

Release Date: February 12, 2024 – Updated March 25, 2024

## **Patrick Leahy Lake Champlain Basin Program Announcement**

### **Request for Proposals**

#### **Communities with Disadvantages Liaison Grant Program**

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 the Communities with Disadvantages Liaison grant program. This grant program aims to support efforts to engage, develop, or continue to strengthen relationships with [Communities with Disadvantages](#) in the Lake Champlain Basin. Successful projects will engage [Communities with Disadvantages](#) in discussions, planning, or implementation efforts to identify and address water quality, habitat, recreation, or access concerns in the Lake Champlain watershed. This grant opportunity will support direct engagement over multiple years to build relationships with [Communities with Disadvantages](#) to identify and elevate the needs and concerns of communities that face barriers to accessing or participating in water quality improvement programs and processes.

Successful applicants will propose projects that demonstrate meaningful involvement with [Communities with Disadvantages](#) with outputs that advance the goals of LCBP's long-term management plan, [Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin](#) (the Plan).

Up to \$400,000 is available to support this program. This grant opportunity is supported by funds awarded to NEIWPCC on behalf of LCBP by the U.S. Environmental Protection Agency (EPA).

**Applicants must submit proposals via [Foundant](#) no later than 12pm (noon) on May 9, 2024.**

#### **Questions about this RFP opportunity may be directed to:**

Mae Kate Campbell, Associate Scientist, [mkcampbell@lcbp.org](mailto:mkcampbell@lcbp.org) or 802-372-0220. General questions submitted by April 15, 2024, and LCBP's responses will be posted on the LCBP website at this [link](#) on a rolling basis as questions are received. LCBP will also host question-and-answer sessions on this RFP on March 11<sup>th</sup> at 1:00 pm ([register here](#)) and on March 25<sup>th</sup> at 9:00 am ([register here](#)). Potential applicants are strongly encouraged to attend an information session and are welcome to contact Mae Kate to discuss project ideas before proposal submission.

#### **I. 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 LCBP plan entitled, [\*Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin\*](#), 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.

NEIWPCC was established by an act of the United States Congress which ratified the New England Interstate Water Pollution Control Compact in 1947. NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. NEIWPCC engages and convenes water quality professionals and other interested parties from New England and New York to collaborate on drinking water, wastewater, and environmental science challenges across shared regions and ecosystems. NEIWPCC has served as the primary program administrator of LCBP at the request of the EPA and administers the program’s personnel, finances, and contracts.

In accordance with the Act, LCBP and NEIWPCC work in partnership with EPA, 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. .

## **II. Project Background**

The Lake Champlain Basin Program is committed to advancing diversity, equity, and inclusion across our work. In response to the [\*federal Justice40 Initiative\*](#), LCBP has developed a definition of [\*Communities with Disadvantages\*](#) to ensure benefits are distributed equitably. Consistent with federal goals, LCBP has set a goal that at least 40% of funds distributed through our grant programs will support projects that benefit communities with disadvantages.

While the creation of this definition and prioritization of communities with disadvantages is an important step toward ensuring the benefits of LCBP funding are distributed equitably, LCBP recognizes that prioritization alone will not be sufficient to reach communities that have not been traditionally included in environmental decision-making processes and face barriers accessing funding opportunities. For instance, watershed groups that have traditionally applied for LCBP funding may not have existing relationships with communities with disadvantages and lack the staff capacity to invest time in relationship building. Similarly, communities with disadvantages may lack the resources needed to apply for funding opportunities and may be unfamiliar with the channels available to communicate community concerns.

This funding program aims to support engagement with communities with disadvantages to work toward identifying and addressing water quality, habitat, recreation, or access concerns. Funds may be used to support a variety of potential objectives to allow applicants to tailor their project to community needs.

### **Outputs and Deliverables:**

The outputs and deliverables below are intended to serve as examples that might be achieved by successful projects:

- A record of community engagements in groups or one-on-one settings to build relationships with communities with disadvantages or audiences who represent identities included in LCBP's definition (including the self-identification option) to address the goals described in [\*Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin\*](#).
- A report including community values, concerns, and priorities related to the goals described in [\*Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin\*](#).
- A report prepared with community support of projects concepts or ideas that would improve water quality, watershed health, or recreation access for a community with disadvantages.
- A record of educational events held to respond to community questions to improve knowledge about Lake Champlain and its watershed.

#### **Outcomes:**

- Grant recipients build and strengthen working relationships with **communities with disadvantages**.
- Groups from communities with disadvantages develop greater understanding of water quality and watershed health.
- Community members gain meaningful opportunities to provide input on environmental program decisions that concern them.
- The voices of communities with disadvantages are better represented through their partnership with the LCBP partner organization.
- Increase in the number of water quality and ecosystem health projects that better serve the needs of communities with disadvantages.
- Water quality or watershed health in communities with disadvantages is improved.

More information about LCBP's Communities with Disadvantages definition can be found on this page: <https://www.lcbp.org/about-us/people/diversity-equity-inclusion/disadvantaged-community-definition-and-guidance/>

### **III. Summary of other requirements for selected applicants**

The selected applicants will be required to complete the following additional tasks:

1. **Workplan:** Successful applicants must submit a detailed project workplan to LCBP within thirty days of LCBP grant award notification. This workplan will be subject to the LCBP approval process before a contract is issued. The workplan describes the project methods, tasks, timeline, outputs, and task-based budget. If a project is selected for funding, LCBP staff will provide the grant recipient with workplan guidance. We strongly encourage all applicants to use the LCBP grant reporting

templates and to visit the LCBP website for more information on the LCBP grant process and reporting templates at [this link](#).

2. **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.
3. **Final report:** A final report fully documenting the project outputs and results is required on 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.
4. **Schedule:** Successful applicants will complete projects according to the following schedule (subject to change):

Proposals due to LCBP	May 9, 2024
Applicants notified of funding decisions	By July 2024
Detailed project workplan due	August 10, 2024
Project start	November 2024
Project deliverables and final report due on or before	Up to 3 years after project start

5. **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.
6. **Procurement of supplies, equipment, and services:** 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
7. 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 in a suitable file format. LCBP, NEIWPCC, and EPA 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 as funding partners for any work completed under the project contract.
8. **Insurance Requirements:** 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.
9. 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](#). If awarded, subawardees are required to submit a [Subrecipient Risk Assessment Form](#) with their workplan, which includes a requirement to attach an audit in some cases.
  10. **UEI Number:** The official entity identifier for doing business with the U.S. Government and NEIWPCC has changed from a DUNS number to a SAM.gov created Unique Entity Identifier (“UEI”) number. The DUNS number is no longer acceptable. Instead, Contractors must register for a UEI through the System for Award Management (SAM) at <https://sam.gov/content/home>. This SAM-generated number is required for all NEIWPCC Contractors as part of the agreement process. Existing NEIWPCC Contractors that have already registered in SAM.gov will be automatically assigned a UEI which will be displayed in Sam.gov. No further action is required.
  11. **NEIWPCC COVID-19 Vaccination Policy:** NEIWPCC is committed to providing a working environment that keeps all staff and visitors as safe as possible and promotes the well-being of our community. We encourage attendees to take CDC recommendations and their individual circumstances into account when deciding about preventative actions. It is recommended that all individuals who participate in NEIWPCC-funded events be fully vaccinated, however this is no longer a requirement.
  12. **Quality Assurance Project Plans (QAPPs)** are required for all activities involving the collection, generation, compilation, management, analysis, evaluation, and/or use of environmental data. When necessary, the successful applicant will prepare a QAPP as part of the project workplan. It is possible that some grants might not require a QAPP. Please contact LCBP staff if you are unsure about the QAPP requirement. The QAPP must be fully approved before any environmental data collection or analysis activities can begin on a project. For projects requiring a QAPP, NEIWPCC/LCBP will not pay for any data collection or analysis activities started prior to development and receipt of a fully approved QAPP. QAPP development typically requires 20-30 hours of staff time, and the complete process may take as long as 12 weeks, from initial development to final approval, so please make sure that an appropriate amount of time has been allocated to this step in the application’s budget and timeline. If you plan to use professional services/a consultant to assist with QAPP development, they should be hired before the QAPP is started. More information about the LCBP QAPP process can be found [at this link](#).

13. **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.

#### **IV. Eligibility**

Eligible organizations include colleges, universities, nonprofit organizations, and for-profit companies. Applications may be submitted from a team of organizations looking to partner in this work, however a single organization must serve as the primary applicant that will hold the contract. Federal and state agencies are not eligible to apply.

The selected contractors will be responsible for the completion of all project tasks. All work funded through this RFP must take place in the Lake Champlain watershed, but applicants do not have to be based in the watershed.

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

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.

#### **V. Proposal evaluation and selection criteria**

Proposals received in response to this RFP will undergo a confidential external peer review, and will be judged according to the following criteria:

1. **Outreach and Engagement Plan (30 points):** This criterion will be scored based on:
  - a. The proposed number of communities that will be reached during the project period.
  - b. The strength and feasibility of the proposed plan for engaging with audiences or communities with disadvantages that align with the LCBP's definition, and

- c. The extent to which the plan will result in meaningful engagement with identified groups for water quality, habitat, recreation, or access concerns in relation to *Opportunities for Action*.

Projects that will engage communities that meet multiple criteria included in LCBP's definition and demonstrate meaningful involvement with the identified communities will receive a greater number of points (up to the full 30) than projects that will engage communities that meet fewer criteria (10-25 points proportional to the number of criteria met).

2. **Impact (30 points):** The extent to which the proposed project will result in strengthened connections between watershed stewardship organizations and communities with disadvantages (per LCBP's definition) to identify, elevate, communicate, and address the watershed-related needs and concerns of identified groups.
3. **Evaluation of Project Performance (10 points):** The strength of the proposed plan for tracking and evaluating project performance.
4. **Collaboration (20 points):** Demonstrated ability and prior experience with convening partners, the general public, or collaborating with diverse groups, community members, or communities with disadvantages.
5. **Long-Term Plan (20 points):** The extent to which project outputs will help facilitate ongoing relationships with identified communities, or the extent to which project outputs will identify future work that can be undertaken to improve on concerns voiced by identified communities.
6. **Budget (10 points):** Appropriateness and efficiency of proposed funding request for the scope and objectives of the project.

## VI. Available funds and match requirements

Funding requests up to \$150,000 will be considered. A total of approximately \$400,000 may be available for projects to be supported under this RFP. No in-kind or cash match is required, though match will be considered favorably during budget review and may make the proposal more competitive. Federal funds may not be used as match. If matching funds are from a Vermont or New York State agency, please provide a letter certifying those funds are eligible for match against LCBP funding and confirm those funds are not already dedicated to EPA Section 120 LCBP program match.

The Lake Champlain Steering Committee will ultimately decide the final distribution of available funds.

## VII. Appropriate use of funds

- 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.
- **Participant support costs are eligible** for funding under this award. These costs may include advertising funds to reach communities, translation services (if applicable), stipends for community meeting attendance or focus group participation, travel and

childcare costs related to participating in project activities, training materials, and fees associated with renting venue space for project activities.

### **VIII. Proposal submission**

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](mailto:kcrowningshield@lcbp.org) or call 802-372-3213.**

Please see below for complete details and proposal format requirements. LCBP expects to issue multiple awards from this RFP. All awards are subject to funding availability. This RFP is available on the LCBP website at [lcbp.org/grants](http://lcbp.org/grants).

## Proposal section 1: General information

### **Title\***

Provide a concise and descriptive title for your project.

*Character Limit: 150*

### **Point of contact name\***

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

*Character Limit: 65*

### **Point of contact email address\***

Email address for the point of contact.

*Enter email address*

### **Point of contact telephone 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 telephone number (if different from point of contact)**

*Character Limit: 20*

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

*Enter email address*

### **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.** You may request between \$15,000-\$150,000 in funding.

*Enter currency*

### **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. Please mark N/A if no match will be provided.

*Enter currency*

### **Total project cost\***

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

*Enter currency*

### **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., conduct outreach to communities with disadvantages in our subwatershed.
- **Output:** An activity or product completed as a result of a task, e.g., summary of engagements conducted, priority projects identified, 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](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](https://atlas.lcbp.org/WEB/nature_and_environment/watersheds/huc_classification/huc_classification.html) Please list the 12-digit HUC12 sub-watershed number(s).

*Character Limit: 500*

## Proposal section 3: Project description

### **Project description\***

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

*Character Limit: 2500*

### **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 planning documents.

*Character Limit: 1000*

### **Impact\***

Describe how this project intends to strengthen connections between watershed stewardship groups and communities with disadvantages, to identify, communicate, or develop water quality, ecosystem health, or public access projects for funding as related to the goals of *Opportunities for Action*.

*Character Limit: 2000*

### **Outreach and Engagement Plan\***

Provide details on your strategy for reaching and engaging communities with disadvantages, including how your program will address barriers. How will you define meaningful connections and engagement?

*Character Limit: 2000*

### **Audience\***

Describe the target audience and communities you intend to engage with through this award, drawing on LCBP's [Communities with Disadvantages definition](#) and/or [mapping tool](#) as the basis for the selection of the audiences and communities.

*Character Limit: 1000*

### **Evaluation of Project Performance\***

Describe your plan for defining and evaluating the success of project goals for engaging with communities with disadvantages.

*Character Limit: 2000*

### **Collaboration\***

Please describe your organization's experience with convening partners and the general public, or collaborating with diverse groups, including disadvantaged audiences, or communities with disadvantages as applicable.

*Character Limit: 2000*

### Partnerships\*

Will this project expand upon existing relationships or build new partnerships? Describe how this project will leverage existing community relationships with communities with disadvantages (if applicable).

*Character Limit: 1000*

### Leverage other resources\*

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

*Character Limit: 1000*

### Long-Term Plan\*

Describe how your organization intends to incorporate the knowledge, experience, and sustain connections made through the proposed project into ongoing and future work.

*Character Limit: 1000*

### Prior Experience\*

Provide a summary of your organization's experience with or knowledge pertaining to water quality, ecosystem restoration, or public access work, in relation to *Opportunities for Action* and your organization's past performance on LCBP grants, if applicable.

*Character Limit: 2000*

### 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.
- Summary of task goal(s): A short phrase describing the individual goal(s) that you will accomplish during the task.
- Outputs and deliverables: List the output(s) and deliverable(s) that will result upon completion of the task. Outputs are completed activities, and deliverables are physical or electronic products created and submitted to LCBP. Outputs can also be deliverables.
- Timeline: List the month or range of months, and year when you will complete the task (Example: March-April 2024).
- **All tasks must have an associated budget.** If a task has no associated cost, please remove it from the task table and describe it elsewhere in the proposal.

- **Each task must be 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. Quarterly progress reports are due on the 10th day of January, April, July, and October throughout the grant contract period.
- Work shall be completed within the specified performance period in the RFP.

*File upload*

### **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.

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

*Character Limit: 6500*

### **Anticipated outcomes\***

List all anticipated outcomes for the project.

- **Outcome:** Results or effects of all activities, e.g., members of communities with disadvantages are better included in decision-making processes, watershed stewardship organizations are more aware of the needs of communities with disadvantages, 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.

*File upload*

### **Budget justification: Personnel**

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

*Character Limit: 5000*

### **Budget justification: Fringe**

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

*Character Limit: 5000*

### **Budget justification: Travel**

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

*Character Limit: 5000*

### **Budget justification: Supplies**

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

*Character Limit: 5000*

### **Budget justification: Professional services**

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

*Character Limit: 5000*

### **Budget justification: Indirect**

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

*Character Limit: 5000*

### **Budget justification: Non-federal match**

If your proposal includes non-federal matching funds, describe the source(s) of these funds below. While matching funds are not required, they make projects more competitive. Federal funds may not be used as match. If matching funds are from a Vermont or New York State agency, provide a letter certifying those funds are eligible for match against LCBP funding. Please double check that any State matching funds are not already dedicated to EPA Section 120 LCBP program match.

*Character Limit: 5000*

### **Budget justification: Additional information**

Use this space to add any additional budget justification information not covered above, if needed.

*Character Limit: 5000*

## **Proposal section 5: Supporting information**

### **References cited**

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

*File Size Limit: 3 MB*

### **Curriculum vitae or resume: #1**

You may attach a curriculum vitae or resume for each project team member, or a summary for the entire team. You may include up to 3-5 references for prior work pertinent to the proposed project. Please limit to one page per team member and upload them together in one or two documents

*File Size Limit: 3 MB*

### **Curriculum vitae or resume: #2**

*File Size Limit: 3 MB*

### **Letter of support: #1**

You may attach partner and stakeholder letters of support for your proposal. 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*

### **Additional supporting documentation**

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

*File Size Limit: 3 MB*

## **Before you submit your application**

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