Winooski Basin Clean Water Service Provider:
June 2025 Request 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. Proposals are due by 3:00 PM on 10 July 2025. 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

Organization/Municipality Name: The Friends of The Winooski River
Primary Contact: Samuel Puddicombe
Title: Project Manager
Mailing Address: PO Box 777, Montpelier, VT 05602
Phone Number: 802-696-9949
E-mail Address: samuel@winooskiriver.org

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?* * 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.	Yes

2. Project Information

Project Title: Huntington Town Forest Planting Huntington River - Implementation - Huntington
Watershed Projects Database ID*: Not yet assigned

* 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.

Select the most representative project type (according to Appendix B Project Types Table of the 2023 CWIP Funding Policy) from the dropdown list below.*

Riparian Buffer Planting

* If there is more than one project type associated with the proposal, enter additional project types in the Project Description section below.

Project Phase for which you are seeking funding: Implementation

Project GPS coordinates (e.g. 44.26278, -72.58054):
44.29326, -72.96675
Project Sub-basin: Huntington River

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 1 September 2025 start date. (1000 words maximum)*

This riparian buffer planting has been been developed by The Friends of The Winooski River through coordination with the Huntington Town Forest Committee and an adjoining landowner.

This project has met our internal standards and has a high likelihood of success.

The buffer planting has a sufficient P-reduction value (0.45 kg/yr) through its ability to stabilize banks and filter upland runoff, to justify the implementation costs. This P-reduction value was calculated though the Interim P-reduction Calculator and the FFI Tool.

This planting will restore 0.5 acres of riparian habitat by establishing a buffer width of 100+ feet along the main stem of the Huntington River. Planting density will be 300 stems per acre.

A planting plan will be designed in coordination with the landowners- the Huntington Town Forest and Georgia Barberi.

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
Samuel Puddicombe	Project management
Michele Braun	Project oversight

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:

Watershed Projects Database ID (if applicable): 14405

Project staff & their project role(s):

Samuel Puddicombe - Project management

Project description (250 words max):

This planting restored ~ 3.75 acres of riparian habitat by establishing a buffer width of 50 feet. The planting will occur along the southern bank of a small intermittent stream owned by Jericho Underhill Landtrust. This project will reduce phosphorus into the Lake

Reference contact information:

Name: Sabina Ernst
Affiliation: Landowner representative
Phone: 19739808126
Email: beanvet@gmail.com

Example Project 2:

Watershed Projects Database ID (if applicable): 12292

Project staff & their project role(s):

Samuel Puddicombe - Project management

Project description (250 words max):

In July 2024 the Huntington River inundated this field and deposited course sediment. FWR planted 1.25 acres, between the agricultural fields and a residential home. Adding roughness to this area will better trap sediments, slow flood waters, and reduce

Reference contact information:

Name: Jess Fecteau

Affiliation: Landowner
Phone: 802-777-3879
Email:

Example Project 3:

Watershed Projects Database ID (if applicable): 14407
Project staff & their project role(s):

Samuel Puddicombe - Project management

Project description (250 words max):

This planting restored ~ 2 acres of riparian habitat by establishing a buffer width of 50-100 feet. The planting occurred along Alder Brook and its intermittent tributary along two properties. This project reduced phosphorus into the lake champlain basin by filtering

Reference contact information:

Name: Rowan Kamman
Affiliation: Landowner representative
Phone: (802) 241-8326
Email: rkamman@greenmountainclub.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 Phosphorous 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 (v1.1). Save the results from the calculator and include them in the proposal package.

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

0.45

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.

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.

Notes:
Mileage: Use the FY25 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: $5,473
State matching funds: 0
Non-State matching funds: 0
Total project budget: $5,473

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:

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?

  Yes

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

  Planting plan will be designed with the Huntington Town Forrest Committee

- 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.)?

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

  Yes

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

This will improve a community walking path that runs through the planting area.

- 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:

- Educational meetings / workshops:

8. Other Considerations

a) **DESIGN LIFE:** The design life of the proposed project is: 15 years

b) **LANDOWNER RELATIONS**

- PROPERTY OWNERSHIP: The project will be located on:

  both publicly- and privately-owned property.

- 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.

  See attached

- OTHER: Include other information regarding landowner relations here.

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:
  $1,089.00
- 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:

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 – June 2025".

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 1 September 2025 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.

Project Name	WPD ID	Acres	P Credits
Huntington Town Forest	TBD	0.5	0.45

Budget			
Category	**Grant Request**	**Match**	**Total Cost**
Project Management			$2,173
Planting Material			$1,275
Planting Services			$1,228
Maintenance Service			$0
Site Prep Services:			$0
Other			$300
Subtotal			$4,976
Indirect (up to 10%):			$498
Total Requested Amount	***$0***	***$0***	***$5,473***

Budget Explanation				
Category	**Item**	**Cost / Item**	**Quantity**	**Total**
Project Management	PM	$38.30	40	$1,532.00
Project Management	ED	$46.85	10	$468.50
Project Management	IRS Rate per Mile	$0.72	240	$172.80
Planting Material	Bare root 2-4' (avg of 25 + stems) - ICN	$8.50	150	$1,275.00
Planting Services	Cost / Stem Planted - ICN	$5.35	150	$802.50
Planting Services	Delivery Fee - ICN (51-100 miles)	$275.00	1	$275.00
Other	Plantra 5 ft SunFlex® Grow Tubes with 74in Trunk Builder® Stakes	$6.00	50	$300.00
Planting Services	Cost / Tube Installed - ICN	$3.00	50	$150.00

	Milestone	Deliverables	Amount
1	**Project Initiated**		
		1.1 Proposal / Bid solicitations issued (if applicable)	
		1.2 Contractor selected (if applicable)	$ 273.65
2	**Sites and constraints identified**		
		2.1 DEC River Scientist approval	$ 273.65
		2.2 DEC Basin Planner approval	$ 273.65
		2.3 Photo(s) of site(s) pre-implementation	$ 273.65
3	**Planting plan**		
		3.1 Planting plan including species type, number and estimated cost (in accordance with SGA or River Corridor Planning recommendations (if available))	$ 1,094.60
4	**DEC Operations & Maintenance Plan signed by Operations & Maintenance responsible party**		
		4.1 Signed 10-year (minimum) DEC Operation & Maintenance Plan	$ 547.30
5	**DEC access license or easement signed by landowner**		
		5.1 Signed 10-year (minimum) DEC access license or easement	$ 547.30

6	**Buffer restoration planting completed**		
		6.1 Site preparation activities (if applicable)	$ -
		6.2 Photo(s) of site(s) post-implementation	$ 1,094.60
		6.3 Photo of Clean Water Sign (if applicable)	$ 273.65
7	**Project Closeout**		
		7.1 Media announcement	$ 273.65
		7.2 Return of Clean Water Project sign to host site (if applicable)	$ 273.65
		7.3 Final Performance Report / ANR Project Closeout Form	$ 273.65
		Total	$ 5,473.00



FFI River Corridor and 50’ Buffer



Planting Area (Blue) - Drainage Area (Orange)

Samuel Puddicombe <samuel@winooskiriver.org>

Huntington Community Forest

Aaron Worthley <aaron@arrowwoodvt.com> Wed, Aug 19, 2026 at 11:16 AM
Reply-To: Aaron Worthley <aaron@arrowwoodvt.com>
To: Samuel Puddicombe <samuel@winooskiriver.org>

Hi Sam- the Community Forest Stewardship Committee is reconvening this week and its made me realize that I don't think I followed up with you about the river buffer planting project. We did approve moving this forward at our June 18 meeting. There were a few "conditions" noted in the approval: maintain mowable path between the river and the tree plantings, trees to be spaced 10' apart, preserve the property boundary path.

Let me know if you want to discuss further, and/or what the next steps should be.

Thanks,
Aaron

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Aaron Worthley
950 Bert White Road
Huntington, VT 05462
(802)434-7012