Clean Boats, Clean Waters Financial Administration Guide

The following information provides you with guidance to manage the financial assistance you are receiving and help in filling out forms for the Aquatic Invasive Species (AIS) Prevention Grant Program – Clean Boats, Clean Waters (CBCW) Grant.

PROJECT GRANT AWARDS

You have received a signed grant agreement from the Department outlining the approved project scope, time period and budget.

GRANT AGREEMENT EFFECTIVE DATES

All Clean Boats, Clean Waters grants have a start date of February 15 and an end date of December 31. All eligible project costs must be incurred during this time period. Costs incurred prior to the start date or after the end date will not be eligible for reimbursement or for use as match.

FINANCIAL ADMINISTRATION DURING PROJECT (GRANTEE'S RESPONSIBILITIES)

The accounting procedures and fiscal controls used to record project costs must be based on generally accepted accounting principles. You must:

- Establish a separate ledger account for project expenditures
- Itemize all project expenditures in sufficient detail to indicate the exact nature of the expenditure and evidence of that expenditure
- Maintain payroll vouchers for salaries and wages. If payroll voucher forms are not used, a statement must be prepared at the end of each pay period showing the names of employees, the hours spent on the project, tasks performed, and the gross amount of salary earned by each. The statement must be verified by the official responsible for the project and approved by appropriate authority.
- Maintain all financial records for a minimum of 6 years after the project is completed.
- Project expenditures must be itemized on the Grant Payment Worksheet (Form 8700-001).

ELIGIBLE EXPENSES

Eligible expenses are strictly limited to the following:

- Payment to inspectors or in-kind donation of volunteer inspector hours
- Time spent on the administration of the program or entering hours into the Surface Water Integrated Monitoring System (SWIMS) database.
- Time spent at CBCW workshops or training
- CBCW clothing or supplies from Extension Lakes

Note: Mileage, signage, trash management, port-a-potties, association dues, conference attendance, and supplies for decontamination are not eligible expenses and cannot be used as match.

GRANTEE MATCH

The grantee must match the funding provided under the grant at a rate of 25% of the total project cost. Matching funds may include the substantiated value of donated materials, services, and labor subject to all the following:

- The value of donated, non-professional labor shall be $12.00 per hour.
- The value of donated materials and professional service shall conform to market rates.

CLAIMS FOR REIMBURSEMENT

Claims for payment of project expenditures are made on a reimbursement basis. To be eligible for reimbursement all costs must be:

- Incurred during the project time period shown in the grant agreement
- Fit within the scope of activity summarized in the grant agreement
- Reflect the grant award amount shown in the grant agreement

Claims for final payment shall be submitted within 6 months after the project ending date (June 30th) on forms provided by the Department. The department will not reimburse more money than the cash expenses incurred as part of grant activities, regardless of the amount of volunteer hours accrued by the end of the grant period.

All Clean Boats, Clean Waters grantees will automatically receive an advance payment of 25% of the grant award amount which is typically received prior to the grant start date.

FINAL REPORT REQUIREMENTS

All watercraft inspection data must be entered into the SWIMS database by December 31st of the grant agreement year. We encourage entering data as you go and not waiting until the end of summer to enter all data. The inspection data entered into SWIMS serves as your grant final deliverable and needs to be entered prior to requesting final reimbursement. No additional reporting is necessary.

SEND ALL CLAIMS FOR REIMBURSEMENT TO:

Email (preferred method)

DNRCBCWGrants@wisconsin.gov

Postal Service

Attn: CBCW Grant Manager – WY/3
Wisconsin Department of Natural Resources
101 S. Webster St., Madison, WI 53707

AUDITS

The state has the right to audit or examine all books, papers, accounts, documents, or other records of the Sponsor as they relate to the project for which the funds were granted. The grantee must retain all project records for a period of not less than 6 years after final payment or final disposition of audit findings. The purpose of an audit is to check compliance with the terms of the grant agreement and verify that project expenditures were properly incurred and qualify for reimbursement or payment.

WHEN A PROJECT IS NOT IN COMPLIANCE WITH THE GRANT AGREEMENT

If the department finds that a project has not been satisfactorily completed by the expiration date of the grant agreement or that the Sponsor has violated a term of the grant agreement, the department may terminate the grant and seek reimbursement of the state share or a portion of the state share previously distributed to the Sponsor.

DNR CBCW CONTACT
DNRCBCWGrants@wisconsin.gov

Clean Boats, Clean Waters Frequently Asked Questions

The list of questions below are some of the most asked questions from CBCW grantees. If you have a question that isn't answered below, please send it to DNRCBCWGrants@wisconsin.gov.

I'M HAVING ISSUES OPENING DNR FORMS. HOW CAN I OPEN THEM?

If you are receiving a "Please wait…" message when trying to open a form, you must first save the file to your computer. Navigate back to where you have saved it, and then open with Adobe Reader. Computers are automatically set up to try to open up PDFs in internet browsers, but since the form is a little too complicated for Google Chrome or other browsers to handle, we need to make sure to open the form in the Adobe Reader program itself. Forms usually do not open on mobile devices, and it is recommended to open files on a laptop or computer. Additional help can be found here: https://dnr.wisconsin.gov/site/pdf.

WHAT HAPPENS IF I DON'T COMPLETE ALL THE REQUIRED HOURS ON THE GRANT?

If only some of the required hours are met, then a partial final payment will be calculated to reflect the hours that were completed. Generally, that is calculated by:

$$\text{(number of hours completed at a landing)}/\text{(200 hours)}=\% \text{ of hours completed}$$

$$\% \text{ of hours completed} \times \text{original grant award} = \text{maximum reimbursement possible}$$

The percent of hours completed is multiplied by the original grant award to figure out the maximum award that can be paid out at the end of the grant. That way, you can still be reimbursed for most of the grant award even if you are only able to complete a portion of the hours. This does not impact future chances of getting a CBCW grant award or amount awarded for the next year at all.

WHAT HAPPENS IF I DON'T COMPLETE THE GRANT?

If the grant was never started or you need to cancel the grant, contact DNRCBCWGrants@wisconsin.gov as soon as possible to discuss your options. If it is decided that a grant cancellation is the best option, then you may be sent an invoice for the advanced payment as part of the grant cancellation process.

WHEN DO I GET THE ADVANCED PAYMENT ON THE GRANT?

Advanced payments will be sent prior to the grant start date of February 15th. Advanced payments are sent out after you receive your grant award email usually between December-February.

WHAT IF WE CHANGE OUR MAILING ADDRESS OR CONTACT PERSON ON THE GRANT?

You must contact DNRCBCWGrants@wisconsin.gov to inform DNR of the change. If you have changed mailing address, you may need to work with DNR staff to get the new address officially added to the DNR financial database. DNR cannot send grant checks to a new address without officially having the new address in the financial database. This may involve submitting a new W9 and address update form and we are happy to walk you through this process when needed.

WHEN WOULD I NEED A GRANT AMENDMENT AND HOW DO I DO THAT?

A grant amendment is needed when there are changes to the landings, time period, or cost. Amendment requests must be received during the grant period prior to the end date of the grant of December 31. An amendment request must be submitted in writing via email or a mailed letter and will include the reasoning behind requesting an amendment. A request for a grant amendment does not guarantee that it will be granted. If you think you may need a grant amendment, reach out to DNRCBCWGrants@wisconsin.gov as soon as possible to discuss your options.

WHERE DO I FIND MY GRANT NUMBER?

There are several places you can find your grant number including your grant award, grant award email, and SWIMS project where you enter your data. Each year's grant will have a different number.

WHAT AMOUNT OF MONEY WAS AWARDED AS PART OF MY CBCW GRANT?

The grant award amount is listed in Section 4, line D of the application as the Grant Request Amount. A maximum of $4,000 of state-cost share is available per single boat landing or pair of landings, up to 75% of the total project cost. The remaining 25% of the total project costs must be from the grantee in the form of cash, donated labor or services, or "in-kind" items. This is filled out by the applicant when applying for the grant.

Section 4. Estimated Budget – complete boxes below.

A. Total # Single Landings =	1	maximum state share is $4,000 each
B. Total # of Landing Pairs =	0	maximum state share is $4,000/pair
C. Total Project Cost =	$5,333.34	
D. Grant Request Amount =	$4,000.00	
E. Local Share =	$1,333.34	

Example budget for a CBCW grant in application.

I'M WONDERING IF AN EXPENSE IS ELIGIBLE. WHO DO I ASK TO SEE IF I CAN INCLUDE IT IN MY REIMBURSEMENT REQUEST?

Eligible expenses for CBCW grants are strictly limited to the following:

- Payment to inspectors or in-kind donation of volunteer inspector hours
- Time spent on the administration of the program or entering hours into the Surface Water Integrated Monitoring System (SWIMS) database
- Time spent at CBCW workshops or training
- CBCW clothing or supplies from Extension Lakes

Note: Mileage, signage, trash management, port-a-potties, association dues, conference attendance, and supplies for decontamination are not eligible expenses and cannot be used as match.

If you have questions on anything you may want to include on the final reimbursement form, please contact DNRCBCWGrants@wisconsin.gov *PRIOR* to incurring the expense to ensure it is eligible.

WHERE CAN I FIND CBCW RESOURCES OR ORDER CBCW SUPPLIES?

The CBCW Watercraft Inspection website has many resources available to you as you begin your inspection efforts. There are instructions on how to order CBCW t-shirts and other gear, video scenarios that provide examples of how to talk with boaters, lists of free AIS publications available for order, and more!

WHERE DO I GO TO FIND CBCW TRAININGS?

Your local AIS coordinator may be able to share the dates of CBCW workshops happening in your region. AIS Coordinators also post their trainings on the CBCW calendar. Most trainings are available April-June, and training attendance is required for new CBCW inspectors. For repeat inspectors, we recommend attending trainings every 2 years if possible.

WHEN SHOULD I SCHEDULE INSPECTORS AT THE LANDING?

Inspections should occur during weekends, holidays, fishing tournaments, or other high-traffic times from May 1 to October 30. Weekends, holidays, and fishing tournaments are examples of when landings could be busier than normal and things to keep in mind when planning a schedule. Any inspection hours you do between May 1 to October 30 will count towards the grant, and we leave scheduling decisions to your best judgement with emphasis on when you think the landing(s) will be busy.

WHAT PAY RATE SHOULD I PAY INSPECTORS?

CBCW inspector pay rates usually range somewhere between $10-17/hour, but the DNR does not set the rate at which you pay inspectors as part of the grant. The pay rate is set by your organization, and you will record the exact amount paid to inspectors on the final reimbursement request.

HOW DO I ADVERTISE THAT WE ARE HIRING INSPECTORS?

It is a good idea to reach out to local colleges and high schools as you may be likely to encounter students who are looking for a summer job. You can also share the job posting online using social media such as a Facebook group for your organization, LinkedIn, etc. Posting the job on your organization's website is can help to share the opportunity with your members. Online job boards are also a great place to post job announcements.

DO I NEED WORKER'S COMPENSATION?

The DNR cannot advise on if an organization needs worker's compensation insurance. Typically, groups contract out CBCW inspections to another organization, have worker's compensation already, or buy insurance from a private insurance company. If you do need to purchase worker's compensation insurance, you can contact local private insurance companies to find an insurance agent to assist you in applying. It is an eligible expense for reimbursement on CBCW grants. The Department of Workforce Development website has Worker's Compensation information for Wisconsin.

CAN I STAFF MORE THAN ONE INSPECTOR AT A LANDING AT ONE TIME?

Yes, you can pay more than one inspector at the landing at a time, and there is no limit to the number of inspectors at a landing at one time. For example, if two people were at the same landing doing inspections at the same time for four hours, you would be able to pay both inspectors and record that on your reimbursement request. Those inspectors would combine the data they collect on their data sheets and enter it into SWIMS as one data entry for that landing during that time frame. View an example of how to enter data from multiple CBCW inspectors here.

WHAT IS THE MIMUMUM AGE FOR AN INSPECTOR?

Inspectors must be at least 14 years old to be able to claim their time as volunteers or paid inspectors on the grant. Learn more about employment of minors on the Department of Workforce Development website.

HOW DO I GET ACCESS TO SWIMS AND ENTER DATA?

Access SWIMS here. Information on how to set up an account and submit CBCW data to SWIMS can be found on the Extension Lakes CBCW website.

WHAT DATA GETS ENTERED INTO SWIMS?

Data collected on the Watercraft Inspection Report Form is entered into SWIMS. Time spent on project management, scheduling, filling out reimbursement requests, or attending a CBCW training does not get entered into SWIMS. That gets entered on the reimbursement request and should be tracked outside of SWIMS as you continue work on the grant project.

HOW DO I GET NEW INSPECTORS ADDED TO SWIMS?

Projects are typically set up in SWIMS by the end of April. Around that time, you should be able to log into SWIMS and check on CBCW project setup including associated landings and the list of inspectors. If you have updates or corrections for how the project is set up in SWIMS, email DNRlakeb@wisconsin.gov with your name, lake name, organization name, grant number, and the changes you would like made to the grant project.