

February 22, 2018

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 \$4,000 to the 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 must be submitted to the LCBP office no later than March 22, 2018.** You must create your workplan by completing our newly updated workplan template, available on our [Grantee Toolkit website](#). Workplan approval by the LCBP is necessary before we can develop and sign an agreement 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.
- Once your workplan is approved, you will receive via US Postal Service a copy of a Purchase Order from the New England Interstate Water Pollution Control Commission (NEIWGCC). Please remember that NEIWGCC, our fiscal agent and the organization from whom you will be receiving payment, **cannot pay for work performed prior to the date of signature on the Purchase Order.**
- 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, electronically to kjarvis@lcbp.org. If you have any concerns or questions about your grant, please contact Kathy directly at (802) 372-3213 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 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,

A handwritten signature in black ink that reads "Eric C. Howe". The signature is written in a cursive style with a long horizontal flourish at the end.

Eric Howe
Lake Champlain Basin Program Director

Funding Source: GLFC

Job Cost Code (JCC): 0100-319-004