



**Winooski Basin Clean Water Service Provider:
FY24 Round 4 Call for Proposals**

The Central Vermont Regional Planning Commission, in its role as the Clean Water Service Provider for the Winooski Basin, is accepting applications for funding for non-regulatory, phosphorous reduction projects that improve water quality. Fiscal Year 2024 - Round 4 proposals are due by 4:00 PM on 9 May 2024. For more information, including submission details, see the [Winooski Clean Water Service Provider webpage](#).

0. Project Eligibility	
Please Review the following reference materials before completing your proposal: • FY23 Clean Water Initiative Program Funding Policy • Act 76, Clean Water Service Provider Rule and Guidance & explanatory materials	
Is the portion of the project for which you seek funding both non-regulatory and voluntary? (i.e. not a required or compelled element of a regulatory permit or a legal settlement)? (answer must be Yes to proceed)	Yes
Does the project type meet the applicable definitions and minimum standards in the FY23 Clean Water Initiative Funding Policy ? (answer must be Yes to proceed)	Yes

1. Applicant Information
<p>Organization/Municipality Name: Winooski Natural Resource Conservation District</p> <p>Primary Contact: Lucas Goldfluss</p> <p>Title: Conservation Specialist</p> <p>Physical Address: 617 Comstock Road, Suite 1, Berlin, VT 05602</p> <p>Mailing Address: PO Box 1114, Montpelier, VT 05601</p> <p>Phone Number: (802) 828 4493</p> <p>E-mail Address: lucas@winooskinrcd.org & daniel@winooskinrcd.org</p>

<p>Has the proposing organization / municipality been pre-qualified to receive subcontracts / subgrants from the Central Vermont Regional Planning Commission serving in its capacity as the Winooski Basin Clean Water Service Provider?*</p> <p>*If you responded no to this question, please include Qualification Materials along with your funding proposal. See the Winooski Clean Water Service Provider webpage for more details.</p>	<p>Yes</p>
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<p>2. Project Information</p>
<p>Project Title: WNRCD Basin 8 Riparian Planting O&M Adoptions Watershed Projects Database ID*: Form submitted, pending DEC approval</p> <p>* Projects without a Watershed Projects Database ID will be evaluated. However, prior to receiving funding, a project must be entered into the Watershed Projects Database. See pages 11-13 of the FY23 Clean Water Initiative Funding Policy.</p>
<p>Select the most representative project type (according to Appendix B Project Types Table of the 2023 CWIP Funding Policy) from the dropdown list below.*</p> <p>Riparian Buffer Planting O&M Adoption</p> <p>* If there is more than one project type associated with the proposal, enter additional project types in the Project Description section below.</p>
<p>Project Phase for which you are seeking funding: Project Development</p>
<p>Project GPS coordinates:</p> <p>810 Guptil Rd, Waterbury VT, Thatcher Brook (44.358973°, -72.721161°) 1235 Main Road, Huntington VT, Huntington River (44.337516°, -72.997063°) 445 Union Brook Rd, Northfield, VT, Union Brook (44.156766°, -72.675219°) 445 Fernandez Road, Northfield, VT, Union Brook (44.15852°, -72.68404°) 1115 US Route 2, Middlesex, VT, Winooski River (44.300900°, -72.695477°)</p>

Project Sub-basin:

810 Guptil Rd, Waterbury VT, Thatcher Brook (Graves Brook, Winooski River - 043001030601)

1235 Main Road, Huntington VT, Huntington River (Huntington River - 043001030701)

445 Union Brook Rd, Northfield, VT, Union Brook (Dog River - 043001030402)

445 Fernandez Road, Northfield, VT, Union Brook (Dog River - 043001030402)

1115 US Route 2, Middlesex, VT, Winooski River (Graves Brook, Winooski River - 043001030601)

3. Project Description

*Describe the proposed project. Include the following: project history; the phosphorus reduction practices that will be developed, designed or implemented with the requested funds; **details** of the project development activities, conceptual or final design plans and cost proposals (if available); and **references** to prior plans and studies that support the funding request. Propose a project schedule based on the milestones of the proposed project type. Assume a 7 May 2024 start date. (1000 words maximum)*

Over the past decade, the Winooski NRCD has conducted many riparian buffer plantings throughout its service area, including 14.25 acres in Basin 8 planted with State funding. Most of those plantings have gone without O&M because no funding was available to support those activities. Some of these plantings are past the end of their design life and the Winooski NRCD is concerned that many of these plantings require substantial maintenance and upkeep to continue their original intended function and Phosphorus reduction potential.

In order to ensure that these riparian buffers continue functioning, Winooski NRCD is here requesting project development funding to prepare a subset of these plantings for renewal of design life and project adoption. These development activities include, obtaining landowner permission to perform site visits, performing project verification to determine the current health of the buffers, calculating the probable Phosphorus reduction potential using the interim Phosphorus calculator, determining the necessary O&M activities (ex. replanting, invasive species removal), and petitioning DEC for an extension of the design life (where appropriate).

As a result, we are proposing six deliverables associated with this funding request:

- 1) Landowner outreach in Spring 2026**
- 2) Phosphorus calculations in Spring 2026**
- 3) Site visits and project verification in Summer 2026**
- 4) Petition DEC for design life extension Summer/Fall 2026**
- 5) New, signed landowner access agreement Summer/Fall 2026**
- 6) Submit application to Basin 8 CWSP/BWQC for project adoption Summer/Fall 2026**

4. Staff Capacity & Past Experience

A list of key staff and a (brief) description of their role in the project. If any of the staff listed here were not included in your organization's pre-qualification materials, please attach a one-page resume describing their qualifications to the project proposal. **Name Project Role**

Lucas Goldfluss - Conservation Specialist (Project Manager)

Lucas will be responsible for making contact with landowners, coordinating project verification, and synthesizing collected information. (Resume attached)

Dan Koenemann - District Manager (Project Oversight)

Dan will be responsible for general oversight and support Lucas with project development activities. (Resume attached)

Provide three examples of relevant past work. Include the Watershed Projects Database ID (if applicable), key staff and their role(s) in the project, a brief description of the project (phase, type, partners, etc.) and contact information for project references. Projects listed here should demonstrate the experience of the specific staff anticipated to work under this proposal.

Example Project 1:

Basin 5 Riparian Planting Adoption for O&M, Project Development

Watershed Projects Database ID (if applicable): **14458**

Project staff & their project role(s): **Lucas Goldfluss, Project Manager
Dan Koenemann, Project Oversight**

Project description (250 words max): **The WNRCD conducted landowner outreach, project verification, and data synthesis to determine riparian plantings eligible for CWSP O&M adoption in Basin 5.**

Reference contact information:

Name: **Dan Albrecht**

Affiliation: **Basin 5 Clean Water Service Provider**

Phone: **802-861-0133**

Email: **dalbrecht@ccrpcvt.org**

Example Project 2: **Cheesefactory Road 2026 - Buffer Planting - Muddy Brook/Shelburne Pond Trib**

Watershed Projects Database ID (if applicable): **14411**

Project staff & their project role(s): **Lucas Goldfluss, Project Manager
Dan Koenemann, Project Oversight**

Project description (250 words max): **The WNRCD has been funded by the Basin 8 CWSP to plant four acres along Cheesefactory Rd in Shelburne, VT. This planting will be implemented in Fall 2026.**

Reference contact information:

Name: **Brian Voigt**

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Winooski Basin Clean Water Service Provider: FY24 Round 3 Request for Proposals

Affiliation: **Basin 8 CWSP**
Phone: **(802) 229-0389**
Email: **voigt@cvregion.com**

Example Project 3: Trees for Streams, The Farm Upstream 2025

Watershed Projects Database ID (if applicable): **None**

Project staff & their project role(s): **Lucas Goldfluss, Co-Project Manager**
Dan Koenemann, Co-Project Manager

Project description (250 words max): **The Winooski NRCDC partnered with The Farm Upstream in Jericho, VT to lead an educational planting with community volunteers to plant 2.33 acres along the Lee River.**

Reference contact information:

Name: **Jess Miller**
Affiliation: **State Natural Resources Conservation Council**
Phone: **(802) 582-3133**
Email: **Jess.Miller@vacd.org**

5. Estimated annual total phosphorus load reduction (kg/yr)

Please review the Department of Environmental Conservation's [Standard Operating Procedures \(SOPs\) for Tracking and Accounting of Phosphorus](#) prior to completing this section.

For Developed Lands projects, estimate the annual phosphorous load reduction using the Department of Environmental Conservation's [Stormwater Treatment Practice Calculator](#). Export the results from the calculator and include that information in the proposal package. For Natural Resource Restoration projects, estimate the annual phosphorous load reduction using the Department of Environmental Conservation's [Interim Phosphorous Calculator Tool \(v1.0\)](#). Save the results from the calculator and include them in the proposal package.

Enter the estimated annual total phosphorous load reduction (kg / yr):

We had received the following guidance from Vermont DEC:

"The CWSP will receive phosphorus reduction credit starting at date of adoption for the project. Phosphorus reduction credit is what is available in WPD for that project.

Per Chapter 7: "The start date of the adopted projects operating period becomes the date project was formally adopted and then continues until its original operating period end date..."

Example: A project whose design life is 11/2016-11/2026 and adopted Dec 2025. The CWSP will receive phosphorus credit Dec 2025 - 11/2026.

If the project receives an end of design life verification visit and is determined to be functional and the design life is extended...then the CWSP will receive the phosphorus reduction credit associated with the project following the new extended design life."

Following this guidance, estimated Phosphorus reduction values for these projects are as follows:

In the WPD, the 810 Guptil Road, Waterbury VT, Thatcher Brook planting is credited at 0.97 kg/yr.

In the WPD, the 1235 Main Road, Huntington VT, Huntington River is credited at 3.03 kg/yr.

In the WPD, the 445 Union Brook Rd, Northfield, VT, Union Brook is credited at 2.8 kg/yr.

In the WPD, the 445 Fernandez Road, Northfield, VT, Union Brook is credited at 2.85 kg/yr.

In the WPD, the 1115 US Route 2, Middlesex, VT, Winooski River is credited at 14.95 kg/yr.

This sums to a total phosphorus reduction of 24.6 kg/yr

Subsequent guidance from DEC indicated that Phosphorus crediting methodology for O&M adoption has yet to be released (but is coming soon). As a result, calculation of Phosphorus credits for these projects is a deliverable of this proposal, and will use an as-yet unpublished Phosphorus calculation methodology to be provided by DEC.

If the proposed project consists of project identification / assessment or development phase work, provide details regarding the types of projects you intend to investigate and the anticipated phosphorus reduction benefits you expect the project(s) might achieve.

We intend to investigate Riparian Buffer O&M Project Adoption projects, at the five locations listed above.

6. Project Budget

Develop a detailed budget with a cost breakdown of all project and administrative expenses. The budget should be itemized by Task with anticipated costs for personnel, equipment, materials, subcontracted services and other costs as appropriate. Be sure to request sufficient funding to complete the required milestones and deliverables (including project reporting) for the type of project being proposed. See the [FY23 Clean Water Initiative Program Funding Policy](#) for more information on the milestones required for the project type you are proposing.

Budget Justification for Proposed Project Development Activities

Initial Scoping Completed: (12 hrs of initial scoping [2 hrs per 5 sites + 2 hrs contingency]) * \$99/hr for two WNRCD staff = \$1,188

Site Visits Conducted (a, b, e): (2 hr planning + 8 hrs of field survey) * 5 sites * \$99/hr for two staff = \$4,950

Site Visits Conducted (c, d): (1 hr per 5 sites + 1 hrs contingency) * \$99/hr = \$594

Permit Needs and Project Eligibility Assessed: (12 hrs [2 hrs per 5 sites + 2 hrs contingency]) * \$99/hr for two WNRCD staff = \$1,188
Project Development Completed: (12 hrs [2 hrs per 5 sites + 2 hrs contingency]) * \$99/hr for two WNRCD staff = \$1,188
Final Report submitted: 8 hrs * \$99/hr = \$792

Mileage for 5 separate visits = 2 staff * 172 * \$0.7/mile = \$250
Note: 172 miles is the total roundtrip distance from Winooski NRCDC Berlin office to each proposed site.

Total Requested Funds: \$10,150

Estimated Potential Future O&M Costs

Tree Replanting

(\$7/stem * 50 stems * 5 sites) = \$1,750/year

Invasive Species Removal

(10 hrs * 5 sites * \$99/hr) = \$4,950/year

Regular Verification Visits

(4 hrs * 5 sites * \$99/hr) = \$1,980 every third year

Mechanical Vegetation Removal for Competition Relief

(10 hrs * 5 sites * \$99/hr) = \$4,950/year

Trash Removal

(4 hrs * 5 sites * \$99/hr) = \$1,980/year

Total Potential Estimated Yearly O&M Costs: \$15,610

Notes:

Mileage: Use the FY24 federal rate (\$0.70 / mile)

Indirect: If you have a negotiated indirect rate, please use that. Otherwise, you may charge up to 10% on all APPLICANT costs and 10% on the first \$50,000 of SUBCONTRACTORS costs.

Funding request

Amount of funding requested:

State matching funds: **\$0**

Non-State matching funds: **\$0**

Total project budget: **\$10,150**

Future costs

If this proposal seeks funds for Preliminary (30%) or Final (100%) Design-phase work, please estimate anticipated future costs for subsequent project phases. Do not include this amount in the "Funding request" section above.

Anticipated future funding: **To be determined through the activities of this award. Project verification will reveal what O&M activities are necessary at each site.**

7. Co-benefits

- a) **ENVIRONMENTAL JUSTICE:** points are awarded when a project is located in a Census Block Group where one or more Environmental Justice Focus Population demographic conditions exist. *This value is calculated by the Clean Water Service Provider based on the project location.*
- b) ECOLOGICAL BENEFITS:** points are awarded when a project reduces sediment and / or non-phosphorous nutrient loads to stressed, altered, impaired or priority waterways to which it is hydrologically connected. *This value is calculated by the Clean Water Service Provider based on the project location.*
- c) ECOSYSTEM SERVICES:** points are awarded when a project moderates natural phenomena through carbon sequestration and flood resilience. *This value is calculated by the Clean Water Service Provider based on the type of project being proposed.*
- d) **COMMUNITY BUILDING:** points are awarded when a project involves the community in data collection and decision-making, enhances the working landscape and provides recreational benefits. Please answer the following:

- ◇ Are there proposed efforts to meaningfully involve community members in planning, project development, decision-making and implementation?

No

If you answered Yes to the previous question, please describe the effort to involve community members:

- ◇ Does the project involve data collection by community members (e.g. citizen science initiative)?

No

If you answered Yes to the previous question, please describe the effort to involve community members in data collection:

◇ Is the project located on a parcel that is enrolled in the Use Value & Appraisal Program (aka the Current Use Program) (Contact the Clean Water Service Provider for assistance.)?

No

◇ Does the project maintain / improve an existing recreational space?

No

If you answered Yes to the previous question, please describe the maintenance or improvement of existing recreational space(s):

◇ Will the project result in new / expanded recreational opportunities?

No

If you answered Yes to the previous question, please describe the effort to create new or expand existing recreational opportunities:

e) **EDUCATION:** An Education Co-Benefit is realized when a project includes aspects of public outreach designed to educate community members about the importance of phosphorus reduction and watershed health

◇ Will the project include an educational component?

No

If you answered Yes to the previous question, please describe the educational component of the project below:

◇ Interpretive signage: **No**

◇ Educational meetings / workshops: **No**

8. Other Considerations

a) **DESIGN LIFE:** The design life of the proposed project is: **10 years**

b) **LANDOWNER RELATIONS**

◇ PROPERTY OWNERSHIP: The project will be located on: **Private land**

◇ LANDOWNER SUPPORT: Provide a list of landowner support letters below. Please submit any letters or email from the landowner indicating their support for the project and awareness of their required commitment. Note date of letter/email and sender below.

A determination of continued landowner support for these projects is a deliverable of the current proposal.

◇ OTHER: Include other information regarding landowner relations here.

Past relationships with landowners were good enough to implement a riparian buffer planting in the somewhat recent past.

c) **OPERATIONS & MAINTENANCE**

◇ COST ESTIMATE: Provide a quantitative estimate of operation & maintenance costs on an annual basis where available. If not available, please provide a qualitative estimate. The anticipated annual operations & maintenance expenses for this project are:

If the project is adopted by the CWSP for O&M, at the very least a project verification visit will occur once every three years. We estimate those costs to be: \$660.00 per adopted project. This is a rough estimate of future O&M expenses and expect that through the Project Development effort we'll be able to refine these costs before Adoption.

◇ O & M AGREEMENT: There is a signed operations & maintenance agreement for this project: **No**

If you answered Yes to the previous question, please include a copy of the signed O & M Agreement in the proposal package.

◇ OTHER: Include any other information regarding the operations & maintenance agreement for this project.

d) **PERMITTING:** This project will require a permit:

No

If you answered Yes to the previous question, please provide a list of the required permits, any issues anticipated in obtaining the permits and the status of the permit. If you have permit(s) for the project in hand, please include a copy of them in the proposal package.

e) **BARRIERS:** Describe any potential barriers to completing this project and how you plan to manage those challenges:

We may encounter challenges obtaining landowner permission and site access. Similarly, properties may change hands over the next ten years and site access may be impeded. There may also be changes to DEC Phosphorus crediting methodology that reduces the Phosphorus credits for adoptions.

f) **HISTORIC SITE REVIEW:** Consult the [Vermont Historic Sites spreadsheet](#) and accompanying guidance in the State Historic Preservation Review section of the [FY23 Clean Water Initiative Program Funding Policy](#) to determine whether the proposed project will require Preliminary and Final Project Review by the Vermont Division of Historic Preservation. Include a copy of the completed Vermont Historic Preservation Project Review Form in the proposal package.

◇ The proposed project will require State Historic Preservation Review:

No

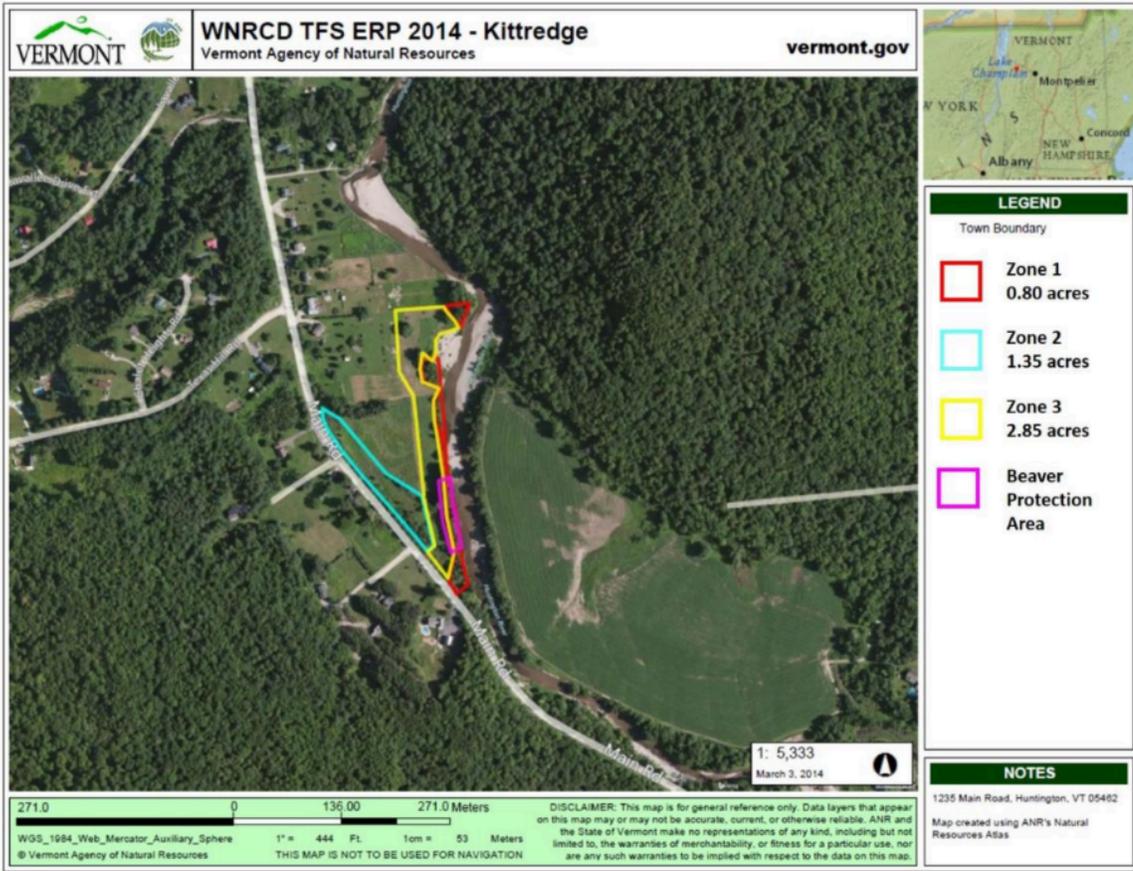
9. Proposal Submission

Assemble the following materials in the order listed into a single PDF and submit to Brian Voigt (voigt@cvregion.com) with the Subject line: "Winooski Basin Clean Water Service Provider Project Proposal – FY24, Round 4".

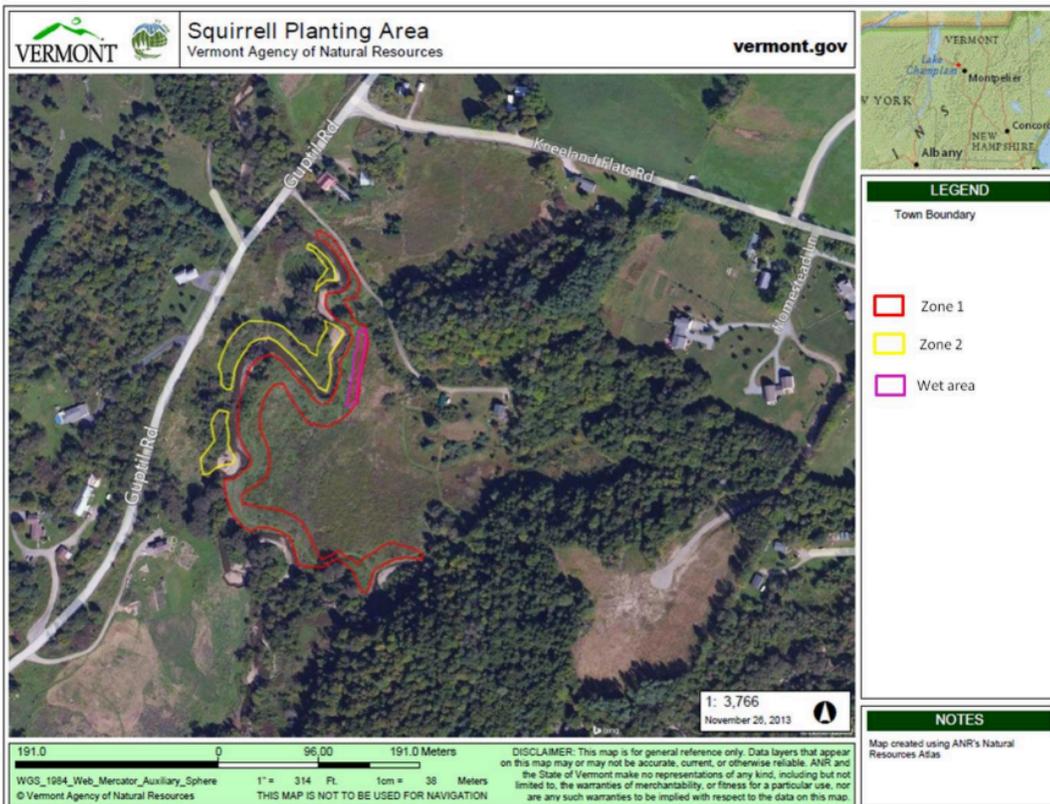
1. If your organization or municipality has not yet been pre-qualified as an eligible Basin 8 Clean Water Service Provider Clean Water Partner, please complete and submit a [pre-qualification form](#) along with your funding proposal.
2. Project proposal form (i.e. this document).
3. Include the following information in the order listed (please):
 - a) [Natural Resources Screening Form](#) (see the FY23 Clean Water Initiative Program Funding Policy – Appendix A. Required for preliminary design, final design, or implementation phase projects.)
 - b) Project Locator Map – applicants may use the [Vermont Agency of Natural Resources Atlas](#) to generate the Project Locator Map (Contact the Clean Water Service Provider for assistance.)
 - c) Project Timeline – Propose a project schedule based on the milestones of the proposed project type. Assume a 2 July 2024 start date.
 - d) Staff capacity – list key staff and their role(s) in the project. Attach one page resumes for any staff listed in Section 4 of the Application Form who were not included in your pre-qualification materials.
 - e) Completed [DEC Interim Phosphorus Reduction Calculator Tool v1.0](#), or, for Developed Land Projects, report from [DEC Stormwater Treatment Practice Calculator](#). (Contact the Clean Water Service Provider for assistance.)
 - f) Detailed project budget with a cost breakdown of all project and administrative expenses. The project should be itemized by Task with anticipated costs for personnel, equipment, materials, subcontracted services and other costs as appropriate. Be sure to request sufficient funding to complete the required milestones and deliverables (including project reporting) for the type of project being proposed.
 - g) Letter(s) of support from landowner(s) indicating their support for and awareness of the commitment required to advance / implement the project
 - h) Signed Operations & Maintenance Agreement (if applicable)
 - i) Permits – Attach approved project permits (if applicable).
 - j) Historic Site Review - Use the [spreadsheet](#) and accompanying guidance in the State Historic Preservation Review section of the [FY23 Clean Water Initiative Program](#) Funding Policy to determine whether your clean water project will require Preliminary and Final Project Review by the Vermont Division of Historic Preservation. Attach a copy of the completed Vermont Historic Preservation Project Review Form.

Task		Deliverable(s)	Delivery Date
1	Initial scoping completed	Preliminary phosphorus-reduction estimates	2026-06-01
2	Site visits conducted	<ul style="list-style-type: none"> a) Site visit photos b) Site visit notes / Landowner Communication c) Phosphorus-reduction estimates d) Estimated design life e) Survey123 Clean Water Project Verification form PDF 	2026-08-31
3	Permit needs and project eligibility assessed	<ul style="list-style-type: none"> a) Documentation of required permits; b) Indication of potential challenges / conflicts for obtaining permit; c) Historic and archeological considerations; and d) Evidence that priority projects meet DEC CWIP Guidelines for Formula grant funding 	2026-10-31
4	Project Development completed	<p>For up to 5 highest priority projects:</p> <ul style="list-style-type: none"> a) Basic project concept drawings; b) Preliminary cost estimates; c) Potential co-benefits; and d) Recommended next steps for specific development 	2026-12-31
5	Final Report submitted	<ul style="list-style-type: none"> a) Narrative summary of all tasks completed b) List of scoping efforts c) List of development efforts: <ul style="list-style-type: none"> i. Site photos; ii. Barriers to implementation; iii. O&M considerations and costs; iv. Water quality benefits; New Project Form (for projects absent from WPD) v. DEC Project Development Findings Report (for all projects) 	2027-02-28
	Total Cost	\$10,150	

1235 Huntington Road, Huntington VT:



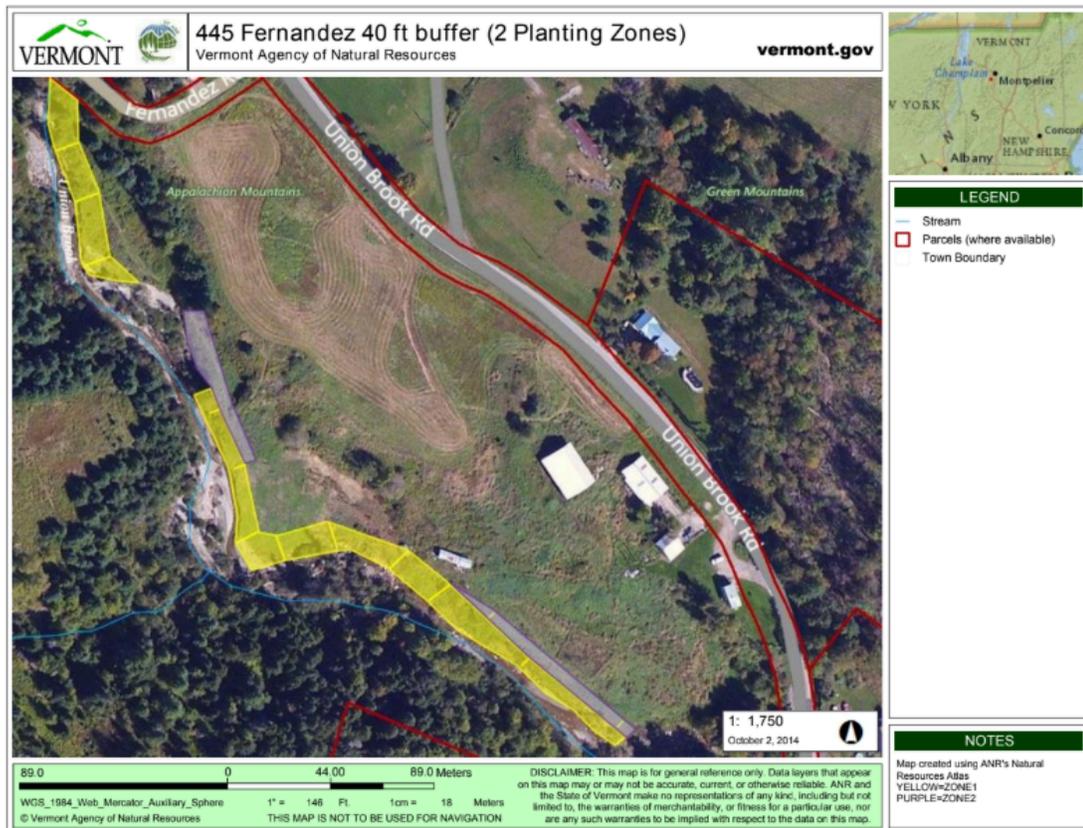
810 Guptil Road, Waterbury VT:



445 Union Brook Rd, Northfield, VT:



445 Fernandez Rd, Northfield, VT:



1115 US-2, Middlesex, VT

