



Department of Environmental Protection

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**Federal Fiscal Year 2020 Section 604(b) Water Quality
Management Planning Grant Program:
MassDEP Official Answers to Questions
May 8, 2020**

MassDEP accepted questions pertaining to the Section 604(b) Water Quality Management Planning Grant ("604(b)"), Request for Responses ("RFR") for Federal Fiscal Year 2020 from April 24, 2020 through the May 1, 2020 604(b) RFR Question Deadline (the "Q&A Period"). Below is a list of all questions received during the Q&A Period, and MassDEP's official answers.

Q1. Is a Quality Assurance Project Plan ("QAPP") required for soil analysis if the sample is collected by a state certified laboratory?

A1. Yes, a QAPP is always required for soil sampling under a 604(b) funded project.

Q2. With regard to required forms listed at the top of page 11 of the RFR, in light of imposed stay-at-home orders, will applicants still be required to have original blue ink signatures and notarization in place at time of application submission?

A2. Yes, as part of the applicant's submission by the RFR deadline of June 26, 2020, original blue ink signatures are required for the forms listed under Section 5., Instructions for Submitting an Application of the RFR. The Contractor Authorized Signatory Listing Form must be notarized, but notarization may be completed remotely during the COVID-19 state of emergency in accordance with St.2020, c.71 An Act Providing for Virtual Notarization to Address Challenges Related to COVID-19.

Q3. Attachment A (page 1) asks us to attach required participation letters from municipalities and watershed served by this project. I don't see any additional info re: these letters in the RFR. Is there a template or instructions you might provide to help us ensure we meet this requirement?

A3. There is no template for participation letters. However, applicants must ensure that the following is included, at a minimum, in each letter of support:

- Letter written on the organization's letter head
- Letter written for the proposed 604(b) project
- Letter includes a description of what the organization plans to contribute or how the organization will support the proposed 604(b) project (see also, RFR at p. 7, Section 4 D.: Matching Funds, for description of voluntary monetary and/or in/kind services that may be leveraged in support of project)
- Letter dated and signed by an agent of the organization

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.
TTY# MassRelay Service 1-800-439-2370

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Q4. Attachment C (Guidance for EEO/AA Policy Statement) references a sample statement. If we have a policy in effect, may we submit that instead?

A4. Provided the organization's policy describes and commits to all pertinent state and federal legislation, executive orders and rules and regulations referenced in the EEO/AA sample statement, an organization's policy may be submitted in lieu of the sample provided in Attachment C of the RFR.

Q5. Attachment C (page 1) Request for Waiver refers to post-award, correct? Is it correct that the Contractor (grantee) may submit a waiver package after exhausting all known sources and making every possible effort to meet minimum requirements for Disadvantaged Business Enterprise ("DBE")?

A5. Yes, a Request for Waiver refers to the contractor's (grantee's) post-award efforts, and would only be used if the contractor (grantee) had exhausted all known sources and made every possible effort to meet the minimum requirements for DBE participation.

Q6. Attachment A (page 6) Project Budget has a line for Overhead Rate (%). I don't see any additional info re: this rate in the RFR. Would you please provide information/instructions to help us complete this properly?

A6. Overhead Rate may be accounted for in staff salary rates or it may be broken out (as a percentage) and used as a multiplier to get to the total cost of running a business or municipality. If overhead rates were already included in staff salary rates, the line for the "Overhead Rate (%)" would be left blank, and the applicant should provide a footnote indicating that overhead is included in the staff salary rates. If the overhead rate were not already included in staff salary rates, the applicant would put the percentage in the "Overhead Rate (%)" line.