



Request for Proposals:

2009 Opportunities for Action **Pollution Reduction on Small Farms** **in the Missisquoi and St. Albans Bay** **Basins**

Deadline for Receipt of Applications:
Lake Champlain Basin Program Offices
December 4th, 2009

Lake Champlain Basin Program
54 West Shore Road
Grand Isle, VT 05458
www.lcbp.org

802-372-3213
802-372-3233 (fax)

Pollution Reduction on Small Farms in the Missisquoi and St. Albans Bay Basins

ABOUT THE GRANT PROGRAM:

The 2009 Pollution Reduction on Small Farms in the Missisquoi and St. Albans Bay Basins support local farmers' involvement in the implementation of the comprehensive management plan, *Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*. Many farmers serve as stewards of the Lake Champlain landscape. To assist them with stewardship initiatives, this small grant program offers financial assistance to reduce potential pollution from reaching Lake Champlain. The primary focus of this grant program is to assist phosphorus reduction efforts, including installation and construction of best management practices, on farms located in watersheds of the Lake Champlain Basin that drain into Missisquoi or St. Albans Bay (see map for eligible areas).

Farms may apply for LCBP support by working with a non-profit 501(c)(3) organization or municipality (such as a Planning Commission, the University of Vermont Extension Service, the Farmer's Watershed Alliance, or another eligible organization) which may apply for support on behalf of one or more farms. The application may include work for projects up to the maximum grant award (\$30,000), but *no more than \$3,000 of the award may be applied to any single farm*. To be eligible to receive this grant, each farm identified in the application must have a clear idea of the pollution prevention task it plans to implement and it must be located in Vermont, within an area of the Lake Champlain Basin that drains to Missisquoi or St. Albans Bay, as identified in the map below. Projects on Medium or Large Farming Operations (MFOs or LFOs) are not eligible; this grant program is intended to support voluntary pollution prevention on Small Farm Operations.

Total Award Monies available: A total of \$30,000 to be awarded on a competitive basis to one or more 501 (c)(3) organizations or municipalities.

Lake Champlain Basin Program and *Opportunities for Action*

The Lake Champlain Basin Program (LCBP) is a partnership among the States of New York and Vermont, the Province of Quebec, the US Environmental Protection Agency, the New England Interstate Water Pollution Control Commission, other federal and local government agencies, and many local groups, both public and private. Created by the Lake Champlain Special Designation Act of 1990 and reauthorized in 2002, the Basin Program's goal is to work cooperatively to protect and enhance the environmental integrity and the social and economic benefits of the Lake Champlain Basin, primarily through implementation of *Opportunities for Action*. Successful implementation of the plan is achieved by developing partnerships among natural resource agencies, citizens, and other lake and watershed stakeholders throughout the Basin. Over the past 15 years, the LCBP has sponsored over 670 grants totaling nearly \$3,600,000 for local projects throughout the Basin.

Opportunities for Action calls for actions addressing water quality, toxic substances, living natural resources, recreation and cultural heritage resources, economics, education and outreach, monitoring, and data management. The plan also calls for the active involvement of local communities. The four highest priorities for action identified in the plan are to:

- reduce the amount of phosphorus entering the Lake;
- prevent and control the release and effects of toxic substances;
- establish a comprehensive program for managing aquatic invasive species; and
- protect humans from water-related health hazards.

***Opportunities for Action* is available from the Basin Program Office or from the LCBP website at <http://www.lcbp.org/>**

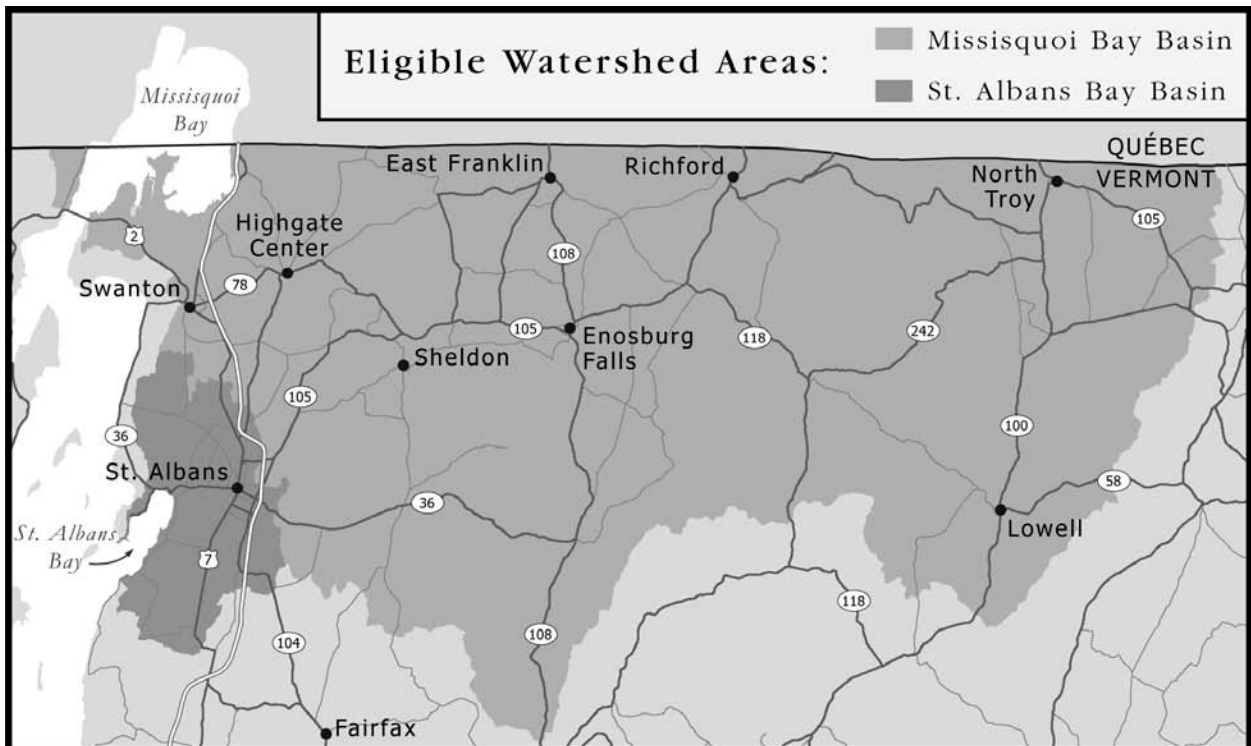
Pollution Reduction on Small Farms in the Missisquoi and St. Albans Bay Basins

APPLICATION INSTRUCTIONS

WHO IS ELIGIBLE?

- Any 501(c)(3) organization or municipality committed to working with small U.S. farms located in an area of the Lake Champlain Basin that drains to Missisquoi or St. Albans Bay (see map for eligible areas) to reduce pollution of surface waters is eligible. For the purposes of this grant, a small farm will be any farm operation not regulated as a Medium or Large Farm Operation by the Vermont Agency of Agriculture, Food and Markets.
- The project *cannot* be used to meet regulatory compliance.
- The non-profit 501(c)(3) organization or municipality, which will receive and administer the grant, must describe the specific tasks to be accomplished.

Farms eligible for assistance through this grant program fall within the shaded areas identified in the map below. Contact Eric Howe, ehowe@lcbp.org or 802-372-3213 if you need further clarification.



WHAT TYPE OF PROJECTS ARE ELIGIBLE?

The purpose of this program is to support small projects that will reduce phosphorus and sediment pollution with funds up to \$3,000 per farm. Below is a list of possible projects:

- Stream Crossing
- Fencing to exclude livestock from waterways
- Silage leachate improvements
- Manure injection
- Cover cropping of (up to) the first 200 acres on a farm
- Expansion of riparian buffers
- Movement or creation of a new water supply that will help keep animals out of streams
- Other projects as appropriate

HOW WILL APPLICATIONS BE REVIEWED AND SELECTED?

Applications will be evaluated according to the following criteria, based on the information provided in your application letter. A review committee will evaluate and rank applications for funding and then make award recommendations to the Lake Champlain Steering Committee. The Lake Champlain Steering Committee will make all decisions on project awards. The decisions of the Steering Committee are final and may not be appealed.

1. (50 points) Merit of the project and the extent to which the project will reduce phosphorus, sediment or other nonpoint source pollution.
2. (25 points) Feasibility of the proposed methods and capacity of the Farm to complete the project.
3. (25 points) Appropriateness and clarity of the proposed budget. The total funding request must be for \$3,000 or less per farm.

HOW TO APPLY:

The application (to be submitted by a 501(c)(3) organization or municipality on behalf of the farm(s)) consists of three main parts (see below for details):

- a. **Application Letter**
- b. **Budget**
- c. **Supporting Documents (reference letter, photographs, design plans, etc.)**

SUBMIT COMPLETE APPLICATION TO:

All applications must be received by the Lake Champlain Basin Program by **December 4th, 2009.**

Attn: Eric Howe
Lake Champlain Basin Program
54 West Shore Road
Grand Isle, VT 05458

LCBP Staff Support:

Because they are not members of the review committees making award decisions, LCBP staff are available to help applicants interpret these application instructions. ALL applicants are encouraged to contact the LCBP office before submitting applications. Once awards are announced, LCBP staff can assist with the development of the Memorandum of Agreement and will be available throughout the duration of the project.

Please contact Eric Howe, Technical Coordinator at (802) 372-3213 or ehowe@lcbp.org with any questions.

A) Application Letter

Your application letter must provide the following information for *each* farm identified within the application:

- The nature and severity of the problem, including photographs
- The specific objectives and tasks of the project
- How the project will help improve water quality and reduce nonpoint source pollution
- How the project addresses the farm's Nutrient Management Plan recommendations
- The estimated schedule and cost for the project (see budget guidelines for help)
- Location of the farm
- Name of the non-profit organization that will apply for, receive and disburse to the farmer the LCBP funds.

Sample Application Letter

Lake Champlain Basin Program
54 West Shore Road
Grand Isle, VT 05458

Dear Sir or Madam,

The purpose of this letter is to seek assistance from the Lake Champlain Basin Program to construct a critical [project(s)] at the [farm(s)] located in [town(s)].

Briefly:

- *Describe why the BMP is needed for the farms identified in the proposal, including the nature and severity of the problem (please attach photographs)*
- *Describe specific objectives and tasks of the project, including preliminary project design plans*
- *Describe how the project will help improve water quality and reduce nonpoint source pollution*
- *Describe how the project addresses the farm's Nutrient Management Plan recommendations*
- *Identify the location of each farm nominated for support within this proposal*

The amount requested from the LCBP is (insert amount up to \$3,000 *per farm*); please see the attached budget for a detailed description. Construction will begin in (month and year) and is estimated to be completed within (x weeks/months).

I understand that money from this grant program cannot be spent on projects that are required for regulatory purposes. I also understand that the Lake Champlain Basin Program and its committee volunteers may schedule a visit to see the project during construction or once it is completed.

Please find attached pictures of the problem and the area where the [project(s)] will be installed, detailed project budget(s), and a letter(s) of support for the project from [name(s)].

Thank you for your consideration. You can contact me at the following:
(Insert your name, street address, email address and phone number).

Sincerely,

(Name of Applicant)

B) Budget with budget explanation

Please attach a budget to your application letter using the format below.

- If the project includes several tasks, it is helpful for each task's budget to be broken out separately from the other tasks.
- List specific expense categories where appropriate as indicated.
- In addition to the budget table, please include a brief explanation for each line in your budget (see below for example).

Sample Budget Table, *per farm* (not all budget lines may be needed)

Expense	LCBP Grant Request
Costs:	
Personnel	
Contractor	\$900
<i>(Add specific lines as needed)</i>	
Travel	\$100
<i>(Add specific lines as needed)</i>	
Supplies/Materials	
Wood	\$250
<i>(Add specific lines as needed)</i>	
Contracts	
<i>(Add specific lines as needed)</i>	
Equipment	
<i>(Add specific lines as needed)</i>	
Other (please specify)	
Totals	\$1,250

Explanation:

- Contractor: to construct BMP, 50 hours @ \$18/hour

C) Supporting Documents

Supporting documents include letters of participation and support, photographs, diagrams, and designs. Letters of support are not required but would enhance the application. If included they must be submitted with the application letter.

Letters of Participation and Support Guidelines

- Signed letters confirming the participation of each farm involved with your project must be attached to the application.
- An additional letter of support for the proposal, in which each of the farms listed in the proposal are identified, may also be included but is not required.
- *All letters must be submitted at the time of application with the application letter.*
- Be aware that if projects will take place on leased or rented property owned by a party other than the farm, written landowner permission will be required.

ADDITIONAL INFORMATION ABOUT THE GRANT PROGRAM

AWARDED PROJECTS

Notification for projects awarded funding is expected by January 31, 2010. The following information details project requirements.

Memorandum of Agreement

All grant awards will be contingent upon the applicant signing a memorandum of agreement between the LCBP and the 501(c)(3) or municipality applicant. A memorandum of agreement describes the terms of the grant, including the project methods, timeline, deliverables and budget.

Payment Procedures

- *LCBP funds will be available on a reimbursement basis*, based on your invoices documenting the eligible costs you have incurred.
- Successful applicants should expect a 4 to 6 week turn-around time from when the LCBP receives your invoice to the time when you receive payment.
- *The Basin Program cannot reimburse for work completed prior to the official contract start date or after the contract end date.*

Reporting and Publicity

Your contract will require you to submit brief progress reports (a few paragraphs) at the close of each calendar quarter (March 30, June 30, September 30 of 2010, and a final report no later than December 31, 2010). The required final report should show the completed projects, including before-and-after pictures of the constructed BMP by December 31, 2010. The LCBP reserves the right to include information about your project in future press releases and outreach materials.

Site Visits

The Lake Champlain Basin Program and its committee volunteers may schedule a visit to the project site, with advance permission of the property owner, to observe construction and the completed project.

Project Time Period

Award notification is expected by January 31, 2010. Memorandums of Agreement must be signed within sixty days following award notification. Projects must be completed within twelve months of award notification.

Appropriate Use of Funds

Grant funds **cannot be used** to produce for-profit products or to cover costs associated with regulatory compliance. Grant funds also cannot be used for land purchases or lobbying or legislative advocacy of any kind