



Request for Proposals for Organizational Support and Workforce Development in the New York Portion of the Lake Champlain Basin

Patrick Leahy Lake Champlain Basin Program

Release Date: November 25, 2024

Program Purpose and Guidelines:

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 support increased organizational capacity and long-term effectiveness of watershed organizations in the New York portion of the Lake Champlain watershed working to implement elements of [Opportunities for Action](#). The intent of this grant category is to assist organizations focused on water quality or watershed ecosystem health working in the New York portion of the Lake Champlain basin to strengthen their organizational capacity. Requested funds should be applied to environmental-related activities, workforce development, or professional development support. Please see the LCBP’s annual [Organizational Support](#) grant opportunity to apply for funding to support administrative-related organizational capacity needs.

Funding requests ranging from \$25,000 to \$150,000 will be considered. Approximately \$300,000 is available to support awarded projects under this RFP. LCBP is anticipating supporting multiple projects through this funding opportunity.

These projects will be supported with Federal Fiscal Year 2024 funds awarded to NEIWPCC by the U.S. Environmental Protection Agency Clean Water Act Section 120 funding. All awards are subject to funding availability. This request for proposals is available at the [Lake Champlain Basin Program website](#).

PROPOSAL DEADLINE NOTICE: Applicants must submit proposals via the [Foundant](#) online application system no later than 12pm (noon) EST on January 16, 2025.

Late or incomplete proposals will not be considered.

Patrick Leahy Lake Champlain Basin Program

Request for Proposals: Organizational Support and Workforce Development in the New York Portion of the Lake Champlain Basin

I. Overview of the 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 plan, entitled [Opportunities for Action](#): An Evolving Plan for the Future of the Lake Champlain Basin (the "Plan"), 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 at the request of the EPA and administers the program's personnel, quality management, finances, and contracts.

In accordance with the Act, LCBP works in partnership with 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. These efforts are guided by the comprehensive management plan, [Opportunities for Action](#).

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](#) 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).

Grant writing resources and inquiries

Grant writing resources can be found on the LCBP Grantee Toolkit webpage: <https://www.lcbp.org/about-us/grants-rfps/grant-toolkit/#grantwritingresources>

Please contact Erin Vennie-Vollrath, New York State Lake Champlain Coordinator (erin.vennie-vollrath@dec.ny.gov) with any questions regarding the RFP.

Please direct all project-related inquiries, application submission questions, and questions related to [Foundant](#), the online grant management system to Kerry Crowningshield, LCBP Office Manager (kcrowningshield@lcbp.org; 802-372-3213)

II. RFP details

The intent of this grant program is to assist organizations focused on water quality or watershed ecosystem health working in the New York portion of the Lake Champlain basin to strengthen their organizational capacity. Requested funds should be applied to environmental-related activities, workforce development, or professional development support. Please see the LCBP's annual [Organizational Support](#) grant opportunity to apply for funding to support administrative-related organizational capacity needs.

Examples of eligible projects for this funding might include, but are not limited to:

- Professional development and training on topical issues for both new and seasoned staff, including relevant environmental degree programs or coursework.
- Strengthen peer-peer and co-learning networks to increase and expand community engagement in water quality projects and programs and increase the presence of the organization within those communities.
- Support recruitment and on-boarding of a diverse “next generation” workforce.
- Trainings, tools, supplies, equipment, or software that streamline environmental project management needs.
- Seed funding to transform staffing roles and capacities.
- Grow financial competencies and organizational stability.
- Invest in strategies (professional development, tools, resources) that establish and maintain strong community support for watershed organizations.
- Support best practices and innovative approaches to build capacity for community engagement and stewardship.
- Develop and implement a strategy to diversify and build audience inclusion and support efforts to increase a community's representation within the organization.

Projects involving collection of environmental data (including surveys of training or workshop outcomes) are not eligible in this category. Fundraising projects are not eligible for LCBP support.

III. Eligibility

All organizations seeking grants in this program must have nonprofit 501(c)(3) status (NY Soil and Water Conservation Districts are also eligible) AND must have an organizational mission statement focused on achieving water quality improvements in the Lake Champlain watershed.

Successful applicants will be responsible for the completion of all project tasks, though subcontracted work may be permitted by the LCBP Project Officer upon written request. All work must be geographically focused within the New York portion of the Lake Champlain watershed. Only one proposal per organization will be accepted.

Individuals and representatives from organizations that participated in the development or review of this RFP and its contents are not eligible to apply.

IV. Timeframe for successful projects

The successful applicants will complete the project according to the following schedule (subject to change):

Proposals due to LCBP	12pm (noon) EST on January 16, 2025
Applicants notified of funding decisions	February 2025
Detailed project workplan due	March 2025
Project start date	June 2025*
Project deliverables and final report due	Up to 2 years after start date

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

V. Proposal evaluation and selection criteria

All proposals will be evaluated by confidential peer reviewers according to the following criteria. The Lake Champlain Steering Committee will make final decisions on awards.

1. **Impact (50 points):** Extent to which the proposal will:
 - a. (30 points) strengthen the capacity of eligible organizations to achieve their mission and to implement priorities detailed in [Opportunities for Action](#).
 - b. (20 points) result in benefits to communities with disadvantages per LCBP's definition. Projects that benefit a community with disadvantages that meet multiple criteria included in LCBP's definition and demonstrate meaningful involvement from the selected community will receive 15 points for this criterion. Projects that benefit a community meeting only one criterion or do not demonstrate meaningful involvement with communities with disadvantages will receive between 5-10 points proportional to the degree or benefit or engagement with the identified communities. Additional information on LCBP's communities with disadvantages definition is provided under Diversity, Equity, and Inclusion above.
2. **Merit (30 points):** Merit of the proposal and the extent to which the proposal will result in tangible benefits or improvements that can be clearly measured.
3. **Budget (15 points):** Appropriateness and clarity of the proposed budget, relative to project objectives.
4. **Prior performance of project team (5 points):** Extent to which the project team has successfully completed LCBP projects in the past with high quality outputs delivered on time with planned schedules and within planned budgets. New applicants and those with a record of success with delivering high quality outputs on time and within budgets for LCBP projects will receive a full score in this category.

VI. Summary of requirements for selected applicants

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 that will be supported with these grant funds, if awarded. 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.
2. Effective October 1, 2024, EPA is requiring that all work plans be certified by the Authorized Representative. The final workplan will not be approved for contracting unless the final workplan is certified. Please do not hesitate to contact your project officer for additional guidance regarding this new requirement.

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/>.

3. **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, NEIWPC/LCBP will not pay for any data collection or analysis activities started prior to development and receipt of a fully approved QAPP. The QAPP development and approval process can be quite lengthy (up to 90 days, depending on the size of the project), so please make sure that an appropriate amount of time has been allocated to this step in the project budget and timeline. More information about the LCBP QAPP process can be found at this link: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/qapp/>.
4. **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.
5. **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 website: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>.

6. **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:
 - a) 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). 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.
 - b) 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.
7. **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:
 - a) 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.
 - b) 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.

- c) 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 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>
 - d) “Equipment” is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$10,000 or more per unit. Equipment purchases may require additional information at the time of purchase, an LCBP staff person taking inventory on an annual basis, and disposition instructions from funding source following the completion of the project. For further information, see 2 CFR 200.1 “Equipment”.
8. 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. LCBP, 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 LCBP and 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.
9. **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.

10. **Insurance Requirements:** NEIWPCCC 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:
 - a) 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.
 - b) 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.
11. 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](#)). 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.
12. **UEI Number:** The official entity identifier for doing business with the U.S. Government and NEIWPCCC 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 NEIWPCCC Contractors as part of the agreement process. Existing NEIWPCCC 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.
13. **Employment tracking** (does not factor into application scoring or competitiveness):
 - a) 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.

- b) 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.

VII. 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.

- No in-kind or cash match is required, though match will be considered favorably during budget review and may make proposals more competitive.

VIII. Proposal submission platform

The Lake Champlain Basin Program is now using [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.

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 for assistance in creating your individual account, or contact Kerry Crowningshield, LCBP Office Manager, at kcrowningshield@lcbp.org or call 802-372-3213.

Before You Begin

Please Read and Confirm*

Grant details for this opportunity and the full RFP are available at the [LCBP RFPs webpage](#).

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

Choices

Yes

Please Read and Confirm*

I certify that I have read and understand the NEIWPC 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 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*

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

Character Limit: 20

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

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)

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
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, V
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**. (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 Thriving Communities goals of [Opportunities for Action](#) 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](#) and accompanying [mapping tool](#) 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 continue funded staff position, etc.).

Character Limit: 1000

Outreach*

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

Character Limit: 1000

Quality Assurance Project Plan (QAPP)*

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

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

Choices

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

Project Output*

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

Character Limit: 3000

Anticipated Outcomes*

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

Character Limit: 1000

Project Task Outline and Table*

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

Note that Project Deliverables are required and include:

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

File Size Limit: 3 MB

Project Task Descriptions*

Please describe each project task in detail, including measurable outputs, task deliverables, task timelines, and associate each task with the correct task number from your Project Task Outline and Timetable above. Provide justification for project locations and methodologies whenever possible.

- If applicable, include a description of community education and outreach components of the project, and any public-facing informational signage that includes CVNHP, NEIWPC and U.S. EPA/GLFC logos.
- If possible and applicable, estimate of the measurable impact of the project (e.g., number of people reached, involvement in watershed related projects, number of trees planted).

Character Limit: 7000

Section 4: Budget and Justification

Budget and Non-Federal Match Tables*

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

File Size Limit: 4 MB

Budget Justification: Personnel

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

Character Limit: 1000

Budget Justification: Fringe

Fringe refers to benefits and is calculated as an appropriate percentage of personnel costs for each 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](#).

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

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.

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. If including more than one resume, please compile them together and upload them as one file.

File Size Limit: 5 MB

Supporting Documentation

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

Please combine multiple documents into one file upload. If you are combining documents into one file, 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.