| Application Form Culvert Replacement Municipal Assistance Grant Application FormFY21 RFR ID: DER 2020-04 **(See Section 3.3.1 in the RFR for instructions on how to fill out the Application Form)** |
| --- |
| Applicant Information |
| 1. **Funding Request: $**
 | 1. **Town:**
 |
| 1. Applicant’s Name:
 | 1. Email/Phone:
 |
| Culvert information |
| 1. Road:
 | 1. Stream:
 |
| 1. Location:
 |
| 1. Does this crossing have multiple culverts?
 | (*Please provide more details under (4)(i) Project Background*) |  |
| 1. Culvert Type:
 |
| 1. Length:
 | Width: |
| Utilities within Right of Way and/or close proximity to the Culvert (check all that apply): |
| Project Summary |
| i. **Brief Summary:** Provide a brief descriptive summary for the project (e.g. 4 sentences), including existing conditions, project benefits, and goals of the project. |
| Demonstrated Need Please use as much space as needed. The boxes will expand as you fill them. |
| i. **Project Background:** Describe the condition of the culvert and stream and any background information about the culvert. Consider the physical condition of the culvert, current risk of failure, maintenance and flooding history, erosion, environmental concerns such as impacts to fish and wildlife, and hazards to the community. If you have multiple culverts, please include the length and width of each structure. *Please use as much space as needed.*  |
| ii. **Project Status:** If work has already begun on the proposed culvert replacement, please explain the scope of what has already been initiated and/or completed. List and briefly explain any plans, reports, or documents that have been created as part of the culvert replacement. Consider any field data collection, analyses, design, permitting, utility coordination, and/or construction. If work has not started please state that below. *For projects underway,* *all supporting documentation should be submitted with this application (e.g., reports, design plans, permits, opinion of probable costs, etc.).* |
| iii. **Financial Need:** Explain why your municipality needs funding from this grant opportunity to advance the proposed project. Describe other anticipated or secured funding sources such as Town funds or Chapter 90 funds that will support any portion of this project.  |
| Project DescriptionPlease use as much space as needed. The boxes will expand as you fill them. |
| i. **Project Scope:** Please describe the proposed culvert replacement and the specific work to be covered by this funding (end date 6/30/21). Consider project tasks, personnel, deliverables, etc. As guidance, you may use, but are not limited to the topics listed on the *Proposed Work Checklist* with the purple header. |
| ii. **Project Budget:** To the best of your ability, complete the table below, which incorporates project cost and funding needs by project activity. In the box at the bottom, provide a short but descriptive budget narrative. Refer to *RFR Section 3. Instructions for Application Submission, Evaluation Criteria, Project Budget* for additional guidance.**Budget Overview:** |
| **Project Phase** | **Funding Requested from DER** | **Secured Funding** *(list source in Budget Narrative)* | **Pending/ Remaining Funds Needed** | **Total Cost Estimate** |
| Field Data Collection  |  |  |  |  |
| Engineering & Design |  |  |  |  |
| Permitting |  |  |  |  |
| Construction |  |  |  |  |
| Other |  |  |  |  |
| Totals |  |  |  |  |
| **Budget Narrative:** Briefly explain the project budget and how cost estimates were determined. Be sure to describe how DER funds will be used. Where possible, provide supporting documentation. List any additional sources of known funding for the culvert replacement and the amount. This includes anticipated sources/amount and funding in-hand.  |
| *Please check if Supporting Documentation is attached (e.g., budget details, Opinion of Probable Costs, design or construction bids, etc.)* |
| iii. **Project Timeline:** Describe the estimated timeline for the overall culvert replacement project *and* the timeline for proposed work to be covered by this funding (end date 6/30/21). Topics listed on the *Proposed Work Checklist* with the purple header may provide direction for the type of milestones or goals to be included in a timeline.  |
| Project BenefitsPlease use as much space as needed. The boxes will expand as you fill them. |
| 1. **Benefits to the Environment:** Briefly explain any known environmental information about the culvert site or possible environmental benefits for its replacement. Consider critical habitat, bank erosion, water quality, fish and wildlife species that inhabit the site/area, and problems for these organisms to pass through the culvert.
 |
| 1. **Public Safety Benefits:** Describe how the culvert replacement will improve public safety and reduce vulnerability to changing climatic conditions, such as flooding and damage caused by more frequent, high intensity storms. Consider road closures, culvert failure, road washout, and access to municipal and emergency services. If available, include supporting documentation (e.g., photos, recent inspection reports, news stories, etc.) of the hazard and/or anticipated public safety benefits.
 |
| 1. **Economic and Community Benefits:** Describe expected economic benefits to the community for the culvert replacement. Consider increased economic activity, enhanced recreation, cost savings through improved infrastructure resilience, and/or reduced maintenance cost.
 |
| Signatures |
| I hereby declare that the above information is true to the best of my knowledge and belief. By signing this Application, i confirm my intent for the proposed culvert replacement to meet the goals of the MA River and STream Crossing Standards.  |
| **Applicant Signature:**  | Position:  | Date:  |
| By checking this box, you confirm that all supporting materials such as project plans, reports and/or documents are included with this application. |

| PRoposed work CHecklist Culvert Replacement Municipal Assistance Grant ApplicationFY21 RFR ID: DER 2020-04**(See Section 3.3.2 in the RFR for instructions on how to fill out the Application Checklist)** |
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| Project Information |
| Road Name: | Town: |
| field Data collection |
| **PROJECT STATUS** | **TASK** |
| **Proposed** | **In Progress** | **Complete** | **Not Started** | **Not Applicable** | Please indicate under Project Status if the Tasks listed below are **“Proposed”** to be completed under this grant application, currently **“In Progress”**, **“Complete”**, **“Not Started”** or if you have determined the Task **“Not Applicable”** to the project. Mark the appropriate column with an “**X**”. |
|  |  |  |  |  | ***Wetland Resources Delineation:*** *A wetland resource area delineated and flagged by a qualified person, including data plots.* |
|  |  |  |  |  | ***River Substrate Analysis:*** *An analysis of stream characteristics and substrate to be used as a reference for the replacement crossing design.* |
|  |  |  |  |  | ***Geotechnical Evaluation:*** *Geotechnical borings and substrate analysis for structural properties.* |
|  |  |  |  |  | ***Radial Site Survey:*** *A detailed survey of the crossing area, including elevations of the crossing inverts, road surface, road edge, site utilities, approximately 50-100ft radius around crossing location.*  |
|  |  |  |  |  | ***Longitudinal Profile Survey:*** *A detailed survey of the stream profile several hundred feet upstream and downstream of the crossing locating stream features and elevations.*  |
|  |  |  |  |  | ***Hydrologic Study:*** *A calculation of existing storm events using standard methods and watershed characteristics to determine runoff volumes, time of concentration, and peak discharge.*  |
|  |  |  |  |  | ***Hydraulic Analysis:*** *Modeling of the existing crossing for water surface elevation, scour, and velocity to understand the hydraulic forces.*  |
|  |  |  |  |  | ***Recommended Replacement Summary:*** *A detailed summary of structure types evaluated and recommended structure type for the project location. Considerations include site constraints, ease of construction, structure lifespan, potential for erosion and head-cutting, stream stability and risk of stream channel adjustment, benefits to stream habitat, storm flow conveyance, potential to affect property or infrastructure, and cost of replacement.* |
| Enter additional tasks or notes here. Box will expand: |

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| PRoposed work CHecklistCulvert Replacement Municipal Assistance Grant ApplicationFY21 RFR ID: DER 2020-04**(See Section 3.3.2 in the RFR for instructions on how to fill out the Application Checklist)** |
| Engineering & Design  |
| PROJECT STATUS | TASK |
| **Proposed** | **In Progress** | **Complete** | **Not Started** | **Not Applicable** | Please indicate under Project Status if the Tasks listed below are **“Proposed”** to be completed under this grant application, currently **“In Progress”**, **“Complete”**, **“Not Started”** or if you have determined the Task **“Not Applicable”** to the project. Mark the appropriate column with an “**X**”. |
|  |  |  |  |  | ***Preliminary Design Plans:*** *Design regarding footprint, dimensions, site constraint considerations, and resource area impacts.* |
|  |  |  |  |  | ***Hydraulic Design:*** *Model the proposed structure for water surface elevation, scour, sediment transport, and velocity to understand the hydraulic forces and design the stream bed so that flow conditions and hydraulic dynamics in the culvert are comparable to the upstream and downstream stream channel and meet MassDOT standards when applicable.* |
|  |  |  |  |  | ***Geotechnical Design:*** *Design the crossing within the limitations of the substrate characteristics and meet MassDOT standards when applicable.*  |
|  |  |  |  |  | ***Structural Design:*** *Design the crossing to meet the structural needs of the road type and meet MassDOT standards when applicable.*  |
|  |  |  |  |  | ***Construction Details:*** *Design the crossing with sufficient details for a contractor to construct the crossing and meet MassDOT standards when applicable.*  |
|  |  |  |  |  | ***Final Design Plans:*** *Complete all other design requirements for a P.E. to stamp the plans.* |
| Enter additional tasks or notes here. Box will expand:  |
| **Permitting** |
| **PROJECT Status** | **Task** |
| **Proposed** | **In Progress** | **Complete** | **Not Started** | **Not Applicable** | Please indicate under Project Status if the Tasks listed below are **“Proposed”** to be completed under this grant application, currently **“In Progress”**, **“Complete”**, **“Not Started”** or if you have determined the Task **“Not Applicable”** to the project. Mark the appropriate column with an “**X**”. |
|  |  |  |  |  | ***Permitting:*** *Including required local, state and federal environmental and permit reviews.* |
|  |  |  |  |  | ***Chapter 85, Section 35 MassDOT Review:*** *Replacement structure spans over 10ft are subject to MassDOT design requirements and review in accordance with MGL Chapter 85, Section 35. For more information about the MassDOT requirements see:* [Municipal Small Bridge Program design requirements for new and full bridge replacement projects](https://www.mass.gov/doc/municipal-small-bridge-program-design-requirements-for-new-and-full-bridge-replacement-projects/download) (PDF 98 KB) |
| PRoposed work CHecklistCulvert Replacement Municipal Assistance Grant ApplicationFY21RFR ID: DER 2020-04**(See Section 3.3.2 in the RFR for instructions on how to fill out the Application Checklist)** |
| **Permitting (cont.)** |
| **To the best of your ability list all of the permits needed as part of your proposed work.** |
| 1) | 5) |
| 2) | 6) |
| 3) | 7) |
| 4) | 8) |

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| Construction |
| PROJECT STATUS | TASK |
| **Proposed** | **In Progress** | **Complete** | **Not Started** | **Not Applicable** | Please indicate under Project Status if the Tasks listed below are **“Proposed”** to be completed under this grant application, currently **“In Progress”**, **“Complete”**, **“Not Started”** or if you have determined the Task **“Not Applicable”** to the project. Mark the appropriate column with an “**X**”. |
|  |  |  |  |  | ***Construction Bidding:*** *Final construction specifications and project plans have been stamped and construction*  |
|  |  |  |  |  | ***Construction:*** *Explain the scope of construction in Section 5) i. on the Application Form.*  |
| ***Project Meets the Massachusetts Stream Crossing Standards:***Projects requesting construction funds must meet the MA Stream Crossing Standards. If the project design is final but does not meet these criteria, or if the applicant is unsure, check this box to update and/or redesign the crossing to meet the MA Stream Crossing Standards before construction. [ ]  |

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| **CULVERT REPLACEMENT TRAINING SITE REQUEST**FY21 RFR ID: DER 2020-04**(See section 3.3.3 in the RFR for instructions on how to fill out section below)** |
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| **Applicability Questions** |
| 1. Would you like your project to be considered for status as one of the Division’s *Culvert Replacement Training Sites*?
 |  |  |
| 1. Projects in any watershed can apply; however, preference will be given to projects located in one of DER’s priority watersheds. Is your project located in one of the priority watersheds below? If Yes, then please indicate which watershed.

 [ ]  Farmington River Watershed [ ]  Nashua River Watershed [ ]  Housatonic River Watershed [ ]  Taunton River Watershed |  |  |
| 1. Is your culvert replacement project still in the planning or field data collection phase (i.e. is it a “new” project where no design and engineering work has been completed)?
 |  |  |
| 1. Will you be able to host up to 2 trainings per year throughout the duration of the project?
 |  |  |

1. *Please provide a brief statement of why you think your proposed project would serve as a good culvert replacement case study and how it provides an opportunity for training local road managers in your region. See Appendix B – Evaluation Criteria for Status as DER’s Culvert Replacement Training Site for additional information.*

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| Signatures |
| BY SIGNING BELOW, the Town HEREBY COMMITS TO PURSUE in Good-Faith the Implementation of the Culvert Replacement Project and to Work COLLABORATIVELY wih THE DIVISION through all phases of the project UNTIL COMPLETION of the Culvert Replacement. The Town AgREES TO host up to 2 trainings per year throughout the duration of the project.  |
| **Applicant Signature:**  | Position:  | Date:  |