

Request for Proposals for Organizational Support and Workforce Development in the New York Portion of the Lake Champlain Basin

*Patrick Leahy Lake Champlain Basin Program*

Release Date: November 3, 2023

*Program Purpose and Guidelines:*

The Patrick Leahy Lake Champlain Basin Program (“LCBP”), in coordination with the New England Interstate Water Pollution Control Commission (“NEIWPCC”), is pleased to announce a Request for Proposals (RFP) for projects that will support increased organizational capacity and long-term effectiveness of watershed organizations in the New York portion of the Lake Champlain watershed working to implement elements of [*Opportunities for Action*](https://www.lcbp.org/about-us/how-we-work/opportunities-for-action/)*.* The intent of this grant category is to assist organizations focused on water quality or watershed ecosystem health working in the New York portion of the Lake Champlain basin to strengthen their organizational capacity. Requested funds should be applied to environmental-related activities, workforce development, or professional development support. Please see the LCBP’s annual [Organizational Support](https://www.lcbp.org/about-us/grants-rfps/request-for-proposals-rfps/) grant opportunity to apply for funding to support administrative-related organizational capacity needs.

Funding requests ranging from $25,000 to $150,000 will be considered. Approximately $400,000 is available to support awarded projects under this RFP. LCBP is anticipating supporting multiple projects through this funding opportunity.

These projects will be supported with Federal Fiscal Year 2022 and 2023 funds awarded to NEIWPCC by the U.S. Environmental Protection Agency Clean Water Act Section 120 funding. This request for proposals is available at the [Lake Champlain Basin Program website](https://www.lcbp.org/about-us/grants-rfps/request-for-proposals-rfps/).

**PROPOSAL DEADLINE NOTICE: Applicants must submit proposals via the** [**Foundant**](https://www.grantinterface.com/Home/Logon?urlkey=NEIWPCC) **online application system no later than 12pm (noon) EST on December 15, 2023.**

**Late or incomplete proposals will not be considered.**

**Patrick Leahy Lake Champlain Basin Program**

**Request for Proposals: Organizational Support and Workforce Development in the New York Portion of the Lake Champlain Basin**

**I. Overview of the Lake Champlain Basin Program**

Overview of the Lake Champlain Basin Program

The Lake Champlain Special Designation Act of 1990 designated the Lake Champlain Basin as a special project area under the Agricultural Conservation Program and established the Lake Champlain Management Conference to publish a pollution prevention, control, and restoration plan for Lake Champlain. Following EPA’s approval of the plan, entitled [Opportunities for Action](https://www.lcbp.org/about-us/how-we-work/opportunities-for-action/): An Evolving Plan for the Future of the Lake Champlain Basin (the “Plan”), the Daniel Patrick Moynihan Lake Champlain Basin Program Act of 2002 established the Lake Champlain Basin Program and authorized EPA to provide support to New York, Vermont, and NEIWPCC for implementation of the Plan. The Act was reauthorized in 2022, formally renaming the LCBP to the Patrick Leahy Lake Champlain Basin Program and authorizing the Program through 2027.

In accordance with the 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](https://www.lcbp.org/about-us/how-we-work/opportunities-for-action/).

Overview of NEIWPCC

NEIWPCC was established by an act of the United States Congress which ratified the New England Interstate Water Pollution Control Compact in 1947. NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. NEIWPCC has served as the primary program administrator of LCBP at the request of the EPA since 1992 and administers the program’s personnel, finances, and contracts. NEIWPCC is a program partner of LCBP.

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**I. Grant writing resources and inquiries**

Grant writing resources can be found on the LCBP Grantee Toolkit webpage: <https://www.lcbp.org/about-us/grants-rfps/grant-toolkit/#grantwritingresources>

Please direct all project-related inquiries, application submission questions, and questions related to [Foundant](https://www.grantinterface.com/Home/Logon?urlkey=NEIWPCC), the online grant management system to the following:

Kerry Crowningshield, LCBP Office Manager

Email: kcrowningshield@lcbp.org

Phone: 802-372-3213

Logan Devaney, LCBP Grants Manager

Email: ldevaney@lcbp.org

Phone: 802-810-1418

1. **RFP details**

The intent of this grant category is to assist organizations focused on water quality or watershed ecosystem health working in the New York portion of the Lake Champlain basin to strengthen their organizational capacity. Requested funds should be applied to environmental-related activities, workforce development, or professional development support. Please see the LCBP’s annual [Organizational Support](https://www.lcbp.org/about-us/grants-rfps/request-for-proposals-rfps/) grant opportunity to apply for funding to support administrative-related organizational capacity needs.

Examples of eligible projects for this funding might include, but are not limited to:

* Professional development and training on topical issues for both new and seasoned staff, including relevant environmental degree programs or coursework.
* Strengthen peer-peer and co-learning networks to increase and expand community engagement in water quality projects and programs and increase the presence of the organization within those communities.
* Support recruitment and on-boarding of a diverse “next generation” workforce.
* Trainings, tools, supplies, equipment, or software that streamline environmental project management needs.
* Seed funding to transform staffing roles and capacities.
* Grow financial competencies and organizational stability.
* Invest in strategies (professional development, tools, resources) that establish and maintain strong community support for watershed organizations.
* Support best practices and innovative approaches to build capacity for community engagement and stewardship.
* Develop and implement a strategy to diversify and build audience inclusion and support efforts to increase a community’s representation within the organization

**Projects involving collection of environmental data (including surveys of training or workshop outcomes) are not eligible in this category. Fundraising projects are not eligible for LCBP support.**

Please contact Erin Vennie-Vollrath, New York State Lake Champlain Coordinator (erin.vennie-vollrath@dec.ny.gov) with any questions.

1. **Eligibility**

All organizations seeking grants in the organizational support category must have nonprofit 501(c)(3) status (NY Soil and Water Conservation Districts are also eligible) AND must have an organizational mission statement focused on achieving water quality improvements in the Lake Champlain watershed.

Successful applicants will be responsible for the completion of all project tasks, though subcontracted work may be permitted by the LCBP Project Officer upon written request. All work must be geographically focused within the New York portion of the Lake Champlain watershed. Only one proposal per organization will be accepted.

Individuals and representatives from organizations that participated in the development or review of this RFP and its contents are not eligible to apply.

1. **Timeframe for successful projects**

The successful applicants will complete the project according to the following schedule. Please note that this schedule is subject to change.

|  |  |
| --- | --- |
| Proposals due to LCBP | By 12pm (noon) EST on December 15, 2023 |
| Applicants notified of funding decisions | January 2024 |
| Detailed project workplan due  | February 2024 |
| Project start date  | May 2024\* |
| Project deliverables and final report due | Up to 2 years after start date  |

**\*Please note that work may not begin on the funded tasks of the project until a signed, executed agreement is in place with NEIWPCC.**

1. **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 (40 points):** Extent to which the proposal will:
	1. (20 points) strengthen the capacity of eligible organizations to achieve their mission and to implement priorities detailed in[*Opportunities for Action*](https://www.lcbp.org/about-us/how-we-work/opportunities-for-action/).
	2. (20 points) result in benefits to communities with disadvantages per LCBP’s definition. Projects that benefit a community with disadvantages that meet multiple criteria included in LCBP’s definition and demonstrate meaningful involvement from the selected community will receive 15 points for this criterion. Projects that benefit a community meeting only one criterion or do not demonstrate meaningful involvement with communities with disadvantages will receive between 5-10 points proportional to the degree or benefit or engagement with the identified communities. Additional information on LCBP’s communities with disadvantages definition is provided under Diversity, Equity, and Inclusion above.
		1. **Merit (30 points):** Merit of the proposal and the extent to which the proposal will result in tangible benefits or improvements that can be clearly measured.
		2. **Budget (20 points):** Appropriateness and clarity of the proposed budget, relative to project objectives.
		3. **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 in this category.
1. **Available funds and match requirements**

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 is also 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.

Partial funding of total application requests may be awarded if agreeable to the applicant. LCBP anticipates granting multiple awards from this RFP. All awards are subject to funding availability.

1. **Appropriate use of funds**

#### **Funding.** Partial funding of total application requests may be awarded if agreeable to the applicant. LCBP anticipates granting multiple awards from this RFP. All awards are subject to funding availability.

#### **Matching Funds.** No in-kind or cash match is required, though match will be considered favorably during budget review and may make proposals more competitive.

1. **Period of performance**

Work is expected to begin no earlier than **May 2024** and, in most cases, should be completed within 18-24 months after the start date.

**VIII.**  **Additional information and requirements for applicants**

* **Non-Permissible Grant Funding Uses.** LCBP grant funds cannot be used:
	+ to produce for-profit products or to cover costs associated with regulatory compliance or direct fundraising efforts
	+ for endowment funds or legislative advocacy of any kind
	+ for the purchase of food or beverage.

* **Procurement Requirements.** 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.
* **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.
* **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, NEIWPCC/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.

* [Build America, Buy America requirements](https://www.epa.gov/cwsrf/build-america-buy-america-baba) **(not applicable to projects in this grant competition)** Any subaward or contract awarded more than $250,000 is subject to the Build America Buy America Act. (BABA) requirements. Under the BABA Act. No funds made available by Federal financial assistance programs for infrastructure shall be obligated to a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States.” (Build America, Buy America Act), P.L. 117-58, Secs 70911 - 70917.
* 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.
* 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/.](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-](https://www.epa.gov/geospatial/epa-region-2-gis-deliverables-guidance) [deliverables-guidance](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.
* **Contract or Subaward Terms and Conditions:** This award is contingent on the successful execution of a contract with NEIWPCC. NEIWPCC has standard contract templates that will be used for most awards from this grant competition.
	+ The subaward agreement template for New York-based applicants to this grant competition is available [here](https://www.lcbp.org/wp-content/uploads/2016/03/LCBP-Template-Agreement-JCC_0364-08.10.23-FINAL.docx).

To expedite the contracting process, NEIWPCC expects applicants to review NEIWPCC’s standard contract terms before submitting a proposal. NEIWPCC will add a negotiated scope of work or workplan and budget to the standard contract terms after the award decision.  NEIWPCC generally does not negotiate the agreement or contract templates, except for the scope of work or work plan and task-based budget.

* **Subawards:** Sub awardees (U.S.-based applicants only) 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](https://www.epa.gov/grants/grant-terms-and-conditions). Sub awardees are required to submit a [Subrecipient Risk Assessment Form](http://neiwpcc.org/wp-content/uploads/2020/04/EPA-Subrecipient-Risk-Assessment-Form_R03_04.22.20.pdf) with their proposal, which includes a requirement to attach an audit in some cases. If a Sub awardee fails to submit or complete this form their proposal may be eliminated from consideration.
* 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.
* **UEI Number (Not applicable to Quebec-based organizations)**: The official entity identifier for doing business with the U.S. Government and NEIWPCC 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://sam.gov/content/home>. This SAM-generated number is required for all NEIWPCC Contractors as part of the agreement process. Existing NEIWPCC 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. Canadian-based organizations are no longer required to provide a UEI number as these projects are not supported with U.S. federal funds.
* **Diversity, Equity, and Inclusion**: The Lake Champlain Basin Program is committed to advancing diversity, equity, and inclusion across our work. Proposals demonstrating benefits to communities with disadvantages will be given additional weight during the proposal evaluation process. Please review [LCBP’s communities with disadvantages definition and guidance](https://www.lcbp.org/about-us/people/diversity-equity-inclusion/disadvantaged-community-definition-and-guidance/) for more information. Questions relating to LCBP’s definition, or this portion of the proposal evaluation process can be directed to Mae Kate Campbell, Associate Scientist (mkcampbell@lcbp.org).
* **Workplan:** Successful applicants must submit a detailed project workplan to LCBP within thirty days of LCBP grant award notification. This workplan will be subject to the LCBP approval process before a contract is issued. The workplan describes the project methods, tasks, timeline, outputs, and 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 reporting templates and to visit the LCBP website for more information on the LCBP grant process and reporting templates [at this link](https://www.lcbp.org/about-us/grants-rfps/grant-toolkit/).
* **Quarterly Reporting**: Successful applicants will prepare and submit brief quarterly reports 10 days after the end of each calendar quarter (by April 10 for January-March, by July 10 for April-June, by October 10 for July-September, and by January 10 for October-December). Quarterly reports will document progress on each task.
* **Final report**: A final report fully documenting the project outputs and results is required at project completion. Required templates for this reporting can be found on the [LCBP Grantee Toolkit page](https://www.lcbp.org/about-us/grants-rfps/grant-toolkit/). Final reports may be published as part of the [LCBP Technical Report series.](https://www.lcbp.org/news-and-media/publications/technical-reports/) The final report may also be used for LCBP and/or NEIWPCC education and outreach materials.
* **NEIWPCC COVID-19 Vaccination Policy**: NEIWPCC remains committed to providing a working environment that keeps all staff and visitors as safe as possible and promotes the well-being of our community. We encourage everyone to take CDC recommendations and their individual circumstances into account when making a decision about preventative actions (such as vaccines, boosters, treatments, tests, and masks) that protect against COVID-19 and dramatically decrease the risk of the most severe outcomes.
1. **New proposal submission platform**

The Lake Champlain Basin Program is now using [Foundant](https://www.grantinterface.com/Home/Logon?urlkey=NEIWPCC), a web-based grant management software platform, to accept responses to Requests for Proposals, to manage the proposal review and award decision process, and to manage awarded projects to conclusion with award recipients.

New applicants must create an account to log in to the Foundant system. Each user will create their own account, and the system allows for multiple user accounts per organization. When creating an account, Foundant will also ask for information about the organization. Once the user account is created, the applicant's account will automatically be connected to other accounts from the same organization using the Federal Tax ID (EIN) number. Once this information is collected and the account is created, the user may identify the applicable grant category and begin the proposal submission process. They may also invite partners to assist with the application within Foundant. Proposal questions and format requirements for this request for proposals are provided below for reference and to help applicants prepare their proposals.

**Proposals must be submitted to Foundant at** [**this link.**](https://www.grantinterface.com/Home/Logon?urlkey=NEIWPCC) **Email submissions will not be accepted**.

Please visit the Foundant [Applicant Tutorial webpage](https://support.foundant.com/hc/en-us/articles/4479853059991-GLM-Applicant-Tutorial) for assistance in creating your individual account, or contact Kerry Crowningshield, LCBP Office Manager, at kcrowningshield@lcbp.org or call 802-372-3213.

Proposal section 1: General information

**Title\***

Provide a concise and descriptive title for your project.

*Character Limit: 150*

**Point of contact name\***

Individual who will be implementing the grant and be the main point of contact.

*Character Limit: 65*

**Point of contact email address\***

Email address for the point of contact.

*Character Limit: 254*

**Point of contact phone number\***

Phone number for the point of contact.

*Character Limit: 20*

**Authorized representative name (if different from point of contact)**

Individual who is authorized to sign the contract.

*Character Limit: 60*

**Authorized representative phone number (if different from point of contact)**

*Character Limit: 20*

**Authorized representative email address (if different from point of contact)**

*Character Limit: 254*

**Organization mission statement\***

*Character Limit: 1500*

**One-sentence abstract\***

This very brief description of your project should be understandable to a general audience.

*Character Limit: 500*

**Total request amount\***

**Please be sure to double check that your budget table matches your total request amount before submitting your application.** You may request up to $20,000 in funding.

*Character Limit: 20*

**Non-federal match amount**

Total proposed non-federal match amount. No in-kind or non-federal match is required, though non-federal match will be considered favorably during budget review and may make proposals more competitive.

*Character Limit: 20*

**Total project cost\***

Total project cost (total request + non-federal match amount).

*Character Limit: 20*

**Summary of team qualifications\***

*Character Limit: 500*

**Project abstract\***

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

* **Objective:** The overall goals of the project, e.g., make more families familiar with the natural and historic resources and pollution concerns of our subwatershed.
* **Output:** An activity or product completed as a result of a task, e.g., three watershed walks completed, educational factsheet created, three rain gardens installed, etc.

*Character Limit: 1500*

Proposal section 2: Project location(s)

**Specify the town(s) of the Lake Champlain Basin where the project will occur\***

*Character Limit: 750*

**Specify the county(-ies) of the Lake Champlain Basin where the project will occur\***

*Select from list*

**Specify the HUC8 sub-watershed(s) of the Lake Champlain Basin where the project will occur\***

Please refer to this link for a map of Hydrologic Unit Code 8 (HUC8) sub-watersheds in the Lake Champlain Basin: <https://atlas.lcbp.org/WEB/nature_and_environment/watersheds/huc_classification/huc_classification.html>

*Select from list*

**Specify the HUC12 sub-watershed(s) of the Lake Champlain Basin where the project will occur\***

Refer to this link for a map of HUC12 sub-watersheds in the Lake Champlain Basin: <https://atlas.lcbp.org/WEB/nature_and_environment/watersheds/huc_classification/huc_classification.html> Please list the 12-digit HUC12 sub-watershed number(s).

*Character Limit: 500*

**Description of audience(s) reached\***

Provide a brief description of the audience type and estimate the number of community members/students to be reached through this project.

*Character Limit: 500*

Proposal section 3: Project description

**Project description\***

Provide a detailed description of the project and what it will accomplish in relation to the goals of this RFP. Describe how this project will result in tangible products or benefits that might be measured.

*Character Limit: 1000*

**Project need\***

Please describe your team’s strategy for identifying this project as a priority, explain the demonstrated need for the project and/or if it is identified in management or prioritization plans.

*Character Limit: 1000*

**Applicability\***

Describe the project’s applicability to the Thriving Community goals of [*Opportunities for Action*](https://www.lcbp.org/about-us/how-we-work/opportunities-for-action/).

*Character Limit: 1000*

**Communities with disadvantages engagement\***

Describe, if applicable, any benefits for or engagement with communities with disadvantages that your project will include, drawing on LCBP’s [definition](https://www.lcbp.org/about-us/people/diversity-equity-inclusion/disadvantaged-community-definition-and-guidance/) and accompanying [mapping tool](https://lcbp.maps.arcgis.com/apps/instant/sidebar/index.html?appid=e953f364ae4b4aefbeab57a53f3e2155&locale=en) as needed. Type in n/a if not applicable.

*Character Limit: 1000*

**Organizational capacity\***

Include explanation of your organization’s capacity and experience to successfully complete the project, including past performance of the project team with LCBP grants.

*Character Limit: 1000*

**Leverage other resources\***

Describe, if applicable, how the project leverages other funding sources, existing programs or resources. Type n/a if not applicable.

*Character Limit: 1000*

**Partnerships\***

Provide a brief summary of potential project partners, the nature of the partnership, and how each partner would contribute to the project. Multi-jurisdictional projects are encouraged. Projects taking place on private land should show a clear benefit to the surrounding community.

*Character Limit: 1500*

**Project task table\***

Please download and complete the [LCBP task table template](https://lakechamplainbasinprogram.sharepoint.com/%3Aw%3A/s/shared/EXcROCZb4-9Fh6Tisdc2vAYBuSuHK3qmJzjeknL_IskRBg?e=OV3eTA) and upload the completed file below. Fill in the table to provide a summary of work to be completed. Complete the table using the following guidelines:

* Task: Number 1, 2, 3, etc
* Task title: A short 2–3-word title for your task. This should be a general descriptor for the overall work you will complete with this task.
* Summary of task goal(s): A short phrase describing the individual goal(s) that you will accomplish during the task.
* Outputs and deliverables: List the output(s) and deliverable(s) that will result upon completion of the task. Outputs are completed activities, and deliverables are physical or electronic products created and submitted to LCBP. Outputs can also be deliverables.
* Timeline: List the month or range of months, and year when you will complete the task (Example: March-April 2024).
* **All tasks must have an associated budget**. If a task has no associated cost, please remove it from the task table and describe it elsewhere in the proposal.
* **Each task must be completed before an invoice for that task can be paid**. Please split tasks into multiple phases if necessary for your invoicing purposes.
* Your last task should always include reporting, which includes completing quarterly and final reports. Quarterly progress reports are due on the 10th day of January, April, July, and October throughout the grant contract period.
* Work shall be completed within the specified performance period in the RFP.

*File upload*

Sample Project Task Table for reference:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task #**  | **Task Title**  | **Task Description**  | **Deliverable/Output**  | **Timeline**  |
| 1   | Develop RFP, press release | Develop RFP and issue press release to hire consultant to install new cloud sharing software | RFP issued via press release | April - May 2024  |
| 2   | Interview applicants; hire consultant; research cloud sharing software  | Applicants are interviewed and consultant is hired. Consultant will research potential software. | Interviews, consultant hired, research and selection of new donor management software | May – July 2024   |
| 3   | Select, purchase, install, and migrate data into new cloud sharing software | Consultant works with ED to select and purchase cloud sharing software. Consultant installs and migrates organization’s data into new software. | Cloud sharing software installed and data transferred  | June - August2024   |
| 4 | Update data storage policy for new cloud sharing software | Consultant will update organization’s data storage policy to reflect new cloud sharing system | Policy document  | July - September 2024 |
| 5   | Reporting    | Complete quarterly reporting requirements. Compile project summary and all project deliverables in a final report  | Approved quarterly reports;  Approved Final report; data and photos submitted; Project metrics report | Quarterly reports submitted throughout contract period. Final report due December 31, 2024   |

**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.

* If applicable, include a description of community education and outreach components of the project, and any public-facing informational signage that includes LCBP, NEIWPCC 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).

*Character Limit: 6500*

**Anticipated outcomes\***

List all anticipated outcomes for the project.

* **Outcome:** Results or effects of all activities, e.g., public is better informed on aquatic invasive species, informed donors are more likely to support watershed organization’s activities, reduced phosphorus loading to Lake Champlain through the Winooski River.

*Character Limit: 2500*

**Opportunities for Action Tasks\***

Please check the [Opportunities for Action](https://www.lcbp.org/wp-content/uploads/2016/03/OFA_2022_Full-Plan.pdf) strategies your proposed project will address. Descriptions for each strategy can be found below and on pages 34-65 of *Opportunities for Action*.

*OFA check boxes here.*

Proposal section 4: Budget and justification

**Budget and non-federal match tables\***

Please download the [LCBP Grants Budget Calculator Spreadsheet](https://www.lcbp.org/wp-content/uploads/2016/03/LCBP-grant-budget-calculator-11.2.23.xlsx), use it to develop your budget and non-federal match tables, and upload them below. In your budget, 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. Include any non-federal matching funds that will be utilized for this project in the non-federal match table in the same spreadsheet.

*File upload*

**Budget justification: Personnel**

For all tasks, please describe in detail how the estimate of personnel cost was determined. E.g., if personnel estimates are based on hourly rates, please include the rates and number of hours estimated for each task with justification details.

*Character Limit: 5000*

**Budget justification: Fringe**

Fringe refers to benefits and is calculated as an appropriate percentage of personnel costs for each Tasks. For all tasks, please describe in detail how the estimate of fringe cost was determined, if applicable.

*Character Limit: 5000*

**Budget justification: Supplies**

For all tasks, please describe in detail how the estimate of supplies cost was determined. E.g., include the estimated cost and number of each item.

*Character Limit: 5000*

**Budget justification: Professional services**

Professional services line is to be used if you are hiring a subcontractor to complete workplan tasks. For all tasks, if applicable, please describe in detail how the estimate of professional services cost was determined.

*Character Limit: 5000*

**Budget justification: Indirect**

For all tasks, if applicable, please describe in detail how the estimate of indirect cost was determined.

*Character Limit: 5000*

**Budget justification: Non-federal match**

If your proposal includes non-federal matching funds, describe the source(s) of these funds below. 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. Please double check that any State matching funds are not already dedicated to EPA Section 120 LCBP program match.

*Character Limit: 5000*

**Budget justification: Additional information**

Use this space to add any additional budget justification information not covered above, if needed. *Character Limit: 5000*

 Proposal section 5: Supporting information

**References cited**

Upload a document listing the bibliography details for references used in the proposal.

*File Size Limit: 3 MB*

**Curriculum vitae or resume: #1**

You may attach a curriculum vitae or resume for each project team member, or a summary for the entire 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 and upload them together in one or two documents.

*File Size Limit: 3 MB*

**Curriculum vitae or resume: #2**

*File Size Limit: 3 MB*

**Letter of support: #1**

You may attach partner and stakeholder letters of support for your proposal. Landowner letters of support are especially encouraged if your project takes place on privately owned land. Letters may be uploaded separately or together in one document.

*File Size Limit: 3 MB*

**Letter of support: #2**

*File Size Limit: 3 MB*

**Additional supporting documentation**

You may attach any additional supporting documentation for this grant application here, assembled together in one document.

*File Size Limit: 3 MB*

Before you submit your application

Please ensure that your application is complete before submitting. Once you hit submit, you will not be able to edit your application.