

Release Date: August 17, 2022

## Lake Champlain Basin Program Announcement

### Request for Proposals for Clean Water and Healthy Ecosystems Projects

The Lake Champlain Basin Program (LCBP), in coordination with NEIWPC, is pleased to announce a Request for Proposals (RFP) for projects in the following seven categories:

<b>Category</b>	<b>Description</b>	<b>Award amounts</b>	<b>Proposals due</b>
1. Clean water – small grants for implementation	Projects that will improve water quality and directly result in the reduction of water pollution in the US-portion of the Lake Champlain Basin	Up to \$50,000	October 12, 2022 at 12pm
2. Clean water - large grants for implementation*	Projects that will improve water quality and directly result in the reduction of water pollution in the US-portion of the Lake Champlain Basin	\$50,001 - \$175,000	October 12, 2022 at 12pm
3. Clean water – grants for planning*	Projects that will provide planning, design, or prioritization for future water quality improvement projects in the Lake Champlain Basin (US and Québec)	Up to \$75,000	October 12, 2021 at 12pm
4. Healthy ecosystems – small grants for habitat and native species conservation	Projects that will preserve, restore, or improve native species habitat in the Lake Champlain Basin (US and Québec).	Up to \$50,000	November 9, 2022 at 12pm
5. Healthy ecosystems – large grants for habitat and native species conservation	Projects that will preserve, restore, or improve native species habitat in the Lake Champlain Basin (US and Québec).	\$50,001- \$175,000	November 9, 2022 at 12pm
6. Healthy ecosystems – grants for aquatic invasive species spread prevention and management	Projects that will directly prevent the spread of aquatic invasive species within or to the Lake Champlain Basin, or manage their impacts (US and Québec).	Up to \$20,000	November 9, 2022 at 12pm

Category	Description	Award amounts	Proposals due
7. Healthy ecosystems – grants for aquatic organism passage restoration	Projects that will restore aquatic organism passage in the U.S. portion of the Lake Champlain Basin.	Up to \$150,000	November 9, 2022 at 12pm

Eligible organizations include colleges, universities, nonprofit organizations, and non-federal/non-state government agencies. **For-profit companies may apply to categories 2 and 3 (marked with an asterisk \* above) but are not eligible for other grant categories.**

Up to approximately \$1.9 million is available to support awarded projects.

This work will support the Clean Water and Healthy Ecosystem goals of LCBP’s management plan, [Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin](#). This grant opportunity is supported by funds awarded to NEIWPC by the U.S. Environmental Protection Agency (EPA) and Great Lakes Fishery Commission (GLFC).

**Applicants must submit proposals via [the online form at this link](#) no later than 12pm (noon) on the due date listed for each category above.**

**You can download the proposal format template [at this link](#).**

Please see below for complete details and proposal format requirements. LCBP anticipates granting multiple awards from this RFP. All awards are subject to funding availability. This Request for Proposals is available on the LCBP website at [lcbp.org/grants](http://lcbp.org/grants).

## I. Overview of the Lake Champlain Basin Program

Congress designated Lake Champlain as a resource of national significance with the Lake Champlain Special Designation Act of 1990. The Special Designation Act also established the Lake Champlain Basin Program (LCBP) and authorized it to receive direct support from EPA under the Clean Water Act. LCBP works in partnership with government agencies from New York, Vermont, and Québec, private organizations, local communities, and individuals to coordinate and fund efforts that benefit the Lake Champlain Basin’s water quality, fisheries, wetlands, wildlife, recreation, and cultural resources. These efforts are guided by the comprehensive management plan, [Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin](#).

Since 1992, NEIWPC has served as the primary program administrator of LCBP at the request of the [Lake Champlain Steering Committee](#) and administers the program’s personnel and finances. NEIWPC is a regional commission that helps the states of the Northeast preserve and advance water quality. NEIWPC engages and convenes water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across shared regions, ecosystems, and areas of expertise.

## II. RFP details and requested project tasks

LCBP seeks proposals for projects that would directly support the Clean Water and Healthy Ecosystems goals of [Opportunities for Action: An evolving plan for the future of the Lake Champlain Basin](#) through on-the-ground implementation of water quality and habitat improvement, project planning and prioritization, and aquatic invasive species spread prevention measures. Proposals may be submitted to the following categories:

Category	Description	Award amounts	Proposals due
1. Clean water – small grants for implementation	Projects that will improve water quality and directly result in the reduction of water pollution in the US-portion of the Lake Champlain Basin	Up to \$50,000	October 12, 2022 at 12pm
2. Clean water - large grants for implementation*	Projects that will improve water quality and directly result in the reduction of water pollution in the US-portion of the Lake Champlain Basin	\$50,001 - \$175,000	October 12, 2022 at 12pm
3. Clean water – grants for planning*	Projects that will provide planning, design, or prioritization for future water quality improvement projects in	Up to \$75,000	October 12, 2021 at 12pm

	the Lake Champlain Basin (US and Québec)		
4. Healthy ecosystems – small grants for habitat and native species conservation	Projects that will preserve, restore, or improve native species habitat in the Lake Champlain Basin (US and Québec).	Up to \$50,000	November 9, 2022 at 12pm
5. Healthy ecosystems – large grants for habitat and native species conservation	Projects that will preserve, restore, or improve native species habitat in the Lake Champlain Basin (US and Québec).	\$50,001-\$175,000	November 9, 2022 at 12pm
6. Healthy ecosystems – grants for aquatic invasive species spread prevention and management	Projects that will directly prevent the spread of aquatic invasive species within or to the Lake Champlain Basin, or manage their impacts (US and Québec).	Up to \$20,000	November 9, 2022 at 12pm
7. Healthy ecosystems – grants for aquatic organism passage restoration	Projects that will restore aquatic organism passage in the U.S. portion of the Lake Champlain Basin.	Up to \$150,000	November 9, 2022 at 12pm

This RFP is replacing RFPs for grant programs previously known as “Local Implementation,” including pollution prevention, enhanced BMP implementation and planning, and aquatic invasive species spread prevention. If you are unsure which category best fits your project, please contact:

[Matthew Vaughan](#), LCBP Chief Scientist, or

[Meg Modley](#), LCBP Aquatic Invasive Species Management Coordinator

**Categories 1 and 2: Clean water – small and large grants for implementation**

Targeted outcomes for small and large clean water implementation projects will be reduced pollution into Lake Champlain and/or its tributaries. Projects in these categories might include shoreline and/or streambank stabilization, green infrastructure project implementation, stormwater management projects, combined sewer overflow (CSO) reduction, reducing non-point source inputs of phosphorus, reducing toxic substance inputs from urban and/or agricultural areas, or the purchase of water quality improvement equipment to be shared among organizations.

Outputs of projects in this category could be the installation of a best management practice (BMP) or series of BMPs, pounds of phosphorus reduced by a project, public-facing

informational signage and education and outreach about the project with the community, and/or a maintenance plan.

### **Category 3: Clean water – grants for planning**

Targeted outcomes for clean water planning projects will be the increased preparedness of municipalities, organizations, and/or communities to implement water quality improvement projects. These planning projects will support engineering plans for future water quality improvement projects or planning and prioritization work that will assist eligible organizations in development of plans to prioritize or install BMPs in their watersheds of interest to optimize pollution reductions for future implementation opportunities.

Outputs of projects in this category could include engineered design plans for BMP(s), green infrastructure planning and/or design for a municipality, CSO reduction strategies, watershed scale assessments and prioritizations, or the creation of a prioritized list of projects the applicant can use for future implementation opportunities.

### **Categories 4 and 5: Healthy ecosystems – small and large grants for habitat and native species conservation**

Targeted outcomes for projects in this category will be to improve wetland, riparian, or aquatic habitat, to restore and maintain a healthy and diverse fish and aquatic life community, to implement flood resilient practices, or to better understand native species and their habitats. Projects might include riparian plantings, native species surveys, or identification and conservation prioritization of critical habitat.

Outputs of projects in this category could include tree plantings, floodplain or wetland restoration work, public-facing informational signage and education and outreach about the project with the community, and/or a maintenance plan.

### **Category 6: Healthy ecosystems – grants for aquatic invasive species spread prevention and management**

Targeted outcomes for projects in this category will be the increased mapping and/or management of aquatic invasive species, evaluation of management, aquatic invasive species spread prevention efforts, and/or aquatic invasive species spread prevention awareness to promote widespread adoption of prevention practices. Projects will aim to prevent the establishment of new aquatic invasive species populations and address existing aquatic invasive species populations through management efforts to contain or reduce population size.

Outputs for projects in this category could include assessment or mapping of aquatic invasive species populations, aquatic invasive species removal work, boat launch steward programming metrics, public-facing informational signage and education and outreach about the project with the community, or a project maintenance plan.

### **Category 7: Healthy ecosystems – grants for aquatic organism passage restoration**

Targeted outcomes for projects in this category will be to improve or restore aquatic organism passage and improve natural ecosystem function of river systems. Projects might include feasibility, engineering, design, permitting, and/or construction work related to the implementation of an aquatic organism passage restoration project, including dam removals and culvert replacements.

Outputs for projects in this category might include engineered designs, dam removal construction, culvert replacements and improvements, public-facing informational signage and education and outreach about the project with the community, and/or a project maintenance plan.

### III. Summary of other requirements for selected applicants

The selected applicants will be required to complete the following additional tasks:

1. Within thirty days of LCBP grant award notification, applicants must submit a detailed project workplan that will be subject to the LCBP approval process before a contract will be issued. The workplan describes the project methods, tasks, timeline, outputs, and task-based budget. Selected contractors will be responsible for the completion of all project tasks. **Payments will only be made for fully completed tasks; please keep this in mind when developing your task-based budget.** If a project is selected for funding, LCBP staff will provide the grant recipient with workplan guidance. We strongly encourage all applicants to use the LCBP grant application and reporting templates and to visit the LCBP website for more information on the LCBP grant process and reporting templates [at this link](#).
2. Quality Assurance Project Plans (QAPPs) are required for all activities involving the collection, generation, compilation, management, analysis, evaluation, and/or use of environmental data. When necessary, the successful applicant will prepare a QAPP as part of the project workplan. It is possible that some grants might not require a QAPP. Please contact LCBP staff if you are unsure about the QAPP requirement. The QAPP must be fully-approved before any environmental data collection or analysis activities can begin on a project. For projects requiring a QAPP, NEIWPC/LCBP will not pay for any data collection or analysis activities started prior to development and receipt of a fully-approved QAPP. QAPP development typically requires 20-30 hours of staff time, and the complete process may take as long as 12 weeks, from initial development to final approval, so please make sure that an appropriate amount of time has been allocated to this step in the application's budget and timeline. If you plan to use professional services/a consultant to assist with QAPP development, they should be hired before the QAPP is started. More information about the LCBP QAPP process can be found [at this link](#).
3. Successful applicants will prepare and submit brief quarterly reports documenting progress on each objective and task in the project (see below Proposal Format Requirements). A final report fully documenting the project outputs/results will be required at project completion.

4. When approved, the final report will be edited for content and style in consultation with the successful applicant. For larger projects, final reports may be published as part of the Lake Champlain Basin Program’s Technical Report Series [at this link](#). Some content of this report may also be used for future LCBP and/or NEIWPCC public outreach materials.
5. Successful applicants will complete projects according to the following schedule (subject to change):

Proposals due to LCBP	12pm (noon) on October 12 or November 9, 2022 (depending on category – see Section II)
Applicants notified of funding decisions for Clean Water projects	December 2022
Applicants notified of funding decisions for Healthy Ecosystems projects	January 2023
Detailed project workplan due	February 2023
Project start	April - May 2023
Project deliverables and final report due on or before	December 31, 2025

6. All materials and work products, regardless of physical form or characteristics, produced as a result of this project shall be made available to LCBP, NEIWPCC, and EPA or the Great Lakes Fishery Commission (GLFC) in a suitable file format. LCBP, NEIWPCC, and EPA or GLFC shall have an unrestricted right to use any materials, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, or work products without the expressed, written consent of LCBP and NEIWPCC, and subject to any other approvals required by state or federal law. Reports and other deliverables will credit LCBP, NEIWPCC, and EPA or the GLFC as funding partners for any work completed under the project contract.
7. GIS data produced under this project must adhere to the requirements of EPA’s National Geospatial Data Policy (see <https://www.epa.gov/geospatial/epa-national-geospatial-data-policy>). Specifically, the selected contractor must provide documentation for all produced data, including source information for each digital data layer (i.e., scale and accuracy, map projection, coordinate system, etc.), and specific information about the data layer itself (i.e., method used, geographic extent of data layer, file format, date of creation, staff contact, description and definition of data fields and their contents, related files, if any, and description of data quality and quality assurance methods used). The EPA Metadata Editor (EME) was developed to simplify and standardize metadata development and is a recommended tool for streamlining production of required metadata. The EME and related training materials can be downloaded from <https://edg.epa.gov/EME/>. Specific technical guidance on

geospatial deliverables and acceptable formats can be found at <https://www.epa.gov/geospatial/epa-region-2-gis-deliverables-guidance>. GIS data produced under this project will be submitted to LCBP as a deliverable.

8. NEIWPCC requires its contractors to maintain workers compensation and liability insurance. Contractors must submit proof of adequate insurance coverage on an annual basis for the duration of the project. The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of NEIWPCC, the following kinds and amounts of insurance:
  - Workers' Compensation Insurance. The policy shall cover the obligations of the Contractor in accordance with the Workers' Compensations Law and Disability Benefits Law covering all operations under the Contract, whether performed by it, or by its subcontractor.
  - Liability and Property Damage Insurance. Unless otherwise specified, each policy shall have limits not less than: \$2,000,000 combined (Bodily Injury & Property Damage); \$3,000,000 aggregate, single limit per occurrence.
9. Subawardees must comply with all requirements and responsibilities of this subaward and with all U.S. EPA General Terms and Conditions under the prime agreement as outlined [at this website](#). Subawardees are required to submit a [Subrecipient Risk Assessment Form](#) with their proposal, which includes a requirement to attach an audit in some cases. If a Subawardee fails to submit or complete this form their proposal may be eliminated from consideration.

#### 10. NEIWPCC COVID-19 Vaccination Policy

NEIWPCC is committed to providing a working environment that keeps all staff as safe as possible and promotes the well-being of our community. All RFP applicants who may come into close contact with NEIWPCC staff are required to be [fully vaccinated](#). Close contact may occur during a project with a Quality Assurance Project Plan (via a QAPP audit), during project planning meetings, during project implementation, or other occasions. While some of these may occur virtually, please note that NEIWPCC reserves the right to audit a project at any time. Applicants must be prepared to show proof of vaccination prior to any close contact with NEIWPCC staff. Accepted proof of vaccination includes the original vaccination card, a printed copy of the vaccination card, or a digital photograph of the vaccination card. To protect confidential information, NEIWPCC will not maintain copies of these documents, and any records provided will be discarded.

In addition, NEIWPCC is committed to providing events that keep all participants as safe as possible and promote the well-being of our community. NEIWPCC requires all individuals who participate in NEIWPCC-funded events to be fully vaccinated in order to attend. Any events hosted with funding from NEIWPCC must follow this pandemic policy.



This policy also applies to the contractor's subcontractors. All contractors applying for new work (or amending existing agreements) must be vaccinated. Go to <https://neiwpc.org/about-us/working-with-neiwpc/contractor-guidance/> for more information.

- 11. UEI Number:** The official entity identifier for doing business with the U.S. Government and NEIWPC has changed from a DUNS number to a SAM.gov created Unique Entity Identifier ("UEI") number. The DUNS number is no longer acceptable. Instead, Contractors must register for a UEI through the System for Award Management (SAM) at <https://www.sam.gov/portal/SAM>. This SAM-generated number is required for all NEIWPC Contractors as part of the agreement process. Existing NEIWPC Contractors that have already registered in Sam.gov will be automatically assigned a UEI which will be displayed in Sam.gov. No further action is required.

#### IV. Eligibility

Eligible organizations include colleges, universities, nonprofit organizations, and non-federal/non-state government agencies. **For-profit companies may apply to categories 2 and 3 (marked with an asterisk \* in Section II above) but are not eligible for other grant categories.**

Individuals and representatives from organizations that participated in the development or review of this RFP and its contents are ineligible to apply.

**An organization may submit one proposal as the primary applicant for each of the seven categories described in this RFP but may not submit more than one proposal to any category.** If applying to more than one category, applicants should submit a separate proposal for each category and the appropriate category should be clearly identified on the title page of the proposal. Proposals to one category should not rely on support from a different category to be successful.

#### V. Proposal evaluation and selection criteria

Proposals received in response to this RFP will undergo a confidential external peer review, and will be judged according to the following criteria:

- 1. Impact (20 points).** Extent to which project outputs will (1) advance the Clean Water and Healthy Ecosystems goals of *Opportunities for Action*, (2) measurably reduce pollution, achieve planning objectives, conserve habitat and native species, prevent and/or manage aquatic invasive species spread, or restore aquatic organism passage, and (3) advance LCBP's mission for diversity, equity, and inclusion (see the [LCBP Mission website](#) for more information).
- 2. Likelihood of success (10 points).** The extent to which the project team demonstrates that project outputs can and will be accomplished with high quality, on time with the proposed schedule, and within the proposed budget.

3. **Long-term plan (10 points).** Strength of a long-term plan for project success beyond the life of the grant (e.g., a long-term maintenance plan for an implementation project, identified funding sources to implement planned projects, aquatic invasive species spread prevention plan).
4. **Budget (10 points).** Appropriateness and efficiency of proposed funding request, project budget, and non-federal match for the scope and outputs of the project.
5. **Outreach (5 points).** Extent to which the need for and benefits of the project will be communicated with local communities and stakeholders.
6. **Prior performance of project team (10 points).** Extent to which the project team has successfully completed LCBP projects in the past with high quality outputs delivered on time with planned schedules and within planned budgets. New applicants and those with a record of success with delivering high quality outputs on time and within budgets for LCBP projects will receive a full score (10 points) in this category.

## **VI. Available funds and match requirements**

LCBP anticipates a total of approximately \$1.9 million will be available to be awarded to projects among all seven categories. The Lake Champlain Steering Committee will ultimately decide the final distribution of available funds among the categories. Proposals that request amounts greater than the applicable allowable limit will not be considered.

Applicants may budget costs that are associated with the project as direct expenses, including personnel costs, travel, project supplies, meeting expenses, and subcontracts. Some allocation of project funds for indirect costs also is acceptable (see below). No in-kind or cash match is required, though match will be considered favorably during budget review and may make proposals more competitive.

## **VII. Appropriate use of funds**

- LCBP grant funds **cannot be used** to produce for-profit products or to cover costs associated with regulatory compliance or direct fundraising efforts. LCBP grant funds also cannot be used for endowment funds or legislative advocacy of any kind.
- Grant award funding may not be used for the purchase of food or beverage.
- Grant applicants are required to follow the small purchase method which is a relatively simple and informal method (procurement procedure) for purchasing supplies, equipment, and services that cost more than \$10,000 and less than \$250,000. This procurement procedure is applicable to proposals submitted in response to this RFP if the primary applicant is not a for-profit organization. The purpose is to ensure fair and open competition for purchases supported by LCBP/federal funding. If the applicant plans to use LCBP funding to obtain supplies, equipment, or contractual services to complete its proposed workplan, then it must follow federal procurement regulations:
  - Procurement of supplies and services that do not exceed \$10,000 may be made without soliciting competitive quotes if the price is considered reasonable.
  - Procurement of supplies, equipment and services that are greater than \$10,000 and do not cost more than \$250,000 require that the recipient 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 professional services or subcontracted 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. This process may take place prior to the submission of a proposal for LCBP funds.

- “Equipment” is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Equipment purchases may require additional information at the time of purchase, an LCBP staff person taking inventory on an annual basis, and disposition instructions from funding source following the completion of the project.

[Build America, Buy America requirements](#) (does not apply to Quebec-based projects)

When applicable, projects will be required to comply with EPA's implementation guidance on Build America, Buy America (BABA). This guidance is not yet available; however, LCBP anticipates these requirements will cover projects related to the construction, alteration, maintenance, or repair of infrastructure in the U.S. LCBP will provide additional information as it becomes available.

#### **Direct and Indirect Costs:**

Applicants should budget costs that are associated with the project as direct expenses, including personnel costs, travel, project supplies (mailings, phone costs, office supplies) etc. Necessary indirect costs that are not directly attributable to funded activities are subject to the following policy:

- Applicants that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) may charge a maximum indirect rate of 10 percent of direct costs (de minimis rate)
- Applicants (including academic institutions) with a valid NICRA with their cognizant federal agency can charge indirect costs to projects based on their negotiated indirect cost rate and must enclose a current copy with their proposed work plan.
  - A valid NICRA is one in which the effective period has not expired. Applicants must provide a copy of their valid NICRA with their application in order for indirect cost reimbursement to be considered. If the effective period of the NICRA has expired but the grantee has documented evidence (via an indirect cost rate proposal) that they have reapplied for a new rate, the expired rate may be accepted.

#### **VIII. Schedule and requirements for proposal submission**

Proposals must follow the format requirements below.

**Only Microsoft Word-compatible submissions using the below proposal form will be accepted and must be submitted no later than 12pm (noon) on October 12<sup>th</sup> or November 9<sup>th</sup>, 2022 (see due dates for each category above) via [the online form at this link](#). You should receive a confirmation email once your proposal is successfully submitted (please check your spam folder). If submitting proposals to more than one category, please complete a separate submission for each proposal.**

**IX. Proposal format and content requirements**

Proposals should utilize the below proposal form and not exceed the maximum page length specified in the table below, NOT including budget information, bibliography of references cited, letters of support, or project team resumes.

Please use 12-point Times New Roman (or equivalent) font or larger, minimum 1-inch margin on all sides. Single-spaced text is acceptable.

<b>Category</b>	<b>Proposal page limit</b>
1. Clean water – small grants for implementation	5
2. Clean water – large grants for implementation	8
3. Clean water – grants for planning	8
4. Healthy ecosystems – small grants for habitat and native species conservation	5
5. Healthy ecosystems – large grants for habitat and native species conservation	8
6. Healthy ecosystems – grants for aquatic invasive species spread prevention and management	5
7. Healthy ecosystems – grants for aquatic organism passage restoration	8

A description of the required proposal format begins on the next page.



# Clean Water and Healthy Ecosystems Projects Proposal Form 2022

[Download a Microsoft Word version of this proposal format template at this link.](#) Proposals must use the format below and provide all the information requested to be considered for review. Please remove all guidance text from your proposal before submitting.

## A. Summary Page

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**TITLE:** Concise and descriptive.

**POINT OF CONTACT:** Name, position, organization, address, telephone, and email of the person who will be the point of contact.

**AUTHORIZED REPRESENTATIVE:** Name, position, organization address, telephone, and email of the person who is authorized to sign the contract.

**TRACKING INFORMATION:** Federal Tax Identification Number, UEI Number, and Certified Disadvantaged Business Enterprise (DBE): (Yes or No)

**ORGANIZATION MISSION STATEMENT:** (no more than 5 sentences)

**PROJECT CATEGORY:** (Choose 1)

1. Clean water – small grant for implementation;
2. Clean water – large grant for implementation;
3. Clean water – grant for planning;
4. Healthy ecosystems – small grant for habitat and native species conservation;
5. Healthy ecosystems – large grant for habitat and native species conservation;
6. Healthy ecosystems – grant for aquatic invasive species spread prevention and management;
7. Healthy ecosystems – grant for aquatic organism passage restoration

**ONE-SENTENCE SUMMARY:** Summarize the project in one sentence.

**TOTAL REQUEST AMOUNT:** Total proposal request amount in US dollars.

**NON-FEDERAL MATCH AMOUNT:** Total proposed non-federal match amount

**TOTAL PROJECT COST:** Total project cost (total request + match amount)

**ABSTRACT:** Please describe your project in **3-5 sentences**. Include details about specific **objectives and outputs**.

- **Objective:** An individual goal of the project, e.g., plan plantings for the fall
- **Output:** An activity or product completed as a result of a task, e.g., hold four meetings, educational booklet, etc.

**PROJECT LOCATION:**

- Specify the town(s), county(-ies), and HUC-8 sub-watershed(s) of the Lake Champlain Basin where the project will occur.
- Provide detailed site(s) description(s) if applicable and a brief description of the land uses that will be addressed in the project (e.g. urban, suburban, agriculture, forested lands, aquatic habitat). If applicable, provide a brief description of the target audience that will be addressed via the project.
- Provide the latitude and longitude coordinates for the project site(s) if appropriate
- Maps of the project area highly encouraged.

## **B. Proposal content**

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### **BACKGROUND AND PROJECT OVERVIEW:**

- Provide a detailed description of the project and what it will accomplish in relation to the goals of this RFP.
- Include a description of and the demonstrated need for the project, and its applicability to the Clean Water or Healthy Ecosystem goals of [Opportunities for Action](#).
- Include explanation of your organization’s capacity and experience to successfully complete the project, including past performance of the project team with LCBP grants.
- Include explanation, if applicable, on how the project will advance LCBP’s mission for Diversity, Equity, and Inclusion (see [LCBP Mission website](#)).
- Describe, if applicable, how the project leverages existing programs and/or is identified in management or prioritization plans.
- Identify all project partners and other funding sources, if applicable.
- Be sure to address the selection criteria for your grant category when developing your application narrative.
- The narrative should describe your project as directly and concisely as possible.

### **When describing your project throughout your proposal, please use the following definitions:**

- **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.

**PROJECT TASK TABLE:** Please use the example project task table below and following guidelines to provide a summary of the work to be completed.

Task	Task Title	Task Objective	Deliverable/Output	Timeline
1	Develop QAPP	Describe quality assurance procedures to maintain project performance	Approved QAPP	March - April 2023
2	Harvest Planning	Plan water chestnut harvesting schedule and locations and publicize to volunteer groups.	Calendar of harvest with copy of outreach documents (adds, website/newspaper postings, front porch forum posts)	May 2023
3	Host Harvest	Conduct harvest using volunteers and needed equipment	X pounds of water chestnut harvested from X area (map), number of harvest hours, # of participants, photos of harvest	July - August 2023
4	Publicity	Contact local media outreach and provide press releases, with credit to funding source(s).	Copy of press release; Estimate of number of people educated about this work	July – October 2023
6	Reporting	Complete quarterly reporting requirements.  Compile project summary and all project deliverables (plans, maps, articles, photographs, etc.) in a final report.	Quarterly Reports  Approved Final report  Data and photos submitted  Project metrics report	Quarterly reports submitted throughout contract period.  Final Report due January 31, 2024

**Please note:**

- Quarterly progress reports are due on the 10<sup>th</sup> day of January, April, July, and October throughout the grant contract period.
- Work is to be completed within the specified performance period in the RFP (by December 31, 2025).
- **Each task must be 100% complete before an invoice for that task can be processed.** If necessary for your invoicing purposes, please split tasks into multiple phases.
- **All tasks must have an associated budget.** If a task has no associated cost, please include it within a different task item.

**PROJECT TASK DESCRIPTIONS:** Please describe each project task in detail, including

measurable outputs, task deliverables, task timelines, and associate each task with the correct task number from your project task table above. Provide justification for project locations and methodologies whenever possible. Please state which tasks, if any, have been or will be completed with external funding sources.

- For projects requiring fieldwork, please provide the measures taken to reduce the spread of invasive species.
- If applicable, please reference the creation of a maintenance or lifespan plan for the installation or activity, beyond the scope of the LCBP award. Please identify the organization that will be assuming maintenance responsibilities and include invasive species spread prevention plan as appropriate (if different than applicant, a letter of commitment from said organization should be provided with the application).
- If applicable, include a description of community education and outreach components of the project, and any public-facing informational signage that includes LCBP and NEIWPC logos.
- If possible and applicable, estimate of the measurable impact of the project (e.g., pollution reduction for the BMP or series of BMPs for the anticipated lifespan of the practices).

**ANTICIPATED OUTCOMES:** List all anticipated outcomes for the project.

- **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.

**BUDGET TABLE AND DETAILED BUDGET JUSTIFICATION:** Include complete details for all costs by major budget categories (e.g., personnel, travel, supplies, professional services), linking costs to the specific tasks in the project task table. Note that payments will be made based on this task schedule and can only be made for completed tasks.

Budget justification should outline in detail how each number in the budget table was determined. Justification should show costs to be covered by the LCBP award and other sources (if applicable), as well as any non-federal match amounts and totals. The budget justification is not included in the page maximum total for the proposal. See example provided below. Task-based budget templates and calculators are available at the [Grantee Toolkit website](#).

Please be sure that all budget information is in an editable Microsoft Word-compatible table format in your proposal. **Do not paste an image of the proposed budget table.**



**Required budget table format:**

Task number	Task title	Personnel	Fringe	Travel	Supplies	Prof. services	Indirect costs	Total budget
1	Choose consultant	\$ 500	\$ 150	\$ -	\$ -	\$ -	\$ 65	\$ 715
2	Develop QAPP	\$ 1,200	\$ 360	\$ 100	\$ 200	\$ -	\$ 186	\$ 2,046
3	Determine planting locations	\$ 800	\$ 240	\$ 300	\$ -	\$ -	\$ 134	\$ 1,474
4	Plan plantings	\$ 495	\$ 148	\$ 100	\$ 2,000	\$ 2,500	\$ 524	\$ 5,767
5	Reporting	\$ 1,000	\$ 300	\$ -	\$ 500	\$ -	\$ 180	\$ 1,980
<b>All tasks</b>		<b>\$ 3,995</b>	<b>\$1,198</b>	<b>\$ 500</b>	<b>\$ 2,700</b>	<b>\$ 2,500</b>	<b>\$1,089</b>	<b>\$ 11,982</b>

**Required non-federal match table format:**

Personnel	\$ 3,000
Fringe	\$ 1,030
Volunteer time	\$ 2,000*
Travel	\$ 400
Supplies	\$ 1,200
Professional services	\$ 1,000
Indirect	\$ -
<b>Total match</b>	<b>\$ 8,630</b>

\*See budget table template and calculator at the [Grantee Toolkit](#) website to estimate the value of volunteer time.

**Example budget justification:**

- Personnel:** Staffing for RFP development (Task 1) 5 hrs @ \$x per hour, QAPP development (Task 2) 20 hrs @ \$x per hour, initial project planning & outreach for site ID (Task 3) 60 hrs @ \$x per hour, project implementation planning & site design (Task 4) 40 hrs @ \$x per hour, project execution (Task 5) and Project wrap-up and reporting (Task 6) 40 hrs @ \$x per hour. 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 QAPP development (Task 2) 20 hrs @ \$x per hour, and riparian buffer planting installation in (Task 3) 8 hrs @ \$x per hour.

- **Indirect:** Please see requirements for indirect costs in Section VII above.

**TECHNICAL REFERENCES CITED:** List bibliography details for references used in the proposal. This section is not included in the page maximum total for the proposal.

**CURRICULUM VITAE/RESUME OF PROJECT TEAM:** You may include up to 3-5 references for prior work pertinent to the proposed project. Please limit to one page per team member. This section is not included in the page maximum total for the proposal.

**LETTERS OF SUPPORT:** You may attach partner and stakeholder letters of support from to your proposal, which do not count toward the maximum page limit. Landowner letters of support are especially encouraged if your project will take place on privately owned land.