



Release Date: June 3, 2026

Patrick Leahy Lake Champlain Basin Program Announcement

Request for Proposals

Build America, Buy America Compliance Consultant

The Patrick Leahy Lake Champlain Basin Program (“LCBP”), in coordination with the New England Interstate Water Pollution Control Commission (“NEIW PCC”), is pleased to announce a Request for Proposals (RFP) for projects that will directly support compliance of NEIW PCC-LCBP subawards with Build America, Buy America Act (BABA) requirements. The intent of this funding opportunity is to secure the services of a qualified consulting firm to review, assess, and ensure Build America, Buy America Act compliance for NEIW PCC-LCBP subrecipients on projects supported with the 2022 Infrastructure Investment and Jobs Act program.

Approximately \$75,000 in funding is available to support awarded projects. Grants of up to \$75,000 will be awarded. One proposal may be submitted per eligible organization or entity. LCBP anticipates granting one award from this RFP.

This grant opportunity is supported by funds awarded to NEIW PCC by the U.S. Environmental Protection Agency on behalf of the Patrick Leahy Lake Champlain Basin Program. Proposals should offer a scope that supports the review and assurance of subrecipient awards subject to the BABA Act of 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	June 12, 2026 11:00 AM on Zoom (Register Here)
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Proposals due to LCBP	June 24, 2026 at 5:00 PM via Foundant
Award Amounts	Up to \$75,000
Applicants notified of funding decisions	July 2026
Detailed project workplan due	Approximately 2 weeks after award notification)
Anticipated Project start*	August 2026
Project deliverables and final report due on or before	September 2027

*Work may not begin on the funded tasks of the project until a signed, fully executed agreement is in place with NEIWPC.

LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.

I. Inquiries and Grant Writing Resources

Please direct all inquiries to:
 Sarita Croce
 Email: scroce@neiwpc.org
 Phone: 978-349-2505

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

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

The Lake Champlain Special Designation Act of 1990 designated the Lake Champlain Basin as a special project area under the Agricultural Conservation Program and established the Lake Champlain Management Conference to publish a pollution prevention, control, and restoration plan for Lake Champlain. Following EPA’s approval of the LCBP plan entitled, [Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin](#), the Daniel Patrick Moynihan Lake Champlain Basin Program Act of 2002 established the Lake Champlain Basin Program and authorized EPA to provide support to New York, Vermont, and NEIWPC for implementation of the Plan. The Act was reauthorized in 2022, formally renaming the LCBP to the Patrick Leahy Lake Champlain Basin Program and authorizing the Program through 2027.

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

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

In accordance with the Act, LCBP and NEIWPC work in partnership with EPA, government agencies from New York, Vermont, and Québec, private organizations, local communities, and individuals to coordinate and fund efforts that benefit the Lake Champlain Basin's water quality, fisheries, wetlands, wildlife, recreation, and cultural resources.

III. Grant Category Details and Suggested Activities

The purpose of this funding opportunity is to secure the services of a qualified consulting firm with demonstrated expertise in Build America, Buy America (BABA) Act compliance as applied to federally funded engineering and construction management projects. The selected consultant will provide comprehensive BABA compliance support to NEIWPC-LCBP subrecipients undertaking infrastructure projects subject to the requirements of the Infrastructure Investment and Jobs Act (P.L. 117-58). BABA requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects be produced in the United States. The scope of services includes pre-construction BABA applicability screening, procurement document review, materials sourcing verification, waiver preparation where warranted, and construction-phase compliance monitoring. The consultant will also prepare plain-language guidance documents tailored to nonprofit subrecipients who may have limited familiarity with federal procurement and domestic preference requirements. NEIWPC anticipates that up to 5 subrecipient organizations may require assistance and certification of compliance with BABA Act requirements under this engagement.

Activities supported by this funding opportunity might include:

- **Nonprofit Guidance Documents.** Develop a package of plain-language reference materials specifically designed for nonprofit subrecipient organizations, which may lack in-house engineering or staff experienced in compliance with federal grant requirements. Required guidance documents shall include:
 - (1) a BABA Applicability Checklist for nonprofit-administered construction projects including a tracking protocol;
 - (2) a step-by-step Procurement Guide for BABA-compliant purchasing of iron, steel, manufactured products, and construction materials;
 - (3) a Domestic Source Verification Template with sample certifications and attestation forms;
 - (4) a Waiver Request Guide describing the three EPA waiver categories, eligibility criteria, and documentation requirements; and
 - (5) a BABA Compliance Summary for Nonprofit Organizations providing an accessible overview of obligations, timelines, and contacts. All guidance documents shall be reviewed and approved by NEIWPC prior to distribution.

- **Training Workshops for Subrecipients.** Host at least one virtual or in-person training session(s) for NEIWPCCLCBP subrecipients covering BABA applicability thresholds, domestic preference requirements by material category, waiver procedures, and documentation practices. Training materials must be provided in advance and retained for subrecipients unable to attend live sessions.

For a select number of projects:

- **Pre-Construction BABA Applicability Screening.** Review subrecipient project scopes, funding amounts, and procurement plans to determine whether BABA requirements apply. Provide written screening determinations for each subrecipient project, documenting the applicable statutory thresholds, infrastructure categories covered, and material types subject to domestic preference requirements (iron, steel, manufactured products, and construction materials).
- **Engineering Design and Procurement Document Review.** Review engineering plans, specifications, and bid documents prepared by subrecipient engineers of record to confirm that BABA-compliant language is incorporated into technical specifications, contract documents, and material submittals. Advise on specification language for iron and steel products, manufactured goods (e.g., precast culverts), and construction materials (e.g., concrete, lumber) consistent with OMB Memorandum M-22-11 and EPA BABA guidance.
- **Materials Sourcing Verification and Supply Chain Documentation.** Assist subrecipients and their contractors in identifying domestic sources for required materials and equipment. Provide the materials tracking protocol prepared in the first task, including review of mill certifications, manufacturer's certificates of origin, and supplier attestations. Provide in a compliance record template for each subrecipient sufficient to support audit review by EPA or NEIWPCCLCBP.
- **Waiver Preparation and Submission Support.** Where domestically produced materials are unavailable, insufficiently available, or would result in unreasonable cost, assist subrecipients in preparing waiver requests consistent with applicable EPA and OMB waiver categories (non-availability, unreasonable cost, and public interest). Draft waiver justifications with supporting documentation and coordinate submission through NEIWPCCLCBP to EPA for approval prior to procurement.
- **Construction-Phase Compliance Monitoring.** Provide guidance on how to complete periodic construction-phase review to confirm that materials and products incorporated into the work conform to BABA certifications made at the time of award. Assist NEIWPCCLCBP staff with review of contractor submittals, shop drawings, and delivery documentation. Flag non-conforming materials and advise subrecipients on corrective action. Provide subrecipient guidance on how to document site observations in written field reports maintained as part of the

project compliance record.

- **Certification of BABA Compliance.** Upon project completion, provide a written certification of BABA compliance template for each subrecipient to submit, confirming that all applicable domestic preference requirements have been satisfied or that approved waivers are on file. Certifications must be signed by a qualified professional and submitted to NEIWPCCC for inclusion in the project closeout file and EPA reporting.

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 United States, and include:

- Colleges and universities
- Nonprofit organizations
- For-profit companies
- 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 NEIWPCCC/LCBP contract holders

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

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

V. Available funds and match requirements

Funding requests up to \$75,000 will be considered. LCBP anticipates a total of approximately \$75,000 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.

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,
- 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 review process, and will be awarded by the Lake Champlain Steering Committee according to the following criteria:

All proposals will be evaluated by confidential peer reviewers according to the following criteria. The Lake Champlain Steering Committee will make decisions on awards and distribution of available funds among categories.

1. **Demonstrated Experience with BABA Act Compliance (40 points)** The extent to which the proposed project team demonstrates prior experience applying BABA requirements to federally funded engineering and construction management projects, including familiarity with domestic preference requirements for iron, steel, manufactured products, and construction materials; experience reviewing engineering specifications and construction procurement documents for BABA compliance; and demonstrated knowledge of OMB Memorandum M-22-11 and EPA BABA guidance applicable to Clean Water Act grant programs.
2. **Approach to Certification of BABA Act Compliance (40 points)** Extent to which the applicant presents a clear, well-structured methodology for conducting pre-construction applicability screening, procurement document review, materials sourcing verification, waiver preparation, construction-phase monitoring, and final compliance certification for infrastructure projects funded through NEIWPCCLCBP subawards. Proposals should also demonstrate a credible approach to developing plain-language guidance materials for nonprofit subrecipient organizations with limited federal compliance experience, consistent with the requirements of 2 CFR Part 200 and the Build America, Buy America Act.
3. **Budget (20 points)** Appropriateness, efficiency, and accuracy of proposed funding request, project budget, and non-federal match for the scope and outputs of the project.

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 NEIWPCCLCBP.

- a. **Workplan:** Successful applicants must submit a detailed project workplan to NEIWPCCLCBP staff working on the Lake Champlain Program (NEIWPCCLCBP). This workplan will be subject to the NEIWPCCLCBP 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, NEIWPCC/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 grant process and reporting templates for the Lake Champlain Basin Program: <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, NEIWPCC/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 NEIWPCC/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 public outreach materials for the Lake Champlain Basin Program.

- d. **Reporting Metrics:** Effective after the release of the [2022 Opportunities for Action Lake Champlain Watershed Management Plan \(OFA\)](#), all 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 grant 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 grant 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 NEIWPC 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 200.313 “Equipment”, available at this link: <https://www.ecfr.gov/current/title-2/section-200.313>
- 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, NEIWPC, and EPA in a suitable file format. NEIWPC, and EPA shall have an unrestricted right to use any materials, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, or work products without the expressed, written consent of NEIWPC, and subject to any

other approvals required by state or federal law. Reports and other deliverables will credit LCBP, NEIWPC, and EPA as funding partners for any work completed under the project contract.

- 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 as a deliverable.
- i. **Insurance Requirements:** NEIWPC 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. NEIWPC 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 NEIWPC
 - Important Notice
 - There is no guarantee that a contract will be awarded if the submitted insurance coverage does not meet NEIWPC'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 NEIWPC 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 NEIWPC Contractors as part of the agreement process. Existing NEIWPC 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: <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.

Build America, Buy America Compliance Consultant

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 NEIWPC.

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

Choices

Yes

Section 1: General Information

Name of Organization*

Character Limit: 250

Address of Organization*

Character Limit: 250

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*

Character Limit: 254

Point of Contact Telephone Number*

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

Project Title*

Provide a concise and descriptive title for your project.

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

Organization Mission Statement*

type n/a if not applicable

Character Limit: 1500

Total Request Amount*

Please 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

Section 2: Project Description

Project Summary*

Please provide a brief project summary. Share the framework you will utilize to support compliance with Build America, Buy America Act (BABA) requirements.

Character Limit: 3000

Approach to Certification of BABA Act Compliance*

Share your methodology for conducting pre-construction applicability screening, procurement document review, materials sourcing verification, waiver preparation, construction-phase monitoring, and final compliance certification for infrastructure projects funded through NEIWPC-CC-LCBP's competitive grant process.

If applicable, share your experience and approach for developing federal guidance materials for individuals with limited federal compliance experience.

Character Limit: 3000

Organizational Capacity and Likelihood of Success*

Share your capacity for and prior experience applying BABA requirements to federally funded engineering and construction projects, including familiarity with domestic preference requirements for iron, steel, manufactured products, and construction materials; experience reviewing engineering specifications and construction procurement documents for BABA compliance; and demonstrated knowledge of OMB Memorandum M-22-11 and EPA BABA guidance applicable to Clean Water Act grant programs.

Indicate your approach for supporting this work in the timeframe identified and share

strategy(ies) for how you plan to successfully achieve the benefits, improvements, deliverables, and/or outcomes outlined in your proposal.

Character Limit: 3000

Long Term Plan*

Describe your approach for maintaining successful compliance beyond the life of this grant. If state or federal guidelines for operations and maintenance will be followed, please include that information here.

Character Limit: 3000

Outreach*

Describe how BABA compliance requirements will be communicated to NEIWPC-FCBP grant recipients and partner organizations.

Character Limit: 1000

Project Output*

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

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. Bulleted lists are recommended.

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 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 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. One to 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 LCBP/CVNHP, NEIWPC and U.S. EPA 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 3: Budget and Justification

Budget and Non-Federal Match Tables*

Please download the [LCBP Grants Budget Calculator Spreadsheet](#), use it to develop your budget and non-federal match tables, and upload them below. In your budget, include complete details for all costs by major budget categories (e.g., personnel, travel, supplies, professional services), linking costs to the specific tasks in the project task table. Include any non-federal matching funds that will be utilized for this project in the non-federal match table in the same spreadsheet.

File Size Limit: 4 MB

Budget Justification: Personnel

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

Character Limit: 1000

Budget Justification: Fringe

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

Character Limit: 1000

Budget Justification: Travel

For all tasks, please indicate anticipated travel. Please reference the current federal mileage rate here: <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

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 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 4: Letters of Support and Supporting Documentation

Letter of Support #1 (Optional)

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

File Size Limit: 3 MB

Letter of Support #2 (Optional)

File Size Limit: 3 MB

Letter of Support #3 (Optional)

File Size Limit: 3 MB

CV/Resume*

Attach project team CVs/resumes. Combine into one PDF if submitting more than one CV/resume.

File Size Limit: 5 MB

Supporting Documentation (Optional)

Attach additional supporting documentation for this application, such as team experience, planning documents, examples of projects managed demonstrating BABA compliance, outreach materials developed, etc.

Please combine multiple documents into one file upload. Ensure all documents are clearly identifiable and list each document in the file 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.