

2021 Courtesy Boat Inspection (CBI) Grant Notification

The Maine Department of Environmental Protection (DEP) is offering grants to local entities for conducting locally led courtesy boat inspection programs. The following are key components for the 2021 grant process:

- Applications must be submitted directly to Maine DEP no later than March 1, 2021.
- Applicants must complete, or update if necessary, the State of Maine Vendor Form which requires a Tax Identification Number (TIN). Grant funds will be sent to the address on the Vendor Form.
- Grantees must provide inspection data electronically to DEP regularly throughout the season.
- Interim and final grant payments are contingent upon DEP receiving electronic inspection data by timeline laid out in this Notice.

The Lakes Environmental Association (LEA) in Bridgton will continue to assist administering the grant program in 2021. LEA will receive and review final reports for completeness while DEP will evaluate the applications and issue payments. Boat inspection trainings will be conducted by LEA following protocol developed by LEA and DEP found in the CBI Handbook.

I. Eligible Organizations and Guidelines

Boat inspections are a cornerstone of the State of Maine's invasive aquatic species prevention program. Eligible organizations include municipal and county governments, quasi-municipal organizations (including water districts) and 501c (3) organizations.

All grantees must have a State of Maine Vendor Form on file with the state, providing the state with your organization's Tax Identification Number (TIN) and payment address. The Vendor Form and instructions are being sent to you with the Grant Notification and Application forms.

All grant money received under the program must be used for the sole purpose of running a CBI Program. Grant funds may NOT be used to purchase food, conduct plant surveys or rent port-a-potties and other ramp improvement materials.

Infested Lakes – Submitting an application is not necessary

Associations running inspection programs on infested lakes will be contacted directly by DEP regarding funding for a Courtesy Boat Inspection Program. These groups are required to provide inspection data electronically and a final report, the same as groups of un-infested lakes, including a budget showing how funds were spent.

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

II. Award Criteria

Evaluation of the following criteria and the amount of available funds will determine the award amount for a specific application:

- Number of ramps where inspections will occur.
- Number of inspections per ramp in 2020 (if applicable).
- Inspection rate (number of inspections per hour) at each ramp in 2020 (per DEP inspection database).
- Total match: cash and in-kind match as percentage of the total grant award.
- For groups that participated in the program during a previous year, preference will be given to those that completed all grant requirements including submission of reports and electronic inspection data in a timely fashion.
- 100% match is required as described below in section **III. DEP Expectations of Applicants**
- Vulnerability to infestation per DEP analysis (follow the link below).
<https://www.maine.gov/dep/water/invasives/vulnerability.html>

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III. DEP Expectations of Applicants seeking funds

Submit application and vendor form to DEP

Uninfested lake applicants must submit the CBI application (separate document provided with this Notice) to DEP by March 1, 2021. Applications are not required from infested lake programs.

Applicants who already have a Vendor Form filed with the State should resubmit a Vendor Form if information has changed, e.g. names and payment address. Applicants may want to consider signing up for Direct Deposit if you anticipate forwarding mail from the primary address since the US Postal Service will not forward government checks.

Inspector Training

Grant recipients (from both infested and uninfested lakes) must have at least one person trained in 2021 by LEA staff using DEP/LEA protocol. The objective is to have one person in each group well-versed in the inspection protocol who will train individual inspectors when they are hired.

Inspect Boats and Associated Equipment for Aquatic Species

Grant recipients shall staff boat ramps identified in their application, preferably at high use times. The staff are to offer voluntary boat inspections to boaters.

In the case of lakes with known invasive aquatic plant infestations, inspections shall occur at boat access sites directed by Maine DEP.

Inspectors shall engage boaters in a cordial manner and, upon boaters' permission, inspect boats and associated equipment. The inspector shall collect and record data necessary for the boat inspection form. The inspector shall also encourage boaters to inspect boats and equipment on their own (self-inspection) and shall generally explain the threat posed by invasive aquatic species.

Provide Local match

All Groups must provide a minimum of 100% match, some of which must include cash.

The match must be shown on the final report. The portion of match provided in 2021 (relative to award) will impact the amount of grant received the following year.

Eligible match activities and items include donations of time or materials and cash expenses (not from grant funds) directly related to the CBI program such as: volunteer services for coordination and inspections, local funds for paid CBI employee hours, data entry, payroll costs, copying, postage, and administrative supplies. Match expenses are not paid with grant money.

If using mileage for match, the applicant must use the state mileage rate of \$0.45 per mile, not the federal mileage rate. The match rate for volunteer services, previously \$23.12/hr., is now \$24.21 (posted at http://www.independentsector.org/volunteer_time as of January 2021).

Submission of inspection data and reports including financial information

- Grant recipients are required to enter CBI data using the Survey123 CBI app created by DEP.
- CBI electronic data must be kept up to date
- Inspection data through July 4 weekend must be submitted to DEP by July 9 for DEP to approve the interim payment.
- Final grant funds will be released once all inspection data and a final report are submitted and approved by DEP.

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- DEP will provide notification of your 2021 grant award. The final report is to be sent to LEA by the deadline found in section **IV. Key Dates** for initial screening and forwarding to DEP. To help you track the information needed for the final report, understand that the information in the application (separate document) is the same information required for the final report. The final report form will be sent later in the season. See report deadlines in section IV below.

IV. Key Dates

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 provided the applicant has an up-to-date Vendor Form on record with the State of Maine.
- The second payment of twenty-five percent will be paid upon receipt of the initial electronic inspection data. Inspection data must be submitted electronically by July 9 and must contain inspections through July 4 weekend.
- The final payment of twenty-five percent will be paid upon receipt of the remaining inspection data and approval of the final report. The final report must contain amount of expended funds and match breakdown for the 2021 season. Final payment is affected by match: if 100% match requirement is not met, the final payment amount may be reduced. The final report must be submitted to LEA by **October 11, 2021** unless permission is obtained from DEP. The final payment may be forfeited if the final report and/or electronic inspection data is not submitted by this deadline.

Application Deadline

- The application is in both a Word file and an Excel file. For your convenience the Excel application form pre-populates cells based on entered information in the first table. You only need to fill in one of the forms.
- The deadline for applications is **Monday, March 1, 2021**. As funds for eligible activities are limited, applications received after the due date may be considered if funds remain.
- Submit the completed application to Karen Hahnel, DEP at karen.a.hahnel@maine.gov
- Decisions on applications received by March 1 will be made by April 5.

If updating your Vendor Form, submit it as soon as possible; do not wait to submit it with your Application

Contact Karen at (207) 215-9270 with questions