Release Date: October 13, 2026

Patrick Leahy Lake Champlain Basin Program Announcement

Request for Proposals

2027 Small Education and Outreach Projects

The Patrick Leahy Lake Champlain Basin Program ("LCBP"), in coordination with the New England Interstate Water Pollution Control Commission ("NEIWPCC"), is pleased to announce a Request for Proposals (RFP) for 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*. The intent of this funding opportunity is to support efforts to enhance the knowledge and understanding by members of the public, including children and adults, of the water quality and ecosystem health issues identified in *Opportunities for Action* and/or foster informed decision-making, individual action, and behavior change that will benefit Lake Champlain.

Approximately $320,000 in funding is available to support awarded projects. Grants of up to $15,000 will be awarded. One proposal may be submitted per eligible organization or entity. LCBP anticipates granting multiple award(s) 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 within 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	November 18th, 2026 at 11:00 a.m. EST via Zoom – Registration required
Proposals due to LCBP	December 14, 2026 at 5:00 PM via Foundant
Award Amounts	Up to $15,000
Applicants notified of funding decisions	February 2027
Detailed project workplan due	March 2027
Anticipated Project start*	June 2027
Project deliverables and final report due on or before	December 2029

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

LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.

I. Inquiries and Grant Writing Resources

Please direct all inquiries to:
Ryan Mitchell, Education and Outreach Program Manager
Email: rmitchell@lcbp.org
Phone: 802-372-0212

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 projects that will directly advance the Informed and Involved Public goal of *Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*. Successful projects should enhance the knowledge and understanding by members of the public, including children and adults, of the water quality and ecosystem health issues identified in *Opportunities for Action* and/or foster informed decision-making, individual action, and behavior change.

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

Funding requests up to $15,000 will be considered. LCBP anticipates a total of approximately $320,000 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 external peer review, and will be awarded by the Lake Champlain Steering Committee according to the following criteria:

1. **Impact (40 points).** Extent to which the project will enhance the knowledge and understanding by members of the public, including children and/or adults, of water quality and ecosystem health issues in the Lake Champlain Basin and/or foster informed decision-making, individual action, and behavior change.
    a. Alignment with *Opportunities for Action*: 10 points
    b. Breadth of content/programs delivered: 10 points
    c. Depth of content/programs delivered: 10 points
    d. Reach (number of participants): 5 points
    e. Demonstrated need: 5 points

2. **Likelihood of Success (20 points).** Extent to which the project team demonstrates that project outputs can and will be accomplished with high quality and within the proposed schedule and budget. Criteria include how well the tasks are defined and support the project objectives, and how likely they are to result in the anticipated outcomes.

3. **Organizational capacity of project team (20 points).** Knowledge and experience of the project team in developing and delivering communications materials and/or outreach programming, and the capacity of the applicant to successfully complete the project. Criteria include the ability to leverage partner participation.

4. **Budget (10 points).** Appropriateness and clarity of the task-based budget and budget justification, relative to project scope and outputs. Non-federal in-kind or cash match is not required, though match will be considered favorably during budget review and may make proposals more competitive.

5. **Evaluating Success (5 points).** Extent to which the project includes evaluation and reporting on the success of the work included in this grant in terms of increasing knowledge or affecting personal action or behavior change.

6. **Outreach (5 points)**. Extent to which the need for and benefits of the project will be communicated with local communities and stakeholders.

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 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.

a. **Workplan:** Successful applicants must submit a detailed project workplan to LCBP. This workplan will be subject to the LCBP approval process before a contract is issued. The workplan describes the project methods, tasks, timeline, outputs, and task-based budget. If a project is selected for funding, LCBP will provide grant recipients with workplan guidance. The approved workplan must be certified by the Authorized Representative of the organization receiving the award before a contract is issued. Payments will only be made for fully completed tasks. Invoices for partially completed tasks will not be accepted.

   We strongly encourage all applicants to visit the LCBP website for more information on the LCBP grant process and reporting templates: http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/

b. **Quality Assurance Project Plans (QAPPs)** are required for all activities involving the:
   - collection,
   - generation,
   - compilation,
   - management,
   - analysis,
   - evaluation,
   - or use of environmental data.

   When necessary, the successful applicant will prepare a QAPP as part of the project workplan. It is possible that some grants might not require a QAPP. Please reach out to the contact listed above if you are unsure about the QAPP requirement. The QAPP must be fully approved before any environmental data collection or analysis activities can begin on a project. For projects requiring a QAPP, 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 LCBP QAPP process can be found at this link: http://www.lcbp.org/aboutus/grants-rfps/grant-toolkit/qapp/.

c. **Reporting:** Successful applicants will prepare and submit brief quarterly reports documenting progress on each objective and task in the project. A final report fully documenting the project results will be required at project completion. When approved, the final report will be edited for content and style in consultation with the successful respondent and may be published as part of the Lake Champlain Basin Program's Technical Report Series, located here: http://www.lcbp.org/media-center/publications-library/technical-reports/. Some content of this report may also be used for future LCBP public outreach materials.

d. **Reporting Metrics:** Effective after the release of the *2022 Opportunities for Action Lake Champlain Watershed Management Plan (OFA)*, all LCBP-funded grants must provide standardized reporting metrics within the project workplan and final report. Reporting metrics will be considered preliminary at the application and workplan stages and final at the final report stage of your grant. Reporting metrics will be based on the applicable OFA strategy(ies), grant category, and project type. Personnel time used for reporting metrics is an eligible grant expense. The most up-to-date version of this guidance can be found on the LCBP Grantee Toolkit web page.

e. **Direct and indirect costs:** Applicants should include budget costs that are associated with the project as direct expenses, such as personnel costs, travel, project supplies (mailings, phone costs, office supplies) etc. Necessary indirect costs that are not directly attributable to funded activities are subject to the following policy:

- Applicants that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) may charge a maximum indirect rate of 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.

- Indirect costs must be applied based on **Modified Total Direct Cost (MTDC)** as described in the Code of Federal Regulations. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs and with the approval of the cognizant agency for indirect costs. A reference guide for calculating MTDC can be found at this link.

- **Indirect costs** are excluded from construction (and related engineering/architecture costs), capital expenditures, and equipment. These items are defined per Code of Federal Regulations Section 200.1:
    - Capital expenditures means expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
    - Capital assets means: Tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

      (i) Land, buildings (facilities), equipment, and intellectual property (including software), whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and

      (ii) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

f. **Procurement of supplies, equipment, and services:** Grant applicants are required to follow the small purchase method which is a relatively simple and informal method (procurement procedure) for purchasing supplies, equipment, and services that cost more than $15,000 and less than $350,000. This procurement procedure is applicable to proposals submitted in response to this RFP if the primary applicant is not a for-profit organization. The purpose is to ensure fair and open competition for purchases supported by LCBP/federal funding. If the applicant plans to use LCBP funding to obtain supplies, equipment, or contractual services to complete its proposed workplan, then it must follow federal procurement regulations:

- Procurement of supplies, equipment, and services that do not exceed $15,000 may be made without soliciting competitive quotes if the price is considered reasonable.

- Procurement of supplies, equipment and services that are greater than $15,000 and do not cost more than $350,000 requires that the recipient obtain multiple price quotes through a documented competitive process. Good faith efforts to obtain services from disadvantaged business enterprises should also be made, including contacting the small business administration and minority business development agency to inform them about the opportunity for businesses to submit price quotes as part of the competitive process. At least three price quotes for professional services or subcontracted work must be secured. The selected item or service does not need to be the lowest cost if it does not meet your requirements, or you can otherwise demonstrate that the higher price offers the "best value." Justification must be provided for the outcome of the bid process. This process may take place prior to the submission of a proposal for LCBP funds.

- Procurement of supplies, equipment, and services that cost more than $350,000 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 the funding source

following the completion of the project. For further information, see 2 CFR 200.1 “Equipment”.

g. **Work product accessibility:** All materials and work products, regardless of physical form or characteristics, produced as a result of this project shall be made available to LCBP, NEIWPCC, and EPA in a suitable file format. LCBP, NEIWPCC, and EPA shall have an unrestricted right to use any materials, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, or work products without the expressed, written consent of LCBP and NEIWPCC, and subject to any other approvals required by state or federal law. Reports and other deliverables will credit LCBP, NEIWPCC, and EPA as funding partners for any work completed under the project contract.

h. **Geospatial data:** GIS data produced under this project must adhere to the requirements of EPA’s National Geospatial Data Policy (see https://www.epa.gov/sites/default/files/2014-08/documents/national_geospatial_data_policy_0.pdf). Specifically, the selected contractor must provide documentation for all produced data, including source information for each digital data layer (i.e., scale and accuracy, map projection, coordinate system, etc.), and specific information about the data layer itself (i.e., method used, geographic extent of data layer, file format, date of creation, staff contact, description and definition of data fields and their contents, related files, if any, and description of data quality and quality assurance methods used). The EPA Metadata Editor (EME) was developed to simplify and standardize metadata development and is a recommended tool for streamlining production of required metadata. The EME and related training materials can be downloaded from https://edg.epa.gov/EME/. Specific technical guidance on geospatial deliverables and acceptable formats can be found at https://www.epa.gov/geospatial/epa-region-2-gis-deliverables-guidance. GIS data produced under this project will be submitted to LCBP as a deliverable.

i. **Insurance Requirements:** NEIWPCC requires 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 $250,000 or more 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.

2027 Education and Outreach Small

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 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: 25

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 describe your project in **3-5 sentences.** Include information about the project's communications, educational, and/or outreach goals and outputs and its expected impact.

Character Limit: 3000

Applicability and Impact*

Describe how the project will enhance the knowledge and understanding by members of the public, including children and/or adults, of the water quality and ecosystem health issues identified in **Opportunities for Action** and/or foster informed decision-making, individual action, and behavior change. Describe the breadth and depth of the content or programming developed, its reach in terms of number of participants, geographic extent and distribution, and the degree to which it reaches new audiences. This should closely align with the LCBP project metrics required as part of project reporting.

Character Limit: 1000

Project Output*

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

Character Limit: 1000

Anticipated Outcomes*

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

Character Limit: 1000

Demonstrated Need*

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

Character Limit: 1000

Project Partnerships*

If applicable, provide a summary of potential project partners, the nature of the partnership. Multi-jurisdictional projects are encouraged. Projects taking place on private land should show a clear benefit to the surrounding community. Up to three signed letters of support confirming any major partner's involvement with your project can be submitted as PDF documents in *Proposal Section 6: Supporting Information.*

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

Evaluating success*

Provide a description of how you plan to assess or evaluate success of the communications and/or outreach programming in your project. Evaluation can be a qualitative or narrative summary of the impacts of the project.

Character Limit: 1000

Outreach*

Describe how the project justification and benefits will be communicated to local community members and stakeholders to generate support, participation, and/or use.

Character Limit: 1000

Quality Assurance Project Plan (QAPP)*

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

Please review the information on this webpage (*https://www.lcbp.org/about-us/grants-rfps/grant-toolkit/qapp/*) and reach out to an LCBP staff member if you are unsure if your project will require a QAPP.

Choices

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

Project Task Outline and Table*

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

Note that Project Deliverables are required and include:

1. All deliverables/outputs listed in your task table. A deliverable is a physical or electronic product or file created and submitted to LCBP, e.g., a report, document, event summary, curriculum, interpretive exhibit, map, photo, list of program participants, etc. An output is an activity or product generated as a result of a task, e.g., an event, presentation, field trip, or report. An output and a deliverable can be the same, e.g. a report or document. They are often two different things. An event or presentation is an output, but a file with a summary of the event or PowerPoint file is the deliverable.
2. Quarterly reports due at the end of each quarter, (submitted by 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.

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.

- For projects requiring fieldwork, please provide the measures taken to reduce the spread of invasive species.
- If applicable, include a description of community education and outreach components of the project, and any public-facing informational signage that includes LCBP, NEIWPCC and U.S. EPA/GLFC logos.
- If possible and applicable, estimate of the measurable impact of the project (e.g., number of people reached, involvement in watershed related projects, number of trees planted).

Character Limit: 7000

Section 4: Budget and Justification

Budget and Non-Federal Match Tables*

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

File Size Limit: 4 MB

Budget Justification: Personnel

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

Character Limit: 1000

Budget Justification: Fringe

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

Character Limit: 1000

Budget Justification: Travel

For all tasks, please indicate anticipated travel. 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. Professional services do not include staff time of the applicant organization.

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

Section 6: Letters of Support and Supporting Documentation

Letter of Support #1

You may attach partner and stakeholder letters of support for your proposal. Landowner letters of support are especially encouraged if your project would take place on privately owned land. Letters may be uploaded separately or together in one document. No more than 3 letters of support will be reviewed.

File Size Limit: 3 MB

Letter of Support #2

File Size Limit: 3 MB

Letter of Support #3

File Size Limit: 3 MB

CV/Resume(s)

You may attach project team CVs/Resumes if desired. Please combine resumes into one PDF document.

File Size Limit: 5 MB

Technical References

You may upload a document listing the bibliography details for references used in the proposal.

File Size Limit: 2 MB

Supporting Documentation #1

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

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

Character Limit: 500 | File Size Limit: 5 MB

Supporting Documentation #2

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

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

Character Limit: 500 | File Size Limit: 5 MB

Supporting Documentation #3

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

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

Character Limit: 500 | File Size Limit: 5 MB

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.