Release Date: November 12, 2021

**Lake Champlain Basin Program Announcement**

**Request for Proposals for Small Education and Outreach Projects and Organizational Support Projects**

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

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| --- | --- | --- | --- |
| **Category** | **Description** | **Award amounts** | **Proposals due** |
| 1. Organizational Support
 | Projects that will support increased organizational capacity and long-term effectiveness of watershed organizations working to implement elements of *Opportunities for Action*. | Up to $4,000  | Friday December 17, 2021 at 12pm (noon) EST |
| 1. 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 | Friday January 14, 2022 at 12pm (noon) EST |

ELIGIBILITY

Organizational Support - All organizations seeking grants in the organizational support category must have nonprofit 501(c)(3) status (NY Soil and Water/VT Natural Resource Conservation Districts are also eligible) AND must have an organizational mission statement focused on achieving water quality improvements in the Lake Champlain watershed. Up to $40,000 is available to support awarded projects in this category.

Education and Outreach, Small Grants - Eligible organizations for the Education and Outreach – Small category include colleges, universities, nonprofit organizations, and non-federal/non-state government agencies. Up to $200,000is available to support awarded projects in this category.

This work will support the Informed & Involved Public and Thriving Communities goals of LCBP’s long-term management plan, [*Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*](http://plan.lcbp.org). This grant opportunity is supported by funds awarded to NEIWPCC 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**](https://form.jotform.com/213014853293149) **no later than 12pm (noon) EST on the due date listed for each category above.**

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

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

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

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 would directly support the Informed & Involved Public and Thriving Communities goals of [*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/)Proposals may be submitted to the following categories:

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Description** | **Award amounts** | **Proposals due** |
| 1. Organizational Support
 | Projects that will support increased organizational capacity and long-term effectiveness of watershed organizations working to implement elements of *Opportunities for Action*. | Up to $4,000  | Friday December 17, 2021 at 12pm (noon) EST |
| 1. Education and Outreach - Small
 | Projects that will inform students and/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 | Friday January 14, 2022 at 12pm (noon) EST |

This RFP is a combination of two separate RFPs that LCBP has issued in the past for grant programs. If you are unsure which of these new categories your project falls into, please contact:

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

**Category 1: Organizational Support**

The Organizational Support grants provide up to $4,000 to support increased organizational capacity and long-term effectiveness of watershed organizations working to implement elements of *Opportunities for Action*. The intent of this grant category is to assist watershed organizations with the early stages of their development or to assist established watershed organizations in strengthening their organizational capacity.

Projects in this category might include:

* Purchase of software for improved database or financial management (such as GIS or bookkeeping and accounting software)
* Purchase of office supplies, such as computers and printers
* Follow up field assessment checks of success/failure of plantings and other field-based projects
* Strategic planning or other types of board development
* Training of staff or volunteers for:
	+ volunteer recruitment and management
	+ grant writing
	+ Diversity, equity, inclusion and justice training for staff and volunteers in your organization
	+ membership recruitment and retention; and
	+ field techniques/field data collection.

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

**Category 2: Education and Outreach – Small**

The Small Education and Outreach Grants provide up to $15,000 to eligible groups to inform students and/or adults about key Lake Champlain Basin issues identified in the management plan *Opportunities for Action*. 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.

**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: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>.
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, NEIWPCC/LCBP will not pay for any data collection or analysis activities started prior to development and receipt of a fully-approved QAPP. The QAPP development and approval take up to 60 days, so please make sure that an appropriate amount of time has been allocated to this step in the project budget and timeline. More information about the LCBP QAPP process can be found at this link: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/qapp/>.

**Please note:** Projects for the 2022 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, 2022.

1. 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.
2. When approved, the final report will be edited for content and style in consultation with the successful respondent. Some content of this report may also be used for future LCBP and/or NEIWPCC public outreach materials.
3. The successful applicant will complete the project according to the following schedule (subject to change):

|  |
| --- |
| **Proposals due to LCBP** |
| Organizational Support | 12pm (noon) EST on December 17, 2021 |
| Education and Outreach - Small | 12pm (noon) EST on January 14, 2022  |
| **Applicants notified of funding decisions** |
| Organizational Support | February 2022 |
| Education and Outreach - Small | March 2022 |
| **Detailed project workplan due** |
| Organizational Support | March 2022 |
| Education and Outreach - Small | April 2022 |
| **Project start** |
| Both Categories  | May 2022 |
| **Project deliverables and final report due on or before** |
| Both Categories | December 2024 |

1. 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.
2. 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.
3. 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.
4. 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](http://www2.epa.gov/grants/grant-terms-and-conditions#General%20Terms%20and%20Conditions). Subawardees are required to submit a Subrecipient Risk Assessment Form with their proposal (see Appendix E). This form 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.
5. *Transition from DUNS Number to UEI Number:* The official identifier for doing business with the U.S. Government will be changing from using a DUNS number to a SAM.gov created Unique Entity Identifier (“UEI”) number. Contractors will no longer need to go to a third-party website (Dunn & Bradstreet) to obtain their identifier. Instead, they will register for a their UEI through the System for Award Management (SAM) at <https://www.sam.gov/portal/SAM>. This SAM-generated number will become the official identifier for doing business with the U.S. Government and NEIWPCC.

In April 2022, the federal government will stop using the DUNS number to uniquely identify entities registered in the System. All NEIWPCC Contractors will be required, as part of the contract process, to submit their UEI as part of the agreement process. The DUNS number will no longer be used as a unique entity identifier and only the Sam.gov created number will be accepted.

**IV. Eligibility**

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

**Education and Outreach – Small:** Eligible organizations include colleges, universities, nonprofit organizations, and non-federal/non-state government agencies.

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

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

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/>.

ADDITIONAL COVID-19 SAFETY REQUIREMENTS

LCBP and NEIWPCC are 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 LCBP and NEIWPCC staff are required to be fully vaccinated. Close contact may occur during the course of a project with a QAPP (via a QAPP audit), during project planning meetings, during project implementation, or other occasions. While some of these may occur virtually, please note that we reserve the right to audit a project at any time. Applicants must be prepared to show proof of vaccination prior to any close contact with our 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, we will not maintain copies of these documents, and any records provided will be discarded.

In addition, NEIWPCC requires all individuals who participate in NEIWPCC-funded events to be fully vaccinated in order to attend. Any events hosted with funding from LCBP and NEIWPCC must follow this pandemic policy.

This policy also applies to the contractor’s subcontractors.

Staff working on LCBP and NEIWPCC-funded projects for any contractor that will be entering into a new agreement, or amending an existing agreement with NEIWPCC, must be vaccinated for COVID-19.  See <https://neiwpcc.org/about-us/working-with-neiwpcc/contractor-guidance/> for more information.

**V. Proposal evaluation and selection criteria**

A confidential external peer review committee will evaluate and rank applications, and make award recommendations to the Lake Champlain Steering Committee. The Lake Champlain Steering Committee will make all final decisions on project awards. The decisions of the Steering Committee are final and may not be appealed.

Proposals received in response to this RFP will be evaluated according to the following criteria:

**Organizational Support:**

1. (40 points) Extent to which the proposal will strengthen the capacity of eligible organizations to implement priorities detailed in *Opportunities for Action*.
2. (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.
3. (30 points) Appropriateness and clarity of the proposed budget, relative to project objectives.

**Education and Outreach – Small:**

1. (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. (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*](https://www.lcbp.org/about-us/how-we-work/opportunities-for-action/)(2017 edition), the [mission of the LCBP](https://www.lcbp.org/about-us/what-we-do/mission/), 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. (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. (10 points) Capacity and experience of the applicant to successfully complete the project.
5. (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. (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. (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 $200,000 will be awarded to projects for the Education & Outreach small grants and $40,000 for Organizational Support grants. 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). In-kind or cash match is not required, though match will be considered favorably during budget review and may make proposals more competitive.

**VII. Appropriate use of funds**

1. 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 land purchases, endowment funds, or lobbying or legislative advocacy of any kind.
2. 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 and documented in your project files. 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.

1. Grant award funding may not be used for the purchase of food or beverage or provide entrance fees to facilities.

**Direct and Indirect Costs:**

LCBP and NEIWPCC encourage groups to budget costs that are associated with the project as direct expenses, including personnel costs, travel, project supplies, mailings, phone costs, office supplies, etc. Use of some grant funds for indirect costs is also allowable, subject to both the provisions of OMB Circular A-87 and LCBP approval. If you need further guidance, contact the LCBP or refer to [OMB Circular A-87 (Revised)](https://obamawhitehouse.archives.gov/omb/circulars_a087_2004/#atta). ***Sections D, E,*** and ***F*** of **Attachment A** provide an overview of direct and indirect costs. **For projects in response to this RFP, the indirect budget should not exceed 10% of the direct project budget, and indirect offered as match should similarly not exceed 10% of direct match contributed, unless a higher federally negotiated indirect rate is in place, and proof of that negotiated rate is provided.** The LCBP Indirect Policy can be found on the [Grantee Toolkit website](http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/).

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

Proposals must follow the format requirements below.

Only Microsoft Word-compatible submissions will be accepted and must be submitted no later than 12pm (noon) EST on **December 17th, 2021 or January 14th, 2022 (see due dates above)** via [**the online form at this link**](https://form.jotform.com/213014853293149). You should receive a confirmation email once your proposal is successfully submitted (please check your spam folder for an email from "Lake Champlain Basin Program <noreply@jotform.com>").If submitting proposals to more than one category, please complete a separate submission for each proposal.

**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.

**Small Education and Outreach Projects *and* Organizational Support Projects:**

**Proposal Form 2021**

Proposals must use the format below and provide all of the information requested to be considered for review. Please remove all guidance text from your finished application before submitting.

1. 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, DUNS or UEI Number, and Certified Disadvantaged Business Enterprise (DBE): (Yes or No)

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

**ELIGIBILITY:** Please list all of your organization’s current Lake Champlain Basin Program grants. Any organization with an existing award that has overdue workplans, reports, or other deliverables is ineligible and should not apply.

**PROJECT CATEGORY:** (Choose 1)

1. Organizational Support (up to $4,000 per award)
2. Education and Outreach – Small (up to $15,000 per award)

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

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

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

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

**NEIWPCC’s COVID-19 POLICY:** I have read and understand NEIWPCC’s COVID-19 policy as stated within the RFP.

[ ]  yes I have read and understand NEIWPCC’s COVID-19 policy

**ABSTRACT:** Brief description of proposed work in 3-5 sentences, including a summary of your project goal and objectives.

**PROJECT LOCATION:** Specify which [town(s), county(-ies)](https://atlas.lcbp.org/people-economy/political-boundaries/), and [HUC-8 sub-watershed(s)](https://atlas.lcbp.org/nature-environment/watersheds-and-tributaries/) of the Lake Champlain Basin in which the project will occur. Provide a brief description of the target audience that will be addressed via the project.

1. 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 or Thriving Communities goals of [*Opportunities for Action*](https://www.lcbp.org/about-us/how-we-work/opportunities-for-action/)*.*
* Include explanation of your organization’s capacity and experience to successfully complete the project.
* Include explanation, if applicable, on how the project will advance LCBP’s mission for Diversity, Equity, and Inclusion (see <https://www.lcbp.org/about-us/what-we-do/mission/>).
* Describe, if applicable, how the project leverages existing programs and/or is identified in management or prioritization plans.
* Identify all project partners and other funding sources, if applicable.
* Be sure to address the selection criteria for your grant category when developing your application narrative. Please answer the selection criteria highlighted in section V above.
* The narrative should describe your project as directly and concisely as possible.

**PROJECT TASK TABLE:** Please use the example project task tables 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 2022  |
| 2  | Municipal Wetland Workshop  |  Town officials wetland restoration workshop and tours  | Workshop evals; Wetland Plant ID flashcard  | July-August 2022  |
| 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 2022  |
| 4  | Riparian Planting  | Student Hands-On Project: Riparian planting  | Riparian buffer planting 400 native trees; photos; student reflections  | October 2022  |
| 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 ReportDecember 2022  |

* **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. Quarterly progress reports and a final report are required deliverables.
* **Output:** An activity or product completed as a result of a task, e.g., host four meetings, educational booklet, planting plan, engineered design, acres assessed through prioritization planning effort, acres of floodplain reconnected/restored, etc.
* **Timeline:** Timeline showing anticipated dates for completion of all tasks and deliverables including appropriate permits, QAPP if necessary, construction or project timeframes, and reporting to LCBP. Quarterly progress reports are due on the 10th day of January, April, July, and October. Work is to be completed within the specified performance period in the RFP. Note that payments will be made for completed tasks only. If your project includes large project components that require multiple payments, the project component should be broken into multiple tasks with appropriate corresponding timeframe and budget.

**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, community education and outreach component of the project, and public-facing informational signage that includes LCBP and NEIWPCC logos.
* If applicable, please provide an estimate of the number of people and audience type that will be actively or passively engaged in the products of this grant, if awarded.
* Please provide an estimate of the percentage (to nearest tenth) of new full-time employee positions that will be created if this grant is awarded, and the percentage of existing full-time employee positions that will be supported if this grant is awarded.

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

* **Outcome:** Results or effects of all activities, e.g., reduction of phosphorus loading to Lake Champlain through the Winooski River, the public within X watershed is better informed on aquatic invasive species, restoration of floodplain habitat in the Ausable watershed, etc.

**BUDGET TABLE AND DETAILED BUDGET JUSTIFICATION:** Complete details for all costs by major budget categories (i.e., personnel, 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. This section is not included in the page maximum total for the proposal. See example provided below. Task-based budget templates are available below and at the [Grantee Toolkit website](http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Required budget table format:** |  |  |
|  ***Line Item*** | **Task 1** | **Task 2** | **Task 3** | **Task 4** | **Task 5** (add or remove columns as needed) | ***Line Item* *Totals* for All Tasks** | Proposed Match\* (if any) | *Line Item* *Totals* + Proposed Match |
| Personnel |  $500  |  $1,200  |  $800  |  $495  |  $1,000  |  $3,995  |  $3,000  |  $6,995  |
| Fringe |  $150  |  $360  |  $240  |  $149  |  $300  |  $1,199  |  $1,030  |  $2,229  |
| Travel |  $0 |  $100  |  $300  |  $100  |  $0 |  $500  |  $400  |  $900  |
| Supplies |  $0 |  $200  |  $0 |  $2,000  |  $500  |  $2,700  |  $1,200  |  $3,900  |
| Professional Services |  $0 |  $0 |  $0 |  $2,500  |  $0 |  $2,500  |  $1,000  |  $3,500  |
| **Total Direct** |  **$650**  |  **$1,860**  |  **$1,340**  |  **$5,244**  |  **$1,800**  |  **$10,894**  |  **$6,630**  |  **$17,524**  |
| Indirect |  $80  |  $233  |  $168  |  $655  |  $225  |  $1,361  |  $0 |  $1,361  |
| **TOTAL BUDGET** | **$730** | **$2,093** | **$1,508** | **$5,899** | **$2,025** | **$12,255**TOTALS MUST BE LCBP FUNDS ONLY | **$6,630**PROPOSED MATCH IN THIS COLUMN ONLY | **$18,885** |

\*Proposed match must be non-federal funding

* **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.

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

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

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