

December 20, 2017

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 Chazy Lake Watershed Initiative for the project you recently proposed entitled, *Aquatic Invasive Species Spread for Chazy Lake Watershed Initiative*, 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.

- Please note that this project will require a Quality Assurance Project Plan (QAPP); this element must be included in your workplan as Task 1. More information on Quality Assurance Project Plans is provide below. We also request that the area that will be harvested is measured and reported in the final report. Please be sure to include this output in your work plan.
- **To remain eligible for funding for these projects, a workplan for each task must be submitted to the LCBP office no later than February 2nd, 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 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.
- 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.**
- 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 Meg Modley, the project officer for this grant, by mail or electronically to mmodley@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.**

- An approved Quality Assurance Project Plan (QAPP) will be needed for certain aspects of this project. Please be aware that per NEIWPCC and LCBP requirements, data collection or analysis may not begin before a QAPP 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 the LCBP website: <http://www.lcbp.org/QAPP.htm>
- Procurement of supplies, equipment and services that are greater than \$3,500 and do not cost more than \$150,000 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 Meg Modley.

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 (JCC): 0100-319-003