



Release Date: September 18, 2025

Patrick Leahy Lake Champlain Basin Program Announcement

Request for Proposals

2026 Stormwater Property Assessment and Technical Assistance Grants

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 projects that will directly support the Informed and Involved Public goal of [*Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*](#) by funding community partners to complete Lake Wise, Stream Wise, or Stormwater educational property assessments in the local Lake Champlain Basin communities they serve. The intent of this funding opportunity is to support and fund selected applicants to inform and engage landowners to better manage their properties for clean water, natural resources, biodiversity, ecological resilience and flooding. This funding also will guide landowners through the process of capturing and slowing stormwater by connecting them to the information, funding, expertise, and support they need.

One-year grant contracts utilizing a defined task-based schedule of up to \$20,000 will be awarded. Selected applicants with active grant contracts will also be eligible to separately submit purchase order requests through LCBP/NEIWPCC (of up to \$10,000 each) for supplies and materials to install best management practice projects identified during the Lake Wise, Stream Wise, or Stormwater assessments. Approximately \$490,000 in funding is available to support this initiative. One proposal may be submitted per eligible organization or entity. LCBP anticipates issuing multiple 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, and in partnership with the Great Lakes Fishery Commission. Proposals should offer a

scope that supports work in the Lake Champlain Basin. 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)

Informational webinar	October 8, 2025 at 12:00 PM on Zoom (Register Here)
Proposals due to LCBP	November 7, 2025 at 5:00 PM via Foundant
Award Amounts	Up to \$20,000
Applicants notified of funding decisions	December 2025
Detailed project workplan due	February 2026
Anticipated Project start*	Mid-March 2026
Project deliverables and final report due on or before	December 31, 2026

*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:

Lauren Jenness Kneen, Environmental Analyst

Email: ljenness@lcbp.org

Phone: 802-372-0223

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 support the selected applicants to complete Lake Wise, Stream Wise, or Stormwater educational property assessments in the local Lake Champlain Basin communities they serve.

The **Lake Wise Assessment Program** is an initiative that offers technical assistance to lake shore landowners so that they can best manage their properties for stormwater, erosion, and habitat. The program also awards lake-friendly shoreland property, including state parks, town beaches, private homes and businesses.

Starting as a Vermont Agency of Natural Resources program in 2014, this grant opportunity expands the Lake Wise Assessment Program offering into the New York and Quebec portions of the Lake Champlain Basin.

(<https://dec.vermont.gov/watershed/lakes-ponds/lakeshores-lake-wise>)

Stream Wise engages streamside property owners in the Lake Champlain Basin to enhance and protect vegetated stream buffers, increasing flood resiliency and benefiting water quality and natural habitat. This is accomplished through outreach, site assessment, and provision of a Stream Wise Summary Report with targeted recommendations and technical assistance to help property owners achieve Stream Wise Award status.

The Stream Wise Assessment Protocol for properties on streams and rivers is based on research conducted on riparian buffer programs, regulations, and guidelines for Vermont, New York, and Quebec with input from a project advisory

committee and regional community partners under a 2019 grant sponsored by the Lake Champlain Basin Program/NEIWPCC.

(<https://streamwisechamplain.org/>)

The “Stormwater Site Assessment Program” is an outcome from the LCBP-NEIWPCC funded 2022-2024 “Unifying Stormwater Technical Assistance Programs for Private Properties in the Lake Champlain Basin” initiative that brought together a group of natural resource practitioners to assess the existing suite of residential stormwater outreach, education, and assessment programs located in the United States portion of the Lake Champlain basin to determine ways to work together to be more effective. The program currently includes an educational and voluntary property assessment protocol designed to increase the installation of non-regulatory stormwater best management practices across the Lake Champlain basin. The “Unifying Stormwater” partners continue to coordinate via an online listserv, quarterly meetings, and subgroup work to advance the vision and goals of the Stormwater Site Assessment Program.

(<https://arcg.is/1HH1e00>)

Successful projects should expect to receive a grant contract from LCBP/NEIWPCC and follow a similar one-year task-based schedule to what is detailed below:

Task	Task title	Summary of task goal(s)	Output(s) and deliverable(s)	Timeline
1	Attend training sessions	Attend Stream Wise, Lake Wise, or Stormwater Site Assessment Program training sessions.	Attendance recorded.	March - June 2026
	Purchase Supplies	Purchase office or field equipment supplies to support field season work.	Supplies purchased summary including copy of receipts	
	Approved QAPP(s)	Sign onto quality assurance procedures that will maintain assessment performance	Approved Quality Assurance Project Plan(s).	

2	Field Season Part 1	<p>Conduct <i>outreach</i> to engage with property owners to participate in Stream Wise, Lake Wise, or Stormwater assessments. <i>Celebrate</i> successes to engage more property owners.</p> <p>Conduct Stream Wise, Lake Wise, or Stormwater Desktop and Field Visit Assessments including pre/post assessment conversations with landowners and writing/delivering summary reports</p> <p>Plan, design, and install Lake Wise, Stream Wise, or Stormwater best management practices identified from completed assessments.</p> <p>Participate in “Unifying Stormwater” group meeting work</p>	<p>Summary of work completed including:</p> <p>Total # hours spent on task</p> <p># in-person events with participant list(s) and photo(s)</p> <p># social media posts</p> <p># blog posts, email blasts, press releases</p> <p># printed messaging distributed</p> <p># Landowners participating</p> <p># Entries of Stream Wise, Lake Wise, or Stormwater assessments within Apps</p> <p># Best management practices installed</p>	June - July 2026
3	Field Season Part 2	<p>Conduct <i>outreach</i> to engage with property owners to participate in Stream Wise, Lake Wise, or Stormwater assessments. <i>Celebrate</i> successes to engage more property owners</p> <p>Conduct Stream Wise, Lake Wise, or Stormwater Desktop and Field Visit Assessments including pre/post assessment conversations with landowners and</p>	<p>Summary of work completed including:</p> <p># in-person events with participant list(s) and photo(s)</p> <p># social media posts</p> <p># blog posts, email blasts, press releases</p> <p># printed messaging distributed</p> <p># Landowners participating</p>	August - September 2026

		<p>writing/delivering summary reports</p> <p>Plan, design, and install Lake Wise, Stream Wise, or Stormwater best management practices identified from completed assessments.</p> <p>Participate in “Unifying Stormwater” group meeting work</p>	<p># Entries of Stream Wise, Lake Wise, or Stormwater assessments within Apps</p> <p># Best management practices installed</p>	
4	Field Season Part 3	<p>Conduct <i>outreach</i> to engage with property owners to participate in Stream Wise, Lake Wise, or Stormwater assessments. <i>Celebrate</i> successes to engage more property owners.</p> <p>Conduct Stream Wise, Lake Wise, or Stormwater Desktop and Field Visit Assessments including pre/post assessment conversations with landowners and writing/delivering summary reports</p> <p>Plan, design, and install Lake Wise, Stream Wise, or Stormwater best management practices identified from completed assessments.</p> <p>Participate in “Unifying Stormwater” group meeting work</p>	<p>Summary of work completed including:</p> <p># in-person events with participant list(s) and photo(s);</p> <p># social media posts;</p> <p># blog posts, email blasts, press releases</p> <p># printed messaging distributed</p> <p># Landowners participating</p> <p># Entries of Stream Wise, Lake Wise, or Stormwater assessments within Apps</p> <p># Best management practices installed</p>	October - November 2026
5	Provide Feedback	Record and share feedback on program material	Participation recorded	Contract execution - November 2026

6	Reporting	<p>Complete quarterly reporting requirements.</p> <p>Compile project summary, required project metrics, and all project deliverables utilizing the LCBP final report template.</p>	<p>Approved Quarterly Reports</p> <p>Approved Final Report</p> <p>Copies of all deliverables including assessment data pdfs, landowner summary reports, best management practice installation summaries, outreach materials, and photos</p> <p>Project metrics report</p>	<p>Quarterly reports submitted throughout contract period.</p> <p>Final Report and all deliverables due by December 31, 2026</p>
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Selected applicants with active grant contracts will also be eligible to separately submit purchase order requests through LCBP/NEIWPCC (of up to \$10,000 each) for supplies and material to install best management practice projects identified during the Lake Wise, Stream Wise, or Stormwater assessments.

Please reach out to the contact listed above for guidance regarding eligible activities.

IV. Who may apply

Eligible organizations must be situated and work within the Lake Champlain basin, 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
- For-profit companies
- 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 the contact listed above for guidance regarding eligible activities.

V. Available funds and match requirements

One-year funding requests of up to \$20,000 to complete the tasks as outlined above will be considered. Selected applicants with active grant contracts will also be eligible to separately submit purchase order requests through LCBP/NEIWPCC (of up to \$10,000 each) for supplies and material to install best management practice projects identified during the Lake Wise, Stream Wise, or Stormwater assessments. LCBP anticipates a total of approximately \$490,000 will be awarded through this initiative. 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 personnel costs, travel, office or field assessment 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.

VI. 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,
- for-profit 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.

VII. Proposal Evaluation and Selection Criteria

Proposals received in response to this RFP will undergo a confidential external peer review, and will be awarded by the Lake Champlain Steering Committee according to the following criteria:

1. **Likelihood of success (40 points)** The extent to which the project team demonstrates their history and success in engaging with community members in their selected location(s) and that high quality project outputs will be accomplished with on schedule and within the proposed budget.
2. **Experience (20 points)** Demonstrated experience engaging with landowners, including completing educational property assessments and installing small-scale best management practices.
3. **Outreach (20 points)** The extent to which the planned outreach campaign strategy is described, targeted to local geographies, and will engage with property owners to participate in Stream Wise, Lake Wise, or Stormwater assessments and celebrate successes to engage more property owners.
4. **Partnerships (10 points)** Plan for leveraging community and regional partnerships.
5. **Budget (10 points)** Appropriateness, efficiency, and accuracy of proposed funding request, project budget, and non-federal match for the scope and outputs of the project.
6. **Prior performance of project team (20 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 (20 points) in this category.

VIII. Summary of Requirements for Selected Applicants

All projects solicited under this RFP shall be financed through funds provided by the U.S. Environmental Protection Agency pursuant to an agreement with NEIWPC or

using funds from the Great Lakes Fishery Commission (GLFC) for projects based in Quebec or other eligible projects. Any projects financed exclusively with funds from the Great Lakes Fishery Commission shall be directly contracted with the GLFC.

- 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 the collection of Lake Wise, Stream Wise, and Stormwater assessment data. Generic QAPPs for the three assessment protocols will be updated every three years and approved by NEIWPC and EPA. If awarded funding, project staff will be required to read the applicable Quality Assurance Project Plan, complete a cover page and training documentation form, and submit the documents to their LCBP Project Officer. The QAPP must be fully approved before any data collection or analysis activities can begin on a project. NEIWPC/LCBP will not pay for any data collection or analysis activities started prior to development and receipt of a fully approved 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 15% 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://edq.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 contractors to maintain all necessary policies to cover valid and adequate workers' compensation and liability insurance coverage, at their sole expense, for the duration of the awarded project. Contractors must demonstrate compliance with the specified coverage type and amounts.
- Obligations of the Contractor
 - Proof of insurance coverage must be submitted and maintained for the duration of the project. Requests for policy renewals must be provided in a timely manner. NEIWPCC must be named as the certificate holder.
 - Obtain and maintain, at their sole expense, all necessary insurance policies to cover workers' compensation, general liability, and any other relevant coverage required by NEIWPCC
 - Important Notice
 - 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.
- l. **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 without needing an account:

<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.

2026 Stormwater Property Assessment and Technical Assistance Grants

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*

All projects solicited under this RFP shall be financed through funds provided by the U.S. Environmental Protection Agency pursuant to an agreement with NEIWPCC or using funds from the Great Lakes Fishery Commission (GLFC) for projects based in Quebec or other eligible projects. Any projects financed exclusively with funds from the Great Lakes Fishery Commission shall be directly contracted with the GLFC.

I certify that I have read and understand the NEIWPCC contractual terms and conditions ([Environmental Protection Agency](#)) 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

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 Position*

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 grant contract with NEIWPCC.

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

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

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

Section 3: Project Description

Project Summary*

Please click to confirm you understand that the following standard language will be used for every applicant's Project Summary.

Grant funding supports the completion of Lake Wise, Stream Wise, and/or Stormwater

educational property assessments in local Lake Champlain Basin communities. Staff engage and educate landowners to better manage their properties for clean water, natural resources, biodiversity, ecological and flood resilience, and guide them through the process of capturing and slowing stormwater by connecting them to the information, funding, expertise, and support they need.

Choices

I confirm

Assessment type selection

Select the educational property assessment type(s) you are planning to promote in your selected project location:

Choices

Lake Wise

Stream Wise

Stormwater Site Assessment Program

Advancing Missions*

Describe how partnering with Lake Wise, Stream Wise and/or the Stormwater Site Assessment Program advances the mission of your organization.

Character Limit: 2000

Training Needs - #'s

Add the expected number of staff from your organization to be trained in each assessment protocol for the 2026 field season. Please refer to the [E&O Property Assessment and Technical Assistance task template](#) for more information about training requirements.

Assessment Protocol	Number of staff to be trained
Lake Wise	
Stream Wise	
Stormwater Site Assessment Program	

Project Team*

Provide the name, title, and a brief description of each staff member expected to be involved in grant efforts.

Character Limit: 3000

Experience with community engagement*

Describe your team's history in engaging with community members, including completing property assessments with private landowners.

Character Limit: 3000

Experience installing BMP's*

Describe your team's experience with installing Lake Wise, Stream Wise, and/or stormwater best management practices.

Character Limit: 3000

Project Partnerships*

Describe your team's partnerships with community and regional partners that will impact your work on the tasks outlined in this grant opportunity.

Up to three signed letters of support confirming any major partner's involvement or general support for 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's capacity and experience to successfully complete the project, including past performance of the project team with LCBP grants.

Character Limit: 1000

Outreach*

Describe your outreach plan to engage with property owners in your selected project location to participate in Stream Wise, Lake Wise, and/or the Stormwater Site Assessment Program and celebrate successes to engage more property owners.

Character Limit: 2000

Quality Assurance Project Plan (QAPP)*

A Quality Assurance Project Plan (QAPP) is required for the collection of Lake Wise, Stream Wise, and Stormwater Site Assessment Program data.. LCBP developed generic QAPPs for the three assessment protocols that will be updated every three years and approved by NEIWPCC and EPA. If awarded funding, Project staff will be required to read the applicable Quality Assurance Project Plan, complete a cover page and training documentation form, and submit the documents to the LCBP Project Officer. The QAPP must be fully approved before any data collection or analysis activities can begin on a project. NEIWPCC/LCBP will not pay for any data collection or analysis activities started prior to development and receipt of a fully approved QAPP.

Choices

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

Project Task Outline and Table*

Please download and review the [E&O Property Assessment and Technical Assistance Task Template](#)

Successful projects should expect to receive a grant contract from LCBP/NEIWPCC and follow a similar task schedule to what is detailed 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 NEIWPCC Match Certification Form if match was provided for the project.

Choices

I have reviewed the E&O Property Assessment Grant's standard task table and outline.

I understand the task schedule required for this project.

Section 4: Budget and Justification

Budget and Non-Federal Match Tables*

Please download the [E&O Property Assessment and Technical Assistance 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. Please be sure to follow the guidance found in the provided template.

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 2025 standard mileage rate is 70 cents/mile.

Character Limit: 500

Budget Justification: Supplies

Please describe in detail how the estimate of supplies cost was determined. E.g., include the estimated cost and number of each item. Lake Wise and Stream Wise Award signs and some promotional products (such as rack cards, stickers, etc.) will be purchased and supplied by LCBP. Costs for these elements should not be included in the project budget. Selected applicants with active grant contracts will also be eligible to separately submit purchase order requests through LCBP/NEIWPCC (of up to \$10,000) each for supplies and material to install best management practice projects identified during Lake Wise, Stream Wise, or Stormwater Site Assessment Program assessments. Costs for these elements should not be included in the project budget either.

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 15% 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.C.1
- I.C.3
- I.C.4
- II.C.1
- III.B.3
- IV.B.1
- IV.C.1

Section 6: Letters of Support and Supporting Documentation

Letter of Support #1

You may attach partner and stakeholder letters of support for your proposal. Letters may be uploaded separately or together in one document.

File Size Limit: 3 MB

Letter of Support #2

File Size Limit: 3 MB

Letter of Support #3

File Size Limit: 3 MB

CV/Resume(s)

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

File Size Limit: 3 MB

Before you submit your application

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



2026

Stormwater Property Assessment and Technical Assistance Grants Template: Task Table and Task Descriptions with budgeting notes

Successful projects should expect to receive a grant contract from LCBP/NEIW PCC and follow a similar 10-month task schedule to what is detailed below.

As all budgeting is based on billable hours per defined task, please reference the below budgeting notes when developing your application.

Task table -

Task	Task title	Summary of task goal(s)	Output(s) and deliverable(s)	Timeline
1	Attend training sessions	Attend Stream Wise, Lake Wise, and/or Stormwater Site Assessment Program training sessions.	Attendance recorded.	March - June 2026
	Purchase Supplies	Purchase office or field equipment supplies to support field season work	Supplies purchased summary including copy of receipts	
	Approved QAPP(s)	Sign onto quality assurance procedures that will maintain assessment performance	Approved Quality Assurance Project Plan(s).	

2	Outreach and Field Work Part 1	<p>Conduct <i>outreach</i> to engage with property owners to participate in Stream Wise, Lake Wise, and/or Stormwater assessments. <i>Celebrate</i> successes to engage more property owners.</p> <p>Conduct Stream Wise, Lake Wise, and/or Stormwater Desktop and Field Visit Assessments including pre/post assessment conversations with landowners and writing/delivering summary reports</p> <p>Plan, design and install best management practices identified from completed assessments</p> <p>Participate in “Unifying Stormwater” group meeting work</p>	<p>Summary of work completed including:</p> <p>Total # hours spent on task</p> <p># in-person events with participant #(s) and photo(s)</p> <p># social media posts</p> <p># blog posts, email blasts, press releases</p> <p># printed messaging distributed</p> <p># Landowners participating</p> <p># Entries of Stream Wise, Lake Wise, and/or Stormwater assessments within Apps</p> <p># best management practices installed</p>	June - July 2026
3	Outreach and Field Work Part 2	<p>Conduct <i>outreach</i> to engage with property owners to participate in Stream Wise, Lake Wise, and/or Stormwater assessments. <i>Celebrate</i> successes to engage more property owners</p> <p>Conduct Stream Wise, Lake Wise, and/or Stormwater Desktop and Field Visit Assessments including pre/post assessment conversations with landowners and writing/delivering summary reports</p>	<p>Summary of work completed including:</p> <p>Total # hours spent on task</p> <p># in-person events with participant #(s) and photo(s)</p> <p># social media posts</p> <p># blog posts, email blasts, press releases</p> <p># printed messaging distributed</p> <p># Landowners participating</p> <p># Entries of Stream Wise, Lake Wise,</p>	August - September 2026

		Plan, design and install best management practices identified from completed assessments Participate in “Unifying Stormwater” group meeting work	and/or Stormwater assessments within Apps # best management practices installed	
4	Outreach and Field Work Part 3	Conduct <i>outreach</i> to engage with property owners to participate in Stream Wise, Lake Wise, and/or Stormwater assessments. <i>Celebrate</i> successes to engage more property owners. Conduct Stream Wise, Lake Wise, and/or Stormwater Desktop and Field Visit Assessments including pre/post assessment conversations with landowners and writing/delivering summary reports Plan, design and install best management practices identified from completed assessments Participate in “Unifying Stormwater” group meeting work	Summary of work completed including: Total # hours spent on task # in-person events with participant #(s) and photo(s) # social media posts # blog posts, email blasts, press releases # printed messaging distributed # Landowners participating # Entries of Stream Wise, Lake Wise, and/or Stormwater assessments within Apps # best management practices installed	October - November 2026
5	Provide Feedback	Record and share feedback on program material	Participation recorded	Contract execution - November 2026

6	Reporting	<p>Complete quarterly reporting requirements.</p> <p>Compile project summary, required project metrics, and all project deliverables utilizing the LCBP final report template.</p>	<p>Approved Quarterly Reports</p> <p>Approved Final Report</p> <p>Copies of all deliverables including assessment data pdfs, landowner summary reports, best management practice installation summaries, outreach materials, and photos</p> <p>Project metrics report</p>	<p>Quarterly reports submitted throughout contract period.</p> <p>Final Report and all deliverables due by December 31, 2026</p>
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Task descriptions and budget notes -

Task 1. Attend training sessions, Approved QAPP(s). Staff will participate in all applicable Stream Wise, Lake Wise, and/or Stormwater Site Assessment Program training sessions, purchase office or field equipment supplies, and sign onto quality assurance procedures that will maintain assessment performance.

Lake Wise: Please budget approximately 10 hrs per staff member to prepare for and attend a Lake Wise training session and complete QAPP requirements.

- The *in-person training sessions* are made available by VTDEC on an annual basis and scheduled based on partner availability. Trainings are approximately four hours long and includes an indoor “classroom” section and an outdoor mock assessment. The classroom portion covers the history and basics of the Lake Wise Program, Shoreland Permitting and the Shoreland Protection Act, examples of best management practices and bioengineering project types. The outdoor portion of the training includes an exercise where, as a group, a lakeshore property is assessed. Trainees are asked to answer the Lake Wise questions under the guidance of the Lake Wise Coordinator holding the training.
- Staff will read the *Lake Wise Assessment Programs in the Lake Champlain Basin: Quality Assurance Project Plan* that is approved by LCBP, NEIWPCC, and EPA every three years, complete a cover page and training documentation form, and submit the documents to the LCBP Project Officer.

Stream Wise: Please budget approximately 15 hrs per staff member to prepare for and attend Stream Wise training sessions and complete QAPP requirements. Training sessions are hosted by LCBP and the Stream Wise Consultant Team. Virtual training sessions will be recorded and made available to view at a later date.

- 2026 Stream Wise Kick-off Meeting (0.5 hr virtual meeting, required for all Assessors),
- Introduction to Stream Wise, Outreach, Branding, and Communications Training Session (2 hr virtual meeting, highly recommended for all Assessors but only required for new Assessors),
- Stream Wise Desktop Assessment Training Session (2 hr virtual meeting, highly recommended for all Assessors but only required for new Assessors),
- Stream Wise Field Assessment Training Session (5 hr in-person meeting, 2 date options, highly recommended for all Assessors but only required for new Assessors).
- Staff will read the Stream Wise Award Programs in the Lake Champlain Basin: Quality Assurance Project Plan that is approved by LCBP, NEIWPCC, and EPA every three years, complete a cover page and training documentation form, and submit the documents to the LCBP Project Officer.

Stormwater: Please budget approximately 10 hrs per staff member to prepare for and attend Stormwater Site Assessment Program training sessions and complete QAPP requirements.

- Training sessions, to be led by LCSG/VTDEC, are in development.
- Staff will read the Stormwater Site Assessment Programs in the Lake Champlain Basin: Quality Assurance Project Plan that is approved by LCBP, NEIWPCC, and EPA every three years, complete a cover page and training documentation form, and submit the documents to the LCBP Project Officer.

Task 2. Outreach and Field Work Part 1 – Following the guidance provided within the Lake Wise, Stream Wise, and Stormwater Site Assessment Program materials, staff will conduct outreach to engage with property owners to participate in Stream Wise, Lake Wise, and/or Stormwater assessments and celebrate successes to engage more property owners.

Staff will prioritize conducting Stream Wise, Lake Wise, and/or Stormwater Desktop and Field Visit Assessments with interested landowners and sending them a Follow-Up Summary Report which includes a review of positive features and practices and specific areas for improvement, included recommended Best Management Practices (BMPs). The Lake Wise, Stream Wise, and Stormwater summary reports will be based on shared common templates provided in the training materials.

It is estimated that each assessment can take up to 10-12 hrs to complete on large land parcels. This estimate includes completing the desktop assessment, driving to and from the assessment location, meeting with the landowner and performing the field visit assessment, and writing the Follow-Up Report. Note it is recommended that the in-person meeting and assessment with a landowner be limited to 3-hrs max (1-1.5hrs for Lake Wise assessments).

Grant funded personnel time may also be spent having pre/post assessment conversations with interested landowners and planning for, designing, and installing Lake Wise, Stream Wise, and/or Stormwater best management practices identified from completed assessments.

Any remaining hours budgeted that is not spent on outreach or working with a landowner as part of an assessment can be spent participating in “Unifying Stormwater” group meeting work, including training opportunities.

A summary of work completed, including metrics identified in the task table, will be submitted as the deliverable for this task.

Task 3. Outreach and Field Work Part 2 – work, as described in Task 2, will continue in August and September 2026.

Task 4. Outreach and Field Work Part 3 - work, as described in Task 2, will continue in October and November 2026.

Task 5. Provide feedback, purchase supplies. Staff will record program successes and areas for improvement throughout contract start – October 2026 and share feedback via an end-of-season online survey and by attending an optional in-person meeting hosted by the LCBP in Grand Isle, VT in November 2026. Budgeting time (approximately 10 hours per staff member) to complete the feedback survey and attend the in-person meeting is highly recommended but not required.

Task 6. Approved Quarterly and Final Reports. Quarterly reports will be submitted throughout the grant contract period to be filed with the LCBP Project Officer within 10 days of the last day of each calendar year quarter or December 31, March 31, June 30, and September 30. A final report utilizing LCBP’s final reporting template will be submitted that compiles a project summary, all grant deliverables and project metrics by December 31, 2026. Please budget approximately 15 hours total to complete this reporting task.