

**Massachusetts Executive Office of Energy and Environmental Affairs  
Drinking Water Supply Protection (DWSP) Grant Program  
APPLICATION FORM – FY2022**

**Deadline: Friday, March 18, 2022 at 3:00 pm**

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*Instructions:*

- *The application must be submitted through [this online form](#). The Applicant will be asked to enter all of the information in the table below directly into the form.*
- *The application can be saved while working on it. Click “Save and Resume Later” at the bottom of the form and then click on “Save and Get Link.” A link to the application will be provided which must be copied and saved in order to return to the application. A good way to ensure that the link is not lost is to email it to yourself.*
- *Please note that all documents which have been uploaded at the end of the application will not be saved if leaving the site before submitting the application. The files must be uploaded again upon re-entering the site and submitting the application.*
- *Total size of all documents attached to the online form cannot exceed 25 MB.*
- *Please ensure that all files you upload are consistently labeled. Please make file names consistent with the following: [Name of municipality]\_[Shorthand version of project title]\_[Name of attachment from attachment checklist]\_DWSP*
- *Please upload files to the online form as PDFs if possible, unless otherwise specified*

**1. APPLICANT INFORMATION**

**Applicant:**

**Project name:**

Public Water System ID#:

Municipalities served:

Population served:

Which year did your agency receive its last DWSP Grant? \_\_\_\_\_

Do you serve an identified Environmental Justice community? (see <https://www.mass.gov/info-details/environmental-justice-communities-in-massachusetts> for information)

☐ Yes

☐ No

Do you currently have any enforcement orders or orders of non-compliance issued for water resource management?

☐ Yes

☐ No

*Note: Applicants with outstanding or unresolved orders will not receive funding.*

**Project manager:**

This is the person who will be the day-to-day contact for the project and who will represent the Applicant in communication with EEA.

Name:

Title:

Mailing address:

Phone number:

Email address:

## 2. PROJECT DETAILS

**Project type:** What is the purpose of your proposed acquisition (select one)?

☐ **A. Protect land serving an existing well or reservoir**

What is the Water Supply Source ID# (list all sources to be protected by this acquisition, eg, 01G, 02G):

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☐ **B. Protect land that will serve a planned future well or reservoir**

**Parcel information:**

Parcel	Acres	Assessor's map/lot #	Interest to be acquired (fee/CR/WPR)	Parcel location (street, town)	Current owner
1					
2					
3					
4					
5					

**Property: (Provide this information directly from the appraisal report)**

Total project acres: \_\_\_\_\_

Watershed: \_\_\_\_\_

Number of Parcels: \_\_\_\_\_

Upland Acreage: \_\_\_\_\_

Building Lots: \_\_\_\_\_

Wetland Acreage: \_\_\_\_\_

**Highest and best use as determined in appraisal:**

- ☐ Industrial/manufacturing
- ☐ Commercial/institutional/mixed use
- ☐ High-density residential (8 or more units per acre)
- ☐ Medium density residential (1-7 units per acre)
- ☐ Low-density residential (under 1 unit per acre)
- ☐ Agriculture
- ☐ Conservation and/or Water supply protection

**Present use(s):** \_\_\_\_\_

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**Past use(s):** \_\_\_\_\_

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**Proposed use(s) if acquired by applicant** *(Public access for passive recreation is encouraged where appropriate and consistent with water supply protection. Necessary and reasonable restrictions to public access may be made in Zone I and other sensitive areas. ):*

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**Are there buildings, structures, or debris on the property?**      ☐ Yes      ☐ No

If yes, list each. DWSP Program funds may not to be used purchase buildings. Existing structures, buildings, and debris must be removed prior to receipt of grant payment.

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Is contamination present or suspected on the property?

☐ Yes

☐ No

Proposed remediation plans must be appropriate. If a brownfield, attach a copy of the most recent site assessment, either MCP Phase I or II, or ASTM Phase I or II, indicating the nature of the contamination and the remediation required. Discuss in the Project Description the importance of remediating the site, the plan for remediation, clear identification of disbursement of liability (e.g., will the municipality take it or will it reside with the current owner?), and any specific stewardship that will be undertaken to ensure that currently existing contamination on the site does not in the future pose undue risk to the public. Include a remediation timeline and funding sources. Site remediation must be completed before reimbursement.

### 3. ACQUISITION AND FUNDING DETAILS

Appraisal Report #1 REQUIRED		Appraisal Report #2/Review Appraisal (optional, recommended for projects valued over \$1,000,000)	
Valuation	\$	Valuation	\$
Appraiser		Appraiser	
Valuation Date		Valuation Date	
Buildings are not eligible for funding; their value may not be included in the value of the subject property.			

#### Acquisition details:

Negotiated Sale:

☐ Yes

☐ No

Do you have a Purchase & Sales Agreement or Agreed Price?

☐ Yes

☐ No

If yes, amount:

\$ \_\_\_\_\_

Is Clear Title available?

☐ Yes

☐ No

If no, is an eminent domain taking anticipated?

☐ Yes

☐ No

If yes, proposed pro tanto award amount:

\$ \_\_\_\_\_

*If clear title is not available, the applicant may decide to acquire the property by a friendly taking (eminent domain) process to clear the title. It is best to know if there is a potential title problem as soon as possible since this can complicate the acquisition process.*

Can this project be completed next fiscal year, FY2023 (July 1, 2022 – June 30, 2023)?

☐ Yes, but FY22 is preferable ☐ Yes, and FY23 is preferable

☐ No

#### Project budget:

Item	Amount	Grant request amount (not to exceed 50%)
Property acquisition*	\$	\$
Recording fees	\$	\$
Title certification	\$	\$
Survey	\$	\$

Baseline & Management Plan (up to \$1,500)	\$	\$
<b>Total</b> (maximum award is \$300,000)	\$	\$

\*Reimbursement amount for the acquisition will be based on the appraised value or agreed upon purchase price, whichever is less.

Will funds from the Community Preservation Act (CPA) be used? ☐ Yes ☐ No

*Use of CPA funds require the conveyance of a permanent Conservation Restriction (CR), within the meaning of Ch. 184, to an eligible non-profit organization.*

Have you identified an organization willing to hold the CR? ☐ Yes ☐ No

*If the CR will be co-held between a Conservation Commission and another party, the Conservation Commission must be designated as the primary holder of the CR.*

Name of organization: \_\_\_\_\_

Are you seeking funds from other sources or partners? Please list:

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#### 4. PROJECT DESCRIPTION

Describe in a 1-2 page attachment the following:

- Property characteristics and its value for water supply
- How this project promotes water conservation, resource planning, and management measures already in place
- Threat of development to the property
- Proposed uses; proposed terms if project is for a CR/WPR
- Type of passive public recreation to be permitted. If hunting will not be allowed, explain why.
- Plans for property management and vegetative cover
- Proximity of the proposed project to other protected open space or how the proposed project could serve as a potential catalyst for the conservation of adjacent acres. Provide documentation to support potential conservation of adjacent parcel(s) (example ownership information and outcome of an outreach to owner).
- How the applicant addresses land stewardship on existing municipal conservation, water district, or non-profit public water system land. Attach documentation of such project(s) to the application as appropriate.
- Agreements with any project partners
- Project timeline

#### 5. RESOURCE MANAGEMENT

Applicants may be requested to provide supporting documentation,

What is your service area's current rate of water use?

\_\_\_\_\_ residential gallons per capita per day

What is your service area's current percentage of unaccounted-for water?

\_\_\_\_\_ %

What is your current water rate structure?

☐ Flat rate    ☐ Flat fee    ☐ Ascending    ☐ Tiered    ☐ Seasonal

## 6. PROJECT QUALITY

Supporting documentation **MUST** be included to receive credit.

### Water resource planning:

Is project located in an area identified as a priority for protection in one of the following plans?

Municipal/PWS Source Water Assessment and Protection (SWAP) report, wellhead protection plan, surface water supply protection plan, community master plan, water resources management plan, wastewater resource management plan, regional watershed plan, water assets report, or an analysis of lands utilizing established water assets GIS screening methodology  
(See <https://www.mass.gov/lists/water-resources-policies-guidance>).

☐ Yes    ☐ No

**Resource protection:** complete only the section that corresponds to your proposed project type.

#### A. Projects to protect land serving existing well sites/reservoirs:

How many acres of protected land is under the ownership or control of the public water supplier?

\_\_\_\_\_ acres

By what percentage will the proposed project increase the amount of land under the ownership or control of the public water supplier (existing acres/project acres)

\_\_\_\_\_ %

Distance from property to wellhead or reservoir: \_\_\_\_\_ feet

#### B. Projects to protect land serving planned future well sites/reservoirs:

Will this future source replace a lost water supply due to a contamination event?

☐ Yes    ☐ No

Has a MassDEP site exam been requested?

☐ Yes    ☐ No

Has a MassDEP site exam been conducted?

☐ Yes    ☐ No

Has MassDEP approved the site for a new source/reservoir?

☐ Yes    ☐ No

## Recreation:

What appropriate low-impact, passive public recreational activities will be permitted on the property?

- ☐ Trail-based activities (example: hiking)
  - ☐ Daytime wilderness activities (example: bird watching)
  - ☐ Hunting
  - ☐ Other (describe): \_\_\_\_\_

*Public access for passive recreation is encouraged where appropriate and consistent with water supply protection. Necessary and reasonable restrictions to public access may be made in Zone I and other sensitive areas.*

## 7. MUNICIPAL OR PWS BOARD OF COMMISSIONERS APPROVAL

Does this acquisition have town meeting/city council/PWS board approval?

- ☐ Yes      ☐ No

If not, what is the date for the vote? \_\_\_\_\_

The proposed land acquisition must have approval. Attach a certified copy of the vote, or draft language.

## 8. OTHER DOCUMENTATION

### I. Maps:

- a) **Topographic map** with an outline of the Project boundary. Identify nearby water supply lands and other protected open space
- b) **Drinking Water Supply Protection Areas map** indicating Project location in relation to Zones I/II/III or A/B/C. An online mapping tool is available here:  
<http://maps.massgis.state.ma.us/images/dep/omv/wspviewer.htm>
- c) **Plot plan or survey map** showing the Project boundary. The Project area must be shown in enough detail to be legally sufficient to identify the lands to be protected. A survey plan with deed references or assessor's map with block and lot number are acceptable.
- d) **Hydrogeologic Soil Group (HSG) map** (recharge projects only)

## 9. CERTIFICATION

This application was prepared by:

Name:

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Title/organization:

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Mailing address:

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City:

State:

Zip:

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Email:

Telephone:

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*The information and data that has been included in this application to the Drinking Water Supply Protection Grant application is true and correct to the best of my knowledge.*

Signed:

Date:

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## ATTACHMENT CHECKLIST

- ☐ Authorization from CEO identifying project manager
- ☐ Maps
- ☐ Project narrative
- ☐ Supporting documentation (infiltration rate; brownfields, etc.)
- ☐ Appraisal report. **Applications lacking the correct type of appraisal report(s) will not be considered.**
- ☐ Town meeting, city council, or PWS board authorization to apply to this grant and acquire the subject parcel(s) for water supply and land conservation purposes (see Section 2A of the BID for details)
- ☐ Documentation of MassDEP site examination request or approval
- ☐ Documentation to support potential conservation of adjacent parcel(s) (example ownership information and outcome of an outreach to owner)
- ☐ All applicants must request comments from the Massachusetts Natural Heritage & Endangered Species Program (NHESP) on the presence or absence of rare species listed under the Massachusetts Endangered Species Act (MESA) on or near the proposed land acquisition. To request comments, please send an email to NHESP at [natural.heritage@mass.gov](mailto:natural.heritage@mass.gov). The email's subject line should read "DWSP comment letter request" and its body should include a brief description of the acquisition, and a map of the acquisition. There is no charge for this comment letter.
- ☐ Documentation of a good land stewardship on past DCS grant, municipal conservation, water district, non-profit public water systems' land. Documentation can include a recent survey outlining the conditions of the trails or land boundaries, a recent baseline documentation report, a forest or land management plan, and/or photos/documentations of recent conservation projects or outdoor programs carried out on the property. Provide a narrative of how your agency will provide stewardship if your community does not presently own any conservation land. If appropriate, provide a link to a website that shows how this information can be used.

## Contract documents

Applicants selected to receive funding under this BID will be required to submit the following forms in order to execute a contract with the Commonwealth. Forms will be provided. They are also available from the Operational Services Division at <http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/osd-forms.html>.

- Commonwealth Standard Contract
- Commonwealth Scope and Budget Form
- Contractor Authorized Signature Verification Form
- DWSP Project Agreement