



Request for Proposals for Clean Water and Healthy Ecosystems Projects

Patrick Leahy Lake Champlain Basin Program

Release Date: August 18, 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 directly support the Clean Water and Healthy Ecosystems goals of Opportunities for Action: An evolving plan for the future of the Lake Champlain Basin through on-the-ground implementation of water quality and habitat improvement projects.

LCBP anticipates a total of approximately \$4 million will be available to be awarded to projects among all seven categories. This work will support the Clean Water and Healthy Ecosystem goals of LCBP’s management plan, [Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin](#). This grant opportunity is supported by funds awarded to NEIWPCC by the U.S. Environmental Protection Agency (EPA) and Great Lakes Fishery Commission (GLFC) on behalf of the Lake Champlain Basin Program.

Proposals may be submitted to address the seven categories described in the table below.

Clean Water and Healthy Ecosystems Grant Categories:

Category	Description	Award amount	Proposals due
1. Clean water – small grants for implementation	Projects that will improve water quality and directly result in the reduction of water pollution in the Lake Champlain Basin	Up to \$50,000	October 12, 2023 at 12pm
2. Clean water - large grants for implementation*	Projects that will improve water quality and directly result in the reduction of water pollution in the Lake Champlain Basin	\$50,001 - \$200,000	October 12, 2023 at 12pm
3. Clean water – grants for planning*	Projects that will provide planning, design, or prioritization for future water quality improvement projects in the Lake Champlain Basin	Up to \$75,000	October 12, 2023 at 12pm
4. Healthy ecosystems – small grants for habitat and native species conservation	Projects that will preserve, restore, or improve native species habitat in the Lake Champlain Basin	Up to \$50,000	October 12, 2023 at 12pm
5. Healthy ecosystems – large grants for habitat and native species conservation	Projects that will preserve, restore, or improve native species habitat in the Lake Champlain Basin	\$50,001- \$175,000	October 12, 2023 at 12pm
6. Healthy ecosystems – grants for aquatic invasive species spread prevention and management	Projects that will directly prevent the spread of aquatic invasive species within or to the Lake Champlain Basin or manage their impacts	Up to \$25,000	October 12, 2023 at 12pm
7. Healthy ecosystems – grants for aquatic organism passage restoration	Projects that will restore aquatic organism passage in the U.S. portion of the Lake Champlain Basin.	Up to \$250,000	October 12, 2023 at 12pm

Eligibility

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

Applicants from and projects for the U.S. and Quebec portions of the Lake Champlain Basin are invited to apply for categories 1-6. Category 7 (Healthy ecosystems – grants for aquatic organism passage) is open to U.S. applicants and projects only.

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

An organization may submit one proposal as the primary applicant to each of the seven categories described in this RFP but may not submit more than one proposal to any category. If applying to more than one category, applicants should submit a separate proposal that is clearly distinct from any other proposal. Proposals to one category should not rely on support from a proposal submitted to a different category to be successful.

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).

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. NEIWPC 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. NEIWPC is a program partner of LCBP.

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

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

Inquiries

Please direct all Clean Water proposal inquiries to:

Dr. Matthew Vaughan, LCBP Chief Scientist

Email: mvaughan@lcbp.org

Please direct all Healthy Ecosystem proposal inquiries to:

Meg Modley, LCBP Aquatic Invasive Species Management Coordinator

Email: mmodley@lcbp.org

Grant category details

An organization may submit one proposal as the primary applicant to each of the seven categories described in this RFP but may not submit more than one proposal to any category.

If applying to more than one category, applicants should submit a separate proposal that is clearly distinct from any other proposal. Proposals to one category should not rely on support from a different category to be successful.

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

These are projects that will improve water quality and directly result in the reduction of water pollution in the Lake Champlain Basin

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

Examples of outputs of projects in this category may be the installation of a best management practice (BMP) or series of BMPs, pounds of phosphorus reduced by a project, public-facing informational signage and education and outreach about the project with the community, or a BMP maintenance plan.

Category 3: Clean water – grants for planning

These are projects that will provide planning, design, or prioritization for future water quality improvement projects in the Lake Champlain Basin.

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

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

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

These are projects that will preserve, restore, or improve native species habitat in the Lake Champlain Basin.

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

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

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

These are projects that will directly prevent the spread of aquatic invasive species within or to the Lake Champlain Basin or manage their impacts.

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

Examples of outputs for projects in this category may include assessment or mapping of aquatic

invasive species populations, aquatic invasive species removal work, boat launch steward programming metrics, public-facing informational signage and education and outreach about the project with the community, or a project maintenance plan.

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

These are projects that will restore aquatic organism passage in the U.S. portion of the Lake Champlain Basin.

Targeted outcomes for projects in this category include improved aquatic organism passage, connected climate-resilient stream networks, and enhanced natural ecosystem function of river systems. All phases of a culvert replacement or dam removal projects are eligible for funding and can be project outputs, including but not limited to education and outreach efforts, screening/scoping, feasibility/alternatives analyses, engineering design, permitting, construction, site restoration, site monitoring, and or site maintenance.

The most successful applications will advance removal of aquatic barriers for native species, opening high quality and resilient habitat.

Timeframe for successful projects

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

Proposals due to LCBP	12pm (noon) on October 12, 2023
Applicants notified of funding decisions	December 2023
Detailed project workplan due no later than	January 2024
Project start	April - May 2024
Project deliverables and final report due on or before	December 31, 2026

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

Proposal evaluation and selection criteria

All proposals will be evaluated by confidential peer reviewers according to the following criteria. The Lake Champlain Steering Committee will make decisions on awards and distribution of available funds among categories.

1. **Impact (60 points)**. Extent to which project outputs will:
 - a. (40 points) advance the Clean Water or Healthy Ecosystems goals of *Opportunities for Action*, and contribute to the goals of the applicable grant category;
 - b. (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 20 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 5-15 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.
2. **Likelihood of success (20 points)**. The extent to which the project team demonstrates that project outputs can and will be accomplished with high quality, on time with the proposed schedule, and within the proposed budget.
3. **Long-term plan (20 points)**. Strength of a long-term plan for project success beyond the life of the grant (e.g., a long-term maintenance plan for an implementation project, identified funding sources to implement planned projects, aquatic invasive species spread prevention plan).
4. **Budget (10 points)**. Appropriateness and efficiency of proposed funding request, project budget, and non-federal match for the scope and outputs of the project.
5. **Outreach (5 points)**. Extent to which the need for and benefits of the project will be communicated with local communities and stakeholders.
6. **Prior performance of project team (20 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 (20 points) in this category.

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 \$50,000 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.

- **Quality Assurance Project Plans (QAPPs)** are required for all activities involving the collection, generation, compilation, management, analysis, evaluation, and/or use of environmental data. When necessary, the successful applicant will prepare a QAPP as part of the project workplan. It is possible that some grants might not require a QAPP. Please contact LCBP staff if you are unsure about the QAPP requirement. The QAPP must be fully-approved before any environmental data collection or analysis activities can begin on a project. For projects requiring a QAPP, NEIWPC/LCBP will not pay for any data collection or analysis activities started prior to development and receipt of a fully-approved QAPP. QAPP development typically requires 20-30 hours of staff time, and the complete process may take as long as 12 weeks, from initial development to final approval, so please make sure that an appropriate amount of time has been allocated to this step in the application's budget and timeline. If you plan to use professional services/a consultant to assist with QAPP development, they should be hired before the QAPP is started. More information about the LCBP QAPP process can be found at this link.
- **Build America, Buy America requirements** (not applicable to Quebec-based projects) Subawards or contracts awarded more than \$250,000 are 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.
- **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.

- All materials and work products, regardless of physical form or characteristics, produced as a result of this project shall be made available to LCBP, NEIWPC, and EPA or the Great Lakes Fishery Commission (GLFC) in a suitable file format. LCBP, NEIWPC, and EPA or GLFC shall have an unrestricted right to use any materials, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, or work products without the expressed, written consent of LCBP and NEIWPC, and subject to any other approvals required by state or federal law. Reports and other deliverables will credit LCBP, NEIWPC, and EPA or the GLFC as funding partners for any work completed under the project contract.
- 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.
- NEIWPC requires its contractors to maintain worker's 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 NEIWPC, 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.
- Subawardees must comply with all requirements and responsibilities of this subaward and with all U.S. EPA General Terms and Conditions under the prime agreement as outlined [at this website](#). Subawardees are required to submit a [Subrecipient Risk](#)

[Assessment Form](#) with their proposal, which includes a requirement to attach an audit in some cases. If a Subawardee fails to submit or complete this form their proposal may be eliminated from consideration.

- **UEI Number:** The official entity identifier for doing business with the U.S. Government and NEIWPC has changed from a DUNS number to a SAM.gov created Unique Entity Identifier (“UEI”) number. The DUNS number is no longer acceptable. Instead, Contractors must register for a UEI through the System for Award Management (SAM) at <https://sam.gov/content/home>. This SAM-generated number is required for all NEIWPC Contractors as part of the agreement process. Existing NEIWPC Contractors that have already registered in Sam.gov will be automatically assigned a UEI which will be displayed in Sam.gov. No further action is required.
- **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](#) 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.
- **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. Final reports may be published as part of the [LCBP Technical Report series](#). The final report may also be used for LCBP and/or NEIWPC education and outreach materials.
- **NEIWPC COVID-19 Vaccination Policy:** NEIWPC 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 NEIWPCF-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](#), 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](#) 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

Grant Category (choose 1)*

1. Clean water - small grants for implementation (up to \$50,000)
2. Clean water - large grants for implementation (\$50,001 - \$200,000)
3. Clean water - grants for planning (up to \$75,000)
4. Healthy ecosystems - small grants for habitat and native species conservation (up to \$50,000)
5. Healthy ecosystems - large grants for habitat and native species conservation (\$50,001 - \$175,000)
6. Healthy ecosystems - grants for aquatic invasive species spread prevention and management (up to \$25,000)
7. Healthy ecosystems - grants for aquatic organism passage (up to \$250,000)

Choices

Clean water - small grants for implementation

Clean water - large grants for implementation

Clean water - grants for planning

Healthy ecosystems - small grants for habitat and native species conservation

Healthy ecosystems - large grants for habitat and native species conservation

Healthy ecosystems - grants for aquatic invasive species spread prevention and management

Healthy ecosystems - grants for aquatic organism passage

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: 65

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: 500

Organization mission statement*

Character Limit: 1500

One-sentence summary*

Summarize the project in one sentence.

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.

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

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., plan plantings for the fall
- **Output:** An activity or product completed as a result of a task, e.g., four meetings held, educational booklet, right-sized culvert 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

Site description and land uses*

Provide detailed site description(s) if applicable and a brief description of the land uses that will be addressed in the project (e.g. urban, suburban, agriculture, forested lands, aquatic habitat).

Character Limit: 3500

Geographical coordinates, if applicable

Provide the geographical coordinates (latitude and longitude) for the project site(s) if appropriate. If more than one, please include site name with each set of coordinates.

Character Limit: 1000

Project area map(s)

Attach maps of the project area below. Including map(s) is highly encouraged but not required. Relevant information on the map may include site location within stream network or subwatershed, proximity to major waterways, relative location to other project, etc.

File Size Limit: 3 MB

4 maps allowed

Proposal section 3: Project description

Background and project overview

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 Clean Water and/or Healthy Ecosystem goals of *Opportunities for Action* and category-specific goals mentioned in RFP Category Details above. 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

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](#) and accompanying [mapping tool](#) as needed. Type in n/a if not applicable.

Character limit: 1000

Climate resilience*

Explain how the project will advance climate resilience in the Lake Champlain Basin in addition to

achieving the goals of the applicable category. 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 [LCBP task table template](#) 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. (Example: Develop QAPP).
- Summary of task goal(s): A short phrase describing the individual goal(s) that you will accomplish during the task. (Example: Describe quality assurance procedures to maintain project performance, purchase supplies).
- 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 (Example: Approved QAPP, interim report, literature review, final report). 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 complete 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.
- Work shall be completed within the specified performance period in the RFP, by December 31, 2026.

Sample Project Task Table for reference:

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

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.

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

Character Limit: 6500

Anticipated outcomes:*

List all anticipated outcomes for the project.

- **Outcome:** Results or effects of all activities, e.g., reduced phosphorus loading to Lake Champlain through the Winooski River, the public is better informed on aquatic invasive species, etc.

Character Limit: 2500

Opportunities for Action Tasks*

Please check the [Opportunities for Action](#) 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](#), 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.

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

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 each estimate of supplies cost was determined. E.g., include the estimated cost and number of each item.

Character Limit: 5000

Budget justification: Professional services

For all tasks, please describe in detail how the estimate of professional services cost was determined.

Character Limit: 5000

Budget justification: Indirect

For all tasks, 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:

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

Technical 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 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

Aquatic organism passage restoration category questions (for AOP projects only)

Target native species*

What is/are the main native species which benefit from this project?

Connectivity*

How does this project enhance stream connectivity? For each crossing, please share the upstream and downstream mileage to the next barrier and the degree of each barrier (partial, full, etc). Briefly, share how you determined these numbers (using an online tool, walking the stream, etc).

Aquatic invasive species*

Share any relevant information about aquatic invasive species and/or non-native species down or upstream from barrier(s). For example, is this barrier (or another one in the stream network) playing an important role in keeping out aquatic invasive or non-native species?

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.