



February 12, 2020

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Chazy Lake Watershed Initiative  
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Ellenburg Depot, NY 12935

54 West Shore Road  
Grand Isle  
Vermont 05458

(802) 372-3213  
1-800-468-LCBP  
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Dear Lisa:

Congratulations! It is my pleasure to inform you that the Lake Champlain Basin Program will award funding of \$4,000 to the Chazy Lake Watershed Initiative, Inc for the project you recently proposed entitled, Chazy Lake Watershed Initiative/Chazy Lake Environmental Committee, subject to the conditions noted below. Your proposal received very 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 Kathy Jarvis ([kjarvis@lcbp.org](mailto:kjarvis@lcbp.org)) no later than April 4, 2020.** You must create your workplan by completing our 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. Most of the detail needed for the workplan already appears within your grant application. If your mailing address is a PO Box, please also provide your street address.
- Once your workplan is approved, you will receive via email a copy of the contract from the New England Interstate Water Pollution Control Commission (NEIWPCC). The contract must be signed and returned promptly to NEIWPCC for their signature. The NEIWPCC 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 NEIWPCC, 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 by BOTH parties.**
- Quarterly reports must be filed at 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 Kathy Jarvis, the project officer for this grant, by mail or electronically to [kjarvis@lcbp.org](mailto:kjarvis@lcbp.org). 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.**

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 of the Future of Lake Champlain*. 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: 0100-328-004