



Release Date: January 7, 2025

Patrick Leahy Lake Champlain Basin Program

Announcement

Request for Proposals for Native Tree Nursery Projects

The Patrick Leahy Lake Champlain Basin Program (LCBP), in coordination with NEIW PCC, is pleased to announce a Request for Proposals (RFP) for projects that support organizations situated in the Lake Champlain basin that sell or grow native trees and shrubs for habitat conservation projects. The intent of this opportunity is to measurably enhance the native plant supply available to local organizations for habitat conservation projects that benefit Lake Champlain. Awarded funding may be used for infrastructure investments and to support workforce development initiatives needed to build or grow tree nursery capacity and reduce the cost of stems for conservation planting projects located in the Lake Champlain basin. Applicants must demonstrate or provide a viable business plan and describe how costs to local non-profits purchasing the native plants will remain stable or be reduced or eliminated through use of this funding.

Eligible organizations include colleges, universities, nonprofit organizations, for-profit companies, and non-federal/non-state government agencies, including municipalities, that are situated and involved in the support or production of trees and shrubs native to the Lake Champlain basin.

Approximately \$1,000,000 is available to support awarded projects. Proposals should offer a scope that supports the U.S. portion of the Lake Champlain basin. This work will support the Clean Water and Healthy Ecosystem goals of LCBP's management plan, [*Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*](#).

This grant opportunity is supported by funds awarded to Lake Champlain by the U.S. Environmental Protection Agency (EPA) from the [Infrastructure Investment and Jobs Act](#).

Applicants must submit proposals via [the online form at this link](#) no later than 5:00 PM on March 31, 2025.

Please see below for complete details and proposal format requirements. LCBP anticipates granting multiple awards from this RFP. All awards are subject to funding availability. This Request for Proposals is available on the LCBP website at lcbp.org/grants.

I. Inquiries and Grant Writing Resources

Please direct all inquiries to:

Meg Modley Gilbertson, Healthy Ecosystems & AIS Management Coordinator

Email: mmodley@lcbp.org

Phone: 800-468-5227 (Toll free in VT/NY) or 802-372-0215

Grant writing resources can be found on the LCBP Grantee Toolkit

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

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

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.

III. RFP details and requested project tasks

The Lake Champlain Steering Committee has allocated a total of \$1,000,000 to this Tree Nursery Support Program effort as the recent increase in federal and state resources for habitat conservation projects has led to a shortage of product for habitat conservation projects in the Lake Champlain basin. Consequently, some tree planting projects in recent years have been delayed by a season or more. Grants will be available to organizations situated in the Lake Champlain basin that sell or grow trees and shrubs native to the Basin. The intent of this funding is to measurably enhance the native plant supply available to local organizations for habitat conservation projects and reduce the cost of stems for conservation planting projects that benefit water quality or riparian habitat in the Lake Champlain basin. While infrastructure investments are a priority for this funding, a percentage of the requested funding may be used to support

workforce development initiatives needed to build or grow tree nursery capacity. Projects awarded in an earlier LCBP opportunity are eligible for additional support in this Request, but proposals should clearly explain why additional support is required. Applicants must demonstrate a viable business plan and describe how costs to organizations purchasing the native plants for projects in the Lake Champlain Basin will remain stable or be reduced through this funding. The funding must support the Clean Water and Healthy Ecosystems goals of [*Opportunities for Action: An evolving plan for the future of the Lake Champlain Basin.*](#)

Infrastructure Investments may be defined as building and equipment costs, funding to lease or rent land, or project-specific planning, permitting, engineering or architectural plans.

Workforce development investments may be defined as technical skill training for staff, business management training, and/or business succession planning, including hiring a consultant to support any of these processes.

IV. Summary of other requirements for selected applicants

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

- **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](#).

****NEW REQUIREMENT****

Effective October 1, 2024, EPA is requiring that all workplans be certified by the Authorized Representative. The final workplan will not be approved for contracting unless the final workplan is certified. Please do not hesitate to contact your project officer for additional guidance regarding this new requirement.

- **Quality Assurance Project Plans (QAPPs)** are required for all activities involving the collection, generation, compilation, management, analysis, evaluation, and/or use of environmental data. When necessary, the successful applicant will prepare a QAPP as part of the project workplan. It is possible that some grants might not require a QAPP. Please contact LCBP staff if you are unsure about the QAPP requirement. The QAPP must be fully approved before any environmental data collection or analysis activities can begin on a project. For projects requiring a QAPP, NEIWPC/LCBP will not pay for any data collection or analysis activities started prior to development and receipt of a fully approved QAPP. 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/aboutus/grants-rfps/grant-toolkit/qapp/>.

- **Reporting:** The successful applicant will prepare and submit brief quarterly reports documenting progress on each objective and task in the project. 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.
- **Reporting Metrics:** Effective after the release of the [2022 Opportunities for Action Lake Champlain Watershed Management Plan \(OFA\)](#), all LCBP-funded grants 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/>.
- **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.
- **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, equipment, 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.

- 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 10 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>
 - “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”.
- **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, NEIWPC, and EPA as funding partners for any work completed under the project contract.
 - **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-gisdeliverables-guidance>. GIS data produced under this project will be submitted to LCBP as a deliverable.

- Insurance Requirements:** NEIWPCCC 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:

 - 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.
- 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-andconditions#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.
- UEI Number:** The official entity identifier for doing business with the U.S. Government and NEIWPCCC 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 NEIWPCCC Contractors as part of the agreement process. Existing NEIWPCCC 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.
- Build America, Buy America requirements:** Subawards or contracts awarded more than \$250,000 are subject to the Build America Buy America Act. (BABA) requirements. Under the BABA Act. No funds made available by Federal financial assistance programs for infrastructure shall be obligated to a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States.” (Build America, Buy America Act), P.L. 117-58, Secs 70911 - 70917.
- Project Schedule:** Successful applicants will complete projects according to the following schedule (subject to change):

Proposals due to LCBP	March 31, 2025, at 5:00 PM
Applicants notified of funding decisions	June 30, 2025
Detailed project workplan due	July 31, 2025
Project start	November 1, 2025

V. Eligibility

Eligible organizations include colleges, universities, nonprofit organizations, for-profit organizations, and non-federal/non-state government agencies, including municipalities, that are situated and involved in the support or production of trees and shrubs native to the Lake Champlain basin.

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

An organization may submit one proposal as the primary applicant to this opportunity.

VI. 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. **Impact (20 points)**. Extent to which project outputs will benefit Ecological Communities and measurably enhance the native plant supply available to local non-profit organizations for habitat conservation projects in the Lake Champlain basin without increasing costs to the local non-profits;
2. **Likelihood of success (20 points)**. The extent to which the project team demonstrates that project outputs can and will be accomplished with high quality, on time with the proposed schedule, and within the proposed budget.
3. **Long-term plan (20 points)**. Strength of a long-term plan for project success beyond the life of the grant – proposal describes how grant funds will be used to support a long-term effort to increase the native plant supply available for habitat conservation projects completed by organizations in the Lake Champlain basin. The applicant demonstrates a viable business plan.
4. **Budget (10 points)**. Appropriateness and efficiency of proposed funding request, project budget, and non-federal match for the scope and outputs of the project.
5. **Outreach (5 points)**. Extent to which the need for and benefits of the project will be communicated with local communities and stakeholders.
6. **Prior performance of project team (5 points)**. Extent to which the project team has successfully completed LCBP projects in the past with high quality outputs delivered on time with planned schedules and within planned budgets. New applicants and those with a record of success with delivering high quality outputs on time and within budgets for LCBP projects will receive a full score (5 points) in this category.

VII. Available funds and match requirements

LCBP anticipates a total of approximately \$1,000,000 will be awarded. The Lake Champlain Steering Committee will ultimately decide the final distribution of available funds. Partial funding of total application requests may be awarded.

Applicants may budget costs that are associated with the project as direct expenses, including equipment and infrastructure purchases, personnel costs, travel, project supplies, meeting

expenses, and subcontracts. Some allocation of project funds for indirect costs also is acceptable (see below). No in-kind or cash match is required, though match will be considered favorably during budget review and may make proposals more competitive.

VIII. 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

IX. How to respond to this Request for Proposals (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 using the Foundant system. E-mail 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 information requested of applicants for this grant opportunity can be viewed below.

2025 Native Tree Nursery (BIL) Grant 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 NEIWPC 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 NEIWPC 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

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 Location(s)

Address of Organization*

Character Limit: 250

Site Location(s)

Please enter the GPS Coordinates for site location(s)

R1:C1	Site Name (as referenced in this proposal)	Latitude (decimal degrees)	Longitude (decimal degrees)
Primary Site Location			
Site 2			

Site 3			
Site 4			
Site 5			

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*

Choices

- Essex County, NY
- Clinton County, NY
- Franklin County, NY
- Warren County, NY
- Washington County, NY
- Addison County, VT
- Bennington County, VT
- Caledonia County, VT
- Chittenden County, VT
- Franklin County, VT
- Grand Isle County, VT
- Lamoille County, VT
- Orange County, VT
- Orleans County, VT
- Rutland County, VT
- Washington County, VT
- Le Haut-Richelieu, QC
- Brome-Missisquoi, QC
- Memphremagog, QC

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.

Choices

- Ausable - 04150404
- Lake Champlain - 04150408
- Lamoille - 04150405
- Otter/Lewis - 04150402
- Poultney-Mettawee - 04150401

Saranac - 04150406
Winooski - 04150403
Missisquoi - 04150403

Specify the HUC12 sub-watershed(s) of the Lake Champlain basin where the project will occur*

Refer to [this link](#) for a map of Hydrologic Unit Code 12 sub-watersheds in the Lake Champlain Basin. **Please list the 12-digit HUC12 sub-watershed number(s).**

If your project is implemented in multiple sub-watersheds, list the top 3 sub-watershed numbers where your project will occur.

Character Limit: 250

Site Description and Land Uses

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

Character Limit: 2500

Section 3: Project Description

Project Summary*

Please describe your project in **3-5 sentences**.

Character Limit: 3000

Demonstrated Need*

Please describe your team's strategy for identifying this project as a priority, explain the demonstrated need for the project or if it is identified in management or prioritization plans. If this application is to request additional support for an active LCBP Native Tree Nursery Project, clearly describe why additional funds are required.

Character Limit: 1000

Applicability and Impact*

Describe how the project is applicable to and will advance the Clean Water and/or Healthy Ecosystem goals of [Opportunities for Action](#) and category-specific outcomes mentioned in the project description above.

Character Limit: 3000

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 6**.

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

Long Term Plan*

Describe the plan for project success beyond the life of this grant (e.g., a long-term maintenance plan for an implementation project, identified or possible funding sources to implement planning projects, aquatic invasive species spread prevention plan, etc.). If state guidelines for operations and maintenance will be followed, please include that information here.

Character Limit: 1000

Outreach*

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

Character Limit: 1000

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 1, April 1, July 1, and October 1 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 measurable outputs, task deliverables, task timelines, and associate each task with the correct task number from your Project Task Outline and Timetable 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 CVNHP, NEIWPC and U.S. EPA/GLFC logos.
- If possible and applicable, estimate of the measurable impact of the project (e.g., number of people reached, involvement in watershed related projects, number of trees planted).

Character Limit: 7000

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 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 Tasks. 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. Supplies are items that are less than \$10,000 per unit cost or has a useful life of less than one year.

Character Limit: 1000

Budget Justification: Equipment

For all tasks, please describe in detail any equipment that will be purchased with these funds, and what the anticipated fate of this equipment will be when your project, if awarded, is complete.

“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.

Character Limit: 1500

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. Matching funds may not be used to produce for-profit products or to cover costs associated with regulatory compliance or direct fundraising efforts, or lobbying or legislative advocacy of any kind, or for the purchase of food or beverage.

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 5: Opportunities for Action Selection

OFA Strategies (select all that apply)*

Check the *Opportunities for Action* strategies your proposed project will address. Descriptions for each strategy can be found [at this link](#).

Please note that for each strategy you choose, you must provide a deliverable, outcome, output, or other metric when submitting your Final Report.

More detailed information can be found on pages 34-65 of [Opportunities for Action](#).

Choices

I.A.1	II.B.2	III.B.3
I.A.2	II.C.1	III.B.4
I.A.3	II.D.1	III.B.5
I.A.4	II.D.2	III.C.1
I.B.1	II.E.1	III.C.2
I.C.1	II.E.2	III.D.1
I.C.2	II.E.3	IV.A.1
I.C.3	II.E.4	IV.A.2
I.C.4	III.A.1	IV.A.3
I.C.5	III.A.2	IV.A.4
I.D.1	III.A.3	IV.B.1
I.D.2	III.A.4	IV.C.1
II.A.1	III.A.5	IV.C.2
II.A.2	III.B.1	IV.C.3
II.B.1	III.B.2	

Section 6: Letters of Support and Supporting Documentation

Project Area Map(s)

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

File Size Limit: 3 MB

Letter of Support #1

You may attach partner and stakeholder letters of support for your proposal. Landowner letters of support are especially encouraged if your project would take place on privately owned land. Letters may be uploaded separately or together in one document.

File Size Limit: 3 MB

Letter of Support #2

File Size Limit: 3 MB

Letter of Support #3

File Size Limit: 3 MB

CV/Resume(s)

You may attach project team CVs/Resumes if desired. Please limit to one page per team and 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.

File Size Limit: 6 MB

Technical references cited

If applicable, list the bibliography details for references used in the proposal.

File Size Limit: 3 MB

Supporting Documentation

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

Please 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: 1000 | File Size Limit: 5 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.