are any sort of marker which aids in recreational boating navigation. For the RBF program, this includes buoys with/or without beacons/lights and regulatory markers.

**Project Application** – a document by which an applicant requests grant funding under this program. Funding requests must be made on an application form created by the Department.

**Project Period** - is the length of time specified in a grant agreement during which all work shall be accomplished and expenses incurred in order to be eligible for reimbursement.

**Project Priority List** – a ranking by the commission of various safe recreational boating facility projects in the order of their scheduled receipt of funds.

**Project Scope** – a description of the recreational boating facility activities that the grant recipient has received a grant for. This may include: development, dredging of channels or waterways for recreational boating purposes, acquisition of capital equipment necessary to cut and remove aquatic plants and/or trash, and acquisition of aids to navigation and regulatory markers.

**Proofs of Payment** – supporting documentation, including cancelled checks, receipts marked “paid in full”, credit card receipts, checking account statements, and other references submitted to the DNR with reimbursement request(s) as proof that a payment was made for eligible project expenses.

**Proofs of Purchase** – supporting documentation, including bid estimates, consultant contracts, and the like, submitted to the DNR by the grant recipient with reimbursement requests in support of eligible, reimbursable expenses incurred by the grant recipient for a DNR-approved project funded under this program.

**Recreational Boating Facilities** – places where the public has access to the water by means of breakwaters and other similar physical structures, either naturally or artificially constructed, that provide safety and convenience for operators of recreational boats. “Recreational boating facilities” includes harbors of refuge, public accesses, launching ramps and locks and facilities that provide access between waterways for operators of recreational boats.

**Region** - is one of the 5 department administrative areas within the state.

**Reimbursement Request** – See “Final reimbursement request”, above.

**River** – a large natural stream of water flowing in a channel to the sea, a lake, or another such stream.

**Qualified Lake Association** – to be a qualified lake association, an association shall do all of the following and have an approved Form 8700-380 (on RBF webpage under the Applying tab) on file:

1. Demonstrate that it is incorporated under ch. [181](#).
2. Specify in its articles of incorporation or bylaws that a substantial purpose of its being incorporated is to support the protection or improvement of one or more inland lakes for the benefit of the general public.
3. Demonstrate that the substantial purpose of its past actions was to support the protection or improvement of one or more inland lakes for the benefit of the general public.
4. Allow to be a member any individual who for at least one month each year resides on or within one mile of an inland lake for which the association was incorporated.
5. Allow to be a member any individual who owns real estate on or within one mile of an inland lake for which the association was incorporated.
6. Not have articles of incorporation or bylaws which limit or deny the right of any member or any class of members to vote as permitted under s. [181.0721 \(1\)](#).
7. Demonstrate that it has been in existence for at least one year.
8. Demonstrate that it has at least 25 members.
9. Require payment of an annual membership fee as set by the department by rule: the department shall set by rule the maximum amount and the minimum amount that may be charged as an annual membership fee.

**Safe Recreational Boating Facilities** – places where the public has access to the water by means of breakwaters and other similar physical structures, either naturally or artificially constructed, which provide safety and convenience for operators of recreational watercraft. “Recreational boating facilities” also includes locks and facilities which provide access between waterways for operators of recreational watercraft. Safe recreational boating facilities on the Great Lakes are commonly referred to as harbors of refuge. Safe recreational boating facilities on inland waters are commonly referred to as public accesses or launching ramps.

**Secretary** – the secretary of the Department of Natural Resources.

**Trash Skimming** – removal of floating debris from rivers, reservoirs, canals, ports and other waterways.