

2024 Stream Wise Community Partner Grants

*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 this funding opportunity for organizations wishing to participate in the 2024 Stream Wise season. [Stream Wise (streamwisechamplain.org](https://streamwisechamplain.org/)) is an initiative designed to inform and engage streamside landowners in protecting and planting native vegetated buffers on their properties to increase stream health, wildlife habitats, and flood resiliency in their local communities.

**Grants of up to $15,000 will be awarded.** LCBP anticipates a total of approximately $165,000 will be available to be awarded to projects. This work will support LCBP’s management plan, [Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin](https://www.lcbp.org/about-us/how-we-work/opportunities-for-action/).

This grant opportunity is supported by funds awarded to NEIWPCC by the U.S. Environmental Protection Agency (EPA) and Great Lakes Fishery Commission (GLFC) on behalf of the Lake Champlain Basin Program.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Description** | **Award amounts** | **Proposals due** |
| Stream Wise - 2024 season   | Funding is available for organizations who wish to partner with Stream Wise and conduct Stream Wise assessments in the communities they serve during the 2024 season |  Up to $15,000 | Wednesday December 13th, 2023 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.**

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

All eligible U.S. applicants must have a Unique Entity Identifier (“UEI”) number. Canadian-based organizations are no longer required to provide a UEI number as these projects are not supported with U.S. federal funds.

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

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: 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 ([plan.lcbp.org](https://www.lcbp.org/about-us/how-we-work/opportunities-for-action/clean-water/)).

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.

**II. Grant Writing Resources and Inquiries**

Grant writing resources can be found on the LCBP Grantee Toolkit page:

<https://www.lcbp.org/about-us/grants-rfps/grant-toolkit/#grantwritingresources>

Please direct all inquiries to:

Lauren Jenness Kneen, LCBP Environmental Analyst

Email: ljenness@lcbp.org

Grant category details

An organization may submit one proposal as the primary applicant to this grant category.

LCBP seeks proposals from organizations wishing to participate in the 2024 Stream Wise season in partnership with the project team and other partners using Stream Wise program material in accordance with the Stream Wise Assessment Protocol. [Stream Wise](https://streamwisechamplain.org/) is an initiative, launched in 2022, designed to inform and engage streamside landowners in protecting and planting native vegetated buffers on their properties to increase stream health, wildlife habitats, and flood resiliency in their local communities. Organizations will be expected to participate in all five tasks as outlined in the proposal form.

Timeframe for successful projects

Successful applicants will complete projects according to the following schedule (subject to change):

|  |  |
| --- | --- |
| Proposals due to LCBP | 12pm (noon) EST on Wednesday December 13th, 2023  |
| Applicants notified of funding decisions  | Late-January 2024 |
| Detailed project workplan due  | Mid-February 2024 |
| Project start\*\*  | May 2024 |
| Project deliverables and final report due on or before | January 10, 2025 |

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

Proposal evaluation and selection criteria

Proposals received in response to this RFP will be evaluated by the Stream Wise Project Advisory Committee and awarded by the Lake Champlain Steering Committee, according to the following criteria:

1. **Impact (20 points)** Number of Stream Wise assessments planned.
2. **Outreach Plan (30 points)** The extent to which the planned outreach will:
	1. (15 points) inform and engage streamside landowners within local communities to protect and plant native vegetated buffers to increase stream health, wildlife habitats, and flood resiliency.
	2. (15 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 of benefit or engagement with the identified communities. Additional information on LCBP’s communities with disadvantages definition is provided below.
3. **Likelihood of Success (30 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. Demonstrated knowledge and experience with landowner outreach related to the Lake Champlain basin and capacity of the applicant to successfully complete the project.
4. **Budget (20 points).** Appropriateness and clarity of the proposed budget, relative to achieving project objectives.

Additional information and requirements for applicants

* 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.
* No in-kind or cash match is required, though match will be considered favorably during budget review and may make proposals more competitive.
* 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.
* **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 the collection of Stream Wise assessment data. LCBP developed a generic QAPP for all Stream Wise programs that will be updated every two years and approved by NEIWPCC and EPA. If awarded funding, Project staff will be required to read the *Stream Wise Award Programs in the Lake Champlain Basin: Quality Assurance Project Plan*, complete a cover page and training documentation form, and submit the documents to the LCBP Project Officer. The QAPP must be fully-approved before any data collection or analysis activities can begin on a project. NEIWPCC/LCBP will not pay for any data collection or analysis activities started prior to development and receipt of a fully-approved QAPP.

* [**Build America, Buy America requirements**](https://www.epa.gov/cwsrf/build-america-buy-america-baba)(not applicable to projects supported in this grant opportunity) 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 U.S.-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).
	+ The contract template for Quebec-based applicants to this grant competition is available [here](https://www.lcbp.org/wp-content/uploads/2016/03/GLFC-Template-Agreement_10.05.23-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:** Subawardees (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). Subawardees 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 Subawardee 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 will be 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 is 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 attendees to take CDC recommendations and their individual circumstances into account when making a decision about preventative actions. It is recommended that all individuals who participate in NEIWPCC-funded events be fully vaccinated, however this is no longer a requirement.

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; 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.

A list of the application questions for this grant opportunity can be viewed below.

Proposal section 1: General information

**Title\***

Provide a concise and descriptive title for your project. Example: Stream Wise in the [insert name] Watershed

**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: 60*

### **Organization mission statement\***

*Character Limit: 1500*

### **Brief summary\***

Summarize the project in 1-2 sentences. *Please follow this example:* [insert name of organization] will participate in the 2024 Stream Wise season in partnership with the Stream Wise Project Team and other Stream Wise Community Partners using Stream Wise program material in accordance with the Stream Wise Assessment Protocol. [#] Stream Wise Assessments will be conducted.

### **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 $15,000 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*

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*

Proposal section 3: Project description

LCBP funded the development of a Stream Wise Award Program in the Lake Champlain Basin, modeled after the Lake Wise Award Program in Vermont, to educate and incentivize communities to engage in riparian stewardship activities with a consistent marketing message and brand. The award program was developed in 2020-2021 with Federal, state, and provincial input (governmental and non-governmental non-profit organizations), incorporated practices from existing programs, and was specifically tailored to respond the needs and capacities of local watershed organizations to the greatest extent possible. Program material is housed on the [streamwisechamplain.org](https://streamwisechamplain.org/) website.

### **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*

### **Outreach Plan\***

Describe your strategy for conducting outreach about Stream Wise in your chosen geographic location.

*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*

### **Leverage other resources\***

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

*Character Limit: 1000*

### **Project partners\***

If applicable, provide a summary of potential project partners, the nature of the partnership, and how each partner would contribute to the project. Type n/a if not applicable.

*Character Limit: 1000*

### **Project task table\***

Please download and complete the [2024 Stream Wise grant project task table](https://lakechamplainbasinprogram.sharepoint.com/%3Aw%3A/s/shared/EUxpvSQiUjhOkkHVFaGIYS0BmIgtXq_WfcJ3T9PKTfRyHA?e=TdJprZ) and upload the completed file below. As there are specific meeting/training and task requirements for Stream Wise, please utilize the provided template language.

*File upload*

2024 Stream Wise Project Task Table for reference:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task #**  | **Task title**  | **Summary of task goal(s)**  | **Output(s) and deliverable(s)**  | **Timeline**  |
| 1  | Attend Stream Wise training sessions  | Attend introductory webinar, communications training, desktop assessment training, and field assessment training. Sign onto quality assurance procedures that will maintain Stream Wise Assessment performance.   | Attendance recorded.   Approved Quality Assurance Project Plan (QAPP).    | April – June 2024  |
| 2  | Conduct Stream Wise Marketing Campaign  | Host in-person event(s). Create and distribute social media and print awareness campaign to *spread the word* and provide *outreach* to engage with stream and river property owners to participate in Stream Wise. *Celebrate* successes to engage more property owners.    | # in-person events with participant list(s) and photo(s) # Social media posts, # blogs, # email blasts, # printed messaging distributed.  # landowners reached through outreach  | June – October 2024  |
| 3  | Conduct Stream Wise Desktop and Field Visit Assessments  | Conduct an estimated # Stream Wise Desktop and Field Visit Assessments (Steps 1-5 in Stream Wise Assessment Protocol)  | # Landowners participating in Stream Wise   # Entries of Stream Wise assessments within App  | June – October 2024  |
| 4  | Participate in end-of-season meeting and survey  | Record and share feedback on program material  | Participation recorded  | November 2024  |
| 5  | Reporting  | Complete quarterly reporting requirements.   Compile project summary and all project deliverables in a final report utilizing the LCBP final report template. Submit project metrics report.    | Quarterly Reports  Approved Final report  Assessment data (pdf reports) and photos submitted  Project metrics report  | Quarterly reports submitted throughout contract period.   Final Report due by January 10, 2025  |

### **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 provided above. As there are specific meeting/training and task requirements for Stream Wise, please utilize (copy/paste and adapt as needed) the provided task description language found in the [2024 Stream Wise grant project task table](https://lakechamplainbasinprogram.sharepoint.com/%3Aw%3A/s/shared/EUxpvSQiUjhOkkHVFaGIYS0BmIgtXq_WfcJ3T9PKTfRyHA?e=TdJprZ) document.

*Character Limit: 6500*

Proposal section 4: Budget and justification

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

Please download the [Stream Wise Grants Budget Calculator Spreadsheet](https://lakechamplainbasinprogram.sharepoint.com/%3Ax%3A/s/shared/EbBouyJ9W8JJk4dcB4VsM0MB7_DIVY_L4-oJfiJ6kbDeUg?e=ndiMXx), 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.

As there are specific meeting/training and task requirements for Stream Wise, we have provided an estimated number of personnel hours to complete the required work per staff member.

Task 1 – Attend Stream Wise training sessions. 15 hrs per staff member to prepare for and attend Stream Wise introductory webinar and training sessions and complete QAPP requirements.

Task 3 – Conduct Stream Wise Desktop and Field Visit Assessments. It is estimated that each Stream Wise Assessment can take up to 10-12 hrs to complete. This estimate includes completing the desktop assessment, driving to and from the assessment location, meeting with the landowner and performing the field visit assessment, and writing the Stream Wise Summary Report.

Task 4 – Participate in end-of-season meeting and survey to record and discuss program. 12 hrs per staff member.

Task 5 – Reporting. 15 hrs total.

*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**

Stream Wise Award signs and Stream Wise promotional products (such as rack cards, stickers, etc) will be purchased and supplied by LCBP. Costs for these elements should not be included in the project budget. Applicants may include any Stream Wise best management practice installation material such as trees and shrubs in this supplies line. View relevant examples of Stream Wise best management practices on the [Stream Wise website](https://streamwisechamplain.org/for-owners/). Applicants may also include rebates to homeowners to install Stream Wise best management practices in this supplies line. For all tasks, please describe in detail how the estimate of supplies cost was determined, if applicable. 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 only 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 (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.

*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

### **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 would take 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*

### **Letter of support: #3**

*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.