

February 11, 2019

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

Dear Lisa:

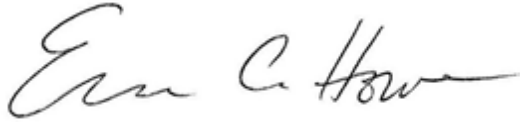
Congratulations! It is my pleasure to inform you that the Lake Champlain Basin Program will award partial funding of \$3,200 to the Chazy Lake Watershed Initiative for the project you recently proposed entitled, **Chazy Lake Watershed Initiative/Chazy Lake Environmental Committee**, subject to the conditions noted below. Committee recommended a partial award to cover membership costs for ADK Lake Alliance, software and printer supplies, copying, printing and laminating of educational materials, purchase of key floats and personnel costs for reporting only. Your proposal received very strong peer reviews, and the Lake Champlain Basin Program Steering Committee approved funding this project during a recent meeting. Future applications will benefit from noting the measurable outcomes the funding will provide.

The conditions of the grant awards follow.

- **To remain eligible for funding for these projects, a workplan for each task must be submitted to the LCBP office no later than March 29, 2019.** 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.
- 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.** You may be eligible to have this work done by purchase order. This would require billing only once at the end of the agreement period. If you would like to do this, please contact Kathy Jarvis to discuss.
- 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. 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,

A handwritten signature in black ink that reads "Eric C. Howe". The signature is written in a cursive, flowing style.

Eric Howe
Director, Lake Champlain Basin Program

Job Cost Code (JCC): 0100-323-004