

**EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS  
OFFICE OF COASTAL ZONE MANAGEMENT  
REQUEST FOR RESPONSES**

**BUZZARDS BAY WATERSHED MUNICIPAL MINIGRANT PROGRAM FY08**

**ENV 08 CZM 04  
December 7, 2007**

TYPE OF PROCUREMENT: Grant

CONTACT PERSON: Sarah Williams  
2870 Cranberry Highway  
East Wareham, MA 02538  
[sarah.williams@state.ma.us](mailto:sarah.williams@state.ma.us)

BID DUE DATE: **Thursday, January 17, 2008, by 4:00 PM**

MULTIPLE CONTRACTS: Yes

MULTIPLE DEPARTMENTS: This RFR is a single department procurement. The contract awarded will be utilized solely by CZM / BBNEP.

BIDDERS CONFERENCE: None

ANTICIPATED BUDGET: \$104,479

DURATION OF CONTRACT(S): Enactment of contracts subject to availability of funds. Contracts are generally expected to be completed by June 30, 2008, but where needed, and with the approval of EOEEA, contracts may be written or extended to December 31, 2008.

RESPONDENT ELIGIBILITY: Eligible towns include Fall River, Westport, Dartmouth, New Bedford, Acushnet, Fairhaven, Rochester, Mattapoisett, Marion, Wareham, Middleborough, Carver, Plymouth, Bourne, Falmouth, and Gosnold. **However, specific restoration and protection projects must lie within the Buzzards Bay watershed (see map in Appendix A).** Municipalities may submit any number of applications in any grant category. However, no single project award can exceed \$25,000, and no municipality may be awarded more than \$50,000 through this solicitation. Municipalities may submit applications in partnership with other public or private organizations, or subcontract tasks, however, contracts will be awarded only to municipalities.

RFR DISTRIBUTION: This RFR has been distributed electronically using the Comm-PASS system. Bidders are required to check Comm-PASS ([www.comm-pass.com](http://www.comm-pass.com)) for any addenda or modifications to the RFR. Modifications to the body of this RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited. Any unauthorized alterations will disqualify response.

## I. Overview

The Executive Office of Energy and Environmental Affairs (EOEEA), through the Buzzards Bay National Estuary Program in the Massachusetts Office of Coastal Zone Management (CZM), announces that funding is available to assist eligible Buzzards Bay watershed municipalities in the protection of open space, rare and endangered species habitat, and freshwater and saltwater wetlands; to help restore tidally restricted salt marshes, to develop designs and remediate stormwater discharges threatening water quality, to provide support for mapping stormwater drainage networks, to construct pump-out facilities, to update town parcel data, to digitize wetland boundaries approved in permits, to assist in the monitoring of water quality to prioritize stormwater remediation, to address problems in migratory fish passage, and to implement other recommendations contained in the watershed management plan for Buzzards Bay. This work is being conducted in accordance with a Cooperative Agreement with the US EPA using federal funds and state funds provided by the legislature.

## II. FY08 GRANT ROUND SCHEDULE

RFR Release Date	December 10, 2007
Question & Answer Period Closes	Monday, January 7, 2008
Application Deadline	<b>Thursday January 17, 2008 at 4:00 PM</b>
Grant Awards	After Monday February 4, 2008
Contract	Shortly after the grant announcement, a contract will be executed between the awardee and the Commonwealth. A meeting will be convened to agree upon project parameters and schedule to be incorporated into the Scope of Services.
Reimbursement	After execution of contract, the awardee may submit a reimbursement invoice for specific tasks and/or deliverables. Reimbursement is generally made within 30 days subsequent to the receipt of a correctly executed invoice with appropriate backup and completed match certification. <u>Only those tasks/deliverables completed after contract execution are eligible for reimbursement.</u> <b>Projects must be completed in their entirety by the end date of the contract.</b>

## III. INTRODUCTION AND BACKGROUND

The Buzzards Bay National Estuary Program<sup>1</sup> (NEP) has allocated \$104,479 of federal and state funds, to assist interested Buzzards Bay watershed municipalities in the protection of open space, rare and endangered species habitat, and freshwater and saltwater wetlands; to help restore tidally restricted salt marshes; and to remediate stormwater discharges threatening water quality and other purposes, and to implement recommendations contained in the Buzzards Bay Comprehensive Conservation and Management Plan. These funds have been made available in accordance with US EPA National Estuary Program Cooperative Agreements and through the Massachusetts State Legislature pursuant to implementation of Ch.61 of the Acts of 2007, §2, (2200-0100) and made available through the Buzzards Bay Watershed Municipal Grant Program implemented by the Buzzards Bay National Estuary Program.

## IV. GRANT PROGRAM: INSTRUCTIONS AND APPLICATION

### A. Funding Limits and Funding Priorities

Applications will be accepted for any project that implements a recommendation or recommendations in the Buzzards Bay Comprehensive Conservation and Management Plan to help meet the Buzzards Bay NEP goals to protect and restore water quality and living resources in Buzzards Bay and its surrounding watershed. However,

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<sup>1</sup> The Buzzards Bay NEP is an advisory and planning unit of the Massachusetts Office of Coastal Zone Management within the Executive Office of Energy and Environmental Affairs. Information about the Buzzards Bay NEP is available at [www.buzzardsbay.org](http://www.buzzardsbay.org)

priority consideration will be given to projects that meet one of the eight targeted priority project types described below (categories 1-8).

No single project's grant award in any category may exceed \$25,000. Municipalities may submit any number of applications per grant category; however, no municipality may be awarded more than \$50,000 through this solicitation. If a municipality applies in several categories, and the cumulative request of applications exceeds \$50,000, only the highest ranked proposals from that municipality will be considered for funding (if the proposals are competitive with other applications received.)

Applications must conform to the guidelines listed in the nine eligible grant categories described in Section B (**Eligible Grant Categories and Guidance**). Categories 1) through 8) are considered priority areas for funding. Category 9) ("Other actions in support of Management Plan implementation") will receive a lower priority based on the scoring system described in the section E (**Evaluation Criteria**).

## **B. Eligible Grant Categories and Guidance**

### **1) Stormwater Remediation Designs**

Funds in this category will be used to develop designs for the remediation and treatment of stormwater. Projects must address stormwater that is impacting water quality resulting in the closure of shellfish beds or public bathing beaches or other areas listed on the state 303(d) list of impaired waters. Note that in this category, municipalities will not receive cash awards. Instead, for each project selected in this category, \$15,000 of available municipal grant funds will be set aside for engineering services to fund these awards. Any unspent funds in this category will be made available in a future municipal grant RFR. Municipalities will work with the Buzzards Bay NEP to develop conceptual plans mutually acceptable to the municipality and the Buzzards Bay NEP. Only discharges to impaired waters or 303(d) listed waters will be considered for funding, and the proposed remediation strategy must address the impairment.

All projects submitted to the Buzzards Bay NEP will proceed toward the development of conceptual plans. After site evaluation, it is possible that a viable conceptual plan cannot be developed for a 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 all viable conceptual plans are completed for all projects submitted, the Buzzards Bay NEP will rank the conceptual plans. The Buzzards Bay NEP will then conduct a solicitation to hire a private engineering firm to develop final site and stamped engineering designs for the top 3 or 4 ranked conceptual plans. When these final designs are 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.

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.
- Provide any available water quality monitoring or shellfish bed closure information.
- 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 water samples of stormwater discharges if the Buzzards Bay NEP pays for the analysis of the samples.
- State whether the town owns land for 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 their 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 (at least one) and meetings (at least three) to develop a conceptual stormwater remediation plan for the site.
- Explain what utilities are located at the site and how they might affect the selection of a BMP.
- 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 a 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.

## **2) Implementation and construction of existing stormwater designs.**

Only discharges that are contributing to an impairment will be considered for funding. For example, a stormwater pipe must either discharge to an impaired area (closed shellfish area, periodically closed swimming beach, etc.), or flow to a stream or tributary that contributes to the impairment.

The category funds the construction and implementation of Best Management Practices (BMPs). Projects must also 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 DEP, CZM or Buzzards Bay NEP may be considered automatically eligible.

Applicants in this category must submit engineered plans, design calculations, TR-55 or equivalent summary reports, 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 assist the municipality in preparing and submitting all necessary permits.

### **3) Stormwater Mapping Support**

Municipalities may seek funds to hire student interns or temporary staff to expand upon or update efforts to map stormwater drainage networks in the Buzzards Bay watershed. Funds may not be used to pay salaries of existing staff.

The purpose of this program is to encourage municipalities to validate, use, and update the Buzzards Bay watershed stormwater drainage system database developed by the Buzzards Bay NEP and its partners (see <http://www.buzzardsbay.org/stormatlas.htm> for more information). Often DPWs or other departments lack staff time or expertise to update GIS stormwater databases. This funding will help municipalities meet this need. Final GIS products must be approved by MassGIS and, at a minimum, meet their standards for Water, Wastewater and Stormwater Infrastructure (see <http://www.mass.gov/mgis/standards.htm#Pipestandard>).

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

### **4) Wetland-Open Space-Habitat Restoration, Preservation, Acquisition or Protection Grants**

Funds in this category will be used to fund projects that help permanently protect, restore, acquire, or preserve wetlands or upland open space for the purposes of habitat protection, wildlife protection, conservation and passive recreation purposes.

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

a) Startup or seed money for restoration of wetlands (including surface water quality), including survey, assessment, and development of designs.

b) Appraisals, site evaluations, or professional land surveys of any parcels where wetlands, wetland buffer zones, or endangered species habitats are a major feature. These evaluations are intended for parcels that are expected to be available for public land purchases, permanent conservation restrictions or easements, or purchase by Lands Trust organizations.

c) Outright purchase of parcels where wetlands, wetland buffer zones, or endangered species habitats are a major feature, and the purchase price of the parcel is \$8,000 per acre or less.

d) Municipal acquisition of Conservation Restrictions to permanently protect a parcel from development, particularly on those parcels where wetlands, wetland buffer zones, or endangered species habitat are a major feature. Work may be conducted in partnership with Lands Trusts.

f) Improved tidal flushing of bays and salt marshes to restore tidally restricted salt marshes (see the *Atlas of Tidally Restricted Salt Marshes in Buzzards Bay Watershed* at <http://www.buzzardsbay.org/smatlasmain.htm>), or achieve other improvements in water quality and benthic or other habitat.

g) 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* on the [www.buzzardsbay.org](http://www.buzzardsbay.org) website. Projects required by wetland enforcement orders or relating to a wetlands violation under adjudicatory review are not eligible for funding.

Parcels that include appreciable uplands will be considered if their protection provides benefits in the protection of wetlands, wetland habitat, water quality (including groundwater), endangered species habitat, or wetland or aquatic species.

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

### **5) Town Parcel GIS Data Acquisition or Update or digitizing of Wetland Boundaries from wetland permits**

Funds are available to address serious errors in positional accuracy and GIS registration of parcel boundaries, or to update existing GIS coverages that do not include new subdivisions and other parcel boundary changes for at least the past five years. Municipalities must agree to meet at least Level 2 compliance standards identified by

MassGIS for municipal assessors map data sets, as described in the link at:  
<http://www.mass.gov/mgis/standards.htm> - Parstandard.

Municipalities may also 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. Only municipalities now meeting Level 2 compliance for GIS parcel data coverage are eligible for the wetland delineation funding.

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. Reimbursement will not be made to a municipality until MassGIS has determined the new data meets its Level 2 standards.

### **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. Projects may identify costs of design and/or construction. 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 these 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.

### **7) Water quality testing in support for establishing priorities for stormwater remediation**

Municipalities often have dozens of stormwater or other pollution sources that may contribute to closures of shellfish beds or impairments of other resources. In order to better direct limited state and federal funding to remediate stormwater discharges, this funding category was established to provide municipalities with a way to pay for the testing of water samples or hire a contractor to collect and test water samples. For projects in this category, municipalities should specify the precise discharges, the state of the receiving waters from a shellfish resource classification perspective, any swimming beach impairments, pollution sources, or runoff areas they wish to monitor. They should identify the period of time they plan to monitor (winter monitoring is not recommended for bacterial discharges). Planned efforts to sample dry weather flows and wet weather flows should be described and a target number of stations and sampling events should be identified, as well as anticipated laboratory costs. Sampling may occur both at the end of the pipe, and within upstream networks, including underground drainage networks, for the purposes of identifying potential upstream hotspots.

This funding is not being provided for generalized monitoring programs. It is to be used to identify pollution sources that must be remediated in order to restore impaired waters and living resources. Municipalities are encouraged to develop partnerships and work with key town boards to create cost-effective monitoring programs.

Note: A Quality Assurance Project Plan (QAPP) is required for funding under this task. The Buzzards Bay NEP will work with the municipality to prepare an acceptable QAPP so that a municipality need not expend funds to

comply with this requirement. An example QAPP is available at [http://www.mass.gov/czm/docs/word/general\\_qapp.doc](http://www.mass.gov/czm/docs/word/general_qapp.doc)

#### **8) 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.

#### **9) Creation of online reporting systems for the tracking the Operation, Maintenance, and monitoring of Innovative and Alternative Septic Systems.**

As the use of innovative and alternative (I/A) septic systems become 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 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.

#### **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 1991 Buzzards Bay Comprehensive Conservation and Management Plan (available at: <http://www.buzzardsbay.org/ccmptoc.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. Required Match**

A match must be provided that will equal or exceed 33 percent of requested funds. This match can be satisfied with cash or in-kind services. Any match expenditures made by the town after July 1, 2007 can be credited to the town's match requirement. Please note that any match claimed on the application will be considered an estimate and not a commitment at the time of application. Final match will be documented in awarded contracts between the Commonwealth and the municipality.

### **D. Application Process**

A complete application consists of a brief cover letter on town stationary signed by a municipal official, the three-page application form (note: page 2 will vary by category), and any other optional or required supplemental 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. Applicants should open or copy the application form into a word-processing program and type their responses.

Funds may be used to match state grants in any of the aforementioned categories as part of another grant application, and such projects will receive higher ratings for match provided. Where feasible, municipalities are

encouraged to form partnerships with private lands trusts to make proposals more cost effective by leveraging additional support.

Four complete copies of the application form and any attachments must be received by:

Sarah Williams  
Buzzards Bay NEP  
2870 Cranberry Highway  
East Wareham, MA 02538

**by 4:00 P.M Thursday, January 17, 2008.** Fax and/or email submissions will not be accepted. Additionally, postmarks are not accepted as verification of date of submission.

**If selected for a grant award,** the following standard forms must be submitted prior to contract execution:

NOTE: All forms must be signed by the organization's/municipality's authorized signatory.

- Commonwealth Standard Terms & Conditions
- Request for Taxpayer Identification Number and Certification (W-9)
- Contractor Authorized Signature Verification Form

All forms may be obtained electronically via the Operational Services Division (OSD) website on the right hand side under "Related Links", at:

[http://www.mass.gov/portal/index.jsp?pageID=osdmodulechunk&L=1&L0=Home&sid=Aosd&b=terminalcont&f=osd\\_forms&csid=Aosd](http://www.mass.gov/portal/index.jsp?pageID=osdmodulechunk&L=1&L0=Home&sid=Aosd&b=terminalcont&f=osd_forms&csid=Aosd)

If selected for a grant award, failure to submit any of the required forms prior to contract signing may be grounds for disqualification.

Incomplete or incorrectly submitted applications will be disqualified. Qualified applications will be judged on a competitive basis according to the selection criteria. If there are insufficient qualifying eligible proposals to utilize all funds, remaining funds will be directed to the next Buzzards Bay NEP Municipal Minigrant round.

A review committee composed of Buzzards Bay NEP 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. The review committee reserves the right to reject any or all proposals that do not meet the goals and terms of this RFR.

The Application for the Buzzards Bay Municipal Minigrants begins on the following page.

## **E. Evaluation Criteria**

Grants will be competitively selected based on the criteria below. The scoring sheet to be used is in Appendix B.

- 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) Partnerships formed: 2 points max
- 6) The project falls within priority categories 1-9: 5 pts

## **F. Inquiries about the RFR**

Questions about this RFR can be submitted in writing by mail, fax, or email to the Municipal Grant Coordinator through 4 PM, Monday, January 7, 2008. Responses to questions, if any, will be sent in writing and posted on the Buzzards Bay NEP website [www.buzzardsbay.org/funding](http://www.buzzardsbay.org/funding) by Thursday, January 10, 2008, as well as on



[www.Comm-Pass.com](http://www.Comm-Pass.com). These answers are for clarification purposes only and do not constitute an amendment to the RFR unless expressly stated as such.

### **G. Contract Awards and Administration**

Applicant will receive a written notification from the Buzzards Bay NEP as to whether they have been selected for funding, subject to final contract execution. Awards will be executed via a standard Terms and Conditions Contract between the Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs and the municipality soon after selection. A municipal contact must be identified for contract administration. The appropriate municipal legal authority must sign contracts. Contract funds are awarded on a reimbursement basis for expenditures made during the period of the contract. Expenditures made outside of the period of the executed contract are ineligible for reimbursement. Payments are wired electronically to municipal accounts by the state Comptroller. Contracts are generally expected to be completed by June 30, 2008, but where needed, and with the approval of EOEEA, contracts may be written or extended to December 31, 2008.

### **I. EOEI Supplemental Terms and Conditions**

Posted on Comm-Pass with RFR in Forms & Terms section. Bidders are required to review this document.

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BUZZARDS BAY WATERSHED MUNICIPAL MINIGRANT PROGRAM FY08

*Grant Application Form*

**RFR ENV 08 CZM 04**

Parts I-III must be submitted for each proposal submitted by a municipality

**PART I- Proposal Overview**

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

Proposal Category:

Stormwater designs  Stormwater construction  Stormwater mapping  Migratory

Fish  Town parcel GIS  Water Quality Testing  Boat Pumpout

Wetlands/Open Space/Habitat Restoration or Protection  Other

[Note: Check only one box. 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. Requests under any one category may not exceed \$25,000, and a municipality may not receive more than \$50,000 through this solicitation.]

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

Participating municipality (-ies): \_\_\_\_\_

Proposal contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Amount requested: \_\_\_\_\_ Total Match: \_\_\_\_\_  
(Match must be at least 1/3 of requested. For stormwater design requests, enter NA)

Amount Requested + Total Match = \_\_\_\_\_

Location of Proposed Work: \_\_\_\_\_

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**Check if true:**  The town/city of \_\_\_\_\_ has previously received grants from DEP, EOEEA, CZM, or the Buzzards Bay NEP and the necessary signed contract forms<sup>2</sup> are, to the best of our knowledge, on file.

Note: If you check this statement as true, do not submit the supplemental forms listed below. If the proposal is selected, and these forms are not found on file, these forms, and a new "Contractor Authorized Signature Verification Form" must be completed before execution of a new contract. These forms are not used in the selection process.

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<sup>2</sup> 1. Commonwealth Terms and Conditions. 2. W-9, 3. Northern Ireland Notice and Certification, and 4. Executive Order #481 Contractor Certification Form.

## **PART II- Proposal Detail**

For remediation, restoration, and acquisition projects, attach a locus map. For stormwater projects identify the number of discharges and extent of the drainage network to the greatest extant practical, and specify the pollutants of concern. Be sure to include all the required information necessary to evaluate your request, as stated in Section B. Project Types and Guidance, of the RFR. For all projects we recommend you include these two headers: **Description of environmental impairment** and **Expected environmental benefits of proposed work**:

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

**A. Budget** [Note: For the Stormwater Design Project proposals, 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 July 1, 2007 can 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 treatment designs 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)

Explanations, if any:

End of application

## Appendix A



Projects must be located in the Buzzards Bay watershed as delineated by the bold red line, 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.

**Appendix B - Scoring Sheet for Buzzards Bay Minigrants ENV 08 CZM 04**

**Town Applying:** \_\_\_\_\_ **Project:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ **Reviewer:** \_\_\_\_\_ **Total Pts** \_\_\_\_\_ **(31 max)**  
**Rank among all proposals received:** \_\_\_\_\_ (1= best) of \_\_\_\_\_ (total)

**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 Benefits** \_\_\_\_\_ 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 9=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 9=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 9=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 Natural Heritage Rare and Endangered Species Program areas, BioMap areas, or if salt marsh, wetlands, shellfish or other resources are important at the site.]

Reviewer Comments:

**3) Cost effectiveness** \_\_\_\_\_ pts (6 points max)

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=\_\_\_\_\_)

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 = 2points, more than 100% of requested funds = 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) Partnerships formed** \_\_\_\_\_ pts (2 points max)

Where partnerships are established with other municipalities, lands trusts, citizens groups or other organizations, 2 points are awarded.

Reviewer Comments:

**6) Priority Category (Application in Categories 1-8, not "Other")** \_\_\_\_\_ pts (0 or 5 points)

Overall Comments:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

