

**Attachment A**  
**Application Form**

**Water Quality Monitoring Programs Grants - Buzzards Bay Watershed  
FY2018**

**RFP ENV 18 CZM 03**

**Directions:**

A complete application consists of: 1) a brief cover letter on the applicant's stationary, signed by an official from the organization applying, 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, 3) the signed cover page of an EPA-approved QAPP, and 4) any other optional or required supplemental materials attached to the application form. Four copies of your application must be submitted. 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, or use our fillable pdf form available on COMMBUYS.

**PART I- Proposal Overview**

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

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

Applicant (organization/municipality to administer grant):

Partner organizations or municipality(ies) (letters required): \_\_\_\_\_

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

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

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

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

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

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

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

Match as percent of requested [b] divided by a)  $\times 100$ ] = \_\_\_\_\_ %  
(Match must be 33% of requested funds.)

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

Applicant's Signature \_\_\_\_\_ Title \_\_\_\_\_

## PART I – Proposal Overview, Continued

### 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 Buzzards Bay NEP match requirements if used for tasks not funded by the Buzzards Bay NEP.)

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

No

Yes

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

Name of granting agency and requested amount:

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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 Narrative**

Proposal narratives must not exceed ten (10) single-sided pages in length (5 double-sided sheets), including figures, in no smaller than twelve (12)-point font. The ten-page limit does not include additional required documents, including the cover sheet, a letter from the applicant, locus map, letters from partners (if applicable), and budget page(s).

The narrative **must** contain the following information:

### **Background**

- Organization's qualifications and capacity to perform work proposed. List relevant work, experiences, and qualifications of the applicant and any external entity that has been identified to perform a significant role in the Scope of Work. If the applicant is a municipality, identify the local board, commission, or department(s) leading the effort and discuss their authority.

### **Project Description**

- Location of project;
- Documentation of the need for the monitoring program and the degree of environmental impairment being assessed;
- Describe the expected environmental benefits of the proposed project;
- Description of staff who will be working on the project and their qualifications;
- If applicable, identify partners and partner staff or external entities who will undertake the project and include their contact information, roles, responsibilities and qualifications in relation to the project (partners must provide letters outlining their commitment to the project);
- Provide a summary of the proposed project with a thorough explanation of proposed methodology and approach being taken.
  - Scope of Work / Tasks to be completed under award request:
    - Provide a scope of work for the tasks to be completed under this award request.
    - Provide a specific, step-by-step narrative for each task and include any supporting plans, tables, or graphics.
    - Identify to the best of your ability who will be performing each task and whether the work will be done by the applicant organization or an external firm or group.
    - State deliverables and estimated timelines.
    - The scope of work in the proposal will become the scope of the grant contract with the Commonwealth if the proposal is accepted. The Buzzards Bay NEP expects that awardees will adhere to the scope and timeline. Be sure that the scope proposed is realistic and achievable.

**Part III - Budget and Match** (Please use this form or something comparable when you submit your proposal)

**A. Budget** Break down how you will spend the grant money by categories.

Personnel\*: \$ \_\_\_\_\_  
Position: \_\_\_\_\_ Hours: \_\_\_\_\_ Rate: \_\_\_\_\_  
Position: \_\_\_\_\_ Hours: \_\_\_\_\_ Rate: \_\_\_\_\_  
Position: \_\_\_\_\_ Hours: \_\_\_\_\_ Rate: \_\_\_\_\_

*\* Include fringe and indirect in your calculations. Administration services should be included in the match section.*

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

Travel: \_\_\_\_\_ (rate per mile)  
\$ \_\_\_\_\_ Explain: \_\_\_\_\_

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

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

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

**B. Proposed Match:** (Note: Any match expenditures made after January 1, 2017 may be credited to the applicant's match requirement). 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 grantee.

*Note: If in-kind match will be provided by an entity outside the applicant's organization, a letter from an authorized agent of the match provider must be submitted with your grant application stating a commitment to provide the match.*

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

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

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

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

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

	Hours	Rate	Fringe	Indirect	Total
1) _____	_____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____	_____
4) _____	_____	_____	_____	_____	_____
5) _____	_____	_____	_____	_____	_____
TOTAL MATCH (Cash + In kind):					_____ (a+b)

Explanations, if any

End of application