

Lake Champlain Basin Program Workplan Development Guidelines

General

- This page presents guidelines for developing a workplan for an LCBP project or grant with New England Interstate Water Pollution Control Commission (NEIWPCC).
- The workplan must be approved before work is begun. Your final grant agreement (MOA) will provide the complete requirements of your grant, some of which are summarized here.
- Work on the project should not begin until you have received your grant contract with signatures from NEIWPCC and your organization. The Basin Program cannot reimburse contractors for any costs incurred outside of a formal contract period.
- Work that includes environmental data collection or analysis will require a Quality Assurance Project Plan (QAPP) before this work can begin (see more information at <http://www.lcbp.org/QAPP.htm>). You will be provided with specific QAPP guidance if necessary for your project.
- All LCBP-funded projects must include invasive species spread prevention methods in their project workplan. More information about invasive species spread prevention procedures can be found on the LCBP website.
- Quarterly and Final Reports must be submitted electronically or as a hard copy, following provided templates (<http://www.lcbp.org/granttool.htm>). The final report may be published on the LCBP website.
- The LCBP logo (<http://www.lcbp.org/granttool.htm>) must appear on all publications.
- Submission of citizen participation and/or project photographs is encouraged for LCBP publications so that we may highlight how your organization is working to improve the watershed.

Workplan Format

Project workplans should use the following format (QAPP guidance will be provided if necessary for your project). This workplan should be similar to your grant proposal format:

Title: Provide a concise and descriptive title.

Point Of Contact: Provide the name of your organization's contact person, organizational affiliation, address, telephone/FAX number and email address.

Authorized Representative: Provide the name, position, organization address, telephone/FAX number and email of the person who is authorized to sign the contract.

Project Location: Specify which town(s) and/or sub-watershed(s) of Lake Champlain the project will occur in. A latitude and longitude should be provided for the project site(s) if appropriate.

Project Summary: Provide a brief project summary.

Introduction: Present brief background information on the project, an overview of the work and products, and the relationship of the project to *Opportunities for Action* (*Opportunities for Action* is available at <http://plan.lcbp.org/>).

Project Outline: Use the **example format below** to outline your project objectives, tasks to fulfill these objectives, deliverables/outcomes produced by each task, and timeline for task completion.

- Required deliverables include quarterly progress reports, QAPP development and approval (if applicable) and a final report with executive summary – please include these as deliverables in your table. Quarterly progress reports must be filed with the LCBP project officer **within 10 days of the last day of each calendar year quarter or December 31, March 31, June 30, and**

September 30. A template for these reports is available at <http://www.lcbp.org/granttool.htm>; the report must reflect progress (or lack thereof) based on your task schedule.

- Please note that if your project requires the development of a QAPP, you cannot begin data collection or analysis work until the QAPP is approved. This process often takes between 45 and 60 days to complete; your timeline will need to reflect this schedule. You may choose to begin QAPP development prior to workplan approval, but LCBP cannot compensate your organization for this time. LCBP can only compensate contractors for time worked after the contract has been signed by both your organization and NEIWPC.
- All products intended for public distribution must clearly display the LCBP logo and indicate that the project was funded by the Lake Champlain Basin Program. In addition, the workplan must clearly state how data and other information developed during the project will be delivered to the Basin Program in an understandable and useable format for managers and scientists.

Example Timeline Table: Riparian Habitat Restoration Project

Task #	Objective	Task Title	Deliverable	Timeline
0	QAPP approval	Describe quality assurance procedures that will maintain project performance.	Approved QAPP	May 2012
1	Determine appropriate location(s) for 100' of riparian buffer	Meet with landowners of 3 potential locations (identified in a previous project), determine interest, and sign agreement with landowner(s).	List and map of project sites	June 2012
2	Plan planting(s) for fall	Develop planting plan, contact volunteers and schools, purchase supplies, schedule planting date(s).	Planting plan, invoice for supplies	July-August 2012
3	Implement planting project(s)	Implement plantings with volunteers. Contact local media and provide press releases.	100' of re-vegetated riparian habitat	September-October 2012
4	Complete final report	Compile project summary, plans, articles, photographs.	Final report	December 2012

Task Descriptions: Please describe the project tasks in more detail, and associate them with the correct task number from your Project Outline table. Provide specific information on project locations and methodologies whenever possible. Please state which tasks, if any, have been or will be completed with funding other than your LCBP grant dollars. For projects requiring fieldwork, please provide the measures taken to reduce the spread of aquatic invasive species.

Detailed Budget: Provide a budget breakdown by major budget categories (i.e. personnel, equipment), linking costs to specific tasks/deliverables wherever possible. The breakdown should clearly show costs covered by this Basin Program award, costs covered by partner organizations (if applicable), applicable matching funds, and totals. Your budget table should be similar to the one submitted with your proposal or grant application.

Project Budget Table Format (Dollar values for illustration purposes only.)

Expense	LCBP Grant Request	Non-Federal Matching Contribution	Totals
DIRECT Costs:			
Personnel			
Project Coordinator	\$900	\$100	\$1000
Volunteers		\$250	\$250
<i>(Add specific lines as needed)</i>			
Travel	\$100	\$100	\$200
<i>(Add specific lines as needed)</i>			
Supplies/Materials			
Printing	\$250		\$250
Mailing	\$75		\$75
<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)			
INDIRECT Costs:	\$100	\$100	\$200
Totals	\$1,425	\$550	\$1,975

*Additional Federal funds supporting this project include \$500 from an EPA grant.