



## Grant-in-Aid Application Manual

### Aquatic Nuisance Control Grant-in-Aid Information

The Vermont Department of Environmental Conservation (VTDEC) Lakes and Ponds Management and Protection Program (LPMPP) works to protect, maintain, enhance, and restore Vermont lakes and the public uses that healthy lake ecosystems provide through outreach and education, monitoring and assessment, and regulatory programs. More information on the program can be found [here](#).

The Aquatic Invasive Species Program is within the LPMPP and administers the *Aquatic Nuisance Control Grant-in-Aid Program*. These grants provide financial assistance to municipalities and agencies of the State for aquatic nuisance species management projects. Funding for the Grant-in-Aid Program comes from a portion of annual revenues from motorboat registration fees supplemented by federal funds. Grant funds available in 2020 are estimated at \$400,000.

An “aquatic nuisance” is an undesirable or excessive substance or population that interferes with the recreational potential or aquatic habitat of a waterbody, and includes plants, animals, and algal populations. Applications will be reviewed to determine whether the proposed project is suitable to control or to minimize the effect that an aquatic nuisance has on water quality and water use. For more information about the Aquatic Nuisance Control Program and related Vermont State Statutes please visit <http://legislature.vermont.gov/statutes/section/10/050/01458>.

#### Eligibility

The Applicant must be a municipality or an agency of the State. All funds will be distributed directly to the Applicant. Local interest groups including lake associations must apply through the municipality in which the waterbody is located. Regional partners, such as a conservation district or watershed association, are also eligible Applicants if applying for funds on behalf of a municipality or lake associations.

#### Funding Priorities

Grant awards are made to priority projects to the extent funds are available. First priority is given to projects designed to manage new infestations of aquatic nuisances, or to develop novel spread prevention programs. Second priority is given to projects that prevent or control the further spread of aquatic nuisance species. Third priority is given to recurring maintenance projects.

In establishing priorities for individual projects, the following criteria are considered: public accessibility and recreational uses; importance to commercial, agricultural or other interests; the degree of local interest; local efforts to control aquatic nuisances; other considerations affecting feasibility, probability of achieving long-term control, and necessity or advantage of the proposed work; and the extent to which the control project is a developmental rather than a maintenance program.

Additional criteria considered in approving requests and determining the amount of any grant include: the use of the waters by persons outside the municipality in which the waters are located; the long-

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range effect of the control project; the recreational use of the waters; and the effectiveness of municipal shore land zoning and other controls in minimizing or preventing existing or new development from having any adverse effects on the waters subject to the control program.

### Availability of Decontamination Unit Equipment

In addition to the availability of grant funding, VTDEC anticipates having two high-pressure, hot-water Decontamination Units (Units) available to be granted to municipalities engaging in aquatic nuisance species management projects. Use of the Units is intended to help prevent new aquatic nuisance species introductions within the State.

Applicants interested in being considered to receive rights to use the units during the 2020 field season must describe how the use fits into the scope of the overall project and certify that they have appropriate staffing to implement use of unit as well as keep Unit in good working condition, which includes refilling unit from a supply of clean water.

### General Information

A grant for 75% or less of the total estimated project cost may be awarded. Grant recipients must contribute at least 25% of the final eligible project cost through in-kind labor (unpaid personnel), in-kind services and/or actual cash expenditures (all from non-state sources). If federal funds are awarded, the match requirement may be greater than 25%. Only in-kind match accrued in the grant project year is eligible.

Ineligible expenses include fundraising events and/or fundraising supplies, grant writing, expenses incurred outside of the award duration, fees associated to secure permits, office supplies, and food/beverage/event space costs. In addition, please include in-kind services occurring for the intended project but not for the administrative duties of an association. Budgets that contain ineligible expenses will be considered at a reduced Total Project Cost.

### If a Grant is Awarded

Grant recipients will be required to share information for the receipt of the funded grant along with details on the project's purpose, actions and anticipated timeline through various media platforms including social media, and/or a published article in local media. A copy of the news or social media announcement will be required as part of the grant deliverables. Depending on the project, grant recipients may be obligated to fulfill additional requirements (e.g., attend a Department offered public access greeter training, submit electronic data to Department staff).

### Project Category Types

Below is a summary of the types of projects the *Aquatic Nuisance Control Grant-in-Aid* has funded since its inception. For additional information or questions regarding the types of projects that may be considered for funding, please contact Kimberly Jensen at [kimberly.jensen@vermont.gov](mailto:kimberly.jensen@vermont.gov) or (802) 490-6120.

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### **A. Public Access Greeter Program**

Applicant develops or maintains a Public Access Greeter Program at a public access on a local waterbody. Grant funds may be used for greeter salaries, physical materials needed on-site (i.e. a greeter shelter), and other associated costs. To receive funding, a person associated with the program must have attended a public training during the current or prior field season. The training is offered annually by the State.

### **B. Education, Outreach, or Survey Project**

This project category captures activities to support reducing the threat of aquatic invasive species, or to understand the proliferation of an aquatic nuisance species. The results should assist in informing the municipality and the State of the nuisance, the extent of aquatic species present including native, non-native, and invasive species, and what best management practices might be utilized to reduce the population. Examples of projects include aquatic invasive/nuisance species surveys, the development of aquatic invasive species management plans, or invasive species education & outreach programs.

### **C. Aquatic Nuisance Management Control Project**

This project category provides funds for the control or management of an aquatic nuisance species. In doing so and in most projects, applicants hire a reliable subcontractor to implement a best management practice based on the management plan for the known aquatic nuisance species. Incipient populations are a priority for VTDEC funding.

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### Guidance on Application Sections

#### I. Cover Page

One cover page can be used for one or more separate projects. If more than one, please note this in the project title.

#### Project Information

1. **Project Title** - A satisfactory project title includes specific information on the project type and location. Examples provide here:

- Green Lake Aquatic Plant Survey
- Square Pond Eurasian Watermilfoil Management Plan
- Initiating a Clear Bay Stomp-out-invasives Outreach Program
- Cardinal Lake Greeter Program
- Mutton Pond Water-chestnut Harvesting Program

2. **Waterbody** - Indicate the waterbody where the project is located. If the project spans multiple waterbodies, please specify both or all. If an outreach project, indicate the targeted area.

**Watershed** – Indicate the watershed where the project is located.

3. **Town and County** - Indicate the town(s) and county where the project(s) will take place.

4. **Public Access Type** – Indicate the type of public access at the project location(s).

#### Application Information

5. **Applicant Name** (Municipality or Agency of the State) and **Mailing Address** of the organization applying for funding and the responsible party for executing terms and conditions of the grant agreement.

6. **Contact Name** - Primary contact name and **Title, Phone, and E-Mail Address** for the person who will oversee the grant. This person will submit deliverables, as specified in the grant agreement, to the DEC Grant Manager.

7. **Project Contact Name** - If different from above, provide the **Project Contact and Title, Phone, and E-Mail Address** of the person who will oversee the project, and may submit deliverables to the Primary Contact as specified in the grant agreement.

8. **State of Vermont ID #** - Provide the Vermont Employer Identification Number.

9. **Fiscal Year Start and End Date**

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### 10. Project Budget

- a. **Total Project Cost** – Sum of the anticipated expenses and proposed volunteer/match/in-kind services provided by all persons involved with each project. This should match the sum of the values in Total Project Costs: Row G, Column C of each submitted budget sheet.
- b. **Estimated Match** – Anticipated amount of estimated volunteer/match/in-kind services provided from the municipalities, partners, and private citizen to complete each project. This should match the sum of the values in Total Project Costs: Row G, Column B of each submitted budget sheet.

For multiple projects, please use additional lines as needed.

### 11. Municipal Zoning (for Municipal Applicants) – Indicate whether the municipality has adopted bylaws to regulate and protect shorelands, **and** river corridors and buffer (as defined in 10 V.S.A. § 1422 and 1427).

*(a) Shorelands. (i) A municipality may adopt bylaws to regulate shorelands as defined in 10 V.S.A. § 1422 to prevent and control water pollution; preserve and protect wetlands and other terrestrial and aquatic wildlife habitat; conserve the scenic beauty of shorelands; minimize shoreline erosion; reserve public access to public waters; and achieve other municipal, regional, or State shoreland conservation and development objectives. (ii) Shoreland bylaws may regulate the design and maintenance of sanitary facilities; regulate filling of and other adverse alterations to wetlands and other wildlife habitat areas; control building location; require the provision and maintenance of vegetation; require provisions for access to public waters for all residents and owners of the development; and impose other requirements authorized by this chapter.*

*(b) River corridors and buffers. In accordance with section 4424 of this title, a municipality may adopt bylaws to protect river corridors and buffers, as those terms are defined in 10 V.S.A. §§ 1422 and 1427, in order to protect public safety; prevent and control water pollution; prevent and control stormwater runoff; preserve and protect wetlands and waterways; maintain and protect natural channel, streambank, and floodplain stability; minimize fluvial erosion and damage to property and transportation infrastructure; preserve and protect the habitat of terrestrial and aquatic wildlife; promote open space and aesthetics; and achieve other municipal, regional, or State conservation and development objectives for river corridors and buffers. River corridor and buffer bylaws may regulate the design and location of development; control the location of buildings; require the provision and maintenance or reestablishment of vegetation, including no net loss of vegetation; require screening of development or use from waters; reserve existing public access to public waters; and impose other requirements authorized by this chapter.*

### 12. Active or Proposed Permit - A permit is required for activities used to control nuisance aquatic plants, insects, or other aquatic life in Vermont's waterbodies. Examples include use of chemicals, bottom barriers, powered mechanical devices, and structural and biological controls. Permits are also required for activities at State-owned access areas for the implementation of Public Access Greeter Programs. Identify if permits are necessary for any aspect of the project, or if permits have already been issued. If yes, indicate the Permit Number and expiration date.

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### Grant Administration Requirements

#### 13. VTDEC Risk Assessment Questionnaire

Complete a VT DEC Risk Assessment Questionnaire unless the Applicant submitted this questionnaire to VT DEC within twelve months of the application.

#### 14. VTANR Certificate of Good Standing

Complete a Certificate of Good Standing with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets.

### Supplemental Requirements

#### 15. A Certificate of Insurance is required once Grant is approved.

**Prior** to entering into a grant agreement and receiving funds and with the State, Grant recipients will be required to agree to the Standard State Provisions for Contracts and Grants: Attachment C. and submit a Certificate of Insurance to show that the following minimum coverage is in effect.

Grant recipients shall name the State of Vermont, and its officers and employees as an additional insurer.

- a. Workers Compensation (in accordance with the laws of the State of Vermont);
- b. General Liability and Property Damage (\$1,000,000 per occurrence);
- c. Automotive Liability (\$500,000 combined single limit).

#### Request for Approval to Subgrant/Subcontract Form

**Prior** to receiving funds, Grantees are required to complete and submit a [VTDEC Request for Approval to Subgrant/Subcontract Form](#) if your project involves a contractor. Lake Associations clearly identified in the Cover Page and Project Sheet do not require a subcontractor approval form.

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### II. Project Application Categories

Applications must be complete, thorough, and include all information necessary to adequately review the project. Failure to address the requirements below could result in the application being returned or rejected. Please answer the questions as concisely as possible.

Applicants are required to complete and submit a Cover Page, Application Project Sheet and Budget Sheet for the proposed project based on the categories listed. These category types include: [A. Public Access Greeter Program](#); [B. Education, Outreach, or Survey Project](#); and [C. Aquatic Nuisance Control Management Project](#). For groups that have projects that include multiple categories please make the best attempt to separate activities according to the category type and provide a project sheet and budget for each without duplicating the information. A duplicate Cover Page and associated attachments are not necessary. Each application is expected to have one Cover Page and a Project Sheet and Budget Sheet for each project.

#### Project Timeline Table

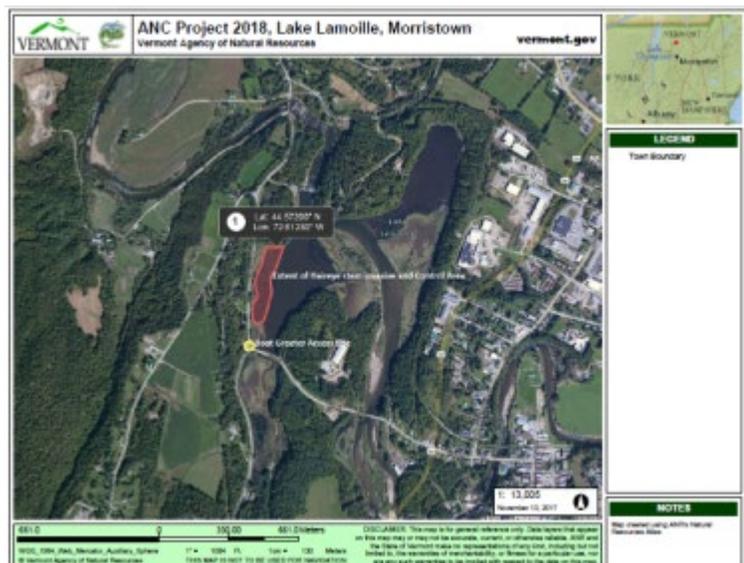
For education, outreach, survey, or control projects, a table that outlines the project timeline is required. This timetable will be used by the AIS program to determine deliverable requirements (those tasks that must be completed before funds are disbursed). *The final report and all other deliverables must be completed no later than December 31, 2020.* An example timetable is provided below.

Task	Timeline
1. Post information on social media and/or publish articles that State funds were received for the project	April 2020
2. Interview and hire Public Access Greeters	April - May 2020
3. Begin Public Access Greeter Program	May 2020
4. End Greeter Program activities	September 2020
5. Develop and submit final report	October 2020

#### Project Map

For education, outreach, survey, or control projects, provide a recent [Map of the Waterbody](#) indicating the project site(s) and any other proposed actions. Example shown below develop on the VT ANR Atlas:

<http://anr.vermont.gov/maps/nr-atlas>



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### III. Budget

Applicant must include a budget for each project using the budget table included in each Project Sheet. Refer to the instructions below for assistance in completing the table. Each cost item must be fully explained, including: hourly rates and number of hours per person; number of travel miles; equipment to be used (with hourly rates, if applicable); and itemized costs of supplies to be purchased.

**Column A:** List the anticipated (cash) expenses for your program.

**Column B:** List the estimated volunteer/match/in-kind services.

**Column C:** Sum of anticipated expenses and estimated volunteer/match/in-kind services.

- A. Personnel Salaries:** Hourly rates to be paid to hired personnel in conjunction with this project and an estimate of the number of hours needed. For similar personnel tasks, group the individuals within one line item and multiply the rate by the total number of hours. For example, if hiring 3 individual Greeters at \$15/hour, please multiply the \$15/hourly rate by the estimated **total** number of hours of the 3 Greeters.

**In-kind Personnel:** The value of in-kind personnel may be used to match state funds. Any associated in-kind labor must reflect actual hours spent on the project. Only in-kind labor accrued in the year of the grant is eligible. Use the in-kind rates listed below for your project. Expenses related to fundraising or grant writing are not eligible for match.

If your project has a component that is not listed or if you believe a listed rate is not appropriate for you project, please explain on a separate sheet the component and the rationale for the hourly rate proposed for the component. *No payment of State funds will be made on the value of donated in-kind labor.*

#### ***Suggested Rates (For Estimated Match/In-Kind Services)***

a. Watcher/Searcher	\$15.00 per hour
b. Education/Greeter	\$12.00 per hour
c. Handpuller (non-scuba)	\$20.00 per hour
d. Program Coordination	\$25.00 per hour
e. Scuba Diver	\$30.00 per hour
f. Engineer	\$50.00 per hour

- B. Fringe Benefits:** Calculate the percentage of paid benefits; include social security, health benefits, etc.
- C. Mileage:** Anticipated travel to plan for or to conduct this project.
- D. Equipment/Supplies:** Equipment includes rentals or maintenance or for new purchases. For new purchases, list each item separately on an attached sheet if the item(s) cannot be sufficiently described in the budget sheet. For an individual piece of equipment of \$5,000 or greater, provide at least three bids or a statement as to why bids were not sought.

**Match/In-kind** The value of match e.g., donated equipment, supplies, rentals may be used to match State funds. Only in-kind services accrued in the year of the grant are eligible. Please list each service and the value on a separate sheet if the item(s) or service(s) cannot be sufficiently described in the

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budget sheet. No payment of state funds will be made on the value of donated in-kind services.

Ineligible expenses include fundraising events and/or fundraising supplies, grant writing, expenses incurred outside of the award duration, fees associated to secure permits, office supplies, and food/beverage/event space costs. In addition, please include in-kind services occurring for the intended project but not for the administrative duties of an association. Budgets that contain ineligible expenses will be considered at a reduced Total Project Cost.

- E. Contractual:** Use this category for contractual services. A VTDEC Request for Approval to Subgrant/Subcontract Form will need to be approved upon receiving grant award.
- F. Miscellaneous:** Any other items specific to the project.
- G. Total Project Costs:** Total each column individually to provide an estimate of the **Total Project Costs**. The costs are provided in the **Cover Page** line item 10a. and 10b. For multiple projects, please add the totals from all individual project in the **Cover Page**.

**Cash Contribution:** If other contributions are expected or will be provided, list this amount as “funds expected from outside sources.”

### IV. Regional Partner Application

VTDEC encourages partnerships so that regional organizations can assist with carrying out projects associated with the Grant-in-Aid Program. Individual applicants are encouraged to apply through a municipal entity or an agency of the State. Administrative oversight will be provided by this entity and applying through a Regional Partner can alleviate the administrative burden that can be challenging for some municipalities. VTDEC AIS Program staff will continue to provide guidance and assistance to applicants to propose and meet project deliverables. For more information, or to apply to or as a Regional Partner, please contact Kimberly Jensen at [kimberly.jensen@vermont.gov](mailto:kimberly.jensen@vermont.gov) or (802) 490-6120.

### Application Submission

Applications must be submitted in electronic format, clearly marked and emailed to DEC Grants Management Specialist at [lindsay.carey@vermont.gov](mailto:lindsay.carey@vermont.gov). The deadline for submission is 4:00 p.m. EST on Friday, February 14, 2020. Incomplete applications will not be accepted.

For additional information or questions regarding the application please contact Kimberly Jensen at [kimberly.jensen@vermont.gov](mailto:kimberly.jensen@vermont.gov) or (802) 490-6120.