



54 West Shore Road
Grand Isle
Vermont 05458

802/372-3213
800/468-LCBP
www.lcbp.org

February 4, 2022

Lisa McGinn
Chazy Lake Watershed Initiative
40 Indian Point Way
Ellenburg Depot, NY 12935

Dear Lisa:

Congratulations! It is my pleasure to inform you that the Lake Champlain Basin Program will award funding of \$15,000 to the for the project you recently proposed entitled, Chazy Lake Watershed Initiative EWM Removal, subject to the conditions noted below. Your proposal received strong peer reviews, and the Lake Champlain Basin Program Executive Committee approved funding this project during a recent meeting.

The conditions of this grant award follow.

- **To remain eligible for funding for this project, a workplan for each task must be submitted to Meg Modley at mmodley@lcbp.org no later than March 8, 2022.** You must create your workplan using our template, available on our [Grantee Toolkit website](#). Workplan approval by the LCBP is necessary before we can develop and sign a contract which will then allow you to proceed with your funded project. Much of the detail needed for the workplan was already provided in your grant application.
- When developing your workplan, please be sure to include details about the extent of the infestation of Eurasian watermilfoil in Chazy Lake and the targeted area of management for the 2022 field season.
- **DUNS/UEI Numbers:** All contractors doing business with the federal government must submit a DUNS number to NEIWPC in order to obtain an Agreement. Effective April 4, 2022, the DUNS number system will be replaced with a Unique Entity Identifier (UEI) number. Please submit your SAM registration showing this UEI number along with the current DUNS number for the organization contracting with NEIWPC-LCBP for this award. All new Contractors who have not previously held a formal contractual agreement with NEIWPC must apply for a “Unique Entity Identifier” (UEI) number, in place of a DUNS number. To apply for the UEI, all new contractors must register through The System for Award Management (“SAM”) which is a web-based system located at <https://www.sam.gov/portal/SAM>
- All contractors and subcontractors must follow [NEIWPC’s COVID-19 vaccination requirements](#). Please review the policy and contact your LCBP project officer with any questions.



54 West Shore Road
Grand Isle
Vermont 05458

802/372-3213
800/468-LCBP
www.lcbp.org

- Once your workplan is approved, you will receive via email a copy of the contract from NEIWPC. The contract must be signed and returned promptly to NEIWPC for their signature. The NEIWPC office in Lowell, MA will then return a signed copy to you for your files, and work may begin. **This process may take several weeks**, so please plan your timeframe accordingly. Please remember that NEIWPC, our fiscal agent and the organization with which you will enter the contract, **cannot pay for work performed prior to the signing of the contract.**
- Quarterly reports must be filed within 10 days after the end of each calendar year quarter. These brief reports will keep the LCBP updated on the status of the tasks identified in your workplan. You may submit your quarterly reports to the project officer for this grant, by mail or electronically. If you have any concerns or questions about your grant, please contact your project officer directly. **Quarterly reports must be up to date in order for invoices to be processed.**
- Procurement of supplies, equipment and services that are greater than \$10,000 and do not cost more than \$250,000 require that your organization 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 the contract 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. For further information, please contact your project officer.
- A completed ‘[NEIWPC Subrecipient Risk Assessment Form](#)’ must also be submitted with your workplan. Please review the form carefully. If you cannot agree to the terms in the form and in EPA’s General Terms and Conditions (<https://www.epa.gov/grants/grant-terms-and-conditions>), your organization will not be eligible to receive this award. As a prime recipient and a pass-through entity of Federal awards, NEIWPC is responsible for monitoring sub-recipients to ensure proper stewardship of Federal funds. Sub-recipient monitoring is essential at all stages of the sub-award process from proposal to award closeout. This US Environmental Protection Agency sub-award requirement applies to not-for-profit organizations, institutes of higher education, and governmental entities.
- **An approved Quality Assurance Project Plan (QAPP) will be needed for certain aspects of this project.** Please be aware that per NEIWPC and LCBP requirements, data collection or analysis may not begin before a QAPP



54 West Shore Road
Grand Isle
Vermont 05458

802/372-3213
800/468-LCBP
www.lcbp.org

has been signed by all parties. To expedite review and approval of the workplan, I recommend that you simply reference the development of a QAPP as a work item listed in the workplan. QAPP development typically requires 20-30 hours of staff time, and the complete process may take as long as 10 weeks, from initial development to final approval. Your project officer for this grant will be available to assist you during your QAPP development process. More information about the QAPP process can be found on our QAPP information website: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/qapp/>

Thank you for your interest and participation in our watershed efforts. It's important for people to know that the reason that the LCBP is supporting your project is not only because it's a sound project, but also because it helps to implement *Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*. We look forward to working with you over the next few months. Congratulations again on your award!

A handwritten signature in cursive script, appearing to read "Erin C. How".

Director, Lake Champlain Basin Program