

CBCW 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 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.

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, prepare a statement at the end of each pay period including employee names, 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 UW-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 of 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 state aid project amount shown in the grant agreement

Claims for final payment shall be submitted within 6 months after the project ending date 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. The completed database entry will serve as the grant final report and no additional reporting is necessary.

*Send All Claims for Reimbursement to:*Email (preferred Method)

DNRCBCWGrants@wisconsin.gov

Postal Service

Attn: CBCW Grant Manager, CF/2
Wisconsin Department of Natural Resources
101 S Webster St., Madison, WI 53703

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 grantee 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 grantee.

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