

Attachment A - Application Form

BUZZARDS BAY WATERSHED MUNICIPAL MINI-GRANT PROGRAM FY2024

PART I- Proposal Overview

Proposal title: _____

Proposal Category (check only one box):

- ☐ 1. Feasibility, assessment, and design of stormwater facilities to treat, eliminate, or reduce discharges to impaired surface waters.
- ☐ 2. Construction of stormwater facilities to treat, eliminate, or reduce discharges affecting surface waters.
- ☐ 3. Permanent land preservation through direct acquisition or easement.
- ☐ 4. Update or Digitizing of Wetlands Boundaries or Land Elevations from Wetland Permits
- ☐ 5. Restoration of wetlands, habitat, migratory fish passage, and culvert replacements to improve aquatic conductivity and wildlife migration.
- ☐ 6. Construction of a Boat Pump-out Facility in a Municipality/Harbor Where None Exists
- ☐ 7. Online Reporting System for Tracking the O&M and Monitoring of I/A Septic Systems
- ☐ 8. Projects that, through direct action, mitigate or restore coastal waters, or freshwaters, adversely affected by nutrient loading (nitrogen or phosphorus pollution) or bacteria pollution.
- ☐ 9. Other activities in support of the [Buzzards Bay Comprehensive Conservation and Management Plan](#). If you check Category 9, which action plan does this support? _____

[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 \$70,000, and a municipality may not receive more than \$140,000 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: _____

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

Requested Funding & Match (Match must be 33% of requested funds, i.e., 25% of total project costs)

a) Amount requested: _____ b) Total Match: _____

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

Total Project Cost (Amount Requested + Total Match) = _____

Timeline:

(Required for all Funding Categories; you may include specific actions, contracts, or reports as needed)

Please complete the table below, even if there is only one task. The estimated costs can be approximate. The cost information is to assist reviewers in understand the approximate level of effort associated with each task.

| Task | Start date | End date | Estimated Cost | Comments, responsible entity, etc. |
|------|------------|----------|----------------|------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Requested contract end date: ☐ June 30, 2025 ☐ December 31, 2025 ☐ Other: _____

Environmental Justice and Disadvantaged Communities

Check the boxes below if the proposed work or facility serves or benefits state or federal mapped Environmental Justice or disadvantaged populations or a Title I school or proposed activity within 2000 feet of any of these areas. See Environmental Justice map and list of Title 1 schools in Attachment C and the description on page 14 of this RFP.

Within a state designated EJ area or on a Title 1 School property: ☐ Yes ☐ No

Within 2000 feet of EJ/Title 1: ☐ Yes ☐ No

Benefits dispersed or unmapped groups: ☐ Yes ☐ No

If you answered yes to any question, please include a section of your Project Narrative titled Benefits to EJ or Disadvantaged Communities: in Part II of the application.

Nitrogen Removal Projects

If it is claimed that the proposed work will remove nitrogen, please state the best estimate or range of expected nitrogen removal: _____ lbs/yr

Will this project immediately result in nitrogen reduction?

☐ Yes ☐ No, or construction or other follow-up activities are required.

Synopsis calculation methodology or assumptions if applicable: If necessary, add detail to project narrative:

Disclosure of Complementary Funding Sources

This section must be accurately completed, or the proposal will be disqualified as non-responsive. Non-federal funds from other sources may be used to meet NEP match requirements if used for tasks not funded by the NEP.

Will funding, in addition to that requested in this proposal, be required to complete this project (including funding from other granting agencies/organizations, municipal funding, private fundraising/donations, etc.)?

☐ Yes

☐ No

If yes, please list all expected, requested, and secured sources of funding, the amounts of such funding, and the expected availability of each funding source:

1) Source: _____ Amount: \$ _____

Date funding is expected to be available for project: _____

2) Source: _____ Amount: \$ _____

Date funding is expected to be available for project: _____

3) Source: _____ Amount: \$ _____

Date funding is expected to be available for project: _____

4) Source: _____ Amount: \$ _____

Date funding is expected to be available for project: _____

Please check the appropriate boxes below and provide any needed explanations.

☐ If we receive funding from the other sources, we will withdraw our request for funding from the NEP.

☐ Our request for funding is conditional upon receipt of additional funding from other sources. If we do not receive complimentary funding, our project will not be viable, and we will withdraw our funding request.

☐ Our request for funding from other sources is to cover tasks not proposed for funding by the NEP.

☐ Other: _____

Explanations, if any:

PART II- Additional Proposal Details

Please complete any applicable sections below.

For Feasibility, Assessment, Design, and Construction of Stormwater Facilities Projects Only (Funding Categories 1 and 2):

Stormwater design or construction proposals in Categories 1 and 2 must include information that the board of selectmen, town meeting, or public works director support or agree to the activity.

For stormwater design and construction projects, please answer the questions below. For projects in all other categories, skip this section.

- ☐ Yes ☐ No / NA The discharge is within or contributing to shellfish area closure, swimming beach closure, or DEP documented impairment (state Integrated List).
- ☐ Yes ☐ No / NA The site has water quality data collected through the Stormwater Collaborative, or the town has collected its own data (please attach all relevant data; absence of water quality data may result in disqualification).
- ☐ Yes ☐ No / NA For stormwater designs or construction, the town owns land for site remediation, or the town can obtain an easement where the stormwater treatment could be located. Leave blank if not applicable.
- ☐ Yes ☐ No / NA For stormwater designs, the town agrees to meet with the NEP during the development of early designs. Leave blank if not applicable.
- ☐ Yes ☐ No / NA For stormwater construction projects, attached to the application are any needed plans, soil logs, permits, Notice of Intent/Stormwater Report (town Conservation Commission) and any other existing pertinent information needed for the review committee to assess the project. Leave blank if not applicable.
- ☐ Yes ☐ No / NA Is evidence attached that the Select Board or City Council supports the project? (See guidance as to what needs to be provided)

For Permanent Land Preservation Through Direct Acquisition or Easement Projects Only (Funding Category 3):

For projects in Category 3, please complete the information below. For projects in all other categories, skip this section.

Land Protection Project Details:

Has a Purchase and Sales Agreement been signed?

☐ Yes ☐ No / NA

What is the negotiated purchase price of the fee acquisition or CR?

\$ _____

If price is not negotiated, please give your best estimate of purchase price:

\$ _____

Please estimate the number of potentially buildable lots on the property:

Total acreage of Project:

_____ acres

Total acres of wetland on the property:

_____ acres

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

_____ feet

Portion of property within DEP Zone II

_____ acres

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

BioMap3 Core Habitat:

_____ acres

BioMap3 Critical Natural Landscape:

_____ acres

Priority Habitats of Rare Species:

_____ acres

Part III Budget and Match**A. Budget**

You may use this form or submit an alternative format budget and match funds summary.

☐ alternative budget summary attached.

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., 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, 2023, may be credited to the town's match requirement. 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.)

Cash: Source: _____ (a)

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) _____ | _____ | _____ | _____ |

TOTAL MATCH (Cash + In kind): _____ (a+b)

Comments below or add explanations in the project narrative.

End of Application

Part IV Project Narrative

Attach a Project Narrative

In addition to completing the application form above, submit a MS Word document or a pdf file of your Project Narrative with the headers below, and submit the Project Narrative with your completed application form. 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 and Section 3. APPLICATION SUBMISSION INSTRUCTIONS of the RFP. Please be sure to attach or include locus maps, and if needed any plans, photographs, or information that you believe will aid in the review of the application.

Description of Environmental Impairment

Proposed Work

Expected Environmental Benefits of Proposed Work

Climate Resilience Activities or Benefits or Reductions (if not relevant, write “not applicable”)

Benefits to Environmental Justice or Disadvantaged Communities (if not relevant write “not applicable”)