



54 West Shore Road
Grand Isle
Vermont 05458

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

December 10, 2020

Lisa McGinn
Chazy Lake Watershed Initiative
40 Indian Point Way
Ellensburg 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 Chazy Lake Watershed Initiative 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 the grant awards follow.

- **To remain eligible for funding for these projects, a workplan for each task must be submitted to Meg Modley at mmodley@lcbp.org no later than January 21st, 2021.** You must create your workplan by completing our updated workplan 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. We ask that you include descriptions of individual tasks beneath the task table in the workplan and describe the training or certifications the DASH divers would have to ensure that Eurasian watermilfoil would be targeted.
- 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



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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 Meg Modley at mmodley@lcbp.org.

- 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.

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!

Sincerely,

Eric Howe

Director, Lake Champlain Basin Program

Job Cost Code (JCC): 356-003