**Release date: August 1, 2022**

**Request for Heritage Pre-proposals to Implement the *CVNHP Management Plan* and support the Champlain-Adirondack Biosphere Region**

The Lake Champlain Basin Program (LCBP), in coordination with NEIWPCC, is pleased to announce a Request for Pre-proposals (RFPP) for projects and programs that highlight the Interpretive Themes and further the goals, actions, and tasks described in the Champlain Valley National Heritage Partnership (CVNHP) [Management Plan](https://champlainvalleynhp.org/wp-content/uploads/2020/04/FINAL_CVNHP_MgmtPlan_with_-OFAlinks_092311.pdf) (pages 39-68).

The pre-proposal is a short, online form meant to introduce your proposed concept to a team of reviewers. After review of the submitted pre-proposals, a subset of applicants will be asked to submit a full proposal for funding consideration for projects to begin on October 1, 2023. Pre-proposals not invited for full proposal consideration in this cycle may be revised and submitted for future funding opportunities. All award notifications are subject to available funding.

**The LCBP is particularly interested in funding projects that address the following priorities:**

**CVNHP Special Program** Funding Projects ($10,000-$40,000) will have an emphasis on any of the following:

* Serve the CVNHP *Conservation & Community* Interpretive Theme to encourage multi-jurisdictional, or regional projects that interpret, highlight, and support the objectives of the United Nations Educational Scientific Cultural Organization (UNESCO) Man and Biosphere Reserve Program (MAB) associated with the [Champlain-Adirondack Biosphere Region](https://champlainvalleynhp.org/heritage/champlain-adirondack-biosphere-reserve/)and support the [CVNHP Management Plan](https://champlainvalleynhp.org/wp-content/uploads/2020/04/FINAL_CVNHP_MgmtPlan_with_-OFAlinks_092311.pdf).

**CVNHP Core Grant Program** proposals may include:

* *Conservation & Community* Interpretive Theme Grants (up to $9,000)
* Local Heritage Grants (up to $4,500 for local projects; up to $9,000 for regional, multi-jurisdictional projects)
* Collections Grants (up to $9,000)
* Internship Grants (up to $9,000)

We anticipate these projects will be supported with funds awarded to NEIWPCC by the U.S. National Park Service (NPS) and the Great Lakes Fishery Commission (GLFC).

**PRE-PROPOSAL DEADLINE:** All CVNHP pre-proposals will be submitted via [JotForm](https://form.jotform.com/221884012767156) by **12:00 PM (noon) EST:** **October 9, 2022. (Link**: <https://form.jotform.com/221884012767156>)

LATE OR INCOMPLETE PRE-PROPOSALS WILL NOT BE CONSIDERED.

**Overview of the CVNHP, LCBP, and NEIWPCC**

The CVNHP includes any heritage resource or community along the linked navigable waterways of Lake Champlain, Lake George, the Champlain Canal, and the Upper Hudson River that contains a physical, cultural, or historical resource representing any of the CVNHP’s approved interpretive themes: *Making of Nations*, *Conservation & Community*, and *Conservation & Community*.

The CVNHP was established by the U.S. Congress in 2006 to recognize the importance of the historical, cultural, and recreational resources of the region and to assist efforts to preserve, protect, and interpret those resources. The National Heritage Area also works to enhance the quality of the tourism economy and to encourage working partnerships among state, provincial, and local governments and non-profit organizations in New York, Québec, and Vermont.

Projects should be focused on locations within the U.S.-portion of the CVNHP, including the counties of Grand Isle, Franklin, Chittenden, Addison, Rutland, and Bennington in Vermont and Clinton, Essex, Warren, Saratoga, and Washington counties in New York. Eligible communities and sites in Québec include the Brome-Missisquoi, [La Vallée-du-Richelieu](http://en.wikipedia.org/wiki/La_Vall%C3%A9e-du-Richelieu_Regional_County_Municipality,_Quebec), [Rouville](http://en.wikipedia.org/wiki/Rouville_Regional_County_Municipality,_Quebec), Pierre-de-Saurel, and [Le Haut-Richelieu](http://en.wikipedia.org/wiki/Le_Haut-Richelieu_Regional_County_Municipality,_Quebec) regional municipal counties (RMCs) of Québec.

The U.S. Congress designated Lake Champlain as a resource of national significance with the Lake Champlain Special Designation Act of 1990. The Special Designation Act also established the LCBP and authorized it to receive direct support from the U.S. EPA under the Clean Water Act. The LCBP coordinates and funds efforts that benefit the Lake Champlain Basin’s water quality, fisheries, economy, wetlands, wildlife, recreation, and cultural resources, and works in partnership with government agencies, private organizations, local communities, and individuals from New York, Vermont, and Québec. These efforts are guided by the comprehensive management plan [*Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*](https://www.lcbp.org/about-us/opportunities-for-action/), recently updated in June 2022.

Since 1992, [NEIWPCC](http://www.neiwpcc.org) has served as the primary program administrator of LCBP at the request of the Lake Champlain Steering Committee, and administers the program’s personnel and finances. NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. NEIWPCC engages and convenes water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across shared regions, ecosystems, and areas of expertise.

1. **Grant Award Process**

The LCBP issues this request for two-page pre-proposals that address the priorities listed above for Special Projects or Core Grants. Pre-proposals will be evaluated through a competitive process; a subset of pre-proposal applicants will be asked to submit a full proposal with a developed budget and anticipated project outputs and outcomes. Grant award recipients will be selected from the pool of full proposals and **successful projects can begin on October 1, 2023.** The aim of this process is to invite a wide range of innovative and effective projects and further the goals, actions and tasks described in the CVNHP [Management Plan](https://champlainvalleynhp.org/wp-content/uploads/2020/04/FINAL_CVNHP_MgmtPlan_with_-OFAlinks_092311.pdf) (pages 43-68).

Applicants may choose the most appropriate total request amount for their project. Requests ranging from $4,500 to $40,000 will be accepted in the appropriate grant category. Please note that if an applicant is asked to submit a full proposal, the total request amount in the full proposal must be equal to or less than the total request in the pre-proposal unless a change is approved in writing by the LCBP. Please visit <http://lcbp.org/grants> or contact LCBP for information on other grant opportunities. Successful applicants should be aware of the additional requirements as described in Appendix A of this RFPP.

Please contact Jim Brangan, Assistant Director of the CVNHP at [jbrangan@lcbp.org](mailto:jbrangan@lcbp.org) or via telephone at (802) 372-0213 with questions.

1. **Priorities for Funding**

LCBP seeks pre-proposals for special programs that address the themes, goals, actions and tasks described in the CVNHP [Management Plan](https://champlainvalleynhp.org/wp-content/uploads/2020/04/FINAL_CVNHP_MgmtPlan_with_-OFAlinks_092311.pdf) (pages 43-68) and the UNESCO goals for the MAB Program. The priorities for this funding cycle are provided below. Projects that address these priorities will likely be more competitive in the review process.

**CVNHP Special Program** projects ($10,000-$40,000) will prioritize multi-jurisdictional, or regional projects that interpret, highlight, and support the United Nations Educational Scientific Cultural Organization (UNESCO) Man and Biosphere Reserve Program (MAB) associated with the [Champlain-Adirondack Biosphere Region](https://champlainvalleynhp.org/heritage/champlain-adirondack-biosphere-reserve/)**.** Pre-proposals should support regional projects that focus on one of the strategic objectives of the UNESCO Man and the Biosphere Program:

1) Conserve biodiversity, restore, and enhance ecosystem services and foster sustainable uses of natural resources;   
2) Contribute to building sustainable healthy and equitable societies, economies, and thriving human settlements;   
3) Facilitate sustainability science and education for sustainable development; and   
4) Support mitigation and adaptation to climate change and other aspects of global environmental change.

Special Program pre-proposals should also serve to highlight the CVNHP *Conservation & Community* Interpretive Theme on a regional or international scale. Projects smaller in scope and scale are welcome to submit pre-proposals in the *Conservation & Community* Interpretive Theme Core Grant Program (below).

**CVNHP Core Grant Program** proposals may include:

* ***Conservation & Community* Interpretive Theme Grants** (up to $9,000) that interpret, highlight, and support the United Nations Educational Scientific Cultural Organization (UNESCO) Man and Biosphere Reserve Program (MAB) associated with the [Champlain-Adirondack Biosphere Region](https://champlainvalleynhp.org/heritage/champlain-adirondack-biosphere-reserve/)**.** Pre-proposals should support projects that focus on at least one of the strategic objectives of the UNESCO Man and the Biosphere Program:

1) Conserve biodiversity, restore, and enhance ecosystem services and foster sustainable uses of natural resources;   
2) Contribute to building sustainable healthy and equitable societies, economies, and thriving human settlements;   
3) Facilitate sustainability science and education for sustainable development; and   
4) Support mitigation and adaptation to climate change and other aspects of global environmental change; and support one or more of the tasks identified on pages 43-68 of the [CVNHP Management Plan](https://champlainvalleynhp.org/wp-content/uploads/2020/04/FINAL_CVNHP_MgmtPlan_with_-OFAlinks_092311.pdf).

* **Local Heritage Grants** (up to $4,500 for local projects; up to $9,000 for regional, multi-jurisdictional projects) for educational endeavors that involve active participation from youth and students in the research and discovery of the cultural or natural heritage associated with their community, and the creation of new artistic expressions, or interpretation of those topics utilizing fresh perspectives or new technology.
* **Collections Grants** (up to $9,000) for the inventory, conservation, and interpretation of museum and library collections. Projects retrofitting historic museum or library buildings with ultraviolet light (UV) or climate control technology are also eligible for funding.
* **Internship Grants** (up to $9,000) for CVNHP-sponsored internships focused on professional internships that provide experience in historical/natural interpretation or artifact curation, cataloging, and display, with exposure to general museum/historic site management during a portion the tourism season (i.e. spring to fall 2024).

1. **Eligibility**

Eligible organizations include nonprofit organizations, colleges, universities, and municipalities that focus on the CVNHP region as described above.

1. **Considerations for Inclusion**

Projects that emphasize inclusion of underserved or minority communities in accordance with LCBP’s mission for diversity, equity, and inclusion (see the [LCBP Mission](https://www.lcbp.org/about-us/what-we-do/mission/) webpage: <https://www.lcbp.org/about-us/what-we-do/mission/>) will receive special consideration.

1. **Timeframe for Proposals**

The Pre-proposal to project initiation process will require approximately 12 months from the Pre-proposal deadline to implementation. Please note that this schedule is **subject to change**:

* **August 1, 2022:** LCBP Releases Request for Pre-proposals for Core Grants and Special Program Grants for projects to begin in Fall 2022.
* **September 19, 2022:** CVNHP Annual International Summit at the historic Hotel Saranac in Saranac Lake, New York (Link: <https://champlainvalleynhp.org/2022/07/cvnhp-annual-international-summit/>) where the pre-proposal process is described, and networking opportunities explored. Registration is available online. (Link to RSVP: <https://survey.sogosurvey.com/survey1.aspx?k=RQsRRURWXsVsPsPsP&lang=0>)
* **October 9, 2022, by 12:00 PM (noon) EST:** Pre-proposals for Core Grants and Special Program Funding due.
* **October 25, 2022:** Lake Champlain Executive Committee considers recommendations from peer-review committee regarding which pre-proposals are invited to submit full proposals.
* **October 27, 2022:** Successful pre-proposal applicants are notified to proceed with development of full proposals for Core Grant and Special Programs.
* **January 8, 2023, by 12:00 PM (noon) EST:** Core Grant and Special Program Proposals due.
* **April 11 & 12, 2023: Lake Champlain Steering Committee:** Finalize FY2023 CVNHP budget and projects, including approved CVNHP Core Grant and Special Programs proposals. Award notices to follow.
* **June 2023:** Programs funded in the FY2023 CVNHP Budget and Workplan develop workplans for anticipated work.
* **Summer 2023:** Agreements between NEIWPCC and grant funding sources are developed.
* **October 1, 2023:** The earliest project work may begin with execution of a memorandum of agreement (MOA) between the grantee and NEIWPCC.

1. **CVNHP Special Program Pre-proposal Evaluation and Selection Criteria**

Submitted Pre-proposals for CVNHP Special Programs will be scored according to the following criteria:

1. **Focus:** Extent to which the project is multi-jurisdictional, or regional in nature and will address the natural heritage and modern environmental and cultural issues associated with the Champlain-Adirondack Biosphere Region. (20 points)
2. **Impact:** Extent to which the project will result in tangible outputs and benefits that support projects that focus at least one of the four strategic objectives of the UNESCO MAB Program (20 Points):
   1. Conserve biodiversity, restore, and enhance ecosystem services and foster sustainable uses of natural resources;
   2. Contribute to building sustainable healthy and equitable societies, economies, and thriving human settlements;
   3. Facilitate sustainability science and education for sustainable development; and
   4. Support mitigation and adaptation to climate change and other aspects of global environmental change; and support one or more of the tasks identified on pages 43-68 of the [CVNHP Management Plan](https://champlainvalleynhp.org/wp-content/uploads/2020/04/FINAL_CVNHP_MgmtPlan_with_-OFAlinks_092311.pdf).
3. **Partnerships:** Extent to which the applicant demonstrates a commitment to work with partners to achieve project goals and the extent to which this cooperation will enhance the effectiveness of CVNHP funding. (20 Points)
4. **Feasibility:** Extent to which the project can be executed and the likeliness of success. (20 points).
5. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) may increase score in this criterion (20 points)
6. **CVNHP Core Grant Pre-proposal Evaluation and Selection Criteria**
7. **CVNHP *Conservation & Community* Interpretive Theme Grants** **Pre-proposal Evaluation and Selection Criteria**

Pre-proposals (up to $9,000) for projects, or programs that highlight, showcase and interpret the Champlain-Adirondack Biosphere Region.

1. **Focus:** Extent to which the project will address the natural heritage and modern environmental and cultural issues associated with the Champlain-Adirondack Biosphere Region. (20 points)
2. **Impact:** Extent to which the project will result in tangible outputs and benefits that support projects that focus at least one of the four strategic objectives of the UNESCO MAB Program (20 points):
3. Conserve biodiversity, restore and enhance ecosystem services and foster sustainable uses of natural resources;
4. Contribute to building sustainable healthy and equitable societies, economies and thriving human settlements;
5. Facilitate sustainability science and education for sustainable development; and
6. Support mitigation and adaptation to climate change and other aspects of global environmental change; and support one or more of the tasks identified on pages 43-68 of the [CVNHP Management Plan](https://champlainvalleynhp.org/wp-content/uploads/2020/04/FINAL_CVNHP_MgmtPlan_with_-OFAlinks_092311.pdf).
7. **Partnerships:** Extent to which the applicant demonstrates a commitment to work with partners to achieve project goals and the extent to which this cooperation will enhance the effectiveness of CVNHP funding. (20 Points)
8. **Feasibility:** Extent to which the project can be executed and the likeliness of success. (20 points).
9. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) may increase score in this criterion (20 points)
10. **CVNHP Local Heritage Grant Pre-proposal Evaluation and Selection Criteria**

Pre-proposals (up to $4,500 for local projects; up to $9,000 for regional, multi-jurisdictional projects) for educational endeavors that involve active participation from youth and students in the research and discovery of the cultural or natural heritage associated with their community, and the creation of new artistic expressions, or interpretation of those topics utilizing fresh perspectives or new technology.

Submitted Pre-proposals for CVNHP Local Heritage Grants will be scored according to the following criteria:

1. **Focus:** Extent to which the proposed project involves active participation from youth and students in the research and discovery of their community’s unique cultural or natural heritage. (20 Points)
2. **Impact:** The extent to which new artistic expressions through fresh perspectives, interpretive media, or new technology are created. (20 Points)
3. **Partnerships:** Extent to which the applicant demonstrates a commitment to work with partners to achieve project goals and the extent to which this cooperation will enhance the effectiveness of CVNHP funding. (20 Points)
4. **Feasibility:** Extent to which the project can be executed and the likeliness of success. (20 points).
5. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) may increase score in this criterion (20 points)
6. **CVNHP Collections Pre-proposal Evaluation and Selection Criteria**

Pre-proposals (up to $9,000) for CVNHP Collections Grants will be scored according to the following criteria:

1. **Focus:** Extent to which project serves the intent of the grant: 1) the inventory, conservation and interpretation of museum or library collections; or 2) retrofitting historic museum or library facilities with ultraviolet light (UV) or climate control technology. (20 Points)
2. **Need:** Extent to which the collection or facility requires assistance. (20 points)
3. **Capacity:** Extent of the professional knowledge and background of the project lead(s) or the capacity of partners involved. (20 points)
4. **Feasibility:** Extent to which the project can be executed and the likeliness of success. (20 points).
5. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) may increase score in this criterion (20 points)
6. **CVNHP Internship Pre-proposal Evaluation and Selection Criteria**

Pre-proposals (up to $9,000) for internship grants focused on professional internships that provide experience in historical/natural interpretation or artifact curation, cataloging, and display, with exposure to general museum/historic site management during a portion the tourism season (i.e. spring to fall 2024). **Note:** Interns funded through a CVNHP grant will earn no less than $15 per hour.

Submitted pre-proposals for CVNHP Internship Grants will be scored according to the following criteria:

1. **Focus:** Overview of the historic site or museum, including its history, mission, annual visitation numbers and how it serves the interpretive themes of the CVNHP: *Making of Nations, Conservation & Community* or *Conservation & Community*. (20 points)
2. **Internship Description:** The proposed internship position description and the tangible outcomes, outputs and deliverables associated with the internship. (20 points)
3. **Capacity:** Knowledge and experience of the supervisor for the intern position and how that knowledge and experience will be shared with the intern. (20 points)
4. **Feasibility:** Extent to which the project can be executed and the likelihood of success. (20 points).
5. **Budget:** Efficiency of proposed request and budget for the scope and outputs of the project. Proposed funding match (if any) will increase score in this criterion (20 points)
6. **Available Funds and Match Requirements**

Funds are anticipated to be available for projects to begin on October 1, 2023. All awards are subject to available funding and LCBP is not obligated to issue any funds under this request. *While matching funds and in-kind support are not required, match or in-kind support can increase the scope of a project and can often make a proposal more competitive in the grant review process*. Cost-share or match can be satisfied with cash or in-kind services, or a combination of both. Cash contributions are those funds used to purchase goods or services associated with the project. In-kind contributions represent the value of non-cash contributions provided by the applicant, such as staff or volunteer time. Any match or in-kind contributions must be clearly explained in the proposal and must be documented if the proposal is awarded. Applicants should be aware that because optimal matching support may make a proposal more competitive, any match proposed will be embedded in the contractual agreement with NEIWPCC.

1. **Period of Performance**

Work is expected to begin no earlier than **October 1, 2023,** and should be completed within 15 months after the start date.

1. **Schedule and Requirements for Pre-proposal Submission**

All CVNHP pre-proposals will be submitted via [JotForm](https://form.jotform.com/221884012767156) by **12:00 PM (noon) EST on October 9, 2022.** You should receive a confirmation email once your pre-proposal is successfully submitted (please check your spam folder)If submitting multiple proposals in response to this request, please complete a separate form for each proposal.

**(Link**: <https://form.jotform.com/221884012767156>)

1. **Contact Information**

Please direct all inquiries to:

Jim Brangan

Lake Champlain Basin Program

Champlain Valley National Heritage Partnership

54 West Shore Rd.

Grand Isle, VT  05458

Phone: 802-372-0213

Email: [jbrangan@lcbp.org](mailto:jbrangan@lcbp.org)

**Appendix A: Summary of Requirements for Selected Projects**

If selected for funding, successful applicants should be aware of these additional requirements for all LCBP-funded projects:

1. Following initial notification of the award, a workplan must be approved by LCBP before a contract agreement can be executed and the work begun. Compensation cannot begin until the workplan is approved and a contract is executed. The workplan will detail the logistical elements of the project, including deliverables and project timeline. Information about the LCBP grant process, workplan development guidelines, and reporting requirements can be found on the LCBP website at: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>. The successful applicant will enter into a memorandum of agreement (MOA) with NEIWPCC in order to complete the work and will be compensated upon completion of workplan deliverables.
2. Quarterly reports must be filed electronically by January 1, April 1, July 1, and October 1 during the period of the MOA.
3. All project work must be completed with final reports and invoices received by the CVNHP/LCBP **by December 31, 2024.**
4. All materials and work products, regardless of physical form or characteristics, produced because of this project shall be made available to LCBP, NEIWPCC, and appropriate funding agencies in a suitable file format. The LCBP, NEIWPCC, U.S. National Park Service and Great Lakes Fishery Commission shall have an unrestricted right to use any materials, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, or work products without the expressed, written consent of the LCBP and NEIWPCC, and subject to any other approvals required by state or federal law. Reports and other deliverables will credit LCBP, U.S. National Park Service, Great Lakes Fishery Commission, and NEIWPCC as funding partners for any work completed under the project contract.
5. The LCBP and NEIWPCC require contractors to maintain workers compensation and liability insurance. More details will be provided to the successful applicant at the time of contracting.
6. If a project includes collection of any primary or secondary data or involves a modeling effort, it will require a Quality Assurance Project Plan (QAPP). Once the grant agreement has been executed, the contractor must develop a QAPP to be approved before the beginning of any data collection or secondary data analyses. More information about LCBP Quality Assurance Plans can be found at: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/qapp/>.
7. The LCBP encourages applicants to budget costs that are associated with the project as direct expenses, including personnel costs, travel, project supplies, mailings, phone costs, office supplies, etc. Use of some grant funds for indirect costs is also allowable, subject to both the provisions of OMB Circular A-87 and LCBP approval. If you need further guidance, contact the LCBP or refer to [OMB Circular A-87 (Revised)](https://obamawhitehouse.archives.gov/omb/circulars_a087_2004/#atta). Sections D, E, and F of Attachment A provide an overview of direct and indirect costs. For projects in response to this RFP, the indirect budget should not exceed 10% of the direct project budget, and indirect offered as match should similarly not exceed 10% of direct match contributed, unless a higher federally negotiated indirect rate is in place. Organizations with a federally Negotiated Indirect Cost Rate Agreement (NICRA) may apply an indirect rate up to the approved NICRA rate for their organization. Organizations with a NICRA should submit a copy of their NICRA with their proposal. The LCBP Indirect Policy can be found here: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>
8. The following procurement procedure is applicable to proposals submitted in response to this request if the primary applicant is not a for-profit organization. The purpose is to ensure fair and open competition for purchases supported by the funding. If the applicant plans to use federal funding to obtain supplies, equipment, or contractual services to complete its proposed workplan, then it must follow federal procurement regulations:
   * + - Procurement of supplies and services that do not exceed $10,000 may be made without soliciting competitive quotes if the price is considered reasonable.
       - Procurement of supplies, equipment and services that are greater than $10,000 require that the recipient obtain multiple price quotes through a documented competitive process. Good faith efforts to obtain services from disadvantaged business enterprises should also be made, including contacting the Small Business Administration and Minority Business Development Agency to inform them about the opportunity to submit price quotes as part of the competitive process. At least three price quotes for the contract work must be secured. The selected item or service does not need to be the lowest cost if it does not meet your requirements or you can otherwise demonstrate that the higher price offers the “best value.” Justification must be provided for the outcome of the bid process. This process may take place prior to the submission of a proposal for funds.

9. ADDITIONAL COVID-19 SAFETY REQUIREMENTS

LCBP and NEIWPCC are committed to providing a working environment that keeps all staff as safe as possible and promotes the well-being of our community. All RFP applicants who may come into close contact with LCBP and NEIWPCC staff are required to be fully vaccinated. Close contact may occur during the course of a project with a QAPP (via a QAPP audit), during project planning meetings, during project implementation, or other occasions. While some of these may occur virtually, please note that we reserve the right to audit a project at any time. Applicants must be prepared to show proof of vaccination prior to any close contact with our staff. Accepted proof of vaccination includes the original vaccination card, a printed copy of the vaccination card, or a digital photograph of the vaccination card. To protect confidential information, we will not maintain copies of these documents, and any records provided will be discarded.

In addition, NEIWPCC requires all individuals who participate in NEIWPCC-funded events to be fully vaccinated in order to attend. Any events hosted with funding from LCBP and NEIWPCC must follow this pandemic policy.

This policy also applies to the contractor’s subcontractors.

Staff working on LCBP and NEIWPCC-funded projects for any contractor that will be entering into a new agreement, or amending an existing agreement with NEIWPCC, must be vaccinated for COVID-19. See <https://neiwpcc.org/about-us/working-with-neiwpcc/contractor-guidance/> for more information.