

Vermont Aquatic Nuisance Control Grant in Aid Environmental Stewardship Program 2021 Application Manual

The Vermont Agency of Natural Resources (Agency) Department of Environmental Conservation (VTDEC) Lakes and Ponds Management and Protection Program (Lakes & Ponds Program) 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 (AIS Program) is within the Lakes & Ponds Program and administers the *Aquatic Nuisance Control Grant-in-Aid Program*. These Aquatic Nuisance Control (ANC) Grants provide financial assistance to municipalities and agencies of the State for aquatic nuisance species as required by the *Aquatic Nuisance Control Vermont Statutes (10 V.S.A. § 1458)*. Funding for this program comes from a portion of annual revenues from motorboat registration fees and can also be supplemented by federal funds provided by the Army Corps of Engineers. Available funding in 2021 is estimated at **\$450,000**. This program has supported over 70 municipalities since 1994.

This year, VTDEC is piloting a new system for awards to decrease the administrative duties required by participants and VTDEC. The *Aquatic Nuisance Control Grant-in-Aid Environmental Stewardship Program* will establish a participating cost agreement to award funds based on a percentage of the **final** Total Project Costs. Prior awards were provided based on the **proposed** Total Project Costs. However, throughout a season, many projects changed in scope and therefore, the determined percentage used to define the final award amount was often skewed. The participating cost agreement will level the appropriated awards so that the priorities as outlined by the ANC Statutes are met, and VTDEC can continue to provide awards to **all** qualified participants, rather than initiating a competitive award system.

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>.

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Application Information and Submission

Additional information on the program application and award requirements are described in the **Request for Proposals: 2021 Aquatic Nuisance Control – Environmental Stewardship Program**.

Applications must be submitted in electronic format, clearly marked and emailed to VTDEC Grants Management Specialist at maria.davies@vermont.gov. The deadline for submission is 4:00 p.m. EST on Friday, February 26, 2021. Incomplete applications will not be accepted.

For additional information or questions regarding the application please contact Kimberly Jensen, VTDEC Lakes & Ponds Technical Service Provider, at kimberly.jensen@vermont.gov or (802) 490-6120.

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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 a lake association.

Funding Priorities

Grant awards are made to Aquatic Nuisance Control (ANC) Grant in Aid 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-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.

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 or (802) 490-6120.

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, all persons (including the Coordinator) associated with the program must attend 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 supports activities that reduce 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

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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, etc.

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.

Availability of Decontamination Unit Equipment

VTDEC anticipates having two high-pressure, hot-water Decontamination 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 2021 field season must describe how the use fits into the scope of the overall project and certify that they have appropriate staffing to safely use the unit, maintain the unit in good working condition, have an approved location for the use, and the ability to refill the unit from a supply of clean water. Awardees will be required to sign a **VTDEC Temporary Equipment Use Request/Approval Form**.

Availability of AIS Greeter Program I-Pads

VTDEC anticipates having ten AIS Greeter Program I-Pads that will be part of a pilot project available to be loaned to municipalities engaging in Vermont Public Access Greeter Programs. The provision of I-Pads is intended to assist partners to use the new VTDEC Watercraft Inspection Survey available through the Survey 123 Application. The AIS Greeter Program I-Pads will also contain all the resources and publications made available to greeter programs in print or electronic form.

Applicants interested in being considered to loan one AIS Greeter Program I-Pad per program must describe how essential the I-Pad and accompanied training will be for the municipality to meet the needs of the expected ANC Grant Deliverables for data management. The receiver of the I-Pad is responsible for uploading the data accurately and will be required to pick up and return the units in good working condition. Awardees will be required to sign a **VTDEC Temporary Equipment Use Request/Approval Form**.

ANC Grant in Aid Participating Costs Awards

An ANC Grant in Aid may provide awards for 75% or less of the total estimated project cost as outlined in the Aquatic Nuisance Control Program Vermont State Statutes. However, due to the great number of requests, ANC Grant in Aid awards usually provide only 25% (or less for larger projects) of the total estimated project cost listed in the proposals. Applicants are expected to complete the scope of work as described in the application and funding is provided based on the full completion of the work.

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

ANC Grant in Aid Attestations & Participating Cost Agreements

ANC Grant applicants are required to check, sign, and submit the **Aquatic Nuisance Control Environmental Stewardship Program Attestations** (Attestations) form to enter into an agreement with VTDEC to participate in the *Aquatic Nuisance Control Environmental Stewardship Program* participating cost agreement. The Attestation form states information that was previously found in former grant agreement appendices. This Attestation checklist replaces the need for applicants to provide supplemental information and sign a grant agreement.

ANC Grant in Aid Participating Cost Reporting

Grant recipients will be required to provide information for the receipt of the funded award that includes: details on the project's purpose; the persons, contacts, or sub-contractors involved in the projects; the actions taken to meet the deliverables; the anticipated timeline to which the project was implemented; and clear and accurate maps of the project location (if applicable). A copy of the news or social media announcement during or after the project took place 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).

The final award will be based on accurate records for the *final* Total Project Cost. Supporting documentation will be required to be submitted that includes a Final Project Report, Final Expenditure Form, and Form 430-M that lists and provides a log of all eligible in-kind services. Awardees are responsible for maintaining time sheets or logged hours for all in-kind services that will be listed.

Ineligible expenses include fundraising events and/or fundraising supplies, grant writing, expenses incurred outside of the award duration, fees or administration associated to secure permits, organizational administration, office supplies, and food/beverage/event space costs. Budgets that contain ineligible expenses will be calculated at a reduced Total Project Cost and may be required to forfeit or return awards.

Vermont Agency of Natural Resources Online Services Portal

Deliverables and Form 430 Request for Funds Invoice (preferably all documents in pdf) must be uploaded to the ANR Online Services Portal (<https://anronline.vermont.gov/home>) for reimbursement consideration. Directions and information on how to upload information is available within the ANR Online Grants & Contracts Form Vendor Guidance Document. For technical support or to report issues please reach out to Robert Fitch, robert.fitch@vermont.gov or David Pasco, david.pasco@vermont.gov.

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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 or (802) 490-6120.

Application Information and Submission

Additional information on the program application and award requirements are described in the **Request for Proposals: 2021 Aquatic Nuisance Control – Environmental Stewardship Program**.

An ANC Grant in Aid Environmental Stewardship Program Application workshop will be held on Thursday February 11, 2021 from 10:00 am-11:30 am via Microsoft Teams on-line meeting ([link provided here](#)) and applicants are ***strongly encouraged*** to participate. Questions about the ANC Grant in Aid Environmental Stewardship Program participating costs program will be answered through this forum. Meeting notes, questions, and answers will be provided to those that request it the following day.

Applications must be submitted in electronic format, clearly marked and emailed to VTDEC Grants Management Specialist at maria.davies@vermont.gov. The deadline for submission is 5:00 p.m. EST on Friday, February 26, 2021. Incomplete applications will not be accepted.

For additional information or questions regarding the application please contact Kimberly Jensen, VTDEC Lakes & Ponds Technical Service Provider, at kimberly.jensen@vermont.gov or (802) 490-6120.

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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. If proposing more than one project, only one Cover Sheet is required. ***Please do not leave blank fields in the application which may result in returned or denied applications.***

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
 - Cardinal Lake Greeter Program
 - Mutton Pond Water-chestnut Harvesting Program

2. **a. 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.

b. Watershed – List the major [Vermont Watershed Basin](#) that the waterbody resides within. The major drainage basins in Vermont include Lake Champlain, Connecticut River, Lake Memphremagog, and Hudson River.

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 locations(s).

Application Information

5. **Applicant** (Municipality or Agency of the State), **Contact Name** and **Mailing Address** of the organization and Primary Contact person who is applying for funding, and the responsible party for executing the terms and conditions of the participating cost share agreement.

6. **Project Contact Name** - If different from above, provide the **Project Contact and Association, 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 participating cost share agreement.

7. **State of Vermont ID#**

8. **Fiscal Year End Date** – End date of the fiscal year for the applicant’s organization.

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- 9. Project Budget** – List the project type(s) and total project cost(s) that are proposed within the application. For multiple projects, please use additional lines as needed. All Project Total Project Costs should match the sum of the values in the Total Project Costs: Row G, Column C of the (or each) submitted Expenditure Sheet.
- 10. 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.

- 11. Active or Proposed Permit** – Identify if permits are necessary for any aspect of the project, or if permits have already been issued.
- a.** Special Use Permits (SUP) are also required for activities at State-owned Fishing Access Areas by the Vermont Fish and Wildlife Department (VFWD). Applicants are required to apply for a SUP on an annual basis to implement a Public Access Greeter Programs at a VFWD Fishing Access Area and must apply to the conditions outlined within the permit. Failure to receive, or meet the conditions in the SUP, may result in the forfeit of ANC Grant in Aid award.
 - b.** An Aquatic Nuisance Control (ANC) 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. Handpulling operations does not require an ANC Permit. In order to implement an ANC Project and receive ANC Grant in Aid awards, the project is required to have a valid ANC Permit prior to implementing the work. Indicate the Permit Number and expiration date in the application and final report.

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Grant Administration Requirements

The ANC Grant in Aid Environmental Stewardship Program does not require applicants to provide a VTDEC Risk Assessment Questionnaire, a VTANR Certificate of Good Standing, or a VTDEC Request for Approval to Subgrant/Subcontract Form. However, the Agency recommends that applicants and partners follow the municipality's approved administrative business operations.

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. If more than one project is proposed, only one Cover Page is needed. Each Project is required to have a Project Sheet and a Budget that lists only those costs and in-kind services, or match, associated with the project. Final Reports and deliverables will also be required to be submitted separately for each project.

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.

Town – Waterbody: Ex. Wolcott – Parker Lake

At the top of the Project Sheet, include the applicant town (or Regional Partner) and Waterbody in the heading.

A. Greeter Program Projects

Vermont Public Access Greeter Programs or simply Greeter Programs are a high priority for the ANC Grant in Aid. A large number of Greeter Programs are stationed at Vermont Fish and Wildlife Department (VFWD) Fishing Access Areas, while a small portion are stationed at municipal or federal properties. VTDEC will work with participants and partners to meet these responsibilities required by partners for Greeter programs to be stationed at these locations, however the responsibilities to receive permission to operate Greeter Programs at these accesses, such as Special Use Permits from VFWD, lies solely on the applicant.

All Greeter Program staff and volunteers including coordinators, are required to annually attend a Greeter Program Training. Participants who attended a training in the past will be required to attend a 3-hour refresher training to learn of changes or new requirements for the program. New Greeters will be required to attend a 6-hour training.

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A number of training opportunities, on average six sessions, are available in early spring, and one later in the summer. The dates for the training opportunities are decided upon when VTDEC Staff support is in place. If a Greeter is hired after sessions take place, arrangements can be made with VTDEC Staff to meet the requirements.

It is anticipated that the VTDEC AIS Program will re-initiate additional on-site training opportunities with AIS Program technicians at Greeter Access Stations. Technicians may provide one on one training, can demonstrate how to use a decontamination unit for a day, or can help set up an I-Pad Survey 123 app. They may also be available for education and outreach opportunities, or tabling events.

The VT Watercraft Inspection Survey available on Survey 123 app will be released prior to the 2021 Season. All Greeter Programs will be required to use the application to upload the 2021 Greeter Data. Hard copies, or alternative electronic files will not be accepted. The Survey 123 application is suitable with any smart phone, tablet, or computer. When submitting data into the survey at the access area, internet service is not required. Uploading the data at a location with internet access each week is recommended. A training guide, session, and video on how to use the VT Watercraft Inspection Survey 123 app will be available at the beginning of the 2021 Season.

1. Public Access Greeter Program Information – Fill in all the information in the Table 1. Please be sure to identify the official access name e.g., those at VT Fish and Wildlife Access Areas, as this information is used in the Survey 123 app.

2. Public Access Greeter Program Roles and Responsibilities – Identify the name of all the (known) staff or volunteers that will be working on the project and their responsibilities. If a volunteer's work will be listed as in-kind service in the Final Expenditure Form, individuals are required to log their time using a timesheet or Form 430-M and submit this with the Final Report.

Be sure to list who the coordinator(s) are, their contact information and e-mail, and when they last attended a VTDEC Greeter Program Training session. Their contact information and e-mail will be added to a VTDEC e-mail distribution list to receive relative information about Greeter Programs throughout the season.

3. Additional Local Efforts – Provide a brief summary of local support i.e., volunteer network, committed funding, fundraising events, etc. that support the Greeter Program project and indicate any additional active programs, projects, or grants, that are utilized locally to improve water quality.

4. Equipment Loans – Decontamination Unit and/or VTDEC Greeter Program I-Pad - If interested in the borrowing a decontamination unit or a VTDEC Greeter Program I-Pad, describe how this equipment is necessary to assist with the program, how the equipment will be properly maintained, and will agree to return the equipment in working condition.

Two decontamination units, and ten I-Pads are anticipated to be available for use by partners throughout the 2021 Season. The equipment is available on a first come, first serve basis however, if an applicant demonstrates an absolute necessity to loan the equipment, then the Grant Management Team will consider the request. Awardees will be required to sign and submit a **VTDEC Temporary Equipment Use Request Approval Form**.

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Once awarded the equipment, the applicant and the project contact will agree to make arrangements to pick up and return the equipment in proper working condition and will notify VTDEC immediately of any damage to the equipment during the season.

5. Additional Greeter Program Training – Describe if any additional training beyond the anticipated trainings as described in the manual may be requested from VTDEC Program Staff. These trainings may be technician equipment support, or one-on-one training opportunities for staff or volunteers.

Please include a Budget Sheet for this Project that includes projected costs, and any in-kind services, or other match related to the project. If another project is included, please separate out the costs and any in-kind services for each project.

B. Education, Outreach, or Survey Projects

A small number of Aquatic Nuisance Control Education, Outreach, or Survey Projects are considered that assist in spread prevention efforts for projects that may have a recently introduced aquatic invasive species, a former introduction that was eradicated, or a location that has a demonstrated high-risk factor for an introduction of an aquatic invasive species. General education and outreach projects, such as pamphlets, website development, or tabling events are not eligible projects.

Aquatic Macrophyte Surveys completed by accredited professionals that follow VTDEC protocols using the point-intercept methodology may be eligible to survey high-risk locations on a periodic time schedule. Aquatic Macrophyte Surveys that are partially or entirely funded will be required to submit electronic data points that will be incorporated into the VTDEC Aquatic Plant Database.

The VTDEC AIS Program prefers that annual aquatic (invasive) plant surveys are completed by trained Vermont Invasive Patrollers (VIP). VTDEC may offer VIP trainings to a group of dedicated individuals who will commit volunteer time for annual surveys.

Other survey projects that inform VTDEC and constituents of mitigating or reducing new aquatic invasive species threats in Vermont are considered on an annual basis.

Please include a Budget Sheet for this Project that includes projected costs, and any in-kind services, or other match related to the project. If another project is included, please separate out the costs and any in-kind services for each project.

C. Management Projects

Aquatic Nuisance Control Management Projects consist of new or recurring maintenance projects to control or minimize the effect an aquatic nuisance has on water quality and water use. In approving requests and determining the amount of the award, the Agency considers the following:

- 1) the use of the waters by persons outside the municipality in which the waters are located;
- 2) the long-range effect of the control project;
- 3) the recreational use of the waters; and
- 4) the effectiveness of municipal shoreland 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.

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The Agency provides awards to priority projects to the extent funds are available. First priority shall be projects to manage newly introduced infestations of aquatic nuisances, second priority shall be projects to prevent or control the further spread of aquatic nuisances, and third priority shall be recurring maintenance projects. In establishing priorities for individual projects, the Agency considers the following:

- 1) public accessibility and recreational uses;
- 2) the importance to commercial, agricultural, or other interests;
- 3) the degree of local interest, as manifested by municipal or other contributions to the project;
- 4) local efforts to control aquatic nuisances;
- 5) other considerations affecting feasibility, probability of achieving long-term control, and necessity or advantage of the proposed work; and
- 6) the extent to which the control project is a developmental rather than a maintenance program.

The questions in the application Management Project Sheet target these priorities, and applicants are requested to focus their answers based on these considerations succinctly and to the best of their ability. **References that outline the negative effects of the aquatic nuisance are unnecessary** and may overshadow the benefits for the control action requested.

Please provide an **estimated acreage or total square feet of the proposed treatment area(s)** that is targeted to be completed in the season and/or is outlined in the ANC Permit.

D. Project Timeline Table

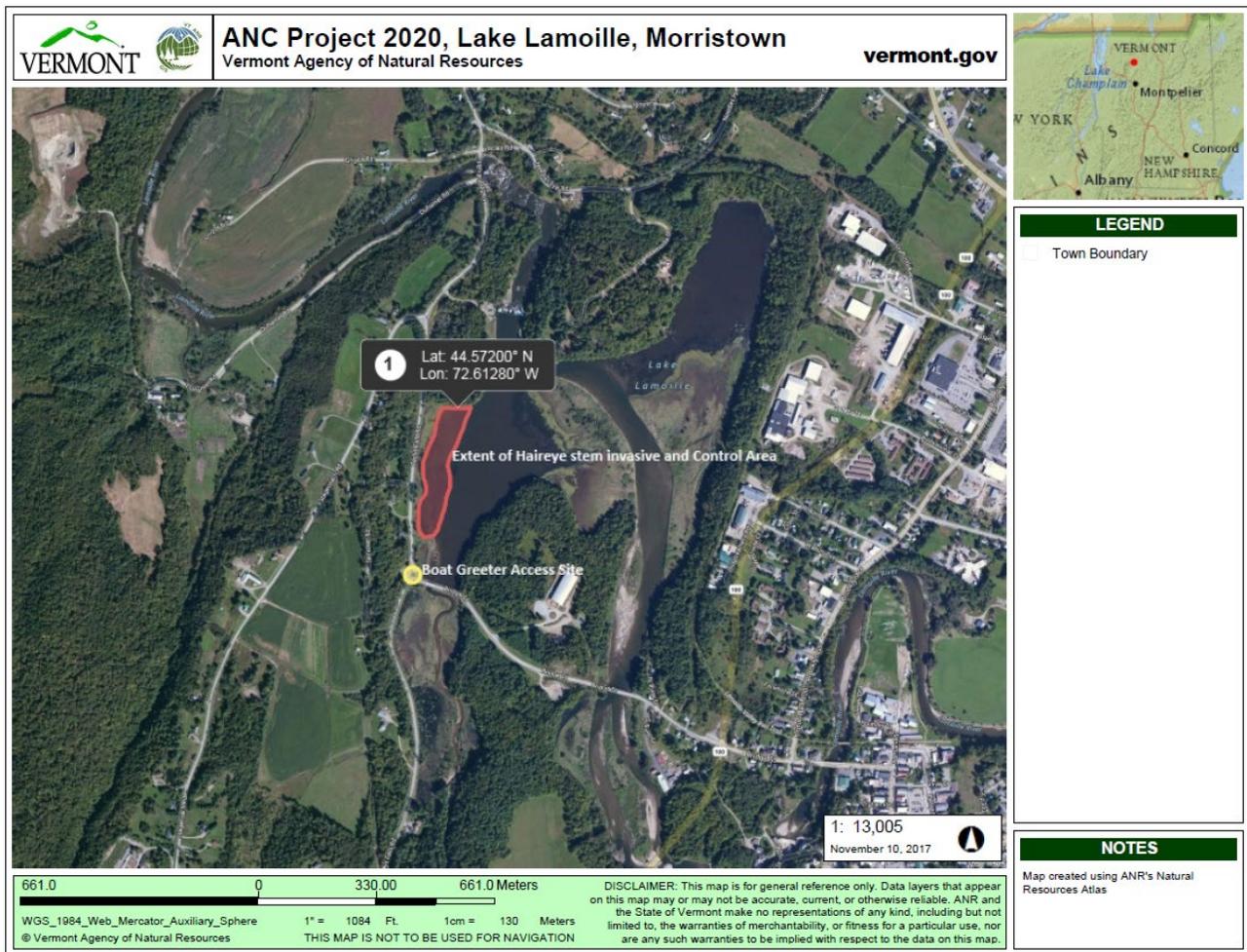
For education, outreach, survey, or control projects, a table that outlines the project timeline is required. This timetable will be used by the AIS program to determine deliverable requirements (those tasks that must be completed before funds are disbursed). *The final report and all other deliverables must be completed no later than December 31, 2021.* An example timetable is provided below.

Example Timeline Table Task	Timeline
1. Meet with partners to develop project and solicit contractors.	April 2021
2. Meet with partners and contractor(s) to review Scope of Work and deliverables, and develop a contract.	April - May 2021
3. Request and secure volunteer assistance and begin project.	May 2021
4. Complete Scope of Work and ensure benchmarks are met.	May - September 2021
5. Receive final project report and prepare Final Report.	October 2021
6. Develop and submit Final Report to VTDEC.	November 2021

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E. Project Maps

Provide an accurate up to date detailed map (Google Map screen shot or ANR Atlas Map, *do not copy black and white topographic maps*) of the waterbody and the **exact location(s) and LABEL** of the proposed project/treatment areas. Include geographic reference points described in the Project Sheet, laneways, known shoreline areas, and/or targeted areas. Example shown from the VT ANR Atlas: <http://anr.vermont.gov/maps/nr-atlas>



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III. Project Expenditure Form – Budget

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

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

Column B: List the estimated volunteer/in-kind services (this will be reported on Form 430-M).

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: Eligible in-kind labor tasks and associated time that was used to assist in the project's completion is required to be fully described with dates, documented either in timesheets or using Form 430-M Log, and were completed within the timeline of the project agreement. The totals of these tasks are required to be listed in Form 430-M.

Eligible expenses are those that support the ANC Project, such as attending project meetings, handpulling, hiring and training Greeters, assisting contractors, etc. Use the in-kind rates listed below for those that are eligible services. Ineligible expenses are those related to fundraising, fundraising events, grant writing, attending association or other project meetings, securing permits, etc. Budgets that contain ineligible expenses will be calculated at a reduced Total Project Cost.

If your project has a component that is not listed or if you believe a listed rate is not appropriate for your 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. Motor Boat Operator	\$25.00 per hour
f. Scuba Diver	\$30.00 per hour
g. Engineer	\$50.00 per hour

- B. Fringe Benefits:** Calculate the percentage of paid benefits; include social security, health benefits, insurance, etc.

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- 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.
- Ineligible equipment/supplies expenses include fundraising events and/or fundraising supplies, expenses incurred outside of the award duration, fees/time associated to secure permits, time associated with organizational administration, office supplies, and food/beverage/event space costs. Budgets that contain ineligible expenses will be calculated 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 9. 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 or (802) 490-6120.

V. Application Information and Submission

Additional information on the program application and award requirements are described in the **Request for Proposals: 2021 Aquatic Nuisance Control – Environmental Stewardship Program**.

An ANC Grant in Aid Environmental Stewardship Program Application workshop will be held on Thursday February 11, 2021 from 10:00 am-11:30 am via Microsoft Teams on-line meeting ([link provided here](#)) and applicants are **strongly encouraged** to participate. Questions about the ANC Grant in Aid Environmental Stewardship Program participating costs program will be answered through this forum.

Vermont Aquatic Nuisance Control Grant in Aid Environmental Stewardship Program 2021 Application Manual

Meeting notes, questions, and answers will be provided to those that request it the following day.

Applications must be submitted in electronic format, clearly marked and emailed to VTDEC Grants Management Specialist at maria.davies@vermont.gov. The deadline for submission is 4:00 p.m. EST on Friday, February 26, 2021. Incomplete applications will not be accepted.

For additional information or questions regarding the application please contact Kimberly Jensen, VTDEC Lakes & Ponds Technical Service Provider, at kimberly.jensen@vermont.gov or (802) 490-6120.

2021 Aquatic Nuisance Control – Environmental Stewardship Program Application Checklist

Submitted in electronic format preferably using the pdf fillable forms in one merged document titled:

Town – Waterbody ANC2021 Grant in Aid Application

Example: Morristown – Lamoille ANC2021 Grant in Aid Application

- 2021 Aquatic Nuisance Control GIA A. Cover Page (one per applicant)
- 2021 Aquatic Nuisance Control GIA B. Project Expenditure Form (one per project)
- 2021 Aquatic Nuisance Control GIA C. GP Project Sheet (if applicable)
- 2021 Aquatic Nuisance Control GIA D. EOS Project Sheet (if applicable)
- 2021 Aquatic Nuisance Control GIA E. Management Project Sheet (if applicable)
- 2021 Aquatic Nuisance Control GIA Applicant Assurances-Attestations (one per applicant)