

Release Date: November 16, 2022

Lake Champlain Basin Program Announcement

Request for Proposals for Small Education and Outreach Projects

The Lake Champlain Basin Program (LCBP), in coordination with NEIWPC, is pleased to announce a Request for Proposals (RFP) for small projects that will inform students or adults about key Lake Champlain Basin issues identified in the management plan [Opportunities for Action](#) to develop awareness, knowledge, skills, and commitment on a Basin issue so that informed decisions and constructive actions will benefit Lake Champlain.

Category	Description	Award amounts	Proposals due
Education and Outreach - Small	Projects that will inform students or adults about key Lake Champlain Basin issues identified in the management plan Opportunities for Action to develop awareness, knowledge, skills, and commitment on a Basin issue so that informed decisions and constructive actions will benefit Lake Champlain.	Up to \$15,000	December 19, 2022 at 12pm (noon) EST

ELIGIBILITY

Eligible organizations include colleges, universities, nonprofit organizations, NY Soil and Water/VT Natural Resource Conservation Districts, and non-federal/non-state government agencies. An organization may submit **one** proposal as the primary applicant to this grant category.

Up to approximately \$200,000 is available to support awarded projects.

This work will support the Informed & Involved Public goals of LCBP's long-term 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 on behalf of the Lake Champlain Basin Program 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) EST on Monday, December 19, 2022.

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.

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, NEIWPCC 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. NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. NEIWPCC 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 will inform students or adults about key Lake Champlain Basin issues and directly support the Informed & Involved Public goals of [*Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*](#). The objective is to develop awareness, knowledge, skills, and commitment on a Basin issue so that informed decisions and constructive actions will benefit Lake Champlain. Hands-on stewardship activities for citizens are strongly encouraged.

Category	Description	Award amounts	Proposals due
Education and Outreach - Small	Projects that will inform students or adults about key Lake Champlain Basin issues identified in the management plan <i>Opportunities for Action</i> to develop awareness, knowledge, skills, and commitment on a Basin issue so that informed decisions and constructive actions will benefit Lake Champlain.	Up to \$15,000	December 19, 2022 at 12pm (noon) EST

Questions about this RFP opportunity may be directed to:

Colleen Hickey, LCBP Education and Outreach Coordinator, (chickey@lcbp.org) PHONE: 800-468-5227 (Toll free in VT/NY) or 802-372-0211

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](#).

Please note: Projects for the 2023 field season are appropriate for the small education and outreach grant cycle since awards will be announced in March. However, for projects needing a QAPP, the earliest approval date for a new QAPP would be mid-late June, 2023.

3. Management Practice. Applicants agree to properly operate and maintain any best management practices or management practices implemented through the life of their agreement with NEIWPC/LCBP in accordance with design standards and specifications. Further, when designing, implementing, and/or maintaining the project funded by this award, the applicant agrees to: 1) consider the potential impacts of climate change (e.g., increasing temperatures, higher water levels, more frequent and intense storms, greater wave energy, etc.) on the planned project; and 2) to the maximum extent feasible, incorporate resilience to the potential impacts of climate change into the design, implementation, and operations of the project. The Applicants are highly encouraged to conduct ongoing maintenance beyond the life of any agreement with NEIWPC/LCBP.

4. Signage Requirements. Applicants are required to place (where applicable) a sign at each on-the-ground protection or restoration project supported with LCBP funding. Detailed signage requirement information will be provided. Additionally, to increase public awareness of projects serving communities where English is not the predominant language, applicants are encouraged (but not required) to translate the language on signs.
5. 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.
6. 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 NEIWPC public outreach materials.
7. Successful applicants will complete projects according to the following schedule (subject to change):

Proposals due to LCBP	12pm (noon) EST on December 19, 2022
Applicants notified of funding decisions	March, 2023
Detailed project workplan due	April 15, 2023
Project start	Mid-May 2023
Project deliverables and final report due on or before	December 31, 2024

8. All materials and work products, regardless of physical form or characteristics, produced as a result of this project shall be made available to LCBP, NEIWPC, and EPA or the Great Lakes Fishery Commission (GLFC) in a suitable file format. LCBP, NEIWPC, 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 NEIWPC, and subject to any other approvals required by state or federal law. Reports and other deliverables will credit LCBP, NEIWPC, and EPA or the GLFC as funding partners for any work completed under the project contract.
9. 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.

10. NEIWPCCC 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 NEIWPCCC, 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.
11. 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](#). If awarded, subawardees are required to submit a [Subrecipient Risk Assessment Form](#) with their workplan, which includes a requirement to attach an audit in some cases.
12. NEIWPCCC COVID-19 Vaccination Policy

NEIWPCCC 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 NEIWPCCC 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 NEIWPCCC 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 NEIWPCCC 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, NEIWPC will not maintain copies of these documents, and any records provided will be discarded.

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

13. **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, NY Soil and Water/VT Natural Resource Conservation Districts, and non-federal/non-state government agencies. **An organization may submit one proposal as the primary applicant for this grant category.**

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

Applicants with current LCBP contracts must be in good standing (i.e., all deliverables that are due have been received by LCBP) to be eligible to apply for additional funds. New project work must be distinct from currently contracted work in both objectives and deliverables. Extensions of ongoing projects with new tasks and deliverables will be considered if groups demonstrate satisfactory progress on the current grant.

All grant proposals submitted in response to this RFP with field-based components to their project must provide some assurance of invasive species spread prevention measures in their application. More information about invasive species spread prevention procedures can be found at this link: <http://www.lcbp.org/water-environment/aquatic-invasive-species/aquatic-invasive-species-spread/>.

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. **Merit (25 points).** Merit of the project and the extent to which the project will result in tangible products or benefits that might be measured.
2. **Impact (20 points).** Extent to which the project will inform adults or students about Lake Champlain issues, specifically topics to advance goals identified in [Opportunities for Action](#) (2017 edition), the [mission of the LCBP](#), including LCBP's mission for diversity, equity, and inclusion. Extent to which the project encourages hands-on activities for citizens and/or reaches new audiences.
3. **Likelihood of Success (20 points).** Extent to which objectives and tasks are well defined, support the project concept, and are feasible within the proposed schedule. Outputs should demonstrate task completion.
4. **Prior performance of project team (10 points).** Capacity and experience of the applicant to successfully complete the project. Knowledge and experience with education and outreach related to the Lake Champlain basin and capacity of the applicant to successfully complete the project.
5. **Partnerships (10 points).** Multi-jurisdictional projects are encouraged. Extent to which the applicant demonstrates the commitment to work with other partners and/or leverage other funding sources to achieve project goals. Extent to which the project enhances other education and outreach efforts in the basin (VT, NY, and QC). Projects taking place on private land should show a clear benefit to the surrounding community.
6. **Budget (10 points).** Appropriateness and clarity of the task-based budget and budget justification, relative to project objectives. The total LCBP funding request must be within the scope of the grant category. Vague or inflated budgets will not be competitive. Clarity and conciseness of proposal, adherence to format and relevance to RFP. Non-federal in-kind or cash match is not required, though match will be considered favorably during budget review and may make proposals more competitive.
7. **Evaluating Success (5 points).** Ability of the project to gauge or evaluate success of the outreach programming in this grant in terms of effecting personal or societal behavioral change, to improve the water quality of Lake Champlain.

VI. Available funds and match requirements

LCBP anticipates a total of approximately \$200,000 will be available to be awarded. 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 in-person 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) EST on Monday, December 19, 2022 via the online form at [this link](#). You should receive a confirmation email once your proposal is successfully submitted (please check your spam folder).

IX. Proposal format and content requirements

Proposals should not exceed 5 pages in length, NOT including budget information, bibliography of references cited, letters of support or participation, 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.

Additional pages, with the exception of partner commitment letters or letters of support identifying a specific need for this project (3 maximum), will NOT be reviewed.

Description of the required proposal format begins on the next page.



Education and Outreach 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

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)

ONE-SENTENCE SUMMARY: Summarize the project in one sentence. Think of this sentence as the one that could be sent to the media – crisp and detailed.

TOTAL REQUEST AMOUNT: Total proposal request amount in U.S. 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 a brief description of the target audience that will be addressed via the project.

B. Proposal content

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 Informed & Involved Public 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 (see Section V above) 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 Description	Deliverable/Output	Timeline
1	Press release, wetland tour and student art	Inform town/student audiences about wetland benefits pollution prevention function:	Press release re: Wetland tour; student art display in town hall; meeting minutes from Conservation Commission; photos of wetland walk	June-May 2023
2	Municipal Wetland Workshop	Town officials wetland restoration workshop and tours	Workshop evals; Wetland Plant ID flashcard	July-August 2023

3	Wetland Invasive Species Pull	Community Outreach: students and conservation commission wetland plant ID day and invasive pull	Invasive species pulled; print/TV media materials; photos; student posters; student YouTube video	September-August 2023
4	Riparian Planting	Student Hands-On Project: Riparian planting	Riparian buffer planting 400 native trees; photos; student reflections	October 2023
5	Quarterly and Final Reports	Complete quarterly and final reports	Approved quarterly reports; Approved Final report w 3-5 high resolution photos, press articles, project summary	Quarterlies: June Sept; Final Report December 2023

Please note:

- Quarterly progress reports are due on the 10th 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.
- **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, NEIWPC and U.S. EPA 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, school children understand watershed processes, 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	Press release, wetland tour and student art	\$ 500	\$ 150	\$ -	\$ -	\$ -	\$ 65	\$ 715
2	Municipal Wetland Workshop	\$ 1,200	\$ 360	\$ 100	\$ 200	\$ -	\$ 186	\$ 2,046
3	Wetland Invasive Species Pull	\$ 800	\$ 240	\$ 300	\$ -	\$ -	\$ 134	\$ 1,474
4	Riparian Planting	\$ 495	\$ 148	\$ 100	\$ 2,000	\$ 2,500	\$ 524	\$ 5,767
5	Quarterly and Final Reports	\$ 1,000	\$ 300	\$ -	\$ 500	\$ -	\$ 180	\$ 1,980
All tasks		\$ 3,995	\$1,198	\$ 500	\$ 2,700	\$ 2,500	\$1,089	\$ 11,982

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	\$ -

Total match	\$ 8,630
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*See budget table template and calculator at the [Grantee Toolkit](#) website to estimate the value of volunteer time.

Example budget justification:

- **Personnel:** Staff time required to complete project tasks. Match within the personnel line could include staff time and volunteer time for all tasks. The reporting task should include some personnel time because reporting is a required deliverable.
- **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). Match listed within the fringe line could include unrecovered costs to applicant not included in this grant request.
- **Supplies:** Examples are photocopying, planting supplies, a software license to process data. Match within the supplies line could include the value of donated materials, including plants.
- **Professional Services:** An example is hiring a subcontractor to complete a specific task. Match in the professional services line could include non-federal funds from a different grant source.
- **Indirect:** Please see requirements for indirect costs in Section VII above.
- **Matching Funds:** Provide description of matching funds. While matching funds are not required, they make projects more competitive. Federal funds may not be used as match. If matching funds are from a Vermont or New York State agency, provide a letter certifying those funds are eligible for match against LCBP funding (letter not included as part of the proposal page limit or letters of support). Please double check that any State matching funds are not already dedicated to EPA Section 120 LCBP program match.

TECHNICAL REFERENCES CITED: If applicable, 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 up to three partner and stakeholder letters of support to your proposal, which do not count toward the maximum page limit. Review panel members read all letters of support that are included. We strongly encourage submission of up to three letters of support from project partners who see the value of your project or who will benefit from the products of the project. Letters of participation also are encouraged to demonstrate that critical participants (e.g. specific schools in which a project will take place) have been contacted and agree to participate in the project. There is no limit to the letters of participation that may be submitted.