EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Matthew A. Beaton, Secretary

Grant Announcement

RFP ENV 17 CZM 01

Dated: April 27, 2016

Buzzards Bay Watershed Municipal Mini-grant Program FY2017

1. Grant Opportunity Summary:

**A. Proposals Sought For:** The Executive Office of Energy and Environmental Affairs (EEA), through the Buzzards Bay National Estuary Program (NEP) in the Massachusetts Office of Coastal Zone Management (CZM), requests proposals for the FY17 Buzzards Bay Watershed Municipal Mini-grant Program. Projects must implement a recommendation or recommendations in the Buzzards Bay Comprehensive Conservation and Management Plan and be principally located within the Buzzards Bay Watershed.

### B. Overview and Goals: The Buzzards Bay Watershed Mini-grant Program provides financial and technical resources to municipalities for projects that help meet the Buzzards Bay NEP's goals to protect and restore water quality and living resources in Buzzards Bay and its surrounding watershed. The sources of funds for this solicitation are federal and provided in accordance with a Cooperative Agreement with the U.S. EPA.

**C. Eligible Projects:** Eligible projects include:

Stormwater remediation designs for discharges affecting marine waters,

Implementation and construction of existing stormwater designs for discharges affecting marine waters,

1. Water quality or living resource monitoring to evaluate the effectiveness of actions previously funded by the Buzzards Bay NEP ($25,000 limit per project, not to exceed $75,000 in this category for this solicitation),

Wetland/open space/habitat restoration, preservation, acquisition or protection,

Update or digitizing of wetland boundaries or land elevations from wetland permits,

Migratory fish passage and habitat restoration,

Construction of a boat pump-out facility in a municipality or harbor when none exists,

Creation of online reporting systems for tracking of operation, maintenance and monitoring of innovative and alternative septic systems,

1. Projects that, through direct action, mitigate for or restore: coastal waters, coastal resources, freshwaters, or freshwater resources adversely affected by nutrient loading (nitrogen or phosphorus pollution), and

Other activities in support of the Buzzards Bay Comprehensive Conservation and Management Plan.

**D. Eligible Applicants:** This solicitation is open to all municipalities within the Buzzards Bay Watershed. However, specific restoration and protection projects must lie principally within the Buzzards Bay watershed boundary (see map in Attachment C and detail on eligible applicants in section 2A). Furthermore, Environmental Justice (EJ) Communities who meet the eligibility criteria under this section are strongly encouraged to apply under this grant opportunity.

**E. Application Deadline:** **Thursday, June 2, 2016 by 4:00 PM** (See further detail on deadlines and grant program calendar in section 4).

F. Funding Availability: It is anticipated that a total of $223,323 in federal funds will be available through this solicitation. Should the amount of available funding change, EEA reserves the right to increase or decrease the amount of available grant funding. Final funding amounts subject to approval. Exceptions may be made at the Secretary’s discretion (see further detail on Funding Availability in section 2C).

G. Match Requirement: Applicants must provide a non-federal match that will equal or exceed 33 percent of requested funds. (Please see further detail on match requirement in section 2D). Funds from other federal sources or grants, and funds committed to match other federal grants, are not eligible to be used as matching funds.

**H. Total Anticipated Duration of Contract(s):** The contract period will begin on the date that the Secretary signs the contract. Contracts will last approximately 10 1/2 months, with an anticipated start date of August 15, 2016 and an end date of June 30, 2017. However, under extreme circumstances, and only with the approval of EEA, some contracts may be extended to December 31, 2017. (See further detail on anticipated duration of contract(s) in section 2F).

**I. Regulations, Statutes, or Authorization Governing this Grant Program:** The award of grants to municipalities is subject to the regulations in [815 CMR 2.0.doc](http://www.mass.gov/Aosc/docs/CTRInfo/Comptroller_Regulations/815/815-2_Grants.doc). Additional state policies and guidelines on municipal grants can be found on the [Operational Services Division](http://www.mass.gov/?pageID=osdterminal&L=2&L0=Home&L1=Conduct+a+Procurement&sid=Aosd&b=terminalcontent&f=osd_cp_pic&csid=Aosd) website. This grant program is also governed by cooperative agreements between the Commonwealth of Massachusetts and the U.S. EPA in support of the Buzzards Bay National Estuary Program (See further detail in Attachment B).This grant program complies with all applicable state and federal rules and regulations including Chapter 29 of the Mass General Laws governing state finance; 815 CMR 2.00 - state rules and regulations on the issuance of state and federal sub-grants; as well as Executive Order (E.0.) 522 promoting Environmental Justice (EJ) and expanding grant opportunities to EJ communities. In cases where applications score equally, preference will be given to communities with environmental justice populations or proposed projects within environmental justice neighborhoods (see further detail in the Scoring Sheet in Attachment D).

**J. Contact Information:** Sarah Williams, Municipal Grants Coordinator

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# **2. Performance and Contract Specifications**

**A. Eligible Applicants:** This RFP is open to municipalities within the Buzzards Bay Watershed, including: Fall River, Westport, Dartmouth, New Bedford, Acushnet, Fairhaven, Rochester, Mattapoisett, Marion, Wareham, Middleborough, Carver, Plymouth, Bourne, Falmouth, and Gosnold. However, all projects must be located principally within the Buzzards Bay watershed. Projects that straddle the watershed boundary, enhance greenway linkages both inside and outside the Buzzards Bay watershed, or applications that include linked complimentary areas within and outside the watershed boundary may be considered (see Attachment C).

**B. Eligible Project(s)/Scope(s) of Work:** To be eligible for funding, applications must conform to the guidelines listed in the ten eligible grant categories listed below. Categories one (1) through nine (9) are considered priority areas for funding. Applications in Category 10 (“Other Actions in Support of Management Plan Implementation”) will receive a lower priority based on the scoring system described in section 3A and Attachment D (scoring sheet). There are few limitations on the types of projects that can be funded under our federal grant, but the BBNEP has adopted the policy of not funding projects to construct municipal wastewater or drinking water facilities, upgrade municipal wastewater or drinking water facilities, or expand or repair sewer or drinking water distribution systems. The only exceptions to this policy are those projects that will eliminate or reduce discharges from combined stormwater sewer overflows.

**1) Stormwater Remediation Designs for Discharges Affecting Marine Waters**

Funds in this category may be used to develop feasibility studies, assessments or designs for the remediation and treatment of stormwater discharges or Combine Sewer Overflows (CSOs) affecting marine water quality, including activities in MS4 stormwater permit areas. Projects eligible for funding include those that reopen shellfish beds or coastal public bathing beaches, projects with positive impacts to biadromous fish species, or projects that address other marine water quality impairments, including remediation of discharges to waterbodies that are classified as Massachusetts Category 4a (TMDL completed) and/or Category 5 Waters (“Waters requiring a TMDL”). Stormwater projects benefiting freshwater systems are eligible in this category only if the proposal can document the project will ultimately have a positive impact on marine water quality and it must fall within one of the eligible funding categories stated above. If a marine connection cannot be made, freshwater projects may be submitted in Category 10) Other Activities in Support of the Buzzards Bay Management Plan. The proposed remediation strategy must address the impairment.

Municipalities may use as a planning tool the maps and list of priority sites identified in the *Buzzards Atlas of Stormwater Discharges in the Buzzards Bay Watershed*, however this planning data must be supplemented with actual water quality data identified in the grant proposal as problematic to the specific discharge(s). A minimum of 3 wet weather, and three dry weather (if the pipe flows during dry weather) pipe discharge samples must be collected and evaluated for bacteria. Guidance about collecting and testing of stormwater discharges can be found in the BuzzardsBay Action Committee's (BBAC) *Illicit Connection Detection and Stormwater Quality Monitoring in the Buzzards Bay Watershed Quality Assurance Project Plan* (March 2016) found at:

[stormwater.buzzardsbay.org/monitoring.html](http://stormwater.buzzardsbay.org/monitoring.html). Proposals without water quality data of the discharge will be rejected outright.

Note that in this category, municipalities will not receive cash awards. Instead, for each project selected, $20,000 of available grant funds will be set aside to fund engineering services that support these awards. Municipalities will work with the Buzzards Bay NEP to develop feasibility studies, assessments or conceptual plans mutually acceptable to the municipality and the Buzzards Bay NEP. After a site evaluation is made, it is possible that a viable conceptual plan cannot be developed for a particular site. For example, a combination of high water table and the lack of town-owned land near the discharge may make it impossible for the construction of “end of the pipe” treatment options. At such sites, the Buzzards Bay NEP may look for upgradient stormwater reduction and pollutant source reduction strategies.

Once a project scope is agreed upon, the Buzzards Bay NEP will conduct a solicitation to hire a private engineering firm to develop final feasibility studies, assessments or stamped engineering designs. When the project is complete, the Buzzards Bay NEP will then work with the municipality to secure additional state and federal funds to implement the final stormwater remediation plans.

Stormwater design proposals must provide an accompanying letter from the Board of Selectmen stating that they support the design effort, they will work to secure additional grant funds to implement the designs, and they understand that implementation of the designs could require an appreciable municipal match depending upon the scope of the project. This letter should explicitly state whether or not the municipality will seek easements on private property for BMP implementation. If it is not stated in the letter that easements on private property will be sought, the viability of the proposed project will be reviewed solely in the context of BMP implementation on public lands and the road layout.

For this category, municipalities must submit the following information in Part II of the application.

* Identify the specific pollutant(s) or impairment associated with the stormwater discharge that the town must address (e.g. fecal bacteria causing shellfish bed closures).
* Include a locus map showing any known drainage networks and presumed drainage watershed associated with the discharge and the name of the receiving waters.
* Explain what utilities are located at the site and how they might affect the selection of a BMP.
* Provide water quality monitoring data and shellfish bed closure information (DMF Sanitary Surveys, Triennial Reviews, etc) documenting that stormwater is the cause or a major contributor to water quality impairment.
* If present, quantify and qualify the status of any dry weather flows and the potential impact to future stormwater BMPs. Indicate what steps the municipality plans to take to address any dry weather pollutants.
* State whether or not the discharge is within a closed shellfish area or at a swimming beach.
* State whether the town is willing to collect additional (if needed) water samples of stormwater discharges.
* State whether the town owns land for on-site remediation. Or can the town obtain an easement, where the stormwater treatment could be located? (Attach a portion of an assessors map showing property bounds and potential locations of BMPs).
* State whether the town will want to consider BMPs that may require the road to be dug-up and/or may result in a reduction of road width.
* State whether the municipality will dig test pits, at its expense, to allow the Buzzards Bay NEP to evaluate soils and the water table at the site.
* State whether the municipality will provide, at its expense, copies of town plans, engineering as-builts, and any other existing pertinent information needed to assess the project.
* State whether the municipality’s project lead will participate in necessary site visits and meetings to develop a conceptual stormwater remediation plan for the site.
* If the conceptual plans developed through the above process are selected for the development of final designs and engineering plans, state whether the municipality agrees to have representatives from the municipality’s Conservation Commission and the Department of Public Works meet with the Buzzards Bay NEP and private engineer, as necessary, to finalize designs for the stormwater remediation project.
* If final stormwater designs and engineering plans are developed through the process described above, state whether the municipality requires assistance from the Buzzards Bay NEP to develop a grant application to fund the implementation of those final designs.

Communities applying in this category must commit to their project by providing a project leader who will actively participate in site assessment and the development of conceptual plans. In their application, the municipality must also agree to have their DPW excavate any soils test pits required to evaluate the site. More meetings will be required if the project is selected (by the Buzzards Bay NEP) for the preparation of final designs by an engineering firm.

Selection of municipal projects for design funding will be based on ratings of viability and effectiveness as determined by the Buzzards Bay NEP. Any unspent funds in this category will be made available in a future municipal grant RFP.

**2) Implementation and Construction of Existing Stormwater Designs for Discharges Affecting Marine Waters**

This category funds the construction and implementation of Best Management Practices (BMPs). Only discharges that are contributing to impairment of marine resources are eligible for funding. For example, a stormwater pipe must either discharge to an impaired area (closed shellfish area, periodically closed coastal swimming beach, etc.), or flow to a stream or tributary that contributes to a marine impairment, including impairments to biadromous fish species. Stormwater projects benefiting freshwater systems are eligible in this category only if the proposal documents the project will ultimately improve marine water quality in one of the categories mentioned above. If a marine connection cannot be made, freshwater projects may be submitted in Category 10) Other Activities in Support of the Buzzards Bay Management Plan.

Projects must meet certain design criteria to be eligible for the funding of construction of stormwater remediation solutions. Designs must address discharges to a documented impaired body of water. For example, the use of swirl separators alone, which are needed to comply with the state’s stormwater policy under the Wetlands Protection Act in order to meet the requirement of removing 80% of the Total Suspended Solids (TSS), will be ineligible for funding if they are the sole solution for stormwater treatment of a discharge to an impaired shellfish bed or swimming area. That is because swirl separators alone do not remove an adequate amount of bacteria to change bacteria concentrations in the receiving waters. On the other hand, if a design includes swirl separators as a form of pre-treatment before infiltration of the first flush of stormwater into the ground, such a project would be eligible for funding to address shellfish bed closures. Designs previously funded by Department of Environmental Protection (DEP), MA Coastal Zone Management (MCZM), or the Buzzards Bay NEP may be considered automatically eligible.

Applicants in this category must submit engineered plans, design calculations, TR-55 or equivalent summary reports (including a locus map showing any known drainage networks and presumed drainage watershed associated with the discharge), expected drainage watershed treatment post-construction, future drainage watershed treatment (if grant request does not treat 100% of the stormwater pollutants associated with the discharge) and expected timeline, operation and maintenance plans, and should state whether or not any permits have already been obtained. If permits have not been obtained, the Buzzards Bay NEP staff will be willing to assist the municipality in preparing and submitting all necessary permits.

**3)** **Water Quality or Living Resource Monitoring to Evaluate the Effectiveness of Actions Previously Funded by the Buzzards Bay NEP**

Funding in this category is limited to water quality or living resource monitoring to evaluate the effectiveness of any previously funded Buzzards Bay NEP grants (including SNEP grants), whether design, construction, or management action. The monitoring may include ambient water quality monitoring, discharge monitoring, groundwater monitoring, or any other monitoring to evaluate the effectiveness of previously funded Buzzards Bay NEP grants to improve water quality or natural resources. There must be a clear nexus between the previously funded activities and the monitoring funding request, and the monitoring must deliver meaningful results within the active contract period. The funding limit in this category is $25,000 per project and funding in this category as a whole is not to exceed $75,000. Examples of funding in this category include evaluating the performance of installed nitrogen removing septic systems or evaluating bacteria removal efficiencies of installed stormwater or other BMPs.

In this category, an EPA-approved Quality Assurance Project Plan (QAPP) will be required. A QAPP is a document that outlines the components of a monitoring program, including the steps taken to assure the quality of the data generated. All QAPPs must go through the formal EPA-approval process, which may take several weeks to months, depending on the complexity of the project. Due to the limited timeframe of this grant program and the potential lengthy QAPP approval process, it may be difficult, especially for complex projects, to complete a QAPP and perform the actual monitoring by the contract deadline. Therefore, municipalities are encouraged to consider applying for QAPP development and monitoring in separate and subsequent grant rounds. If a municipality intends to hire a consultant to complete their QAPP, the municipality should ensure that the consultant has recent experience completing a QAPP that has been approved by EPA. The cost of hiring a consultant to write an EPA-approved QAPP is a reimbursable item in this grant category. An example QAPP is available at:

<http://www.mass.gov/eea/docs/czm/cwq/general-qapp.doc>

**4) Wetland/Open Space/Habitat Restoration, Preservation, Acquisition, or Protection**

Funds from this grant program may be used to help permanently protect or restore wetlands or upland open space for the purposes of habitat protection, wildlife protection, water quality protection (including groundwater), and passive recreation purposes. Work may be conducted in partnership with land trusts.

Funds may be used for a variety of purposes that meet these goals, including, but not limited to:

* Appraisals, site evaluations, or professional land surveys on parcels that are expected to be available for public land purchases, permanent conservation restrictions or easements, or purchase by land trust organizations.
* Outright purchase of conservation land. Cost effectiveness for this category will be based on cost per acre as defined in the scoring criteria.
* Municipal acquisition of conservation restrictions to permanently protect a parcel from development.
* Startup or seed money for restoration of wetlands (including surface water quality), including survey, assessment, and development of designs.
* Improved tidal flushing of bays and salt marshes to restore tidally restricted salt marshes (see the *Atlas of Tidally Restricted Salt Marshes in the Buzzards Bay Watershed* at <http://www.buzzardsbay.org/smatlasmain.htm>), or achieve other improvements in water quality and benthic or other habitat.
* Removal of fill or other alterations to inland and coastal wetlands. Municipalities are encouraged to review the *Selected Inventory of Potential Wetland Restoration Sites in the Buzzards Bay Watershed. Phases I and II* at http://www.buzzardsbay.org/filledwetlandatlas.htm.
* Projects to detect and monitor non-native invasive species.

Projects not eligible under this solicitation include those that are required by wetland enforcement orders because of a wetlands violation, sites under adjudicatory review, or projects required as mitigation under an existing Order of Conditions.

For direct land acquisition projects, where the municipality proposes the use of Buzzards Bay NEP funds for the purchase of land in fee or conservation restrictions, the municipality must stipulate that they will protect the property in perpetuity under Article 97 of the Constitution when recorded at the Registry of Deeds. If the interest to the property being protected will be held by a land trust, the deed must state that the property will be protected in perpetuity.

In addition, if signage is planned for the property, it must acknowledge that funding was provided by the Buzzards Bay NEP, EEA, and the U.S. EPA. Any press releases, articles, informational brochures, etc. about the project should also acknowledge the Buzzards Bay National Estuary Program funding.

All land protection projects must include a map showing areas of wetlands and uplands on the property proposed for protection, as well as existing protected lands either abutting the property or in close proximity. A map of existing NHESP habitat is highly encouraged but not required.

All projects occurring on private property need to provide, with their application, a letter from the landowner stating there is a commitment on their part to either permanently protect the property or allow the restoration that is being proposed.

For wetlands restoration projects pre-restoration and post-restoration photos of the site will be required as deliverables. Photos should be taken from multiple, but consistent angles and perspectives (i.e. using the same camera (if possible) and standing in the same position). The dates photos were taken must be provided. Digital photos are preferred.

For all projects involving monitoring, an EPA-approved Quality Assurance Project Plan (QAPP) will be required. A QAPP is a document that outlines the components of a monitoring program, including the steps taken to assure the quality of the data generated. All QAPPs must go through the formal EPA-approval process, which may take several weeks to months, depending on the complexity of the project. Due to the limited timeframe of this grant program and the lengthy QAPP approval process, it may be difficult, especially for complex projects, to complete a QAPP and perform the actual monitoring by the contract deadline. Therefore, municipalities are encouraged to consider applying for QAPP development and monitoring in separate and subsequent grant rounds. If a municipality intends to hire a consultant to complete their QAPP, the municipality should ensure that the consultant has recent experience completing a QAPP that has been approved by EPA. The cost of hiring a consultant to write an EPA-approved QAPP is a reimbursable item in this grant category. An example QAPP is available at:

<http://www.mass.gov/eea/docs/czm/cwq/general-qapp.doc>.

Any project involving construction (e.g. culvert replacements, etc) will require an as-built as a deliverable.

In Part II of your application, explicitly state the purpose of your request.

**5) Update or Digitizing of Wetland Boundaries or Land Elevation from Wetland Permits**

Municipalities may request funding in this category to create GIS coverages of wetland boundaries defined on plans accepted pursuant to the state Wetlands Protection Act and supporting regulations (310 CMR 10.00) or comparable local wetland bylaws as part of filings of Notices of Intent and Requests for Determination of Applicability. Mapping may include land contours in the flood zone to help plan for storm inundation and impacts from sea level rise. Any applicant funded under this category is required to contact MassGIS at the start of the project and to keep in close contact with MassGIS, providing them with updates and data as requested, throughout the term of the project. The final deliverable must be approved by MassGIS.

Describe in detail the tasks to be undertaken. Funds may be used for subcontracts or to bring on temporary staff to complete the work. Updated GIS data must be provided to the Buzzards Bay NEP and MassGIS as a deliverable under this grant.

**6) Migratory Fish Passage and Habitat Restoration**

Proposals should address problems in the migration of fish between fresh water and saltwater bodies, including, but not limited to herring, shad and eels. Eligible projects include feasibility studies, design and/or construction and must be in consultation with the Division of Marine Fisheries. Proposals to simply install counters are ineligible in this category. However, if a counter is proposed as part of structural improvements to improve the migration of fish, or if this counter was needed for the management and control of these structural improvements, or to evaluate the effectiveness of theses structural improvements for the purposes of additional modifications, then the purchase of a counter would be eligible for funding as part of the broader proposed funding request.

In this category applicants should describe in detail the work to be completed, the location of the work, describe existing structure, and the expected time frame for completion of the work. Identify the individual who will coordinate the effort or play a key role. Describe the fish species that will benefit from the work. Provide any available historic fish population data if available, the acreage of the upstream spawning area, and any estimates of fish populations that might be expected. Describe also, any other follow-up or management actions planned to manage or enhance the restoration project.

For migratory fish projects involving structural improvements, pre-restoration and post-restoration photos of the site will be required as deliverables. Photos should be taken from multiple, but consistent angles and perspectives (i.e. using the same camera (if possible) and standing in the same position). The dates photos were taken must be provided. Digital photos are preferred.

**7) Construction of a Boat Pump-out Facility in a Municipality or Harbor Where None Exists**

Municipalities may request funding in this category if they have no pump-out facility in their community, or if they have a harbor where no pump-out facility exists, and there is a documented need for a pump-out facility. Applicants should provide any available plans or designs, identify any permits already obtained, or permitting needs. Municipalities should identify operation and maintenance costs of such a facility and identify any fees they anticipate charging for the use of these facilities. If permits have not been obtained, the Buzzards Bay NEP staff will assist the municipality in preparing and submitting all necessary permits. Funding for the operation of the facility is ineligible in this category.

**8) Creation of Online Reporting Systems for the Tracking of Operation, Maintenance, and Monitoring of Innovative and Alternative Septic Systems**

As the use of innovative and alternative (I/A) septic systems becomes more widespread, the tracking of required operation and maintenance contracts and system effluent monitoring has become more burdensome to municipal boards of health. To overcome such a burden, Barnstable County created an online reporting website (article at: [www.buzzardsbay.org/download/rask-barnstable-database-management-alternative-systems.pdf](http://www.buzzardsbay.org/download/rask-barnstable-database-management-alternative-systems.pdf)) that automates the process of tracking these systems and creating written notifications for systems out of compliance with monitoring or operation and maintenance contract requirements. This category of funding is to help establish either municipal or regional I/A web based tracking systems for Buzzards Bay communities not included in the Barnstable County tracking system.

**9) Projects That, Through Direct Action, Mitigate for or Restore: Coastal Waters, Coastal Resources, Freshwaters, or Freshwater Resources Adversely Affected by Nutrient Loading (nitrogen or phosphorus pollution)**

Examples of eligible projects include:

• Tests of innovative technologies for use at single-family homes for piloting permitting approval (see 310 CMR 15.100 through 15.293). This testing must be undertaken at the Massachusetts Alternative Septic System Test Center.

• In nutrient-impaired watersheds, construction by a municipality of multi-unit or larger, onsite satellite wastewater systems (up to 10,000-gpd design) with advanced nitrogen or phosphorus removal capabilities to serve existing public structures.

• Projects to evaluate, modify, or monitor existing municipal wastewater facilities for the purposes of improving system capabilities for denitrification or nitrogen removal, including studies that relate to relocation of outfalls to meet water quality standards. Municipal wastewater facility projects must be undertaken by a municipal entity, and projects that relate to studies of the relocation of outfalls must have an endorsement letter from the board of selectmen or sewer commissioners if they are not the applicant. Where applicable, proposals should identify required permits and compliance with State and Federal regulations.

• Projects that reduce flows from CSOs.

• Physical improvements that increase tidal flushing or provide other beneficial and cost-effective water quality improvements to a water quality impaired water body. Example projects include culvert widening or channel dredging (but only where it has been documented as a solution in a TMDL analysis). Such projects must have permission/endorsement of the property owner of the restriction. Projects in this category must have a strong water quality and/or habitat evaluation component, meet State policies for these types of projects, and must include a timeline for obtaining applicable wetland permits.

• Projects that mitigate or ameliorate nutrient impacts in the receiving waters. Examples include creation of shellfish reefs or shellfish aquaculture to improve water quality and remove nutrients, or projects that remove stressors such as replacement of regular moorings with conservation moorings to benefit water quality and remove physical disturbance causing eelgrass loss. Any activities involving the planting of molluscan shellfish, regardless of purpose, must conform to Division of Marine Fisheries (DMF) Shellfish Planting Guidelines as found on their website (<http://www.mass.gov/eea/agencies/dfg/dmf/programs-and-projects/shellfish-planting-guidelines.html>) in order to obtain a permit from DMF. Projects in this category must have a strong water quality and/or habitat evaluation component, meet State policies for these types of projects, and must include a timeline for obtaining applicable wetland permits.

Examples of **ineligible projects** include;

• Studies to develop TMDLs and studies to collect data or conduct an analysis to define or refine a TMDL.

• General nitrogen or phosphorus loading studies.

• The development of Comprehensive Wastewater Management Plans (CWMPs).

• Costs associated with designing, building, or expanding public sewer lines or wastewater treatment facilities upgrades that are not resulting in significant nutrient reductions, except for any specific project categories defined as eligible above.

• Standalone habitat restoration projects such as eelgrass transplanting projects.

• Projects that restrict flows in wetlands, or dam, or impound wetland systems for the purpose of nutrient or bacteria retention.

• General public or school education programs that have no direct or significant water quality benefits.

**10) Other Activities in Support of the Buzzards Bay Management Plan**

Municipalities may request funding for activities not included in the priority categories identified above if the proposed activity helps implement recommendations contained in the 2013 Update to the Buzzards Bay Comprehensive Conservation and Management Plan (available at: <http://www.buzzardsbay.org/newccmp.htm>). To be eligible in this category, the applicant must identify the specific management plan goals and recommendations they hope to achieve. As with other grant categories, the applicant must clearly articulate the costs and approach undertaken in the proposed work.

C. Funding Availability, Budgeting Guidelines & Allowable Expenditures: It is anticipated that a total of $223,323 in federal funds will be available through this solicitation. Should the amount of available funding change, EEA reserves the right to increase or decrease the amount of available grant funding. Final funding amounts subject to approval. Exceptions may be made at the Secretary’s discretion.

* *Subcontracting*: Municipalities may subcontract any portion of their grant award. Massachusetts General Law Chapter 30 governs the procurement of goods and services by municipalities.
* *Multiple Applications*: Municipalities may submit any number of applications per grant category, and they may receive more than one grant; however, no single grant award may exceed $35,000, and no municipality may be awarded more than $60,000 cumulatively through this solicitation. If a municipality applies in several categories, and the cumulative request of applications exceeds $60,000, only the highest ranked proposals from that municipality will be considered for funding. If a municipality has several proposals that rank competitively and are selected for funding, but which cumulatively exceed $60,000, partial funding may be offered to the lowest ranked proposal where feasible. Communities are encouraged to submit multiple projects, even if the cumulative request exceeds $60,000. Please do not self-select proposals or limit budgets of individual projects so the combined municipal request stays under the $60,000 threshold. It is impossible to predict how applications will fare against projects from other towns, so municipalities should always submit all of their good proposals and ask for what is necessary to complete the projects.
* *Activities on private land:* All site-specific projects involving construction must have an endorsement from the property owner where construction or alteration is proposed and the municipality is not the property owner. The exceptions to this rule are those projects that involve an evaluation of multiple sites to select a final site or sites, and where the review committee feels there is a reasonable expectation that the applicant will receive permission from the participating property owner(s) after undertaking this process.
* *Projects involving monitoring:* For all proposed projects involving monitoring, a Quality Assurance Project Plan (QAPP) will be required. A QAPP is a document that outlines the components of a monitoring program, including the steps taken to assure the quality of the data generated. All QAPPs must go through the formal EPA-approval process, which may take several weeks to months, depending on the complexity of the project. Due to the limited timeframe of this grant program and the lengthy QAPP approval process, it will be difficult, especially for complex projects, to complete a QAPP and perform the actual monitoring by the contract deadline. Therefore, municipalities are encouraged to consider applying for QAPP development and monitoring in separate and subsequent grant rounds. If a municipality intends to hire a consultant to complete their QAPP, the municipality should ensure that the consultant it hires has recent experience completing a QAPP that has been approved by EPA. The cost of hiring a consultant to draft a QAPP and have it approved by EPA is a reimbursable item in this grant category. An example QAPP is available at [www.mass.gov/eea/docs/czm/cwq/general-qapp.doc](http://www.mass.gov/eea/docs/czm/cwq/general-qapp.doc). If data is collected under this grant, the data must be submitted with the final report so that it can be made available publically.

All contracts shall be subject to available funding, whether through the appropriation and authorization of sufficient funds or the receipt of sufficient revenues. If available funding ceases for any reason, a contract shall be deemed under suspension and contract performance must halt. A contractor will not be entitled to compensation for any performance provided during the period of contract suspension. EEA may lift the suspension if available funding is received. In the absence of foreseeable available funding, EEA may terminate the contract.

D. Match Requirement: The Grantee will provide a non-federal match that will equal or exceed 33 percent of requested funds for projects submitted in Categories 2-10. This 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. Any match expenditures made by the municipality after January 1, 2016 can be credited to the municipality’s match requirement. **Funds from other federal sources or grants, and funds committed to match other federal grants, are not eligible to be used as matching funds.** Municipalities are encouraged to maximize their match in their application so that they can receive more points on the scoring sheet located in Attachment D. All municipalities must complete a match reporting form when requesting final reimbursement. (Note: Category 1 - stormwater remediation design projects do not require a proposed match to be stated in the grant application. However, if a stormwater project is selected for funding, the participation of town officials in meetings to develop and review stormwater conceptual plans and engineering plans will be documented as in-kind match after projects are initiated.)

Federal funds under this solicitation may be used to leverage other state grants in any of the eligible grant categories defined under this solicitation, and such projects will receive higher ratings for match provided. Where feasible, municipalities are encouraged to form partnerships with private lands trusts and other organizations to make proposals more cost effective by leveraging additional support.

**E. Project Terms:** A final contract is subject to successful negotiation of a Final Scope of Services. If selected for a grant award, failure to submit any of the required forms prior to contract signing may be grounds for disqualification. Please note that EEA does not guarantee that any contracts may result from this solicitation or that any particular funding level will be awarded. It is anticipated that projects could commence immediately upon EEA's decision. The awarded contracts will be reviewed during their course and, upon request by the Contractor, may be extended or otherwise amended at the sole discretion of EEA. Any extensions granted will not necessarily change, or increase, the monetary value of the contract.

**F. Anticipated Duration of Contracts:** Contracts are anticipated to last for approximately 10 1/2 months, with contracts expected to be issued around August 15, 2016 and closing on June 30, 2017. However, under extreme circumstances and where deemed necessary by the Buzzards Bay NEP, and with the approval of EEA, contracts may be written or extended to December 31, 2017. Awarded contracts will be reviewed during their course, and upon request by the contractor, may be extended, at the sole discretion of EEA and subject to constraints of the funding source. Contractors must make all extension requests in writing to the Buzzards Bay NEP no later than 60 days prior to contract expiration. Contracts must be completed in their entirety by their contract end date.

**G. Deliverables, Ownership, and Credit Due**: All materials, software, maps, studies, reports, and other products or data, regardless of physical form or characteristics, produced as a result of this solicitation and funded, in whole or in part, under a contract with EEA shall be considered in the public domain and available to the Commonwealth and its municipalities, and the U.S. Environmental Protection Agency (EPA) at the reasonable cost of reproduction in any of the formats in which it is stored or maintained. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, software, maps, reports, and other products or data without the express, written consent of the EEA and subject to any other approvals required by state or federal law. Reports and other deliverables will credit the Buzzards Bay NEP, EEA, and EPA for any work completed under the grant award.

**H. Reporting**: Brief progress reports will be required at least quarterly via email or written correspondence describing the progress status or impediments to progress. Additionally, a minimum of a one-page final report will be required, which should describe the activities completed under the contract, the impact the activities have had on the environment, before and after pictures (where appropriate), and the project budget (expenditures and match).

**I. Invoicing:** Contract funds are awarded on a reimbursement basis for expenditures made during the period of the contract. Only those tasks/deliverables completed after contract execution, and identified in the scope of work, are eligible for reimbursement. Expenditures made outside of the period of the executed contract are ineligible for reimbursement. Per Commonwealth of Massachusetts policy, reimbursement is made within 42 days subsequent to the receipt of a correctly executed invoice with appropriate backup and completed match certification. Reimbursement requests shall not be made more than monthly.

# **3. Instructions for Application Submission**

**A. Evaluation Criteria:** A review committee composed of Buzzards Bay NEP staff and or other EEA staff will evaluate all proposals on a competitive basis. The review committee may include a non-governmental representative to serve in an advisory role to the committee.

Using the Selection Criteria presented below, the review committee will judge all qualified proposals on a competitive basis and assign a score to each, and based on these scores, assign a rank order to each proposal.The average rank score among all reviewers shall be the basis of proposal selection, with the highest mean-ranked proposal receiving funding.In the case of a tie rank score, funding will go to the proposal with the lowest cost. The review committee reserves the right to reject any or all proposals that do not meet the goals and terms of this RFP. EEA and the Buzzards Bay NEP intend to fund only the higher-ranking projects, those that demonstrate clear and significant benefits to Buzzards Bay and its environment. Lower ranking projects or those with marginal benefits to the bay may not be funded, even if an excess of funding is available. The scoring sheet is located in Attachment D of this solicitation.

Selection Criteria:

1) Documentation of need or degree of environmental impairment: 5 points max

2) Expected environmental benefits of proposed work: 10 points max

3) Estimated cost effectiveness for implementation: 6 points max

4) Match provided: 3 points max

5) The project falls within priority categories 1-9: 2 pts

NOTE: Incomplete or incorrectly submitted applications will be disqualified. If there are insufficient qualifying eligible proposals to utilize all funds, remaining funds will be directed to the next Buzzards Bay NEP Municipal Mini-grant round.

**B. Application Submission Instructions:** Failure to provide any of the materials listed below may result in the disqualification of the proposal.

Project proposals must include the following:

* + A brief cover letter on town stationary, signed by a municipal official, stating that the city/town:
    - Is applying for funds under this program,
    - Commits to a non-federal match of 33% of the total project cost,
    - And acknowledges that funding is provided on a reimbursement basis;
    - For stormwater design projects only, the Board of Selectmen must submit a letter stating they support the design effort, they will work to secure additional grant funds to implement the designs, and they understand that implementation of the designs could require an appreciable municipal match depending upon the scope of the project. This letter should explicitly state whether or not the municipality will seek easements on private property for BMP implementation.
    - The four-page application form;
  + Any other optional or required supplemental or supporting materials attached to the application form. For site-specific projects, a locus map of the project must be attached. Projects undertaken in partnership with other organizations must include support letters stating their specific commitments. For projects taking place on private property, a letter from the landowner agreeing to the proposed activities, should be included with the application.

When submitting applications, please double-side them where practicable, and minimize/eliminate the use of non-recyclable materials such as plastic or vinyl binders, folders, and covers.

**Five** complete copies of the application form and any attachments must be submitted no later than **4:00 PM Thursday, June 2, 2016** to:

**Sarah Williams**

**Buzzards Bay National Estuary Program**

**2870 Cranberry Highway**

**East Wareham, MA 02538**

**ATTN: RFR #ENV 17 CZM 01**

Proposals received after the deadline for any reason will be automatically rejected. Fax and/or email submissions will not be accepted. Additionally, postmarks are not accepted as verification of date of submission. Packages will be date stamped by Buzzards Bay NEP upon receipt.

**C. Additional Required Documentation**:

If selected, the municipality will be required to submit the following forms to complete a contract:

* Commonwealth Standard Contract Form, signed and dated by the Respondent
* Scope of Services and Budget Attachments
* Commonwealth Terms and Conditions filled out and signed by the Respondent
* \*Commonwealth W-9 tax information form filled out and signed by the Respondent.
* Completed Contractor Authorized Signature Verification Form.
* Prompt Payment Discount Form
* Electronic Funds Transfer Authorization Form

\*Note: Pursuant to the Federal Funding Accountability and Transparency Act (FFATA) and Massachusetts state finance law, Respondents, if selected, must submit the most current W-9 form listing the Respondent’s tax identification and DUNS numbers.

Respondents are encouraged to review these forms prior to submission of an application. They are available on COMMBUYS as part of this solicitation.

**PLEASE NOTE: All municipalities selected for funding must register as a vendor on the State's procurement website, COMMBUYS. Here is a link to the website:** [**https://www.commbuys.com/bso/**](https://www.commbuys.com/bso/)**.**

**4. Deadlines and Procurement Calendar**

**A. Release of RFP:** April 27, 2016

**B. Information Session:** There is no bidders conference. The Question and Answer period will close 4:00 PM, Thursday, May 19, 2016.

**C. inquiries about the RFP:** The Municipal Grants Coordinator will accept questions about this RFP in writing by mail, fax, or email through 4 PM, Thursday, May 19, 2016. Responses to questions, if any, will be sent in writing and posted on the Buzzards Bay NEP website [http://www.buzzardsbay.org/funding.htm](http://www.buzzardsbay.org/funding.htm%20) by Monday, May 23, 2016, as well as on <https://www.commbuys.com/bso/>. These answers are for clarification purposes only and do not constitute an amendment to the RFP unless expressly stated as such.

**D. Application Due Date:** **Thursday, June 2, 2016 by 4:00 PM**

**E. Estimated Award Date:** Awards are estimated to be announced on or about 45 days after grant application deadline, with contract negotiations to begin immediately thereafter.

**F. Estimated Contract Start Date:** The estimated contract start date resulting from this RFP is August 1, 2016. Notwithstanding any verbal representations by the parties, or an earlier start date listed in the Standard Contract Form, and only after an award is issued and a final scope of services has been negotiated, the effective start date of a contract shall be the latest of the following dates: the date the Standard Contract Form has been executed by an authorized signatory of the contractor and the procuring department; the date of secretariat or other approval(s) required by law or regulation; or a later date specified in the Standard Contract Form.

# **5. Miscellaneous**

**A. Type of Procurement:** Grant

**B. Use of This Procurement by Single or Multiple Departments:** This RFPis a single department procurement. All contracts awarded under this RFP will be utilized solely by EEA.

**C. Request for Single Or Multiple Contractors:** Multiple contracts may be awarded under this RFP.

**D. RFP Distribution Method:** This RFP has been distributed electronically using the COMMBUYS system. It will also be posted on the Buzzards Bay NEP website at [http://www.buzzardsbay.org/funding.htm](http://www.buzzardsbay.org/funding.htm%20). Notices about the availability of the RFP will be emailed to all eligible Buzzards Bay municipalities including boards of selectmen/mayor, planning boards, boards of health, conservation commission, and public works directors. It is theresponsibility of every applicant to check COMMBUYS for any addenda or modifications to an RFP to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to applicants who fail to check for amended RFPs and submit inadequate or incorrect responses.

**E. List of Attachments:**

1. Application Form
2. Policies, Regulations, and Legislation Guiding this Grant Program
3. Geographic Limits of Eligible Projects
4. Scoring Sheet for Buzzards Bay Mini-grants

**Attachment A**

## Application Form

## BUZZARDS BAY WATERSHED MUNICIPAL MINI-GRANT PROGRAM

## FY2017

**RFP ENV 17 CZM 01**

**Directions:**

A complete application consists of: 1) a brief cover letter on town stationary, signed by a municipal official, committing to a 33% (of requested funds) non-federal match and acknowledging that funds are provided on a reimbursement basis, 2) the four-page application form, and 3) any other optional or required supplemental materials attached to the application form. Five copies of your application must be submitted. For site-specific projects, a locus map of the project must also be attached. Projects undertaken in partnership with other organizations must include support letters stating their specific commitments. For projects taking place on private property, a letter from the landowner agreeing to the proposed activities should be included with the application. Applicants should open or copy the application form into a word-processing program and type their responses, or use our fillable pdf form. If the municipality is submitting more than one application to this grant program, Parts I-III of the application must be submitted separately for each proposal.

# **PART I- Proposal Overview**

Proposal title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposal Category (check only one box):

1. Stormwater Remediation Designs for Discharges Affecting Marine Waters

2. Implementation/Construction of Existing Stormwater Designs for Discharges Affecting Marine Waters

3. Water Quality or Living Resource Monitoring to Evaluate the Effectiveness of Actions Previously Funded by the Buzzards Bay NEP

4. Wetlands/Open Space/Habitat Restoration, Preservation, Acquisition or Protection

5. Update/Digitizing of Wetlands Boundaries/Land Elevations from Wetland Permits

6. Migratory Fish Passage and Habitat Restoration

7. Construction of a Boat Pump-out Facility in a Municipality/Harbor Where None Exists

8. Online Reporting System for Tracking the O&M and Monitoring of I/A Septic Systems

9. Projects that, Through Direct Action, Mitigate for or Restore: Coastal Waters, Coastal Resources, Freshwaters, or Freshwater Resources Adversely Affected by Nutrient Loading

10. Other Activities in Support of the Buzzards Bay Management Plan

*[Note: Municipalities may submit any number of proposals and more than one application in each category, but a separate application form (Parts I-III) is required for each proposal. Unless stated otherwise under a grant category description, no single project award may exceed $35,000, and a municipality may not receive more than $60,000 cumulatively through this solicitation.]*

Municipality to administer grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If applicable, other participating municipality (-ies): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposal contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project manager (if different):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **PART I – Proposal Overview, Continued**

a) Amount requested: \_\_\_\_\_\_\_\_\_\_\_\_ b) Total Match:\_\_\_\_\_\_\_\_\_\_\_\_

Match as percent of requested [a) divided by b) × 100] = \_\_\_\_\_\_\_%

(Match must be 33% of requested funds. For stormwater design requests, enter N/A)

Total Project Cost (Amount Requested + Total Match) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Proposed Work (attach locus map if necessary): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Disclosure of concurrent or complimentary grant funding requests**

(This section must be accurately completed or the proposal will be disqualified as non-responsive. Non-federal sources of funds from other granting entities can be used to meet BBNEP match requirements if used for tasks not funded by the BBNEP)

Have you requested funding for this project from another granting agency or organization?

No  Yes

If yes, check the appropriate boxes below and provide any needed explanations.

Name of granting agency and requested amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If we receive funding from the other entity, we will withdraw our request for funding from the Buzzards Bay NEP.

Our request for funding is conditional upon receipt of other grant funds. If we do not receive complimentary funding from the other granting agency, our project will not be viable, and we will withdraw our funding request.

Our request for funding to the other entity is to cover tasks not proposed for funding by the Buzzards Bay NEP.

Other:

Explanations, if any:

**PART II- Proposal Detail**

Be sure to include all the required information necessary to evaluate your request, as stated in Section 2B. Eligible Project(s)/Scope(s) of Work, of the RFP. For all projects, we recommend you include these two headers: **Description of Environmental Impairment** and **Expected Environmental Benefits of Proposed Work**:

**For Stormwater Remediation Design Projects Only:**

Stormwater design proposals in Category 1 must provide an accompanying letter from the Board of Selectmen stating that they support the design effort, they will work to secure additional grant funds to implement the designs, and they understand that implementation of the designs could require an appreciable municipal match depending upon the scope of the project. This letter should explicitly state whether or not the municipality will seek easements on private property for BMP implementation. If it is not stated in the letter that easements on private property will be sought, the viability of the proposed project will be reviewed solely in the context of BMP implementation on public lands and the road layout.

For stormwater design projects, please answer the questions below. For projects in all other categories, please leave this section blank or delete it from your response.

Yes  No The discharge is within a closed shellfish area or at a swimming beach.

Yes  No The town is willing to collect water samples of stormwater discharges.

Yes  No The town owns land for site remediation or the town can obtain an easement where the stormwater treatment could be located.

Yes  No The town will consider BMPs that may require the road to be dug-up and/or may result in a reduction of road width.

Yes  No The municipality will dig test pits, at its expense, to allow the Buzzards Bay NEP to evaluate soils and the water table at the site.

Yes  No The municipality will provide, at its expense, copies of town plans, engineering as-builts, and any other existing pertinent information needed to assess the project.

Yes  No The municipality’s project lead will participate in necessary site visits and meetings to develop a conceptual stormwater remediation plan for the site.

Yes  No If the conceptual plans are selected for the development of final designs and engineering plans, the municipality agrees to have representatives from the municipality’s Conservation Commission and the Department of Public Works meet with the Buzzards Bay NEP and private engineer, as necessary, to finalize designs for the stormwater remediation project.

Yes  No If final stormwater designs and engineering plans are developed through this grant process, will your municipality require assistance from the Buzzards Bay NEP to develop a grant application to fund the implementation of those final designs?

**For Wetland/Open Space/Habitat Restoration, Preservation, Acquisition, or Protection Projects:**

For projects in Category 4, please complete the information below. For projects in all other categories, please leave this section blank or delete it from your response.

Land Protection Project Details:

Total Acreage of Project: \_\_\_\_\_\_\_\_ acres

Total Acres of Wetland on the property: \_\_\_\_\_\_\_\_ acres

Linear feet of frontage on a water body, river, or stream: \_\_\_\_\_\_\_\_ acres

Portion of property within DEP Zone II \_\_\_\_\_\_\_\_ acres

Portion of the property that lies within or abuts MA Natural Heritage and Endangered Species Program designated areas:

BioMap2 Core Habitat: \_\_\_\_\_\_\_\_ acres

BioMap 2 Critical Natural Landscape: \_\_\_\_\_\_\_\_ acres

Priority Habitats of Rare Species: \_\_\_\_\_\_\_\_ acres

**Part III Budget and Match (**this page isrequired for all grant proposal categories**)**

**A. Budget** [Note: For Stormwater Remediation Design proposals (Category 1) leave this section blank.]

Break down how you will spend the grant money budget by categories. Enter $0 if category is not applicable:

Personnel\*: $\_\_\_\_\_\_\_\_\_\_\_

Position:\_\_\_\_\_\_\_\_\_\_ Hours:\_\_\_\_\_\_\_\_\_ Rate:\_\_\_\_\_\_\_\_\_

\* Funds should not be requested for positions already appropriated in the municipal budget. Municipal administration services should be included in the match section.

Contractual: $\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g. land appraisers, equipment rentals, hired private firms)

Supplies & Materials: $\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g. culvert pipe, fencing, equipment rentals, etc.)

Other: $\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Proposed Match:** (Note: Any match expenditures made by the town after January 1, 2016 may be credited to the town’s match requirement). Please note that any match claimed below will be considered estimates and not a commitment at this time. Final match will be documented in awarded contracts between the Commonwealth and the municipality. Requests for stormwater remediation designs (Category 1) need not complete this section).

**Cash:** \_\_\_\_\_\_\_\_\_(a) Source:\_\_\_\_\_\_\_\_

**In kind:** \_\_\_\_\_\_\_\_\_(b)

i: Materials and supplies: \_\_\_\_\_\_\_\_\_

ii: Administrative and Direct Costs \_\_\_\_\_\_\_\_\_

iii. Personnel (list by title, hourly rate, etc.) \_\_\_\_\_\_\_\_\_

Hours Rate Total

1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

5)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

TOTAL MATCH (Cash + In kind): \_\_\_\_\_\_\_\_\_(a+b)

Attach additional explanations if necessary.

End of application

**Attachment B**

**Policies, Regulations, and Legislation Guiding this Grant Program**

The award of grants to municipalities is subject to the regulations in [815 CMR 2.0.doc](http://www.mass.gov/Aosc/docs/CTRInfo/Comptroller_Regulations/815/815-2_Grants.doc). Additional state policies and guidelines on municipal grants can be found on the [Operational Services Division](http://www.mass.gov/?pageID=osdterminal&L=2&L0=Home&L1=Conduct+a+Procurement&sid=Aosd&b=terminalcontent&f=osd_cp_pic&csid=Aosd) website. This grant program is also governed by cooperative agreements between the Commonwealth of Massachusetts and the U.S. EPA in support of the Buzzards Bay National Estuary Program. Any state funds issued under this RFP are considered match to these Cooperative Agreements. A description of the authorization and purposes of the National Estuary Program funding is available at:

[**https://www.cfda.gov/index?s=program&mode=form&tab=step1&id=5dad0d18acc9fb603e8cbc46c8efa07d**](https://www.cfda.gov/index?s=program&mode=form&tab=step1&id=5dad0d18acc9fb603e8cbc46c8efa07d)

## Attachment C

## buzzards-bay-nep-study-areaGeographic Limits of Eligible Projects

Projects must be located principally within the Buzzards Bay watershed as delineated by the purple shaded area above, although broader components of projects like outreach and education can be town-wide. Projects in Gosnold must be on the Buzzards Bay half of the island. Projects that straddle the watershed boundary, enhance greenway linkages both inside and outside the Buzzards Bay watershed, or applications that include linked complimentary areas within and outside the watershed boundary may be considered. A larger version of this map is available at <http://www.buzzardsbay.org/bayshed.htm>

**Attachment D**

*This scoring sheet is provided for informational purposes. It does not need to be filled out or submitted by the applicant.*

**Scoring Sheet for Buzzards Bay Mini-grants ENV 17 CZM 01**

**Municipality Applying: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount Requested:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewer:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Total Pts\_\_\_\_\_\_ (26 max) Rank among all proposals received: \_\_\_\_ (1= best) of \_\_\_\_ (total)

*Note: In cases where applications score equally, preference will be given to communities with Environmental Justice (EJ) populations or proposed projects within environmental justice neighborhoods.*

1) Documentation of Need or Degree of Environmental Impairment \_\_\_\_\_\_ pts (5 points max)

**Scoring: 1(low) to 5 points based on a review of seriousness and magnitude of the identified environmental impairments or potential threats to the environment or natural resources. Is action really needed to protect or restore living resources, water quality, or wetlands?**

**Reviewer Comments:**

2) Expected Environmental Benefits of Proposed Work \_\_\_\_\_\_ pts (10 points max)

Score according to only one set of criteria described a, b, and c.

a) Expected Environmental Benefits of Restoration Projects

**Scoring: 0 = “none” to 10 = “considerable”. Evaluate the degree that implementation of the project will restore water quality, living resources, or habitat.**

b) Expected Planning Benefits of Data Collection and Planning Projects

**Scoring: 0 = “none” to 10 = “considerable”. Evaluate the degree that completion of data acquisition or planning work is expected to help municipalities in their efforts to protect or restore water quality, living resources, or habitat.**

c) Expected Land and Habitat Protection Benefits of Land Acquisition and Protection Projects

**Scoring: 0 = “none” to 10 = “considerable”. Evaluate the degree that land acquisition or protection is expected to help municipalities in their efforts to protect or restore water quality, living resources, or habitat.**

[For a) through c), in your scoring, consider whether the proposal benefits or contains documented Natural Heritage Endangered Species Program areas, such as BioMap2, Living Waters, Priority or Estimated Habitat, or if salt marsh, wetlands, shellfish or other resources are important at the site.]

**Reviewer Comments:**

3) Estimated Cost Effectiveness for Implementation \_\_\_\_\_\_ pts (6 points max)

**Except for land purchases, divide the funding request amount by the number of points awarded in item 2 to help guide your evaluation. The lower this number, the higher the points awarded should be. Evaluate whether the expenditures principally relate to achieving environmental benefits. ($ requested/exp. benefit points=\_\_\_\_\_\_\_). For land purchases, >$20,000/acre = 0 points, $16-20,000/ac = 2 point, $12-16,000/ac = 4 points, $8-12,000/ac 5 points, <$8,000/ac 6 points.**

**Reviewer Comments:**

4) Match Provided \_\_\_\_\_\_ pts (3 points max)

**(1 to 3 points, based on cash, in-kind, and land value contributions. Required match must be non-federal sources. Meets required 33% of requested funds =1 point; 40% to 100% of requested funds = 2 points; more than 100% of requested funds or requested funds will be used to match other state grants = 3 points) For stormwater design requests, award up to 3 points if municipality agrees to attend all meetings, dig test pits, and use road layout if necessary).**

5) Priority Category (Application in Categories 1-9, not "Other") \_\_\_\_\_\_ pts (0 or 2 points)

**Overall Comments:**

## Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_