



Request for Proposals for Lake Champlain Watershed Economic Assessment: The Value of our Clean Water and Healthy Ecosystems

Patrick Leahy Lake Champlain Basin Program

Release Date: October 24, 2024

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 services to perform an economic assessment of major watershed-related uses, economic sectors, and economic impacts of these sectors to the Lake Champlain basin. The purpose of this project is to measure and communicate the economic value that Lake Champlain and the clean water and healthy ecosystems of its watershed provides to the regional economy. The results of this project will provide a credible economic analysis and public facing outreach materials. The results of this valuation will be used in reports and publications by the Lake Champlain Basin Program and partners including the U.S. EPA. This comprehensive, multisectoral study will update and expand previous economic studies in the region. This study may lead to additional work in this sector.

Up to \$200,000 is available to support the awarded project. LCBP anticipates offering one (1) award for this RFP. This project will support the goal of building community-level appreciation and understanding for the Lake Champlain Basin’s rich natural and cultural resources, and for these communities to develop the capacity to implement actions that will result in sound stewardship of these resources while maintaining strong local economies, as outlined in the Thriving Communities Chapter of LCBP’s management plan, [*Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*](#). This RFP is supported by the U.S. Environmental Protection Agency funds provided to NEIWPCC on behalf of the Lake Champlain Basin Program.

Please see below for complete details and proposal format requirements. All awards are subject to funding availability.

This RFP is available on the Lake Champlain Basin Program website (lcbp.org/grants).

Proposal deadline notice:

Electronic proposals will be submitted through [Foundant](#) by 12:00 p.m. (noon) EST on January 10, 2025.

Late or incomplete proposals will not be considered.

Inquiries and Grant Writing Resources

Please direct all proposal inquiries prior to submission date to:

Katie Darr, Environmental Analyst

Email: kdarr@lcbp.org

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

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

I. Eligibility

Eligible organizations include colleges, universities, nonprofit organizations, for-profit companies, and non-federal/non-state government agencies. The selected contractor will be responsible for the completion of all project tasks, though subcontracted work may be permitted by the LCBP Project Officer upon request. Individuals and representatives from organizations that participated in the development or review of this RFP and its contents are ineligible to apply.

II. Overview of the Patrick Leahy Lake Champlain Basin Program and NEIWPC

Overview of the Patrick Leahy 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 NEIWPC 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.

NEIWPC was established by an act of the United States Congress which ratified the New England Interstate Water Pollution Control Compact in 1947. NEIWPC is a regional commission that helps the states of the Northeast preserve and advance water quality. NEIWPC 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. NEIWPC has served as the primary program administrator of

LCBP and administers the program's personnel, finances, quality management program, and contracts.

In accordance with the Act, LCBP and NEIWPC 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.

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).

III. Project Background

The regional economy surrounding the Lake Champlain Basin (including parts of Vermont, New York and Quebec) is highly dependent on its natural capital (i.e. the availability of clean, safe water resources for many uses, including drinking water, swimming, boating, fishing, tourism, agriculture, and industrial and municipal uses). As conversations continue among legislators, public stakeholders, and resource managers about the direction and needs for prioritizing restoration and protection of Lake Champlain and its watershed, a common and emerging interest is the need for a better understanding of the economic value of clean water and healthy ecosystems to the region. The 1993 [Lake Champlain Economic Database Project](#) was the last comprehensive analysis of Lake-related economic sectors. This project seeks to update this 1993 analysis using the framework of the four goals presented in Opportunities for Action: clean water, healthy ecosystems, thriving communities, and an informed and involved public.

LCBP envisions this project will be structured similarly to the [Narragansett Bay Watershed Economy Report](#) and synthesize existing data to provide an overview of the key sectors offering considerable economic benefit to the regional economy and that rely on the clean water and healthy ecosystems of the Lake Champlain watershed. This project will effectively convey the economic importance of clean and safe water resources and healthy ecosystems to residents, municipalities, and legislators across the bi-state, bi-national Lake Champlain Basin and will be supported by an advisory committee made up of pertinent experts.

IV. Project Tasks and Deliverables

LCBP seeks services to perform a market economic assessment of major basin-related uses, economic sectors, and economic impacts of these sectors to the Lake Champlain basin. The

successful applicant will then develop a plan and materials to communicate the market economic value that Lake Champlain and its watershed provides to the regional economy. The results of this project will provide a credible economic analysis and corresponding public-facing outreach materials. The project results will be used in reports and publications by the Lake Champlain Basin Program and program partners including the US EPA. This comprehensive, multisectoral study will update and expand previous economic studies in the region.

Priority economic sectors to consider in the proposed scope of work include tourism (including recreation, beach use, state park use, recreational boating, and fishing), cultural heritage, agriculture, forestry, hunting and fishing, property values, manufacturing, research, education, aquaculture, commercial fishing, drinking water and wastewater infrastructure, canals, marinas, and employment in the lake or watershed resource management sector. A subset of these sectors may be selected for this project, with priority given to those most closely related to the clean water and healthy ecosystems goals.

Anticipated tasks and deliverables include the following components:

1. Identification and parameterization of appropriate methodologies and anticipated data sources for priority sectors in Vermont, New York, and Quebec to accomplish the goals outlined in this RFP in consultation with the project's advisory committee, convened by LCBP.
2. Quality Assurance Project Plan (see Section VII below)
3. Completion of data collection and analysis, following approved methodologies. Data generated for this project should provide an overview of the historical, current, and future outlooks of prioritized natural capital-dependent sectors in the Basin.
4. Completion of a final report in consultation with the project's advisory committee that:
 - o Provides a measure of the market economic value of selected natural capital-dependent sectors of the Lake Champlain watershed.
 - o For each sector included, provides evidence on the connections to clean water and healthy ecosystems of Lake Champlain and its watershed and provides information on the scale of those connections using appropriate economic methods.
 - o Contains stand-alone materials, such as fact sheets, infographics, StoryMaps, etc., that can be circulated to resource managers and the public in both electronic and hardcopy mediums that clearly articulate the outcomes of the project and convey the value Lake Champlain and the clean water and healthy ecosystems of its watershed provides to the regional economy. Results may include monetized (e.g. revenue from angling) and non-monetized endpoints (e.g. beach visits) where appropriate and compelling.
 - o Is presented in the form of a website or can transfer easily into web-format, including the necessary high-resolution graphics and summary presentations by sector.
 - o Provides the input datasets, process and computer code to reproduce the reported results.

V. Timeframe for Successful Projects

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

Proposals due to LCBP	12pm (noon) on January 10, 2025
Applicants notified of funding decisions	March 2025
Detailed project workplan due	May 2025
Anticipated project start**	August 2025
Project deliverables and final report due on or before	December 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.

VI. Proposal evaluation and selection criteria

All proposals will be evaluated by qualified 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.

Proposals will be evaluated according to the following criteria:

1. Demonstrated knowledge of economic sector and impact analysis methods connected to ecosystem services concepts (30 points).
2. Technical merit and feasibility of the proposed methods for connecting the current status of an economic sector (or sectors) to clean water and healthy ecosystem related ecosystem services (40 points).
3. Plan for the creation of public-facing, web-friendly outreach materials to communicate the findings of the study to legislators, public-stakeholders, and resource managers. The creation of outreach materials may be completed in-house (demonstrate experience and qualifications) or subcontracted via approved procurement process. (20 points).
4. Appropriateness of budget and budget justification, describing how the funds awarded will be used to produce the set of deliverables described in Section IV, above (10 points).

VII. Summary of requirements for selected applicants

1. **Workplan:** Within thirty days of LCBP grant award notification, applicants must submit a detailed project workplan that will be subject to the LCBP approval process before a contractual agreement will be issued. The workplan describes the project methods, tasks, timeline, outputs, and task-based budget that will be supported with these grant funds, if awarded. As you develop the task-based budget, keep in mind that payments will only be made for fully completed tasks. Payments for partially completed tasks will not be processed. If a project is selected for funding, LCBP staff will provide the grant recipient with workplan guidance. We strongly encourage all applicants to visit the LCBP website for

more information on the LCBP grant process and reporting templates:

<http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>.

2. **Quality Assurance Project Plans (QAPPs)**

a. **QAPPs are required for all projects supported in this grant opportunity.**

b. **QAPPs** are required for all activities involving the collection, generation, compilation, management, analysis, evaluation, and/or use of environmental data. The successful applicant will prepare a QAPP as part of the project workplan. 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.

The QAPP development and approval process can be quite lengthy (up to 90 days, depending on the size of the project), so please make sure that an appropriate amount of time has been allocated to this step in the project budget and timeline. More information about the LCBP QAPP process can be found at this link:

<http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/qapp/>.

3. **Reporting:** The successful applicant will prepare and submit brief quarterly reports documenting progress on each objective and task in the project (see attached Proposal Format Requirements). A final report fully documenting the project results will be required at project completion. When approved, the final report will be edited for content and style in consultation with the successful respondent and may be published as part of the Lake Champlain Basin Program's Technical Report Series, located here:

<http://www.lcbp.org/media-center/publications-library/technical-reports/>. Some content of this report may also be used for future LCBP public outreach materials.

4. **Reporting Metrics:** Effective after the release of the [2022 Opportunities for Action Lake Champlain Watershed Management Plan \(OFA\)](#), all LCBP-funded projects must provide standardized reporting metrics within the project workplan and final report. Reporting metrics will be considered preliminary at the application and workplan stages and final at the final report stage of your grant. Reporting metrics will be based on the applicable OFA strategy(ies), grant category, and project type. Personnel time used for reporting metrics is an eligible grant expense. The most up-to-date version of this guidance can be found on the LCBP website: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>.

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:

a. Applicants that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) may charge a maximum indirect rate of 15 percent of direct costs (de minimis rate) or 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.

b. 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:
 - a. Procurement of supplies, equipment, and services that do not exceed \$10,000 may be made without soliciting competitive quotes if the price is considered reasonable.
 - b. 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.
 - c. Procurement of supplies, equipment, and services that cost more than \$250,000 are required to follow formal procurement methods described in the US Code of Federal Regulations 2 CFR 200.320 Methods of procurement to be followed, available at this link: <https://www.ecfr.gov/current/title-2/section-200.320>
 - d. “Equipment” is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$10,000 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. For further information, see [2 CFR 200.1 “Equipment”](#).
7. **Work Product Accessibility.** 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 in a suitable file format. LCBP, NEIWPC, 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 NEIWPC, 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. **Geospatial Data.** GIS data produced under this project must adhere to the requirements of EPA's National Geospatial Data Policy (see https://www.epa.gov/sites/default/files/2014-08/documents/national_geospatial_data_policy_0.pdf). 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.
9. **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 the Commission, the following kinds and amounts of insurance:
 - a. 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.
 - b. 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.
10. **Subaward Requirements.** 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 <http://www2.epa.gov/grants/grant-terms-and-conditions#General%20Terms%20and%20Conditions>. Subawardees are required to submit a Subrecipient Risk Assessment Form with their proposal (see [LCBP Grant Toolkit](#)). This form includes a requirement to attach an audit in some cases. If a Subawardee fails to submit or complete this form their proposal may be eliminated from consideration.
11. **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.

12. **Employment tracking** (does not factor into application scoring or competitiveness):

- a. If applicable, provide an estimate of the number of people and audience type that will be actively or passively engaged in the products of this grant, if awarded.
- b. Provide an estimate of the percentage (to nearest tenth) of new full-time employee positions that will be created if this grant is awarded, and the percentage of existing full-time employee positions that will be supported if this grant is awarded.

VIII. Available Funds and Match Requirements

A total of \$200,000 may be made available for this project. Proposals with budgets that exceed the maximum amount identified for this opportunity will not be considered. Applicants may budget costs that are associated with the project as direct expenses, including personnel costs, travel, project supplies, meeting expenses, and subcontracts. Some allocation of project funds for indirect costs also is acceptable (see section VII). No in-kind or cash match is required, though match will be considered favorably during budget review and may make proposals more competitive. LCBP anticipates granting one award from this RFP. Matching funds applied to an awarded grant also must meet the “Appropriate Use of Funds” criteria described below.

IX. 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. Funds awarded from this RFP also may not be used for land purchases, endowment funds, or lobbying or legislative advocacy of any kind. Grant award funding may not be used for the purchase of food or beverage.

- *No in-kind or cash match is required, though match will be considered favorably during budget review and may make proposals more competitive. Matching funds applied to an awarded grant also must meet the “Appropriate Use of Funds” criteria described above.*

X. 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.

2025 Lake Champlain Watershed Economic Assessment Application

Lake Champlain Basin Program

Before You Begin

Please Read and Confirm*

Grant details for this opportunity and the full RFP are available at the [LCBP RFPs webpage](#).

I certify that I have read all of the grant details for this opportunity, including the timeframe for successful projects, additional information and requirements for applicants, and proposal evaluation and selection criteria

Choices

Yes

Please Read and Confirm*

I certify that I have read and understand the NEIWPCCC contractual terms and conditions ([Environmental Protection Agency funding](#)) that will be included as part of my award package, should my proposal be awarded for funding. I understand that NEIWPCCC generally does not negotiate the agreement or contract templates, except for the work plan and task-based budget.

Choices

Yes

Section 1: General Information

Name of Organization*

Character Limit: 250

Address of Organization*

Character Limit: 250

Project Title*

Provide a concise and descriptive title for your project, no more than 10 words. Avoid using your organization's name.

Your project should be identifiable using the **first three words**.

Character Limit: 100

One-Sentence Abstract*

This very brief description of your project should be understandable to a general audience. Limit to 150 words.

Character Limit: 1000

Point of Contact Name*

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

Character Limit: 100

Point of Contact Title*

Character Limit: 50

Point of Contact Email Address*

Email address for the point of contact.

Character Limit: 254

Point of Contact Telephone Number*

Phone number for the point of contact.

Character Limit: 20

Authorized Representative Name

If different from Point of Contact

Individual who is authorized to sign the contract.

Character Limit: 100

Authorized Representative Title

If different from Point of Contact

Character Limit: 50

Authorized Representative Email Address

If different from Point of Contact

Character Limit: 254

Authorized Representative Phone Number

If different from Point of Contact

Character Limit: 20

Federal Tax Identification Number*

Also known as FID. Example: 00-0000000

Character Limit: 20

Unique Entity ID*

UEI Number, available on SAM.gov

Character Limit: 20

Organization Mission Statement*

Character Limit: 1500

Total Request Amount*

Please be sure to double check that your budget table **matches your total request amount**, and that amount **doesn't exceed the maximum** 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, however non-federal match will be considered favorably during budget review and may make proposals more competitive.

Character Limit: 20

Total Project Cost*

Total LCBP request + non-federal match amount + funds you intend to leverage from other sources, (i.e., additional federal funds, matching funds obligated to another source)

Character Limit: 20

Leverage other Resources

Describe, if applicable, any other funding sources and resources the project will leverage, including other federal funds or matching funds obligated to other sources.

How much of the full cost of the project has been secured?

Character Limit: 1000

Section 2: Project Description

Project Summary*

Please describe your project in **3-5 sentences**. (Maximum character limit is 3000)

Character Limit: 3000

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 n/a if not applicable.

Character Limit: 1000

Project Partnerships*

If applicable, provide a summary of potential project partners and the nature of the partnership.

Up to three signed letters of support confirming any major partner's involvement with your project can be submitted as PDF documents in **Proposal Section 5**.

Character Limit: 1000

Organizational Capacity and Likelihood of Success*

Include explanation of your organization/team's capacity and experience to successfully complete the project, including past performance of the project team with LCBP grants.

Character Limit: 1000

Outreach*

Describe how the project justification and benefits will be communicated to local community members and stakeholders.

Character Limit: 1000

Quality Assurance Project Plan (QAPP)*

Projects that involve the collection, generation, compilation, management, analysis, evaluation, and/or use of environmental data to inform management decisions will require a Quality Assurance Project Plan (QAPP).

Please review the information on this webpage (<https://www.lcbp.org/about-us/grants-rfps/grant-toolkit/qapp/>).

Choices

I have reviewed the QAPP guidance and understand a QAPP will be required for this project.

Project Output*

List all anticipated outputs for the project. An output is an activity or product (i.e. deliverable) generated as a result of a task.

Character Limit: 1000

Anticipated Outcomes*

List all anticipated outcomes for the project. Outcomes are the results or effects of all activities, e.g. a better informed public.

Character Limit: 1000

Project Task Outline and Table*

Please download and complete the [LCBP Project task table template](#) and upload the completed file below. Please use this to outline your project objectives, tasks to fulfill these objectives, deliverables/outputs produced by each task, and timeline for task completion. An example is provided in the linked document.

Note that Project Deliverables are required and include:

1. All deliverables/outputs listed in your task table.
2. Quarterly reports due on January 10, April 10, July 10, and October 10 during the period of the grant.
3. Digital copies of (or electronic links to) any media coverage the project.
4. Three digital photos (highest resolution and size possible) of people participating in activities relating to the grant.
5. LCBP Project Metrics Report
6. Approved Final Report
7. A signed NEIWPC Match Certification Form if match was provided for the project.

File Size Limit: 3 MB

Project Task Descriptions*

Please describe each project task in detail, including task deliverables, task timelines, and associate each task with the correct task number from your Project Task Outline and Timetable above. Provide justification for methodologies whenever possible.

- If applicable, include a description of community education and outreach components of the project, and any public-facing informational products that includes LCBP, NEIWPC and U.S. EPA logos.
- If possible and applicable, estimate of the measurable impact of the project (e.g., number of people reached).

Character Limit: 7000

Section 3: 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 Size Limit: 4 MB

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: 1000

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: 1000

Budget Justification: Travel

For all tasks, please indicate anticipated travel. The 2024 standard mileage rate is 67 cents/mile.

Character Limit: 500

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: 1000

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: 1000

Budget Justification: Indirect

For all tasks, please describe in detail how the estimate of indirect cost was determined. The maximum indirect rate is 10% of direct costs unless you have a Negotiated Indirect Rate Cost Agreement (NICRA). **DO NOT** round up on any indirect costs. Please see [details here](#).

Character Limit: 1000

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: 1000

Budget Justification: Additional Information

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

Character Limit: 1000

Section 4: Opportunities for Action Selection

OFA Strategies (select all that apply)*

Proposed projects for this RFP will address strategy III.A.4. in *Opportunities for Action*, more specifically, Task f. Please check the box below.

Please note that you must provide a deliverable, outcome, output, or other metric related to project-related strategies when submitting your Final Report.

More detailed information can be found on pages 34-65 of *Opportunities for Action*.

Choices

III.A.4

Section 5: Letters of Support and Supporting Documentation

Letter of Support #1

You may attach up to three 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

CV/Resume #1

You may attach project team CVs/Resumes if desired.

File Size Limit: 3 MB

CV/Resume #2

File Size Limit: 3 MB

CV/Resume #3

File Size Limit: 3 MB

Technical References

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

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Supporting Documentation #1

Attach additional supporting documentation for this grant application, such as team experience, planning documents, maps, photographs, QAPP development, etc.

Depending on file size, you may upload these documents separately or combine multiple documents into one file upload. If you are combining documents into one file, please ensure all documents are clearly identifiable. List each document in the file by title/type below.

Character Limit: 500 | File Size Limit: 5 MB

Supporting Documentation #2

Attach additional supporting documentation for this grant application, such as team experience, planning documents, maps, photographs, QAPP development, etc.

Depending on file size, you may upload these documents separately or combine multiple documents into one file upload. If you are combining documents into one file, please ensure all documents are clearly identifiable. List each document in the file by title/type below.

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Supporting Documentation #3

Attach additional supporting documentation for this grant application, such as team experience, planning documents, maps, photographs, QAPP development, etc.

Depending on file size, you may upload these documents separately or combine multiple documents into one file upload. If you are combining documents into one file, please ensure all documents are clearly identifiable. List each document in the file by title/type below.

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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.