

2016 Cost Share Notice for Courtesy Boat Inspection Programs

I. CBI Eligible Activities

Un-infested Lakes

Boat inspections are a cornerstone of the State of Maine's invasive aquatic species prevention program. Grants up to \$2000 are available to public organizations. Eligible organizations include municipal and county governments, quasi-municipal organizations (including water districts) and 501c(3) eligible organizations (many lake associations qualify).

This cost share program is administered by the Lakes Environmental Association (LEA) in Bridgton under an agreement with the Maine Department of Environmental Protection (DEP). Boat inspectors will be trained by LEA and must follow protocol developed by the LEA and found in the CBI Handbook.

Regional applications representing three or more lakes are eligible for additional funds (greater than \$2,000). DEP strongly urges individual lakes to participate in their regional organization's application, if such a regional group exists, rather than submit a separate application; see CBI Selection Criteria below. Substantial savings of time and money can be achieved for applicants, LEA, and DEP by submitting regional applications.

Infested Lakes – Submitting an application is not necessary

As in past years, groups on infested lakes will be contacted by LEA regarding funds available for Courtesy Boat Inspections. You will be required to follow the same reporting format for grants to un-infested lakes and to provide a budget showing how funds were spent.

II. CBI Selection criteria

Note: The Cost Share Grant process is competitive and each year DEP receives requests for more money than is available. The selection criterion below guides DEP's review process and award decisions.

Local match

Preference will be given to projects that maximize local contributions (match). Match must include some cash from the applicant and may also include volunteer services for coordination and inspections or other expenses for goods and services (copying, mileage, postage, office supplies, etc.).

If using mileage for match, the applicant must use the state mileage rate of .44 per mile, not the federal mileage rate. The match rate for volunteer services, previously \$20.20/hr., is now \$20.54/hr. - the most recent rate for Maine posted at http://www.independentsector.org/volunteer_time.

Vulnerability to infestation

Preference will be given to projects on water bodies particularly vulnerable to infestation by invasive aquatic plants. DEP staff will evaluate a lake's relative vulnerability based on physical characteristics, amount of recreational use, proximity to infested lakes or rivers, or other factors.

Geographic scope

Preference will be given to projects involving multiple water bodies and/or organizations. The greater number of vulnerable lakes involved with the project, the higher likelihood of funding.

Track Record

DEP will consider the applying entity's performance under past cost share grants, if applicable, when reviewing the current application.

III. CBI requirements, payment, and reporting deadlines

Projects are expected to provide LEA with data (e.g., boat inspection survey sheets, completed interim and final reports). Report forms will be e-mailed to you by LEA upon grant award. See below for data and report deadlines.

Inspector Training:

- Each entity receiving a grant must have at least one person trained in 2016 by LEA or the Maine Volunteer Monitoring Program (VLMP) staff using DEP/LEA protocol. The objective is to have one person in each group well-versed in the inspection protocol who will relay the information to individual inspectors.

Inspection data:

- Boat inspection survey sheets must be submitted to LEA every two weeks.
- The grant funds may be forfeited if no inspection forms are submitted to LEA by the Interim report date: August 1, 2016.

Grant payments and reporting:

- There will be 3 payments distributed in the following manner:
 - Fifty percent of the award will be released soon after grant award announcement (April 25).
 - The second payment of twenty-five percent will be paid upon receipt and approval of the interim report. The Interim report must be submitted to LEA by August 1, 2016.
 - The final payment of twenty-five percent will be paid upon receipt and approval of the final report. The final report must be submitted to LEA by October 14, 2016 unless permission is obtained from DEP. The final payment will be forfeited if the final report is not submitted by this deadline.

Insurance Recommended:

- We highly recommend that groups or organizations conducting a Courtesy Boat Inspection Program obtain general liability insurance.

To Apply

- The application is now available in both a Word file and an Excel file. The Excel application form pre-populates cells based on entered information in the first Table. Both forms will be supplied to you but you only need to use one of the forms.
- The deadline for applications is March 28, 2016. Applications received by the deadline will be reviewed on a competitive basis. As funds for eligible activities are limited, applications received after the due date may be considered if funds remain.
- Decisions on applications received by March 28 will be made on April 25.
- Submit a project description, budget, and the following form to:
mary@leamaine.org or: Lakes Environmental Association
230 Main Street
Bridgton, ME 04009
Attn: Cost share projects

We strongly encourage electronic submissions.

- Contact Mary Jewett at (207) 647-8580 with questions.

2016 CBI Cost Share Grant Application

Please complete this form and add additional space as needed.

Submit by March 28, 2016 to: mary@leamaine.org or: Lakes Environmental Association
230 Main Street
Bridgton, ME 04009
Attn: Cost share projects

- 1) Date
- 2) Sponsoring organization and address
- 3) Local Contact (project coordinator): name, address, e-mail, phone #
- 4) CBI supervisor: name, e-mail, phone #
- 5) Project Description and Budget:

Lake Name(s):

Ramp Name(s):

Anticipated courtesy boat inspection start and end dates:

Coverage – days of the week and hours per day:

Estimated % of the program covered by paid vs. volunteer work:

Provide additional information to help DEP evaluate your proposal. The more information provided the better your chances of receiving your requested amount:

Budget for requested grant funds (see next page for budget sheet):

Use the budget sheet on the next page to explain how you intend to use grant money and report anticipated match. The budget sheet is similar to those used in the interim and final reports which you will need to complete to show funds actually expended.

If a completed budget sheet is not supplied, the application will be returned as incomplete and not recognized as submitted on time.

2016 BUDGET SHEET – Courtesy Boat Inspection

Table 1. Anticipated Cash Expenses: List ALL anticipated cash expenses for your program whether from the DEP grant or other sources (e.g., cash match). Group together staff with identical duties and hourly rates.

				Column A	Column B	Column C
Expenses (e.g. inspector, coordinator, etc. - add lines as needed)	Number of hours/week	Number of weeks/year	Hourly rate	Total Costs	Grant \$ (All Costs Covered by Grant)	Total Cash Match: Columns A – B
Inspectors			\$			
Inspectors			\$			
Coordinator			\$			
Payroll costs						
Mileage @ .44/mile						
Postage costs						
Copying costs						
Supplies						
Other (describe):						
Other (describe):						
Total Anticipated Expenditures				\$	\$	\$

Table 2. Volunteer Hours: List number of volunteers and volunteer hours by category (e.g., inspector, coordinator, etc.). Describe any additional volunteer duties under “other” and group if similar.

Volunteer Categories	Number of Volunteers	Total Number of Hours
Inspector(s)		
Coordinator(s)		
Other (describe):		
Other (describe):		
Other (describe):		
Total Anticipated Volunteer Hours		

NOTE: All cells in Tables do not need to be filled in. Also, add lines as needed.

Table 3. Match Breakdown: This table accounts for all non-grant related spending and donations used for Match (e.g., Non-grant Cash Match from Table 1; Value of Volunteer Hours (donated labor) from Table 2; and Donations of Goods and Services).

- None of this is from grant funds
- List type of match by duty (inspector, coordinator, etc.)
- If “Other” specify the activity and be sure to fill in the identity of the match source

		Column A	Column B	Column C		
Match Description: Donations of time or materials and cash expenses <u>not</u> paid with grant money (e.g. mailings, mileage (.44/mile), paid staff, materials & services)	Match Source (i.e., who provides the match - town, lake association, private donor, other).	Cash Match Total should equal Total in Table 1, Column C	Volunteer Match = Total hours for each category in Table 2 at \$20.54/hour	Monetary Value of Non-cash Donations (e.g. goods & services)	Total Match Amount: Add Columns A, B, & C shaded cells to get match total	
Inspector (s)		\$	\$			
Coordinator (s)		\$	\$			
Payroll		\$				
Sum of detailed Expenses from Table 1 (postage, copying, mileage @ .44/mile, supplies, other)		\$	\$			
Other (describe):				\$		
Other (describe):				\$		
TOTAL for each Column		\$	\$	\$		\$

Table 4. Project Financial Summary

Amount of grant requested: Equals total amount in Table 1, Column B	\$
Amount of cash match: Equals total amount in Table 3, Column A	\$
In-kind match (value of volunteer labor, services and donations): Equals total amount in Table 3, Columns B & C	\$
Total Cost	\$