



# Recreational Boating Facilities (RBF) Program Guidance

A financial assistance program administered by the  
Wisconsin Department of Natural Resources (DNR) and overseen by the  
Wisconsin Waterways Commission (WWC)



Revised November 2019



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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 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 planning 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 you sign the agreement.
- The **financial responsibility** for a grant can't be passed on to an ineligible grant recipient by a resolution or any other means. Payments for activities approved in your grant award can only be made by the DNR to the project grant recipient.
- All **changes** or 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 project changes.
- Finish your project before the expiration date. If you need an extension to this date, request this of your regional grant project manager before the grant end date.
- **AND MOST IMPORTANT**, feel free to ask questions if you don't know how to proceed or need clarification on topics such 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 ch. NR 7, and ss. NR 1.90 and NR 1.91, Wis. Adm. Code.

#### B. Wisconsin Waterways Commission

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

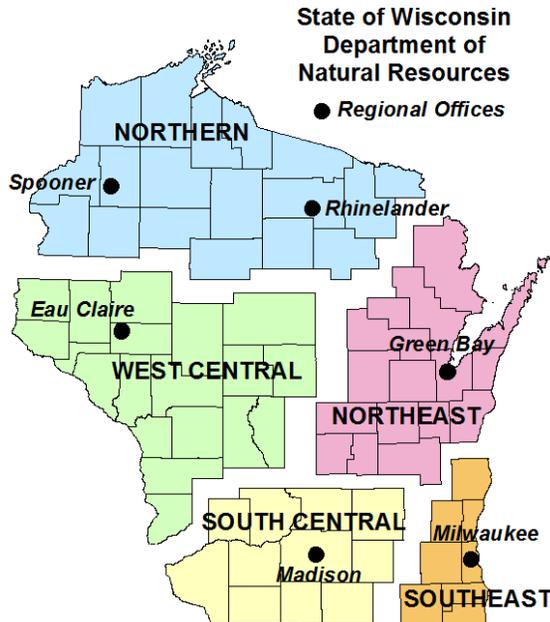
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### C. Regional Grant Project Managers

Contact your regional grant project manager in the early planning stages of your project.

The regional DNR grant project managers are:



<p><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></p>	<p>Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Marinette, Manitowoc, Marquette, Menominee, Oconto, Outagamie, Shawano, Waupaca, Waushara and Winnebago</p>
<p><b><u>Northern Region (Rhinelander)</u></b>                      Ann "Annie" Loechler                      810 West Maple St.                      Spooner, WI 54801                      715-635-4160  <a href="mailto:ann.loechler@wisconsin.gov">ann.loechler@wisconsin.gov</a></p>	<p>Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor and Vilas</p>
<p><b><u>Northern Region (Spooner)</u></b>                      Ed Slaminski                      810 West Maple St.                      Spooner, WI 54801                      715-635-4130  <a href="mailto:edward.slaminski@wisconsin.gov">edward.slaminski@wisconsin.gov</a></p>	<p>Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, and Washburn</p>
<p><b><u>West Central Region</u></b>                      Gina Keenan                      1300 W Clairemont                      Eau Claire, WI 54701                      (715) 836-6574  <a href="mailto:gina.keenan@wisconsin.gov">gina.keenan@wisconsin.gov</a></p>	<p>Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, and Wood</p>

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<p><u>Southeast Region</u>                  Sara deBruijn                  2300 N Dr. Martin Luther King Jr Drive                  Milwaukee, WI 53212                  414-263-8704  <a href="mailto:sara.debruijn@wisconsin.gov">sara.debruijn@wisconsin.gov</a></p>	<p>Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington and Waukesha</p>
<p><u>South Central Region</u>                  Cheryl Housley                  3911 Fish Hatchery Road                  Fitchburg, WI 53711                  (608) 275-3218  <a href="mailto:cheryl.housley@wisconsin.gov">cheryl.housley@wisconsin.gov</a>                  &amp;                  Mary Rothenmaier                  3911 Fish Hatchery Road                  Fitchburg, WI 53711                  (608) 275-3322  <a href="mailto:mary.rothenmaier@wisconsin.gov">mary.rothenmaier@wisconsin.gov</a></p>	<p>Columbia, Dane, Dodge, Grant, Green, Jefferson, Iowa, La Fayette, Richland, Rock and Sauk</p>

### III. Grant Program Deadlines

Grant applications are due on June 1, November 1, and February 1 of each year.

A grant funding meeting is held in August, January, and April (if funding is still available).

The Wisconsin Waterways Commission may hold a policy meeting in conjunction with site visits in September or October. No projects would be funded during the policy meeting.

### IV. Eligibility

#### A. Eligible Applicants

Governmental units and qualified lake associations are eligible to participate in the recreational boating facilities program. Under s. 30.92, Wis. Stats., governmental units are defined as: cities, towns, counties, town sanitary districts, and 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 may also apply.

Lake Associations may also apply for RBF funding if they meet the qualifications under s. 281.68(3m)(a), Wis. Stats. These qualifications are listed under “Qualified Lake Association” in the Definition section of this guidance.

#### B. Eligible Projects

1. **Construction Projects** - Development or renovation projects (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.

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- 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, 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.

**NOTE:** Grant recipients must maintain the facility funded with RBF 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. Dredging of a channel of an inland waterway to the degree necessary to accommodate recreational watercraft is eligible once in 10 years. Eligible dredging costs include: engineering, including soil borings; dredging and mobilization; construction of a temporary holding area; and transportation of spoils.
3. **Weed 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 DNR. 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 10 years.
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 10 years.
5. **Navigational Aids** – The cost of aids to navigation and regulatory markers, including the cost of appropriate ground tackle are eligible for grant 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 issued by the DNR.

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### 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.
- Costs incurred prior grant agreement signed by DNR will need approval of the DNR. The exception to this policy involves expenditures for engineering or planning costs necessary to develop a construction project for WWC review or the acquisition of navigational aids. Discuss these situations first with your grant project manager.
- Cost of acquiring land associated with the project and construction of facilities commonly used to berth boats, e.g., finger piers for seasonal dockage.
- 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 also ineligible.
- Costs for the operation and maintenance of a lock, launch ramp, or harbor of refuge.
- Ceremonial publicity expenses, bonus payments, costs 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 an RBF project. Grant recipients are encouraged to match recreational boating facilities funds with federal and local funds. The WWC may increase the cost-share rate from 50% to 80% if the WWC 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.

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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. Link to this document can be found on the RBF grant web page.
- 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 DNR by 11:59 p.m. on the deadline date. Application submittals must contain the following:

1. Completed Application (Form 8700-343)
2. Cost Estimate Worksheet (Form 8700-014)
3. Adopted & Signed Resolution
4. Project Location Map
5. Detailed Site Plan Map
6. Engineering Plans for structures stamped by licensed PE (if applicable)

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7. Draft easement or lease agreement (if project will be developed on land not owned by applicant)
8. Copy of required permit(s) for development projects
9. Photos of current site conditions
10. For 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)
11. For Weed Harvester & Trash Skimmer Equipment Acquisition (in addition to items 1-3 above):
  - a. Approved weed harvesting plan (for weed harvester acquisitions)
  - b. Weed 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 weed disposal, 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
12. For 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. 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 score all eligible grant applications. Projects are ranked based on score. Scoring and ranking factors include:

1. Distance the proposed project is from other recreational boating facilities
2. Demand for safe boating facilities
3. Expressions 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 WWC will consider the following items in establishing a priority list:

- Scarcity of safe recreational boating facilities exists
- Basic facilities over elaborate facilities
- Benefit to the general boating public over those of a limited group
- Meet urban needs

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- Other factors which, in the opinion of the WWC, will allow the enhancement of recreational boating.

### C. Wisconsin Waterways Commission (WWC) Presentations

All eligible project application packages will be submitted to the WWC for their review 3 weeks before the scheduled Commission funding meetings. These meetings are normally held in August, January, and April (if funding is still available). Applicants and/or their consultants are expected to present their projects to the WWC at the scheduled meeting. After all presentations are completed, the WWC will discuss and then present their funding decisions. If the WWC 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 WWC via their grant project manager.

### D. Grant Agreements

Upon approval for funding of your project by the WWC, projects receiving less than \$250,000 in total grant award will receive a signed grant agreement from the Department identifying the approved project scope, project timeframe, and grant award. If total grant award is \$250,000 or more, the project must be reviewed and approved by the Wisconsin Legislature's Joint Committee on Finance before the DNR may issue a grant agreement. Also, if there are archaeological and/or historical issues that the DNR archaeologist identifies in the project area, those issues will need to be resolved before the DNR may issue a grant agreement to the applicant.

Once a grant agreement is received by the applicant, the applicant has 30 days to sign and return the agreement to their grant project manager. Failure to return the signed grant agreement by the deadline may cause the offer of financial assistance to be withdrawn. Before signing the grant agreement, the applicant 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. The grant agreement also contains conditions that govern the project, so the applicant and their consultant (if working with one) must all agree with the project scope and conditions in the grant agreement before the applicant signing the grant agreement. 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 original grant agreement will be amended to include additional funds and to allow additional time for project completion instead of the DNR issuing the grant recipient a new grant agreement.

### E. Bidding

For activities that encompass public construction, local government grant recipients must comply with state bidding and contract requirements. Examples of public construction could be the construction of a launching facility or restroom facility. See link to *Department Procurement Guide* on the RBF grant web page. 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

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

1. Time Extension – One-year extensions may be approved in certain circumstances.
2. Scope Changes – Requests for project scope modification must justify the need and be accompanied by a revised cost estimate worksheet. Requests for changes in scope must be approved before undertaking any changes in project activity. Major changes in scope of the project may need to be presented to the WWC at a future funding meeting for approval.
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 WWC at the next WWC funding meeting. If total of all project funding is \$250,000 or more, approval of the Wisconsin Legislature’s Joint Committee on Finance will be required before the DNR can modify the grant agreement.

## 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 provided to the grant recipient as an advance, 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 requests must be submitted to the grant project manager within six 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 and back), bank statements, credit card statements, etc.).
5. Photos (with dates) of completed project area.

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

### 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 DNR.

## XI. Application Instructions

On the application (Form 8700-343) or in attached supporting documents, you must completely address all the following sections and requirements. All applicants (federal and state grants) must include a **DUNS Number!** The link for obtaining a DUNS number is located under the Notice to Applicants on the grant application form. You should contact your regional grant project manager before you fill out an application to discuss the eligibility of your project.

### Section 1: Grant Programs

- Select “Recreational Boating Facilities (RBF) – Type of Project:”
- Select appropriate project type (sections not needed for particular projects types will disappear when project type is selected)

### Section 2: 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 3: 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.

### Section 4: Financial Information

Enter the Total of Matching Funds (from all sources), and Total Grant Request in the appropriate cells. The Total Project Cost cell will automatically calculate the total.

### Section 5: Required Project Information

- Enter the property owner if not the same as the applicant.
- If property owner is someone other than the applicant, then a copy of an easement, lease, or MOU/MOA needs to be submitted with the application.
- Enter all information regarding parking, nearest existing public access site, accessibility for persons with disabilities information, launch fees, and all other questions within this section.
- Within this Section, there is a section for “Required Information” for different types of projects for different types of funding. Please fill out the appropriate sections for your type of project.

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### **Section 6: Project Description & Proposed Timeframe**

Provide a narrative that describes your project in detail and include your proposed timeframe.

### **Section 7: Project Feasibility Statement**

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

### **Section 8: Checklist For Projects**

Check off all required items as you complete them for the type of project you are proposing. All supporting documents **must** be submitted with the application by the deadline in order to be considered.

### **Section 9: Certification**

- Type or write in the name of the Authorized Representative and their title. The Authorized Representative must sign and date the application.
- Send the completed application along with all supporting materials to your grant project manager.
- Applications must be received by the your regional DNR project manager electronically or by mail, postmarked no later than 11:59 p.m. on the deadline date, to be considered for the next funding meeting. Applications not received or postmarked by the deadline will be held for the next deadline.

### **Section 10. Sample Resolution**

An Authorizing Resolution that is adopted by the applicant's governing body must be submitted with the application. You may use the sample that is at the end of the application or you can submit your own version but it must contain the following items:

- a. State who has been appointed as the authorized representative, preferably by "title" rather than by name, that is authorized to apply for grants, submit reimbursement materials and sign documents.
- b. State that the appropriate funds have been budgeted to cover the applicant's share of the total project costs.
- c. State that the applicant will comply with local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

## XII. 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** – Signing of a grant agreement by the DNR Secretary or Secretary's designee that encumbers a specified amount of state funding for a specific purpose.

**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

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reimbursement under this program.

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

**Commission** – Wisconsin Waterways Commission appointed by the governor under s. 15.345, Wis. Stats.

**DNR** – 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 RBF 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. All eligible expenses must accompany the final reimbursement request, including proof of purchase and proof of payment.

**Fiscal Year (FY)** – 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 of a river, creek, or stream.

**Force Account** – Resources of a grant recipient used on a project, including labor of the grant recipient's own employees, use of grant recipient's equipment for construction, grant recipients architectural or engineering services used for project construction, 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, workers compensation insurance, pension retirement plans, and employee benefits in the form of regular compensation, sick leave, jury duty, or military leave.

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

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

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

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process.

**Grant Recipient** – An entity accepting grant funds from the DNR 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 DNR, 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 any bay or harbor that is part of Lake Superior or Lake Michigan system.

**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 under the RBF grant program.

**Inland Lake** – An inland water that is a lake.

**Joint Committee on Finance** – A statutory, 16-member joint standing committee of the Wisconsin Legislature. The Committee's primary responsibility is to serve as the principal legislative committee charged with the review of all state appropriations and revenues.

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

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

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

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

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**Project Period** - Length of time specified in a grant agreement during which all work shall be completed for a project. Expenses may only be reimbursed if they are incurred during the project period.

**Project Priority List** – Ranking of all recreational boating facility project application received by the same deadline, listed in order by score, approved by the WWC, and containing grant award amounts.

**Project Scope** – Description of RBF activities for which the grant recipient has received a grant under this program. Scope 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 sources 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. Examples include signed contracts or consultant agreements.

**Recreational Boating Facilities or RBF** – Places where the public has access to Wisconsin waters 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** – One of the 5 DNR 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:

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.

## Recreational Boating Facilities (RBF) Program Guidance

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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 Wisconsin 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 DNR.

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

**Weed Harvester** – An aquatic machine specifically designed to cut and harvest underwater weeds, reeds, and other aquatic plant life.



CF-19-0013-C

## WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

*Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.*

### DOCUMENT ID

CF-19-0013-C

### DOCUMENT TITLE

Recreational Boating Facilities (RBF) Program Guidance

### PROGRAM/BUREAU

Bureau of Community Financial Assistance

### STATUTORY AUTHORITY OR LEGAL CITATION

s. 30.92 Wis. Stats. and Ch. NR 7 Wis. Adm. Code

### DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

November 18, 2019

### DATE FINALIZED

December 9, 2019

### DNR CERTIFICATION

*I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.*

December 16, 2019

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Signature

Date