

2009 Cost Share Notice for Courtesy Boat Inspection Programs

Courtesy Boat Inspection (CBI) Programs

I. CBI Eligible Activities

Un-infested Lakes

Boat inspections are cornerstones of the state's invasive aquatic species prevention program. Limited funds (\$70,000) are available for locally initiated boat inspection programs during the summer of 2009. 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 several lakes or an entire watershed 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 provide a budget showing how funds were spent.

II. CBI Selection criteria

Note: Each year DEP receives requests for more money than is available. These selection criteria guide DEP's review process and award decisions.

Local match

Preference will be given to projects that maximize local contributions (match). Match can include volunteer services for coordination and inspections or other costs (copying, travel etc). The match rate for volunteer services, previously \$10/hr, is now \$15.25/hr (the most recent rate for Maine posted at http://www.independentsector.org/programs/research/volunteer_time.html). Preference will be given to projects that include cash match.

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 (i.e., 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.

Inspection data:

- The grant funds may be forfeited if no inspection forms are submitted to LEA by the Interim report date - August 3, 2009.
- Boat inspection survey sheets must be submitted to LEA at the end of each week.
- All boat inspectors must be trained per DEP/LEA protocol.

Grant payments and reporting:

- Fifty percent of grant amount will be paid upon grant award (May 11).
- The Interim report must be submitted to LEA by August 3, 2009. Twenty-five percent of the grant will be withheld until receipt and approval of interim report.
- The final report must be submitted to LEA by October 12, 2009 unless permission is obtained from DEP. Twenty-five percent of the grant will be withheld until receipt and approval of final report. Twenty-five percent of grant amount 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 deadline for applications is April 27, 2009. As funds for eligible activities are limited, applications received by the deadline will be reviewed on a competitive basis. Applications received after the due date may be considered if funds remain after the review of those received by April 27.
- Decisions on applications received by April 27 will be made by May 11.
- Submit a project description, budget, and the following form to:
lakes@leamaine.org or: Lakes Environmental Association
230 Main Street
Bridgton, ME 04009
Attn: Cost share projects

We strongly encourage electronic submissions.

- Contact Peter Lowell at (207) 647-8580 with questions.

2009 CBI Cost Share Grant Application

Please complete this form and add additional space as needed.

Submit by April 27, 2009 to: lakes@leamaine.org or: Lakes Environmental Association
230 Main Street
Bridgton, ME 04009
Attn: Cost share projects

1) Local Contact (project coordinator): name, address, e-mail, phone #

2) CBI supervisor: name, e-mail, phone #

3) Sponsoring organization and address

4) 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:

Portion of the program to be covered by paid vs. volunteer work:

Provide additional information to help DEP evaluate your proposal:

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

We need to know exactly how you intend to use grant funds. Use the budget sheet on last page. This is a similar format 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.

BUDGET SHEET – CBI

Table 1. Anticipated Expenditures: Group together staff with identical duties and hourly rate.

Expenditures (e.g. inspector, coordinator, etc. - add lines as needed)	Number of hours/week	Number of weeks/year	Hourly rate	Total Costs	Amount of Total Costs covered by Grant \$
Inspectors			\$	\$	\$
Coordinator			\$	\$	\$
Payroll costs				\$	\$
Other (describe):				\$	\$
Total Anticipated Expenditures				\$	\$

Table 2. Volunteers: Group volunteer duties by category

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

Table 3. Local Match: Cash, Volunteer Time, and Donations of Goods and Services.

Match Description – <u>not</u> paid with grant money (e.g. mailings, mileage, paid staff, materials & services)	Match Source (Town, Lake Association, Private donor, other)	Monetary (Cash) Match	Volunteer Match = Total hours <u>from</u> <u>Table 2</u> at \$15.25 per hour	Value of Non-cash Donations (e.g. goods & services)	Total Match Value
Inspector (s)		\$	\$	\$	\$
Coordinator (s)		\$	\$	\$	\$
Other (describe):		\$	\$	\$	\$
Other (describe):		\$	\$	\$	\$
Total Anticipated Match Amount					\$

Summary of Project Cost

Amount of grant requested _____

Amount of local match: _____

 Cash _____

 In kind value* _____

Total cost _____

*includes volunteer time and non-cash donations of goods and services