

# **2023 Courtesy Boat Inspection (CBI) Grant Notification**

The Maine Department of Environmental Protection (DEP) is offering competitive grants to local entities for conducting locally led courtesy boat inspection programs. The following are key components for the 2023 grant process:

- Applications must be submitted directly to Maine DEP no later than **February 28<sup>th</sup>, 2023**.
- 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 unless the Direct Deposit option is chosen. **NOTE: address in State of Maine system must be correct and match invoice address.**
- Grantees must provide inspection data electronically to DEP regularly throughout the season.
- **Initial and final grant payments are contingent upon DEP receiving electronic inspection data by the timeline laid out in this Notice.**
- There are changes to the process for 2023. Major changes and pertinent dates will be in bold text throughout the document.

The Lakes Environmental Association (LEA) in Bridgton will continue to assist administering the grant program in 2023. DEP will evaluate the applications and issue payments while LEA will receive and review final reports for completeness while. Boat inspection trainings will be conducted by LEA following protocol developed by DEP and LEA found in the CBI Handbook.

## **I. Eligible Organizations and Guidelines**

- Boat inspections are the 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 which provides 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 2022 (if applicable).
- Inspection rate (number of inspections per hour) at each ramp in 2022 (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.

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- 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>

### 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 **February 28<sup>th</sup>, 2023**. Applications are not required from infested lake programs. Applicants who already have a Vendor Form filed with the State should resubmit a Vendor Form only if information has changed, e.g. names and payment address. Applicants are strongly urged to utilize Direct Deposit if you anticipate forwarding mail from the primary address since the US Postal Service will not forward government checks. Direct Deposit does not decrease processing time but will reduce risk and time spent using the USPS to deliver checks. **Direct deposit will be required for the 2024 season.**

#### Inspector Training

Grant recipients (from both infested and uninfested lakes) must have at least one person trained in 2022 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 2022 (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 \$0.46 per mile, not the federal mileage rate. The match rate for volunteer services, previously \$25.56/hr., is now \$26.77 (posted at [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time) as of January 2022).

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## **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 the July 4<sup>th</sup> weekend must be submitted to DEP by July 7<sup>th</sup>, 2023, for DEP to approve the initial payment. Initial payment will not be paid if inspections are not entered by the July 7<sup>th</sup> due date.**
- Final grant funds will be released once all inspection data and a final report are submitted and approved by DEP.
- DEP will provide notification of your 2023 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 and Payment Guidelines**

### **Grant payments and reporting (PLEASE BE AWARE OF SIGNIFICANT CHANGES TO THE PAYMENT PROCESS IN 2023):**

There will be **two payments** for the 2023 season under the following guidelines:

- **Invoices for initial and final payments must be generated by the grantee.** DEP is no longer able to generate invoices for grantees in the CBI program.
- **Seventy-five percent of the award will be released upon entry of initial inspections into the CBI Survey123 app.** Inspections can be entered by the grantee at any time after their coordinator has completed the CBI training for the 2023 season and may be conducted by an employee or volunteer. As stated above, inspection data must be submitted electronically by July 7<sup>th</sup>, 2023, and must contain inspections through the July 4<sup>th</sup> weekend in order to receive an initial payment.
- Once initial inspections have been entered into the CBI Survey123 app, grantees can submit invoices for the initial payment. Grantees must ensure that they have an up-to-date Vendor Form on record with the State of Maine.
- **Grantees requiring funds prior to the completion of initial inspection efforts will need to submit a letter stating proof of hardship (i.e., unable to hire personnel). Financial information may be required.**
- 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 the amount of expended funds and match breakdown for the 2023 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 **November 3<sup>rd</sup>, 2023**, 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**

- We strongly encourage grantees to utilize the Excel form for their applications this year. The application and final report are available both as 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. **Please note you will be required to use the Excel form starting 2024.**
- The deadline for applications is **Tuesday, February 28<sup>th</sup>, 2023**. As funds for eligible activities are limited, applications received after the due date may be considered if funds remain.
- Submit the completed application to Chris Reily, DEP at [chris.reily@maine.gov](mailto:chris.reily@maine.gov)
- Decisions on applications received by **February 28<sup>th</sup>** will be made by **April 7<sup>th</sup>, 2023**.

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

*Contact Chris at (207) 815-8085 with questions*