**Release date: October 1, 2019**

**Request for Heritage Pre-Proposals to Implement the *CVNHP Management Plan***

The Lake Champlain Basin Program (LCBP), with the New England Interstate Water Pollution Control Commission (NEIWPCC) is pleased to announce a Request for Pre-Proposals for projects and programs that highlight the Interpretive Themes and further the goals, actions and tasks described in the Champlain Valley National Heritage Partnership (CVNHP) [Management Plan](http://www.champlainvalleynhp.org/PDFs/FINAL_CVNHP_MgmtPlan_with_%20OFAlinks_092311.pdf) (pages 39-68).

The pre-proposal should be a two-page document to introduce the project, adhering to the Pre-proposal Format Requirements located on page 9 of the RFP. After review of the submitted pre-proposals, a subset of applicants will be asked to submit a full proposal for funding consideration for projects to begin on October 1, 2020. Pre-proposals not invited for full proposal consideration in this cycle may be revised and submitted for future funding opportunities. All award notifications are subject to available funding.

**The LCBP is particularly interested in funding projects that address the following priorities:**

**CVNHP Special Program** Funding Projects ($10,000-$40,000) will have an emphasis on any of the following:

* Serve the CVNHP *Corridor of Commerce* Interpretive Theme with emphasison the **Temperance Movement**, the **Prohibition Era,** or **Smuggling** to support multi-jurisdictional, or regional projects that interpret, highlight, and support the observation of the 100th anniversary of the 18th Amendment and a long history of illegal trade throughout the region.

**CVNHP Core Grant Program** proposals may include:

* Local Heritage Grants (up to $4,000 for local projects; up to $7,500 for regional, multi-jurisdictional projects)
* *Corridor of Commerce* Interpretive Theme Grants (up to $7,500)
* Collections Grants (up to $7,500)
* Internship Grants (up to $5,000)

We anticipate these projects will be supported with funds awarded to NEIWPCC by the U.S. National Park Service (NPS) and the Great Lakes Fishery Commission (GLFC).

**PRE-PROPOSAL DEADLINE NOTICE:** Only electronic pre-proposals in MS Word or compatible formats will be accepted and must be received by [jbrangan@lcbp.org](mailto:jbrangan@lcbp.org) AND [grants@lcbp.org](mailto:grants@lcbp.org) by **November 4, 2019.**

LATE OR INCOMPLETE PRE-PROPOSALS WILL NOT BE CONSIDERED.

**Request for Pre-Proposals to Implement the CVNHP Management Plan**

**Overview of the CVNHP, LCBP, and NEIWPCC**

The CVNHP includes any heritage resource or community along the linked navigable waterways of Lake Champlain, Lake George, the Champlain Canal, and the Upper Hudson River that contains a physical, cultural, or historical resource representing any of the CVNHP’s approved interpretive themes: *Making of Nations*, *Corridor of Commerce*, and *Conservation & Community*.

The CVNHP was established by the U.S. Congress in 2006 to recognize the importance of the historical, cultural, and recreational resources of the region and to assist efforts to preserve, protect, and interpret those resources. The National Heritage Area also works to enhance the quality of the tourism economy and to encourage working partnerships among state, provincial, and local governments and non-profit organizations in New York, Québec, and Vermont.

Eligible communities and project sites within the US-portion of the CVNHP include the counties of Grand Isle, Franklin, Chittenden, Addison, Rutland, and Bennington in Vermont and Clinton, Essex, Warren, Saratoga, and Washington counties in New York. Eligible communities and sites in Quebec include the Brome-Missisquoi, [La Vallée-du-Richelieu](http://en.wikipedia.org/wiki/La_Vall%C3%A9e-du-Richelieu_Regional_County_Municipality,_Quebec), [Rouville](http://en.wikipedia.org/wiki/Rouville_Regional_County_Municipality,_Quebec), Pierre-de-Saurel, and [Le Haut-Richelieu](http://en.wikipedia.org/wiki/Le_Haut-Richelieu_Regional_County_Municipality,_Quebec) regional municipal counties (RMCs) of Québec.

The U.S. 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 LCBP and authorized it to receive direct support from the U.S. EPA under the Clean Water Act. The LCBP coordinates and funds efforts that benefit the Lake Champlain Basin’s water quality, fisheries, economy, wetlands, wildlife, recreation, and cultural resources, and works in partnership with government agencies, private organizations, local communities, and individuals from New York, Vermont, and Québec. These efforts are guided by the comprehensive management plan [*Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*](https://www.lcbp.org/about-us/opportunities-for-action/), recently updated in June 2017.

Since 1992, the New England Interstate Water Pollution Control Commission (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 congressionally authorized not-for-profit interstate organization whose membership includes all six New England states and New York State. The NEIWPCC mission is to help its member states to realize their individual and collective clean water program goals.

1. **Grant award process**

The LCBP issues this request for two-page pre-proposals that address the priorities listed above for Special Projects or Core Grants. Pre-proposals will be evaluated through a competitive process; a subset of pre-proposal applicants will be asked to submit a full proposal with a developed budget and anticipated project outputs and outcomes. Grant award recipients will be selected from the pool of full proposals and successful projects can begin on October 1, 2020. The aim of this process is to invite a wide range of innovative and effective projects and further the goals, actions and tasks described in the CVNHP [Management Plan](http://www.champlainvalleynhp.org/PDFs/FINAL_CVNHP_MgmtPlan_with_%20OFAlinks_092311.pdf) (pages 39-68).

Applicants may choose the most appropriate total request amount for their project. Requests ranging from $4,000 to $40,000 will be accepted in the appropriate grant category. Please note that if an applicant is asked to submit a full proposal, the total request amount in the full proposal must be equal to or less than the total request in the pre-proposal unless suggested by the LCBP. Please visit <http://lcbp.org/grants> or contact LCBP for information on other grant opportunities. Successful applicants should be aware of the additional requirements as described in Appendix A of this Request for Pre-proposals.

Please contact Jim Brangan, Assistant Director of the CVNHP at [jbrangan@lcbp.org](mailto:jbrangan@lcbp.org) with questions.

1. **Priorities for Funding**

LCBP seeks pre-proposals for special programs that address the themes, goals, actions and tasks described in the CVNHP [Management Plan](http://www.champlainvalleynhp.org/PDFs/FINAL_CVNHP_MgmtPlan_with_%20OFAlinks_092311.pdf) (pages 39-68). For this funding cycle, the Lake Champlain Steering Committee has identified the priorities for funding listed below. Projects that address these priorities will likely be more competitive in the review process.

**CVNHP Special Program** Projects ($10,000-$40,000) will address any of the following priorities:

* Serve the CVNHP *Corridor of Commerce* Interpretive Theme with emphasison the **Temperance Movement**, the **Prohibition Era,** or **Smuggling** to support regional projects that interpret, highlight and support the observation of the 100th anniversary of the 18th Amendment of the United States Constitution and a long history of illegal trade throughout the region. Special Program pre-proposals should be multi-jurisdictional and serve to highlight the *Corridor of Commerce* Interpretive Theme on an international scale. Projects smaller in scope and scale are welcome to submit pre-proposals in the *Corridor of Commerce* Interpretive Theme Core Grant Program (below).

**CVNHP Core Grant Program** proposals may include:

* **Local Heritage Grants** (up to $4,000 for local projects; up to $7,500 for regional, multi-jurisdictional projects) for educational endeavors that involve active participation from youth and students in the research and discovery of the cultural or natural heritage associated with their community, and the creation of new artistic expressions, or interpretation of those topics utilizing fresh perspectives or new technology.
* ***Corridor of Commerce* Interpretive Theme Grants** (up to $7,500) that highlight, showcase and interpret the **Temperance Movement**, the **Prohibition Era,** or **Smuggling** to support regional projects that interpret, highlight and support the observation of the 100th anniversary of the 18th Amendment and a long history of illegal trade throughout the region.
* **Collections Grants** (up to $7,500) for the inventory, conservation and interpretation of museum and library collections. Projects retrofitting historic museum or library buildings with UV/climate control technology are also eligible for funding.
* **Internship Grants** (up to $5,000) for CVNHP-sponsored internships focused on professional internships that provide experience in historical/natural interpretation and/or artifact curation, cataloging, and display, with exposure to general museum/historic site management during a portion the tourism season (i.e. spring to fall 2021).

1. **Eligibility**

Eligible organizations include nonprofit organizations, colleges, universities, and municipalities within the CVNHP region as described above.

1. **Timeframe for proposals**

The pre-proposal to project initiation process will require approximately 12 months, as follows. Please note that this schedule is **subject to change**:

* **October 1, 2019:** LCBP Releases Request for Pre-proposals for Core Grants and Special Program Grants for projects to begin in Fall 2020.
* **October 7, 2019:** CVNHP Annual International Summit where Pre-proposal process is described and networking opportunities explored.
* **November 4, 2019:** Pre-proposals for Core Grants and Special Program Funding due.
* **December 17, 2019:** Lake Champlain Steering Committee considers recommendations from peer-review committee regarding which pre-proposals are invited to submit full proposals.
* **December 19, 2019:** Notify successful pre-proposal applicants to proceed with development of full proposals for Core Grant and Special Programs.
* **January 27, 2020:** Core Grant and Special Program Proposals due.
* **April 15 & 16, 2020: Lake Champlain Steering Committee:** Finalize FY2020 CVNHP budget and projects, including approved CVNHP Core Grant and Special Programs proposals.
* **May 2020:** Programs funded in the FY2020 CVNHP Budget and Workplan develop workplans for anticipated work.
* **Summer 2020:** Agreements between New England Interstate Water Pollution Control Commission and grant funding sources are developed.
* **October 1, 2020:** The earliest project work may begin with execution of a memorandum of understanding between the grantee and NEIWPCC.

1. **CVNHP Special Program Pre-Proposal Evaluation and Selection Criteria**

Submitted pre-proposals for CVNHP Special Programs will be judged according to the following criteria:

1. **Focus:** Extent to which the project is multi-jurisdictional, or regional in nature and will address: 1) the Temperance Movement, 2) the Prohibition Era and/or 3) Smuggling in the Champlain and Richelieu River valleys. (20 points)
2. **Impact:** Extent to which the project will result in tangible outputs and benefits that address the tasks identified on pages 43-68 of the [CVNHP Management Plan](http://www.champlainvalleynhp.org/PDFs/FINAL_CVNHP_MgmtPlan_with_%20OFAlinks_092311.pdf). (20 Points)
3. **Partnerships:** Extent to which the applicant demonstrates a commitment to work with partners to achieve project goals and the extent to which this cooperation will enhance the effectiveness of CVNHP funding. (20 Points)
4. **Feasibility:** Extent to which the project can be executed and the likeliness of success. (20 points).
5. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) will increase score in this criterion (20 points)
6. **CVNHP Core Grant Pre-Proposal Evaluation and Selection Criteria**
7. **CVNHP Local Heritage Grant Pre-Proposal Evaluation and Selection Criteria** Pre-proposals (up to $4,000 for local projects; up to $7,500 for regional, multi-jurisdictional projects) for educational endeavors that involve active participation from youth and students in the research and discovery of the cultural and/or natural heritage associated with their community, and the creation of new artistic expressions, or interpretation of those topics utilizing fresh perspectives and/or new technology. Submitted pre-proposals for CVNHP Local Heritage Grants will be judged according to the following criteria:
8. **Focus:** Extent to which the proposed project involves active participation from youth and students in the research and discovery of their community’s unique cultural and/or natural heritage. (20 Points)
9. **Impact:** The extent to which new artistic expressions through fresh perspectives, interpretive media, and/or new technology are created. (20 Points)
10. **Partnerships:** Extent to which the applicant demonstrates a commitment to work with partners to achieve project goals and the extent to which this cooperation will enhance the effectiveness of CVNHP funding. (20 Points)
11. **Feasibility:** Extent to which the project can be executed and the likeliness of success. (20 points).
12. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) will increase score in this criterion (20 points)
13. **Extra Credit:** Pre-proposals that include a focus on the *Corridor of Commerce* Interpretive Theme with an emphasis on the Temperance Movement, Prohibition, and/or Smuggling may receive extra credit on their application. Projects that focus on underserved communities will also receive extra credit. (up to 10 points)
14. **CVNHP *Corridor of Commerce* Interpretive Theme Grants** **Pre-Proposal Evaluation and Selection Criteria**

Pre-proposals (up to $7,500) for projects, or programs that highlight, showcase and interpret the Temperance Movement, Prohibition, and/or Smuggling in the CVNHP region. Submitted pre-proposals for CVNHP *Corridor of Commerce* Interpretive Theme Grants will be judged according to the following criteria:

1. **Focus:** Extent to which the project will address: 1) the Temperance Movement, 2) the Prohibition Era and/or 3) Smuggling. (20 points)
2. **Impact:** Extent to which the project will result in tangible outputs and benefits that address the tasks identified on pages 43-68 of the [CVNHP Management Plan](http://www.champlainvalleynhp.org/PDFs/FINAL_CVNHP_MgmtPlan_with_%20OFAlinks_092311.pdf). (20 Points)
3. **Partnerships:** Extent to which the applicant demonstrates a commitment to work with partners to achieve project goals and the extent to which this cooperation will enhance the effectiveness of CVNHP funding. (20 Points)
4. **Feasibility:** Extent to which the project can be executed and the likeliness of success. (20 points).
5. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) will increase score in this criterion (20 points)
6. **CVNHP Collections Pre-Proposal Evaluation and Selection Criteria**

Submitted pre-proposals (up to $7,500) for CVNHP Collections Grants will be judged according to the following criteria:

1. **Focus:** Extent to which project serves the intent of the grant: 1) the inventory, conservation and interpretation of museum or library collections; or 2) retrofitting historic museum or library facilities with UV/climate control technology. (20 Points)
2. **Need:** Extent to which the collection, or facility requires assistance. (20 points)
3. **Capacity:** Extent of the professional knowledge and background of the project’s principal and/or the capacity of partners involved. (20 points)
4. **Feasibility:** Extent to which the project can be executed and the likeliness of success. (20 points).
5. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) will increase score in this criterion (20 points)
6. **CVNHP Internship Pre-Proposal Evaluation and Selection Criteria**

Pre-proposals (up to $5,000) for internship grants focused on professional internships that provide experience in historical/natural interpretation and/or artifact curation, cataloging, and display, with exposure to general museum/historic site management during a portion the tourism season (i.e. spring to fall 2021). Submitted pre-proposals for CVNHP Internship Grants will be judged according to the following criteria:

1. **Focus:** Overview of the historic site/museum, including its history, mission, annual visitation numbers and how it serves the interpretive themes of the CVNHP: *Making of Nations, Corridor of Commerce* and/or *Conservation & Community*. (20 points)
2. **Internship Description:** The proposed internship job description and the tangible outcomes, outputs and deliverables associated with the internship. (20 points)
3. **Capacity:** Knowledge and experience of the intern’s supervisor and how that knowledge and experience will be shared with the intern. (20 points)
4. **Feasibility:** Extent to which the project can be executed and the likeliness of success. (20 points).
5. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) will increase score in this criterion (20 points)
6. **Available Funds and Match Requirements**

Funds are anticipated to be available for projects to begin on October 1, 2020. All awards are subject to available funding and LCBP is not obligated to issue any funds under this request. *While matching funds and in-kind support are not required, proposals that include match or in-kind support often are considered more competitive in the grant review process*. Cost share or match can be satisfied with cash or in-kind services, or a combination of both. Cash contributions are those funds used to purchase goods or services associated with the project. In-kind contributions represent the value of non-cash contributions provided by the applicant. Any contributions must be clearly explained in the proposal and must be documented. Applicants should be aware that because optimal matching support may make a proposal more competitive, any match proposed will be embedded in the contractual agreement with NEIWPCC.

1. **Period of Performance**

Work is expected to begin no earlier than **October 1, 2020** and should be completed within 15 months after the start date.

1. **Schedule and Requirements for Pre-Proposal Submission**
2. Please follow the format outlined in the attached CVNHP Pre-Proposal Format Requirements.
3. Only editable electronic copies will be accepted and must be received via email in Microsoft Word, or Word-compatible format by **November 4, 2019** to ([jbrangan@lcbp.org](mailto:jbrangan@lcbp.org)) and ([grants@lcbp.org](mailto:grants@lcbp.org)). **Note:** Pre-proposals in a PDF format will be rejected.
4. **Contact Information**

Please direct all inquiries to:

Jim Brangan

Lake Champlain Basin Program

Champlain Valley National Heritage Partnership

54 West Shore Rd.

Grand Isle, VT  05458

p: 802-372-3213 x213

[jbrangan@lcbp.org](mailto:jbrangan@lcbp.org)

**Pre-Proposal Format Requirements**

Pre-proposals should be sent electronically in MS Word (or equivalent) format to [jbrangan@lcbp.org](mailto:jbrangan@lcbp.org) AND [grants@lcbp.org](mailto:grants@lcbp.org). Pre-proposals must adhere to the following guidelines: 12-point Times New Roman font (or equivalent), minimum 1-inch margin on all sides, and should not exceed a **2-page maximum length.**

**TITLE:** Please include a concise and descriptive title.

**ONE SENTENCE ABSTRACT:** This very brief description of your project should be understandable to a non-technical audience.

**POINT OF CONTACT:** Name, position, organization, address, telephone, email of the person who will be the point of contact, and brief summary of project team qualifications. The listed organization should be the group that will ultimately enter a contractual agreement with NEIWPCC if the project is successful (see Eligibility requirements in Section III above).

**DESCRIPTION OF PROJECT SCOPE, OUTPUTS, OUTCOMES, PARTNERS, AND TIMEFRAME:** Use this space as you see fit to briefly describe your project and explain how it will contribute toward addressing the tasks identified on pages 43-68 of the [CVNHP Management Plan](http://www.champlainvalleynhp.org/PDFs/FINAL_CVNHP_MgmtPlan_with_%20OFAlinks_092311.pdf). Please note the following definitions: An **output** is an activity or product generated as a result of a task (e.g. developing an interpretive display, training an intern, installing a new HVAC system in a museum, etc.). An **outcome** is a result or effect of all activities (e.g. increased public awareness of the temperance Movement, students who better understand the historical significance of their community, etc.). Please also list any anticipated partnerships. Letters of support may be required at the full-proposal stage.

**TOTAL REQUEST AMOUNT:** List in US dollars. Other anticipated sources and amounts of funding may also be included. Please note that if your pre-proposal is selected for a full proposal, the total funding request in the full proposal cannot be greater than the total request in the pre-proposal without written permission from LCBP.

**BRIEF BUDGET EXPLANATION:** Briefly explain the major components of the budget. List the percentage of the budget that may be spent on the following elements: personnel and fringe, travel, supplies, professional services, indirect costs, and any other major category (specify). More details and full budget explanation will be required at the full proposal stage. Relative percentages of budget components may change in the full proposal as necessary.

**Appendix A: Summary of Requirements for Selected Projects**

If selected for funding, successful applicants should be aware of these additional requirements for all LCBP-funded projects:

1. Following initial notification of the award, a workplan must be approved by LCBP before a contract agreement can be executed and the work begun. Compensation cannot begin until the workplan is approved and a contract is executed. The workplan will detail the logistical elements of the project, including deliverables and project timeline. Information about the LCBP grant process, workplan development guidelines, and reporting requirements can be found on the LCBP website at: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>. The successful applicant will enter into a memorandum of agreement (MOA) with NEIWPCC in order to complete the work and will be compensated upon completion of workplan deliverables.
2. Quarterly reports must be filed electronically by January 1, April 1, July 1 and October 1 during the period of the MOA.
3. All project work must be completed with final reports and invoices received by the CVNHP/LCBP **by December 31, 2021.**
4. 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 appropriate funding agencies in a suitable file format. The LCBP, NEIWPCC, U.S. National Park Service and Great Lakes Fishery Commission 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 the LCBP and NEIWPCC, and subject to any other approvals required by state or federal law. Reports and other deliverables will credit LCBP, U.S. National Park Service, Great Lakes Fishery Commission, and NEIWPCC as funding partners for any work completed under the project contract.
5. The LCBP and NEIWPCC require its contractors to maintain workers compensation and liability insurance. More details will be provided to the successful applicant at the time of contracting.
6. If a project includes collection of any primary or secondary data or involves a modeling effort, it will require a Quality Assurance Project Plan (QAPP). Once the grant agreement has been executed, the contractor must develop a QAPP to be approved before the beginning of any data collection or secondary data analyses. More information about LCBP Quality Assurance Plans can be found at: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/qapp/>. A QAPP generally takes four weeks for approval following submission.
7. The LCBP encourages applicants 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. The LCBP Indirect Policy can be found here: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>
8. The following procurement procedure is applicable to proposals submitted in response to this request if the primary applicant is not a for-profit organization. The purpose is to ensure fair and open competition for purchases supported by the funding. If the applicant plans to use federal 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 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 to submit price quotes as part of the competitive process. At least three price quotes for the contract 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 funds.