**Template Guideline Information**

The following presents guidelines for developing a workplan for an LCBP project or grant with New England Interstate Water Pollution Control Commission (NEIWPCC). **Please remove this guideline section from your finished workplan.**

* The workplan **must be approved** before work is begun. Your final grant agreement will provide the complete requirements of your grant, some of which are summarized in these guidelines.
* Work on the project **should not begin** until you have received your **grant contract with signatures** from NEIWPCC and your organization or you have received your NEIWPCC Purchase Order number. The LCBP/NEIWPCC cannot reimburse contractors for any costs incurred outside of a formal agreement period.
* Please contact your LCBP Project Officer to determine if your project requires a QAPP. Work that includes **environmental data collection, analysis, or modeling of environmental systems** 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 with field elements must include **invasive species spread prevention methods** in their project workplan. More information about invasive species spread prevention procedures can be found at <http://www.lcbp.org/water-environment/aquatic-invasive-species/aquatic-invasive-species-spread/>.
* Procurement of supplies, equipment and services that are greater than $3,500 and do not cost more than $150,000 require that your organization obtain multiple price quotes through a documented competitive process. Good faith efforts to obtain services from disadvantaged business enterprises should also be made, including contacting the small business administration and minority business development agency to inform them about the opportunity for businesses to submit price quotes as part of the competitive process. At least three price quotes for the contract work must be secured. The selected item or service does not need to be the lowest cost if it does not meet your requirements or you can otherwise demonstrate that the higher price offers the "best value." Justification must be provided for the outcome of the bid process. For further information, please contact your project officer.
* The workplan must clearly state how data and other information developed during the project will be delivered to the LCBP in an understandable and useable format for managers and scientists.
* Please be consistent with these definitions throughout your workplan:

	+ **Objective:** An individual goal of the project, e.g., plan plantings for the fall
	+ **Task:** Activities to fulfill an objective, e.g., develop planting plan, contact volunteers and schools, purchase supplies, schedule planting date(s).
	+ **Deliverable:** A physical or electronic product created and submitted to LCBP, e.g., interim report, literature review, final report.
	+ **Output:** An activity or product completed as a result of a task, e.g., hold four meetings, educational booklet, etc.
	+ **Outcome:** Results or effects of all activities, e.g., reduced phosphorus loading to Lake Champlain through the Winooski River, the public is better informed on aquatic invasive species, etc.
* **How to Submit Deliverables:**
	+ **All reporting materials** must be submitted electronically as editable documents (Word, Publisher, Excel, etc.) to your LCBP Project Officer located at the Grand Isle, VT office following provided templates (<http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>. Final reports should clearly document all deliverables and outputs completed with LCBP funding, and expected outcomes from the project in the long term. Reports formatted as a PDF will not be accepted; however, scanned images of news clippings, brochures, and other project materials may be submitted as PDF documents. The final report must be accompanied by a minimum of five high-resolution photos. The final report may be published on the LCBP website.
	+ The **LCBP and NEIWPCC logos** must appear on **all publications** (<http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>). Publications should also indicate that the project was funded with support from the Lake Champlain Basin Program (where appropriate).
	+ Submission of citizen participation and/or project **photographs** is required for LCBP publications so that we may highlight how your organization is working to improve the watershed. Proper photo accreditation should be provided so we can accurately credit your photos in publications or presentations. **Photos must be submitted as separate .jpg or .tif files,** even ifembedded in a Word document, PDF, or other file. Photos must be high resolution (5” x 7” at 300dpi, or equivalent pixel dimensions of 1500 x 2100, or greater). Submission of these materials as specified will allow the LCBP to promote the outcomes of your project most effectively, and implies unrestricted use by the LCBP. Photo credit to the appropriate organization will be applied whenever a photo is used by LCBP for publication.

**A. Cover Page**

**Project Name/Title:**

Provide a concise and descriptive title.

**Contact information:**
Organization:

Name of primary point of contact:

Address:

Phone number(s):

Email address:

Website URL:

**Authorized Representative:**

Provide the name, position, organization address, telephone and email of the person who is authorized to sign the agreement with NEIWPCC.

**Federal Tax ID Number:**

 **DUNS Number:

NEIWPCC Code:**

**Funding Source:** EPA, GLFC, and/or NPS**.** Please ask your LCBP Project Officer for clarification if needed.

**LCBP Grant Award Amount:**

**Non-Federal Match:**

**Total Project Cost:**

**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 Description**:

Please describe your project in **3-5 sentences**. Include specific outputs and outcomes (see definitions of each in the template guidelines).

**Photo:**High resolution JPG or TIF as specified in the template guidelines. Suggestions: a before photo**,** past project, similar project, etc.

**B. 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* (available at <http://plan.lcbp.org/>).

**C. Project Timeline** Use the **example format below** to outline your project objectives, tasks to fulfill these objectives, deliverables or outputs 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/about-us/grants-rfps/grant-toolkit/>; the report must reflect progress 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 effort outside of your contract window. LCBP can only compensate contractors for effort worked after the agreement has been signed by both your organization and NEIWPCC.

**Example Timeline Table: Riparian Habitat Restoration Project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task #** | **Task Title** | **Objective** | **Deliverable or Output** | **Timeline** |
| 1 | Develop a QAPP | Describe quality assurance procedures that will maintain project performance. | QAPP Approval | April 2016 |
| 2 | 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 | May 2016 |
| 3 | Plan planting(s) for fall | Develop planting plan, contact volunteers and schools, purchase supplies, schedule planting date(s). | Planting plan and schedule, volunteer list, invoice for supplies | July-August 2016 |
| 4 | Implement planting project(s) | Implement plantings with volunteers. Contact local media and provide press releases with credit to funding source(s). | 100’ of re-vegetated riparian habitat | September- October 2016 |
| 5 | Final report | Compile project summary, plans, maps, articles, photographs. | Final report | December 30, 2016 |

**D. Task Descriptions**Please describe each project task in more detail, and associate each task with the correct task number from your Project Timeline table above. 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 award. For projects requiring fieldwork, please provide the measures taken to reduce the spread of invasive species. **Your task descriptions will likely require more detail than the examples listed below.**

**Example Task Descriptions:**

**Task 1.** Describe quality assuranceprocedures that will maintain project performance.

**Task 2.** Conduct site visits andmeet with landowners of three potential locations (identified in a previous project), determine interest, and sign agreement with landowner(s). Choose riparian planting locations within each site, and produce map of sites and locations.

**Task 3**. Develop planting plan, including dates, times, and species and locations of plants. Contact known volunteers and potential sources of other volunteers (e.g., schools, local conservation board), purchase supplies, schedule planting date(s).

**Task 4.** Implement plantings with volunteers. Contact local media and provide press releases with credit to funding source(s).

**Task 5.** Compile project summary, plans, maps, articles, photographs.

**E. Detailed Budget**
Provide a budget breakdown by major budget categories (e.g., personnel, equipment), linking costs to specific tasks and deliverables wherever possible. The breakdown should clearly show costs covered by this LCBP 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.

**Please use the format on the following page for your budget table.**

* If the LCBP request is part of a larger project, please indicate the estimated total project value and the funding source.
* All expenses should be placed into one of the following major categories:
	+ Direct Costs - subcategories include: Personnel, Fringe Benefits, Travel, Supplies, Professional Services.
	+ Indirect Costs – Not to exceed 21% of LCBP grant award amount. Includes general office and operating expenses, insurance, bookkeeping, etc.
* List additional specific expense categories where appropriate.
* Budget items should be divided into tasks, reflecting the project timeline above, and clearly indicate which work components will be paid for with LCBP funding from this grant and which will be from other sources, if applicable, as shown in the budget table below. At minimum, show which items will be covered by the LCBP grant and which items will be part of your matching contribution (if matching contributions will be used). List other sources of funding that are not being used as match (such as other federal funds) below your budget table, as shown.

**Example Project Budget Table:** (Dollar values for illustration purposes only).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Project Budget: Line Item by Task** |  |  |
|  ***Line Item*** | **Task 1** | **Task 2** | **Task 3** | **Task 4** | **Task 5** (add or remove columns as needed) | ***Line Item* *Totals* for All Tasks**  | Proposed Match (if any) | *Line Item* *Totals* + Proposed Match |
| Personnel |  $500  |  $1,200  |  $800  |  $495  |  $1,000  |  $3,995  |  $3,000  |  $6,995  |
| Fringe |  $150  |  $360  |  $240  |  $149  |  $300  |  $1,199  |  $1,000  |  $2,199  |
| Travel |  $0 |  $100  |  $300  |  $100  |  $0 |  $500  |  $400  |  $900  |
| Supplies |  $0 |  $200  |  $0 |  $2,000  |  $500  |  $2,700  |  $1,000  |  $3,700  |
| Professional Services |  $0 |  $0 |  $0 |  $2,500  |  $0 |  $2,500  |  $1,000  |  $3,500  |
| **Total Direct** |  **$650**  |  **$1,860**  |  **$1,340**  |  **$5,244**  |  **$1,800**  |  **$10,894**  |  **$6,400**  |  **$17,294**  |
| Indirect |  $78  |  $223  |  $161  |  $629  |  $216  |  $1,307  |  $0 |  $1,307  |
| **TOTAL BUDGET** |  **$728**  |  **$2,083**  |  **$1,501**  |  **$5,873**  |  **$2,016** |  **$12,201**  |  **$6,400**  |  **$18,601**  |

FINAL TASK MUST BE AT LEAST 10% OF TOTAL AWARD

PROPOSED MATCH IN THIS COLUMN ONLY

LCBP FUNDS ONLY

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A budget template is available in MS Excel: <http://www.lcbp.org/wp-content/uploads/2014/09/LCBP-Local-Grants-budget-calculator.xlsx>.

**F. Budget Justification**

In addition to the budget table, please include a brief justification for each line in each task column in your budget, as in the following example:

* **Personnel:** Staffing for QAPP development (Task 1) 20 hrs @ $*aa.bb*, initial project planning & outreach for site ID (Task 2) 60 hrs @ $*xx.yy*, project implementation planning & site design (Task 3) 40 hrs @ $*yy.zz*, project execution (Task 4) and Project wrap-up and reporting (Task 5) 40 hrs @ $*xx.zz*. Proposed match includes staff time and volunteer time for all tasks.
* **Fringe:** Fringe refers to benefits and is calculated as an appropriate percentage of personnel costs for each Tasks (this example uses 30% of personnel costs). Proposed Match can include unrecovered costs to applicant not included in this grant request.
* **Supplies:** Examples are photocopying (Task 1), planting equipment (Task 3), a software license to process data (Task 4). Match includes the value of donated materials, including plants.
* **Professional Services:** Hiring a subcontractor for BMP installation in (Task 3). Match includes non-federal funds from a different grant source.
* **Indirect:** Indirect includes real expenses that are part of the cost of doing this business, but not directly expended on tasks. Examples include paying an auditor at the end of the year, insuring the office, or other expenses that are not directly supporting these tasks, but are necessary expenses in order to handle this work. Indirect is calculated at an appropriate percent of direct costs for all tasks (the example of 12.5% used here may be higher or lower than the approved indirect rate for your organization).

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