



Release Date: November 25, 2024

## Patrick Leahy Lake Champlain Basin Program Announcement Request for Proposals

### Organizational Support Projects

The Patrick Leahy Lake Champlain Basin Program (“LCBP”), in coordination with the New England Interstate Water Pollution Control Commission (“NEIWPC”), is pleased to announce this funding opportunity for projects that will support increased organizational capacity and long-term effectiveness of watershed organizations working to implement elements of [Opportunities for Action](#). The intent of this grant category is to assist watershed organizations with the early stages of their development or to assist established watershed organizations in strengthening their organizational capacity. The goal is to increase capacity, *not* develop new programming (this work can be requested in other LCBP grant competitions).

**Grants up to \$20,000 will be awarded.** LCBP anticipates a total of approximately \$250,000 will be available to be awarded to projects. This work will support LCBP’s management plan, [Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin](#).

This grant opportunity is supported by funds awarded to NEIWPC by the U.S. Environmental Protection Agency (EPA) on behalf of the Lake Champlain Basin Program. Partial funding of total application requests may be awarded if agreeable to the applicant. LCBP anticipates granting multiple awards from this RFP. All awards are subject to funding availability.

Category	Description	Award amounts	Proposals due
Organizational Support	Projects that will support increased organizational capacity and long-term effectiveness of watershed organizations working to implement elements of <a href="#">Opportunities for Action</a> .	Up to \$20,000	Monday, January 6, 2025 at 5:00pm EST

## I. INQUIRIES AND GRANT WRITING RESOURCES

Please direct all inquiries to:  
Kerry Crowningshield, LCBP Office Manager  
Email: [kcrowningshield@lcbp.org](mailto:kcrowningshield@lcbp.org)  
Phone: 802-372-3213

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

## II. ELIGIBILITY

Eligible organizations include public or private schools or other educational institutions; and municipalities including municipal boards, commissions, or committees in the United States and Canada; 501 (c)(3) nonprofit organizations or citizen groups such as watershed associations working in coordination with such an organization that applies on their behalf and will manage the grant funds; Natural Resources Conservation Districts (VT) and Soil and Water Conservation Districts (NY). All organizations seeking grants in this category must have an organizational mission statement focused on achieving water quality improvements in the Lake Champlain watershed.

**An organization may submit one proposal as the primary applicant to this grant category.**

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

All eligible U.S. applicants must have a Unique Entity Identifier (“UEI”) number. Canadian-based organizations are no longer required to provide a UEI number as these projects are not supported with U.S. federal funds.

**\*\*NEW REQUIREMENT\*\***

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.

Applicants with current LCBP-NEIWPC contracts must be in good standing (i.e., all deliverables that are due have been received by LCBP) to be eligible to apply for additional funds. New project work must be distinct from currently contracted work in both objectives

and deliverables. Extensions of ongoing projects with new tasks and deliverables will be considered if groups demonstrate satisfactory progress on the current grant.

All grant proposals submitted in response to this RFP with field-based components to their project must provide some assurance of invasive species spread prevention measures in their application. More information about invasive species spread prevention procedures can be found at this link: <http://www.lcbp.org/water-environment/aquatic-invasive-species/aquatic-invasive-species-spread/>.

### III. THE PATRICK LEAHY LAKE CHAMPLAIN BASIN PROGRAM

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.

**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](mailto:mkcampbell@lcbp.org)).

#### IV. GRANT CATEGORY DETAILS

The LCBP seeks proposals for projects that will assist watershed organizations in the Lake Champlain basin with the early stages of their development or to assist established watershed organizations in strengthening their organizational capacity. The goal is to increase capacity of organizations rather than developing new programming.

Projects in this category might include:

- Purchase of software for improved database or financial management (such as GIS or bookkeeping and accounting software)
- Purchase of office supplies, such as computers and printers
- Follow-up field checks for tree plantings and other field-based projects
- Strategic planning or other types of board development (excluding fundraising)
- Training of staff or volunteers for:
  - Volunteer recruitment and management
  - Grant writing
  - Diversity, equity, inclusion, and justice training for staff and volunteers within the organization
  - Membership recruitment and retention; and field techniques/field data collection.

#### V. TIMEFRAME FOR SUCCESSFUL PROJECTS

Successful applicants will complete projects according to the following schedule (subject to change):

Proposals due to LCBP	5:00pm EST on Monday, January 6 <sup>th</sup> , 2025
Applicants notified of funding decisions	Mid-February 2025
Detailed certified project workplan due	March 20, 2025
Project start**	May 2025
Project deliverables and final report due on or before	December 31, 2026***

Work is expected to begin no earlier than **May 2025** and, in most cases, should be completed within 18-24 months after the start date.

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

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

## VI. PROPOSAL EVALUATION AND SELECTION CRITERIA

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

1. **Impact (40 points)**. Extent to which the project will:
  - a. (25 points) strengthen the capacity of eligible organizations to achieve their mission and to implement priorities detailed in *Opportunities for Action*.
  - b. (15 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 below.
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 (30 points)**. Appropriateness and clarity of the proposed budget, relative to project objectives

## VII. AVAILABLE FUNDS AND MATCH REQUIREMENTS

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 is also 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.

## VIII. 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.

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/>

- 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, 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/>.
- 3. Reporting:** The successful applicant 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.
- 4. 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 9 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/>.

**5. 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)
- b. 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.
- c. 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.

**6. 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 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>
- 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”.

**7. Work product accessibility:** All materials and work products, regardless of physical form or characteristics, produced as a result of this project shall be made available to LCBP, NEIWPC, and EPA in a suitable file format. LCBP, NEIWPC, and EPA or GLFC 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 or GLFC as funding partners for any work completed under the project contract.

**8. 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](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-gisdeliverables-guidance>. GIS data produced under this project will be submitted to LCBP as a deliverable.

**9. Insurance Requirements:** NEIWPC 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.

**10. 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 <http://www2.epa.gov/grants/grant-terms-andconditions#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.

**11. UEI Number:** The official entity identifier for doing business with the U.S. Government and NEIWPC has changed from a DUNS number to a SAM.gov created Unique Entity Identifier (“UEI”) number. The DUNS number is no longer 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 NEIWPC Contractors as part of the agreement process. Existing NEIWPC Contractors that have already registered in SAM.gov will be automatically assigned a UEI which will be displayed in Sam.gov. No further action is required.

**12. 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.

## **IX. 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. Matching funds applied to an awarded grant also must meet the “Appropriate Use of Funds” criteria described above

## **IX. 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](mailto:kcrowningshield@lcbp.org) or call 802-372-3213.

*A list of the application questions for this grant opportunity can be viewed below.*

## 2025 Organizational Support Projects RFP

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### *Lake Champlain Basin Program*

#### *Before You Begin*

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##### **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 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*

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##### **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)**

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**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

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### 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**

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### **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 Task. For all tasks, please describe in detail how the estimate of fringe cost was determined, if applicable.

*Character Limit: 1000*

### **Budget Justification: Travel**

For all tasks, please indicate anticipated travel. The 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, 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*

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