



Release Date: August 5, 2025

Patrick Leahy Lake Champlain Basin Program Announcement

Request for Proposals

2025 New York Lake Champlain Basin Wetland and Floodplain Restoration Projects

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 project that will directly support the Healthy Ecosystem goals of [*Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*](#) by restoring or improving degraded critical wetlands and floodplains situated in the New York portion of the Lake Champlain Basin. The intent of this funding opportunity is to increase the quantity and quality of wetlands and floodplains in the New York portion of the Lake Champlain basin by conserving and restoring wetland and floodplain acreage and improve the condition of these sites.

Approximately \$1,300,000 in funding is available to support awarded projects. Grants of up to \$1,300,000 will be awarded. Multiple proposals may be submitted per eligible organization or entity. LCBP anticipates granting approximately 1 to 3 awards from this RFP.

This grant opportunity is supported by funds awarded to NEIWPCC by the U.S. Environmental Protection Agency on behalf of the Lake Champlain Basin Program. Proposals should offer a scope that supports work in the New York portion of the Lake Champlain Basin. Partial funding of total application requests may be awarded if agreeable to the applicant. All awards are subject to funding availability.

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

Anticipated Project Timeline

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

Proposals due to LCBP	October 6, 2025 at 5:00 PM via Foundant
Award Amounts	Up to \$1,300,000
Applicants notified of funding decisions	November 2025
Detailed project workplan due	December 2025 (approximately 1 month after award decision)
Anticipated Project start	March 2026
Project deliverables and final report due on or before	June 30, 2027. (Requests for extensions will NOT be granted)

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

LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.

I. Inquiries and Grant Writing Resources

Please direct all inquiries to:

Erin Vennie-Vollrath, New York State Lake Champlain Coordinator

Email: erin.vennie-vollrath@dec.ny.gov

Phone: 518-897-1267

Grant writing resources can be found on the [LCBP Grantee Toolkit web page](#).

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

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

III. Grant Category Details and Suggested Activities

The purpose of this funding opportunity is to restore or improve wetlands and floodplains in the New York portion of the Lake Champlain Basin. Successful proposals should be focused on direct implementation to restore or improve wetlands and floodplains. Eligible activities supported by this grant category may include:

- Restoration or improvement of wetland and floodplain natural structure or functions and values to restore and maintain a healthy, diverse, and flood-resilient ecosystem.
- Activities associated with wetland and floodplain restoration, including:
 - Initial site analysis
 - Permit preparation
 - Engineering, surveys, design, modeling
 - Stream restoration (must be adjacent to targeted wetland or floodplain)
 - Native riparian plantings
 - Fill or berm removal
 - Ditch plugging or filling
 - Microtopography
 - Site preparation
 - Woody debris placement
 - Culvert enhancement or replacement (will be considered as element of a larger project)
 - Invasive species management (will be considered as element of a larger project)
 - Public-facing informational signage
 - Site maintenance planning

Please reach out to [Erin Vennie-Vollrath](#) (contact information listed above) for guidance regarding eligible activities.

IV. Who may apply:

Eligible organizations must be situated in the United States, and include:

- Colleges and universities
- Nonprofit organizations
- NY Soil and Water and VT Natural Resource Conservation Districts
- Non-federal/non-state government agencies, including municipalities

Ineligible entities include:

- Federal and state agencies
- Organizations based outside the United States
- Individuals and representatives from organizations that participated in the development or review of this RFP and its contents

Partnerships and collaborations

Applicants may submit proposals as part of a collaborative team comprising multiple organizations. However, each application must designate a single organization as the primary applicant. The primary applicant will be responsible for holding and managing the contract and ensuring project compliance.

Important guidelines for current NEIWPCC/LCBP contract holders

To ensure eligibility for additional funding opportunities, applicants currently holding NEIWPCC/LCBP contracts must be in good standing. All outstanding deliverables associated with existing contracts must have been received and accepted by NEIWPCC/LCBP.

[Please reach out to Erin Vennie-Vollrath \(contact information listed above\) for guidance regarding eligible activities.](#)

V. 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 may **not** be used for:

- land purchases,
- endowment funds,
- remediation of hazardous waste sites,
- marketing,
- fundraising,
- lobbying, or legislative advocacy of any kind,
- the purchase of food or beverages.

Matching funds applied to an awarded grant also must meet the “Appropriate Use of Funds” criteria described above.

If a proposal is submitted that has ineligible tasks, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

VI. Available funds and match requirements

Funding requests up to \$1,300,000 will be considered. LCBP anticipates a total of approximately \$1,300,000 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. Receipts are required for reimbursement for supplies and professional services totaling \$1,000 or more for each task. Some allocation of project funds for indirect costs also is acceptable (see section VIII). No in-kind or cash match is required, though match will be considered favorably during budget review and may make proposals more competitive.

VII. Proposal Evaluation and Selection Criteria

A panel or panels of peers will review eligible proposals, assign scores to each proposal, and develop a ranked list of the proposals based on the evaluation scores received. The ranking list will be provided to the Lake Champlain Steering Committee for an award decision. Final funding decisions will then be based on the evaluation conducted by the review panel and may also consider the following factors:

1. Geographic distribution of funds
2. Variety of projects
3. Availability of funds; and
4. The similarity of the project to other projects already funded by the LCBP.

Proposals received in response to this RFP will be assessed according to the following criteria:

1. Project Description and Need (20 points total)
 - a. How well the application describes the project and demonstrates the need for the project as it pertains to restoring or creating wetlands or floodplains. The description should include: (5 points)
 - i. Threats affecting the identified site location(s)
 - ii. Need for the particular actions being proposed
 - iii. How the deliverables will lead to an increase in the quality of wetland or floodplain

- b. Describe specific aspects of the area and adverse issues the identified site(s) face. Also, how this issue will be addressed by the described project outputs and outcomes. (5 points)
 - c. Project documentation supporting the project proposal should be in the form of photographs, plans, maps, surveys, studies, etc., and may be included with the proposal as Additional Supporting Documentation (10 points)
- 2. Project Tasks, Description and Schedule: (15 points total)

A clearly articulated approach to ensure that awarded funds will be expended in a timely and efficient manner will be evaluated. Proposals will also be evaluated based on:

 - a. The extent and quality to which they demonstrate a description of the steps taken to meet the project output(s) and objective(s). Should include a clear description of the project tasks and associated products and whether the applicant's approach (methodology) or the steps they propose is sound. (10 points)
 - b. Proposals will be evaluated based on the extent and quality to which they provide a clearly articulated milestone schedule that covers each year of the entire grant period. This includes a breakout of the project tasks into phases with associated tasks and products and the anticipated dates for the start and completion of each task. Provide interim milestone dates for achieving each work plan component. (5 points)
- 3. Summary of Team Qualifications and Organizational Capacity (10 points)

Under this criterion, proposals will be evaluated based on the applicant's demonstrated ability to successfully manage and complete the proposed project taking into account the experience and relevance of the Project Team related to the proposed project, their readiness, and their ability to implement the proposed project in a successful and timely manner.
- 4. Budget (15 points)

Proposals will be evaluated based on the extent and quality to which proposed costs are reasonable, allowable, and defensible including a description of how cost share will be applied for each project task.

Purchase of vehicles (including boats, motor homes, etc.) and office furniture is not eligible for funding under this program. The lease of vehicles may be eligible for funding under this program but must be described in the budget detail.

Note that any equipment (not supplies) will need to have a written final dispensation by the USEPA at the closure of the grant and any equipment purchased using these federal funds might not be automatically retained by the awardee.
- 5. Environmental Results: Outputs, Outcomes and Tracking (35 points total)

Proposals will be evaluated based on how well they demonstrate each of the following elements:

- a. **Outputs and Outcomes** - the extent and quality to which the proposal demonstrates potential environmental results, anticipated outputs and outcomes, and how the outcomes are linked to LCBP OFA Goal of working with partners achieving a net increase in acres or miles restored from this project. This includes evaluating how the proposal will be a step towards the long-term goals for this opportunity, identified above. (25 points)
 - b. **Tracking** -The extent and quality to which the proposal demonstrates a sound plan for tracking progress toward achieving the expected outputs and outcomes after the project is completed. (5 points)
 - c. **Projects including a Site Analysis** with a site diagram showing the location of all pertinent site features will be more competitive. This information may be included in the Additional Supporting Documentation. If one has not been completed prior to the start of the proposed project, it should be included as a component of the proposed project. (5 points)
6. **Partnerships (5 points)**
Proposals will be evaluated based on how well the applicant has demonstrated appropriate and necessary partnerships for the project. Key project partners identified in the proposal should provide a Letter of Support for the project that briefly describes their role in the project, if awarded.

VIII. Summary of Requirements for Selected Applicants

- a. **Workplan:** Successful applicants must submit a detailed project workplan to LCBP. 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 will provide grant recipients with workplan guidance. The approved workplan must be certified by the Authorized Representative of the organization receiving the award before a contract is issued. Payments will only be made for fully completed tasks. Invoices for partially completed tasks will not be accepted.

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/>

- b. **Quality Assurance Project Plans (QAPPs)** are required for all activities involving the:
 - collection,
 - generation,
 - compilation,
 - management,

- analysis,
- evaluation,
- 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 reach out to the contact listed above 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/>.

- c. **Reporting:** Successful applicants 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.
- d. **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 Grantee Toolkit web page](#).
- e. **Direct and indirect costs:** Applicants should include budget costs that are associated with the project as direct expenses, such as 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% 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 NICRA with the 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 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.
- f. **Procurement of supplies, equipment, and services:** Award recipients 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 with federal funding. If the applicant plans to use LCBP funding to obtain supplies, equipment, or contractual services to complete its proposed workplan, then federal procurement requirements must be followed:
- 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, or after notice of award.

- 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”.
- g. **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, 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.
- h. **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.

- i. **Insurance Requirements:** NEIWPCC requires all contractors to maintain valid and adequate workers' compensation and liability insurance coverage throughout the duration of any project. Contractors must submit proof of such insurance on an annual basis, demonstrating compliance with the specified coverage amounts and types.
 - i. **Obligations of the Contractor:**
 1. Obtain and maintain, at their sole expense, all necessary insurance policies to cover workers' compensation, general liability, and any other relevant coverages required by NEIWPCC.
 2. Provide proof of current insurance coverage to NEIWPCC as part of the contracting process and upon renewal or renewal requests.
 - ii. **Important Notice:**
 1. There is no guarantee that a contract will be awarded if the submitted insurance coverage does not meet NEIWPCC's requirements.
 - 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. These limits may be achieved through the combined use of an umbrella policy.
- j. **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 [at this link](#). Subawardees are required to submit a Subrecipient Risk Assessment Form with their proposal ([see LCBP Grantee 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.
 - k. **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 valid. 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.

- I. **Build America, Buy America requirements:** Subawards or contracts awarded more than \$250,000 in funding are subject to the [Build America Buy America Act](#) (BABA) requirements. Under the BABA Act, “none of the funds made available for a Federal financial assistance program for infrastructure... may be obligated for 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 (BABA) Act, P.L. 117-58, Secs 70911 – 70917).

IX. PROPOSAL SUBMISSION PLATFORM

The Lake Champlain Basin Program uses [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.

All Requests for Proposals that are actively accepting proposals can be viewed here: <https://www.grantinterface.com/Process/Apply?urlkey=NEIWPCC>. New applicants must create an account to log in to the Foundant system. Each user will create their own account; 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 with a shared Federal Tax ID (EIN) number. Once 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.

Proposals must be submitted in Foundant; email submissions will not be accepted. Please visit Foundant’s [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.

FY25 New York Lake Champlain Basin Wetland and Floodplain Restoration Projects

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 NEIWPCC 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 NEIWPCC generally does not negotiate the agreement or contract templates, except for the work plan and task-based budget.

Choices

Yes

Please Read and Confirm*

I certify that I understand all project activities, deliverables, and the final report for this proposed project must be completed by June 30, 2027, and that this deadline cannot be extended

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.

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*

Individual who is authorized to sign the contract.

Character Limit: 100

Authorized Representative Title*

Character Limit: 50

Authorized Representative Email Address*

Character Limit: 254

Authorized Representative Phone Number*

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

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

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
 Saranac - 04150406

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**. (Maximum character limit is 3000)

Character Limit: 3000

Demonstrated Need*

Please describe your team's strategy for identifying this project as a priority, threats affecting the site(s), explain the demonstrated need for the project and/or if it is identified in management or prioritization plans.

Character Limit: 1000

Applicability and Environmental Results*

Describe how the project is applicable to and will advance the goals of [Opportunities for Action](#) and category-specific outcomes mentioned in the project description above. Include an explanation on how the deliverables will lead to an increase in the quality and quantity of wetlands or floodplains, and a description for tracking progress toward achieving the expected outputs and outcomes.

Character Limit: 3000

Project Partnerships*

If applicable, provide a summary of potential project partners and the nature of the partnership. Key project partners identified in the proposal should provide a Letter of Support for the project that briefly describes their role in the project, if awarded.

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 Team Qualifications*

Include explanation of your organization/team's capacity, experience, and readiness 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

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/>) and reach out to an LCBP staff member if you are unsure if your project will require a QAPP.

Choices

I have reviewed the QAPP guidance and do not believe a QAPP will be required for this project.

I have reviewed the QAPP guidance and believe 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 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 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 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
- I.A.2
- I.A.3
- I.A.4
- I.B.1
- I.C.1
- I.C.2
- I.C.3
- I.C.4
- I.C.5
- I.D.1
- I.D.2
- II.A.1
- II.A.2
- II.B.1
- II.B.2
- II.C.1
- II.D.1
- II.D.2
- II.E.1
- II.E.2
- II.E.3
- II.E.4
- III.A.1
- III.A.2
- III.A.3

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

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 projects, etc.

File Size Limit: 3 MB

Letter of Support #1

You may attach up to three (3) 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 #1

You may attach project team CVs/Resume(s) as one document, if desired.

File Size Limit: 3 MB

Technical References

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

File Size Limit: 2 MB

Supporting Documentation #1

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, ensuring all documents are clearly identifiable. List each document included in the file below by title/type below.

Character Limit: 500 / File Size Limit: 10 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.