

**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)  $\times 100$ ] = \_\_\_\_\_ %  
(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 is required 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