

Release Date: August 28, 2024

**Patrick Leahy Lake Champlain Basin Program Announcement**

**Request for Proposals**

*2024 LCBP Agricultural Innovation Grant program for engineering services on eligible farms in the New York portion of the Lake Champlain Basin*

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 funds to support the costs for engineering services required for the design of a planned Best Management Practice (BMP) that will reduce phosphorus losses on farms within New York’s portion of the Lake Champlain Basin. An engineered BMP enhancement is used to meet the scope of a conservation planning component from the farm’s participation in the NY AEM Tier 3 program to further the capability for reducing nutrient losses at that site.

Up to $50,000 is available to support this project. The LCBP anticipates offering up to two awards for this RFP.

This work is applicable to the Clean Water and Healthy Ecosystem goals of LCBP’s long-term management plan *Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin* ([http://plan.lcbp.org](http://plan.lcbp.org/)). This grant opportunity is supported by funds awarded to NEIWPCC on behalf of the LCBP by the U.S. Environmental Protection Agency (EPA).

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

**DEADLINE NOTICE:**

Applicants must submit proposals [via Foundant](https://www.grantinterface.com/Home/Logon?urlkey=NEIWPCC) no later than:

**October 21, 2024, at 12pm (noon) EST**

**Late, incomplete, or hardcopy proposal submissions will not be considered**.

Successful applicants will be notified in December 2024. LCBP anticipates issuing up to two awards from this opportunity but reserves the right to make no awards if no suitable applications are received. All awards are subject to funding availability.

**Contact Information**

Direct all inquiries prior to submission date to:

Myra Lawyer

NYSDEC Region 5

1115 State Rte 86, PO Box 296

Ray Brook, NY 12977

(518) 897-1241

myra.lawyer@dec.ny.gov

**Lake Champlain Basin Program Request for Proposals**

*2024 LCBP Agricultural Grant program for engineering services on eligible farms in the New York portion of the Lake Champlain Basin*

1. **Overview**

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*](https://www.lcbp.org/about-us/how-we-work/opportunities-for-action/), 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 at the request of the EPA and administers the program’s personnel, finances, 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.

1. **Background**

The use of engineer-designed best management practice (BMP) enhancements is about more than decreasing erosion. A farm must utilize the services of an engineer to design BMPs that meet the scope of a conservation planning component from the farm’s participation in the NY AEM Tier 3.

The goal of this RFP is to support the costs for engineering services required for the design of planned BMPs to improve water quality on farms in the New York portion of the Lake Champlain Basin for the 2025-2026 growing season. Each site is different, and it is important to apply the most efficient conservation practice planned for conditions at a given site. [[1]](#endnote-2)

Few resources have been allocated that are focused on supporting the cost associated with obtaining a design from a licensed engineer for a planned BMP a farm can implement to achieve the goal of reducing phosphorus losses from the farm operation. This cost barrier to the implementation of planned BMPs can reduce the effectiveness of a farm plan for water quality concerns. Engineering is necessary to ensure the BMP meets all requirements of the standard. Some examples of best management practices requiring engineering from a Professional Engineer licensed to work in NY include but are not limited to: Access Roads, Agrichemical Handling Facility, Composting Facility, Covered Barnyards, Diversions, Livestock Watering Pipeline System, Petroleum Storage Facility, Roofs and Covers, Structures for Water Control, Vegetative Treatment Areas, and Waste Storage Facilities.

Guidance on practices can be found in the [NYS Agricultural Best Management Practice Systems Catalogue – updated in 2024,](https://agriculture.ny.gov/system/files/documents/2024/02/agriculturalbestmanagementpracticessystemscatalogue_swccmeeting_2.27.2024.pdf)  AEM Tier process for NY farms - <https://agriculture.ny.gov/soil-and-water/agricultural-environmental-management>, the [USDA NRCS practice standards](https://efotg.sc.egov.usda.gov/#/state/NY/documents), and the AEM stream corridor assessment guide. These are some of the technical references used in conservation planning of BMPs on farms, but other resources may apply.

Successful proposals will include:

* Efforts to assist eligible farmers to implement highest level solutions to enhance their farm stewardship of phosphorus reduction progress using properly engineered designs toward the implementation of planned BMP.
* Description of the type of BMP needed through an engineered design.
* Outreach to farmers for this funding opportunity.
* The solicitation of voluntary participants of current (privately-owned) eligible farms.
* Technical assistance by a qualified professional engineer for the design of the planned BMP.

Farmer support for the program should be well-documented within the proposal. Any BMP designed or previously under contract to receive payment for similar funding assistance from any other federal program is not eligible to receive payments through this funding opportunity. The applicant should be able to assist eligible farmers with the implementation process and proposals should be carefully crafted to address the unique needs of farms in the New York portion of the Lake Champlain Basin.

This funding opportunity should include support for a qualified licensed technical service provider (if needed), marketing of the funding opportunity to eligible farmers in the New York portion of the Lake Champlain Basin, and a cost-share incentive for agricultural landowners. Photographic documentation of selected farms before, during, and after the design of the planned BMP will help gauge the success of the program. In addition to reducing nutrient runoff from agricultural uses, the project also will help decrease pollution to Lake Champlain as outlined in LCBP’s long-term management plan: [*Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*](https://www.lcbp.org/about-us/opportunities-for-action/).

The final project deliverable will be a report documenting the types and number of engineered designs for BMP implementation and degree of interest and engagement from the agricultural community in the New York portion of the Lake Champlain Basin. Success of the project also will be measured by the number of farms and engineered designs for planned BMPs applied on farms in areas which contribute disproportionate quantities of phosphorus to nearby waterways.

Projects located in sub watersheds that have the highest loads from Agriculture in the watershed, identified in the [New York Department of Environmental Conservation’s Lake Champlain TMDL Watershed Implementation Plan](https://dec.ny.gov/sites/default/files/2024-03/Lake%20Champlain%20WIP.pdf) as having < 0.173 kg/ac/yr, will be prioritized for funding. Farmsteads or acres with a probability of a direct impact of excess nutrients adjacent to surface waters should be given highest priority for application of the engineered designs for BMPs.

**Diversity, Equity, and Inclusion**: The Lake Champlain Basin Program is committed to advancing diversity, equity, and inclusion across our work. Proposals demonstrating benefits to communities with disadvantages will be given additional weight during the proposal evaluation process. Please review [LCBP’s communities with disadvantages definition and guidance](https://www.lcbp.org/about-us/people/diversity-equity-inclusion/disadvantaged-community-definition-and-guidance/) for more information. Questions relating to LCBP’s definition, or this portion of the proposal evaluation process can be directed to Mae Kate Campbell, Associate Scientist (mkcampbell@lcbp.org).

1. **Project Tasks and Deliverables**

LCBP seeks proposals to support engineered designs for planned BMP implementation on eligible farms in the New York portion of the Lake Champlain Basin for the 2025 growing season. Proposals should include the following components:

1. Identification of agricultural operators that would be participating in the project, if awarded. Efforts to identify and recruit agricultural operators in traditionally underserved, minority, low-income, or tribal communities should be described.
2. Describe identified BMPs to be installed that require engineered designs that are near or adjacent to a surface water flowing into Lake Champlain.
3. Work with landowners to maximize voluntary participation in the project with a cost-share program and promote awareness of engineered designs for BMP implementation.
4. Document the completion of the engineered design of the planned BMP to satisfy the BMP implementation process with before-and-after sketches or photographs of the designed BMPs. Documentation should clearly illustrate how the installed BMP will reduce phosphorus runoff from the site.
5. Provide outreach to the farm community to build support for utilizing engineering services for necessary BMPs that reduce risk of phosphorus runoff.
6. Submit a final report documenting the project's outcomes and submit quarterly reports throughout the project period.

**IV. Summary of Other Requirements for the Selected Proposal**

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

1. **Workplan:** Within thirty days of LCBP grant award notification, applicants must submit a detailed project workplan that will be subject to the LCBP approval process before a contractual agreement will be issued. The workplan describes the project methods, tasks, timeline, outputs, and task-based budget. **As you develop the task-based budget, keep in mind that payments will only be made for fully completed tasks.** Payments for partially completed tasks will not be processed. If a project is selected for funding, LCBP staff will provide the grant recipient with workplan guidance. 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/>.
2. **Quality Assurance Project Plans (QAPPs)** are required for all activities involving the collection, generation, compilation, management, analysis, evaluation, and/or use of environmental data. When necessary, the successful applicant will prepare a QAPP as part of the project workplan. It is possible that some grants might not require a QAPP. Please contact LCBP staff if you are unsure about the QAPP requirement. The QAPP must be fully approved before any environmental data collection or analysis activities can begin on a project. For projects requiring a QAPP, 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/about-us/grants-rfps/grant-toolkit/qapp/>.
3. **Reporting:** The successful applicant will prepare and submit brief quarterly reports documenting progress on each objective and task in the project (see attached Proposal Format Requirements). 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.

1. **Schedule:** The successful applicant will complete the project according to the following schedule (subject to change):

|  |  |
| --- | --- |
| Proposals Due to LCBP | October 21, 2024 |
| Applicants Notified of Funding Decision | December 2024 |
| Detailed Project Workplan Due  | February 2025 |
| Project Start Date  | April 2025  |
| Project Deliverables and Final Report Due | December 31, 2026 |

1. **Direct and indirect costs:** Applicants should budget costs that are associated with the project as direct expenses, including personnel costs, travel, project supplies (mailings, phone costs, office supplies) etc. Necessary indirect costs that are not directly attributable to funded activities are subject to the following policy:
	* Applicants that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) may charge a maximum indirect rate of 10 percent of direct costs (de minimis rate) o Applicants (including academic institutions) with a valid NICRA with their cognizant federal agency can charge indirect costs to projects based on their negotiated indirect cost rate and must enclose a current copy with their proposed work plan.
	* A valid NICRA is one in which the effective period has not expired. Applicants must provide a copy of their valid NICRA with their application in order for indirect cost reimbursement to be considered. If the effective period of the NICRA has expired but the grantee has documented evidence (via an indirect cost rate proposal) that they have reapplied for a new rate, the expired rate may be accepted.
2. Procurement of supplies, equipment, and services: Grant applicants are required to follow the small purchase method which is a relatively simple and informal method (procurement procedure) for purchasing supplies, equipment, and services that cost more than $10,000 and less than $250,000. This procurement procedure is applicable to proposals submitted in response to this RFP if the primary applicant is not a for-profit organization. The purpose is to ensure fair and open competition for purchases supported by LCBP/federal funding. If the applicant plans to use LCBP funding to obtain supplies, equipment, or contractual services to complete its proposed workplan, then it must follow federal procurement regulations:
	* Procurement of supplies, equipment, and services that do not exceed $10,000 may be made without soliciting competitive quotes if the price is considered reasonable.
	* Procurement of supplies, equipment and services that are greater than $10,000 and do not cost more than $250,000 require that the recipient obtain multiple price quotes through a documented competitive process. Good faith efforts to obtain services from disadvantaged business enterprises should also be made, including contacting the small business administration and minority business development agency to inform them about the opportunity for businesses to submit price quotes as part of the competitive process. At least three price quotes for professional services or subcontracted work must be secured. The selected item or service does not need to be the lowest cost if it does not meet your requirements, or you can otherwise demonstrate that the higher price offers the “best value.” Justification must be provided for the outcome of the bid process. This process may take place prior to the submission of a proposal for LCBP funds.
	* “Equipment” is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of $5,000 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”.
3. 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.
4. **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.
5. **Insurance Requirements:** NEIWPCC requires its contractors to maintain workers compensation and liability insurance. Contractors must submit proof of adequate insurance coverage on an annual basis for the duration of the project. The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the Commission, the following kinds and amounts of insurance:
	* Workers' Compensation Insurance. The policy shall cover the obligations of the Contractor in accordance with the Workers' Compensations Law and Disability Benefits Law covering all operations under the Contract, whether performed by it, or by its subcontractor.
	* Liability and Property Damage Insurance. Unless otherwise specified, each policy shall have limits not less than: $2,000,000 combined (Bodily Injury & Property Damage); $3,000,000 aggregate, single limit per occurrence.
6. Subawardees must comply with all requirements and responsibilities of this subaward and with all U.S. EPA General Terms and Conditions under the prime agreement as outlined <http://www2.epa.gov/grants/grant-terms-and-conditions#General%20Terms%20and%20Conditions>. Subawardees are required to submit a Subrecipient Risk Assessment Form with their proposal ([see LCBP Grant Toolkit](https://www.lcbp.org/about-us/grants-rfps/grant-toolkit/)). This form includes a requirement to attach an audit in some cases. If a Subawardee fails to submit or complete this form their proposal may be eliminated from consideration.
7. **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 acceptable. Instead, Contractors must register for a UEI through the System for Award Management (SAM) at <https://sam.gov/content/home>. This SAM-generated number is required for all 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.
8. NEIWPCC COVID-19 VACCINATION POLICY

NEIWPCC is committed to providing a working environment that keeps all staff and visitors as safe as possible and promotes the well-being of our community. We encourage attendees to take CDC recommendations and their individual circumstances into account when deciding about preventative actions. It is recommended that all individuals who participate in NEIWPCC-funded events be fully vaccinated, however this is no longer a requirement.

13. Employment tracking (does not factor into application scoring or competitiveness):

* 1. If applicable, provide an estimate of the number of people and audience type that will be actively or passively engaged in the products of this grant, if awarded.
	2. Provide an estimate of the percentage (to nearest tenth) of new full-time employee positions that will be created if this grant is awarded, and the percentage of existing full-time employee positions that will be supported if this grant is awarded.

**V. Eligibility**

Eligible organizations include colleges, universities, nonprofit organizations, for-profit companies, and non-federal, non-state government agencies. The selected contractor will be responsible for the completion of all project tasks, though subcontracted work may be permitted as described in the grant application.

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

**VI. Proposal Evaluation and Selection Criteria**

Proposals received in response to this RFP will undergo a confidential external peer review, and will be evaluated according to the following criteria:

1. Demonstrated familiarity with agricultural issues and producers in the New York portion of the Lake Champlain Basin and must demonstrate familiarity of accepted practice standards for the engineer designed BMP enhancement.
2. Proximity of identified areas to U.S. EPA listed 303d impaired waterways in New York: <https://www.dec.ny.gov/chemical/31290.html>. The estimated phosphorus contribution from Agriculture in the subwatershed of the identified areas in the [New York Department of Environmental Conservation’s Lake Champlain TMDL Watershed Implementation Plan](https://dec.ny.gov/sites/default/files/2024-03/Lake%20Champlain%20WIP.pdf).
3. Technical merit and applicability of the proposal towards obtaining engineered designs for planned BMPs. Proprietary products are not acceptable project deliverables.
4. Appropriateness of budget and budget justification, describing how the funds awarded and how non-federal match, if provided, will be used to produce the set of deliverables described in Section III.
5. Strength of plan for outreach to farms and to engage with traditionally underserved communities, including agricultural operations owned or operated by minorities, low-income, and tribal groups.
6. Demonstrated ability to create documents and products that are accessible to and can be used by local partners working to address nutrient loading and cycling issues within the Lake Champlain Basin.

**VII. Available Funds and Match Requirements**

A total of $50,000 may be made available for this project. Proposals with budgets that exceed the maximum amount identified for this opportunity will not be considered. Applicants may budget costs that are associated with the project as direct expenses, including personnel costs, travel, project supplies, meeting expenses, and subcontracts. Some allocation of project funds for indirect costs also is acceptable (see below). No in-kind or cash match is required, though match will be considered favorably during budget review and may make proposals more competitive. LCBP anticipates granting up to two awards from this RFP.

**VIII. Appropriate Use of Funds**

LCBP grant funds **cannot be used** to produce for-profit products or to cover costs associated with regulatory compliance or direct fundraising efforts. Funds awarded from this RFP also may not be used for land purchases, endowment funds, or lobbying or legislative advocacy of any kind.Grant award funding may not be used for the purchase of food or beverage.

**IX. Notification of Awards**

Award notification to applicants is expected in December 2024. The award recipient will be asked to submit a workplan including an updated project timeline and budget, if needed, at this time. Project work cannot begin until a contract is signed by both parties. NEIWPCC will not pay for expenses incurred prior to the contract start date. Payment for costs incurred will be on a reimbursement basis per the contract payment schedule and contingent upon completion of quarterly progress reports and project deliverables.

**X. Period of Performance**

Work is expected to begin in **April, 2025** and is to be completed no later than **December 31, 2026**.

**XI. Proposal submission**

The Lake Champlain Basin Program is now using [***Foundant***](https://www.grantinterface.com/Home/Logon?urlkey=NEIWPCC), a web-based grant management software platform, to accept responses to Requests for Proposals, to manage the proposal review and award decision process, and to manage awarded projects to conclusion with award recipients.

New applicants must create an account to log in to the Foundant system. Each user will create their own account, and the system allows for multiple user accounts per organization. When creating an account, Foundant will also ask for information about the organization. Once the user account is created, the applicant's account will automatically be connected to other accounts from the same organization using the Federal Tax ID (EIN) number. Once this information is collected and the account is created, the user may identify the applicable grant category and begin the proposal submission process. They may also invite partners to assist with the application within Foundant. Proposal questions and format requirements for this request for proposals are provided below for reference and to help applicants prepare their proposals.

**Proposals must be submitted to Foundant; email submissions will not be accepted.** Please visit the Foundant [Applicant Tutorial webpage](https://support.foundant.com/hc/en-us/articles/4479853059991-GLM-Applicant-Tutorial) for assistance in creating your individual account, or contact Kerry Crowningshield, LCBP Office Manager, at kcrowningshield@lcbp.org or call 802-372-3213. Please see below for complete details and proposal format requirements. LCBP expects to issue multiple awards from this RFP. All awards are subject to funding availability. This RFP is available on the LCBP website at [lcbp.org/grants](https://www.lcbp.org/about-us/grants-rfps/request-for-proposals-rfps/).

 What are Agricultural Best Management Practice (BMP) Systems?

Complete Agricultural BMP Systems may include one, two, or even a series of National Resources

Conservation Service (NRCS) Conservation Practice Standards (CPS), referred to as Component BMPs.

Agricultural BMP Systems prevent or reduce the source or transport of substances originating from

agricultural activities which may adversely affect surface and ground waters or other resources. While

an Agricultural BMP System has Standards and Specifications associated with its installation, operation,

and maintenance of Component BMPs, it does not impose effluent limits for specific pollutants. Rather,

it provides an effective means of reducing or preventing the impact of nonpoint source pollutants from

a specific resource concern. Agricultural Environmental Management (AEM) is a framework created to

assist Soil and Water Conservation Districts and their partners in developing and delivering a science-

based agricultural conservation program centered on local priorities and goals. A 5-Tiered AEM

planning approach identifies resource concerns and Agricultural BMP System alternatives to address

those concerns.

<https://agriculture.ny.gov/system/files/documents/2024/02/agriculturalbestmanagementpracticessystemscatalogue_swccmeeting_2.27.2024.pdf>

2024 LCBP NY Agricultural Innovation Grant Program RFP

*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***](https://www.lcbp.org/about-us/grants-rfps/request-for-proposals-rfps/)*.*

I certify that I have read all of the grant details for this opportunity, including the timeframe for successful projects, additional information and requirements for applicants, and proposal evaluation and selection criteria

**Choices**

Yes

**Please Read and Confirm\***

I certify that I have read and understand the NEIWPCC contractual terms and

conditions ([***Environmental Protection Agency***](https://www.lcbp.org/wp-content/uploads/2016/03/0368_120-Template-Agreement-FINAL_01.08.24.docx)) 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 Name\***

Provide a concise and descriptive title for your project, no more than 10 words. Avoid using your organization's name.

Your project should be identifiable using the **first three words**.

*Character Limit: 100*

**One-Sentence Abstract\***

This very brief description of your project should be understandable to a general audience. Limit to 150 words.

*Character Limit: 1000*

**Point of Contact Name\***

Individual who will be implementing the grant and be the main point of contact.

*Character Limit: 100*

**Point of Contact Title\***

*Character Limit: 50*

**Point of Contact Email Address\***

Email address for the point of contact.

*Character Limit: 254*

**Point of Contact Telephone Number\***

Phone number for the point of contact.

*Character Limit: 20*

**Authorized Representative Name**

**\*If different from Point of Contact\***

Individual who is authorized to sign the contract.

*Character Limit: 100*

**Authorized Representative Title**

**\*If different from Point of Contact\***

*Character Limit: 50*

**Authorized Representative Email Address**

**\*If different from Point of Contact\***

*Character Limit: 254*

**Authorized Representative Phone Number**

**\*If different from Point of Contact\***

*Character Limit: 20*

**Federal Tax Identification Number\***

Also known as FID. Example: 00-0000000

*Character Limit: 20*

**Unique Entity ID\***

UEI Number, available on [***SAM.gov***](https://sam.gov/content/home)website.

*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**



**Specify the HUC8 sub-watershed(s) of the Lake Champlain Basin where the project will occur\***

Please refer to [***this link***](https://atlas.lcbp.org/WEB/nature_and_environment/watersheds/huc_classification/huc_classification.html)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-Mettowee - 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***](https://atlas.lcbp.org/WEB/nature_and_environment/watersheds/huc_classification/huc_classification.html)for a map of Hydrologic Unit Code 12 sub-watersheds in the Lake Champlain Basin. **Please list the 12-digit HUC12 sub-watershed number(s).**

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

*Character Limit: 250*

**Site Location(s)**

Please enter the GPS Coordinates for site location(s)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Site Name** **(as referenced in this proposal)** | **Latitude** **(decimal degrees)** | **Longitude** **(decimal degrees)** |
| **Primary Site Location** |  |  |  |
| **Site 2** |  |  |  |
| **Site 3** |  |  |  |
| **Site 4** |  |  |  |
| **Site 5** |  |  |  |

**Site Description and Land Uses\***

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

*Character Limit: 2500*

 *Section 3: Project Description*

**Project Summary\***

Please describe your project in **3-5 sentences.** (Maximum character limit is 3000)

*Character Limit: 3000*

**Demonstrated Need\***

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

*Character Limit: 1000*

**Applicability and Impact\***

Describe how the project is applicable to and will advance the Clean Water and/or Healthy Ecosystem goals of [***Opportunities for Action***](https://www.lcbp.org/wp-content/uploads/2016/03/OFA_2022_Full-Plan.pdf)and category-specific outcomes mentioned in the project description above.

*Character Limit: 3000*

**Communities with Disadvantages Engagement\***

Describe, if applicable, any benefits for or engagement with communities with disadvantages that your project will include, drawing on LCBP’s [***definition***](https://www.lcbp.org/about-us/people/diversity-equity-inclusion/disadvantaged-community-definition-and-guidance/)and accompanying [***mapping tool***](https://lcbp.maps.arcgis.com/apps/instant/sidebar/index.html?appid=e953f364ae4b4aefbeab57a53f3e2155&locale=en)as needed.

Type n/a if not applicable.

*Character Limit: 1000*

**Project Partnerships\***

If applicable, provide a summary of potential project partners and the nature of the partnership.

Up to three signed letters of support confirming any major partner’s involvement with your project can be submitted as PDF documents in **Proposal Section 5.**

*Character Limit: 1000*

**Organizational Capacity and Likelihood of Success\***

Include explanation of your organization/team’s capacity and experience to successfully complete the project, including past performance of the project team with LCBP grants.

*Character Limit: 1000*

**Long Term Plan\***

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

*Character Limit: 1000*

**Outreach\***

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

*Character Limit: 1000*

**Climate Resilience**

Explain how the project will advance climate resilience in the Lake Champlain Basin in addition to achieving the goals of the applicable category. Type in n/a if not applicable.

*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-](https://www.lcbp.org/about-us/grants-rfps/grant-toolkit/qapp/)***

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

**Choices**

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

**Project Output\***

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

*Character Limit: 1000*

**Anticipated Outcomes\***

List all anticipated outcomes for the project. Outcomes are the results or effects of all activities,

e.g. a better-informed public.

*Character Limit: 1000*

**Project Task Outline and Table\***

Please download and complete the [***LCBP Project task table template***](https://www.lcbp.org/wp-content/uploads/2024/08/LCBP-Project-Task-Table-Template-Ag-8.28.24.docx)and upload the completed file below. Please use this to outline your project objectives, tasks to fulfill these objectives, deliverables/outputs produced by each task, and timeline for task completion. An example is provided in the linked document.

Note that Project Deliverables are required and include:

1. All deliverables/outputs listed in your task table.
2. Quarterly reports due on January 10, April 10, July 10, and October 10 during the period of the grant.
3. Digital copies of (or electronic links to) any media coverage the project.
4. Three digital photos (highest resolution and size possible) of people participating in activities relating to the grant.
5. LCBP Project Metrics Report
6. Approved Final Report
7. A signed 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.

* + If applicable, include a description of community education and outreach components of the project, and any public-facing informational signage that includes CVNHP, 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***](https://www.lcbp.org/wp-content/uploads/2016/03/LCBP-CVNHP-grant-budget-calculator-6.21.24.xlsx), use it to develop your budget and non-federal match tables, and upload them below. In your budget, include complete details for all costs by major budget categories (e.g., personnel, travel, supplies, professional services), linking costs to the specific tasks in the project task table. Include any non-federal matching funds that will be utilized for this project in the non-federal match table in the same spreadsheet.

*File Size Limit: 4 MB*

**Budget Justification: Personnel**

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

*Character Limit: 1000*

**Budget Justification: Fringe**

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

*Character Limit: 1000*

**Budget Justification: Travel**

For all tasks, please indicate anticipated travel. The 2024 standard mileage rate is 67 cents/mile.

*Character Limit: 500*

**Budget Justification: Supplies**

For all tasks, please describe in detail how the estimate of supplies cost was determined. E.g., include the estimated cost and number of each item.

*Character Limit: 1000*

**Budget justification: Professional services**

Professional services line is to be used if you are hiring a subcontractor to complete workplan tasks. For all tasks, if applicable, please describe in detail how the estimate of professional services cost was determined.

*Character Limit: 1000*

**Budget Justification: Indirect**

For all tasks, please describe in detail how the estimate of indirect cost was determined. The maximum indirect rate is 10% of direct costs unless you have a Negotiated Indirect Rate Cost Agreement (NICRA). **DO NOT** round up on any indirect costs. Please see [***details here***](https://www.lcbp.org/wp-content/uploads/2018/12/Indirect-Cost-Policy-2018.pdf)*.*

*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***](https://www.lcbp.org/wp-content/uploads/2016/03/Opportunities-for-Action-Project-Strategies.pdf)*.*

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***](https://www.lcbp.org/wp-content/uploads/2016/03/OFA_2022_Full-Plan.pdf)*.*

**Choices**



*Section 6: Letters of Support and Supporting Documentation*

**Project Area Map(s)**

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

*File Size Limit: 3 MB*

**Letter of Support #1**

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

 *File Size Limit: 3 MB*

**Letter of Support #2**

*File Size Limit: 3 MB*

**Letter of Support #3**

*File Size Limit: 3 MB*

**CV/Resume**

You may attach project team CVs/Resumes if desired. Please combine documents and upload them as a single PDF file.

*File Size Limit: 3 MB*

**Supporting Documentation**

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

Please combine multiple documents into one file upload, ensuring all documents are clearly identifiable. List each document 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.

1. [↑](#endnote-ref-2)