



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

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Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Kathleen A. Theoharides
Secretary

Martin Suuberg
Commissioner

MS4 Municipal Assistance Grant Program 2019-2020 Opportunity

GRANT OPPORTUNITY SUMMARY:

- A. **Proposals Sought:** The Massachusetts Department of Environmental Protection (MassDEP or the Department) seeks proposals from groups of Massachusetts cities/towns; from Regional Planning Agencies on behalf of groups of Massachusetts cities/towns; from Massachusetts stormwater coalitions representing two or more municipalities; or from non-profit organizations on behalf of groups of Massachusetts cities/towns, for innovative projects that will assist multiple communities in meeting the requirements of the 2016 Small MS4 General Permit. The purpose of this funding is to enable groups of Massachusetts municipalities to expand their efforts to meet MS4 requirements and reduce stormwater pollution through coordinated partnerships that emphasize resource sharing. Only projects that meet specific requirements of the 2016 Small MS4 General Permit (MS4 Permit) will be considered for funding. Interested entities should refer to the MS4 permits here:
- 2016 MS4 Permit: <https://www.epa.gov/npdes-permits/massachusetts-small-ms4-general-permit>
 - Grant Funding is available only for the Commonwealth of Massachusetts Fiscal Year 2020 (July 1, 2019-June 30, 2020).
- B. **Overview and Goals:** Since 2012, officials of Massachusetts cities and towns have come together to form regional stormwater coalitions to share resources, training, and best management practices related to stormwater management. Those regional coalitions also formed a statewide coalition to meet those same goals. In April 2016, US EPA issued a renewal of the Small MS4 General Permit for Massachusetts, which became effective on July 1, 2018. MassDEP expects that the work of regional and statewide stormwater coalitions will continue to result in cost savings as MA municipalities implement the 2016 Small MS4 General Permit.

MassDEP seeks to facilitate the work of these stormwater coalitions, encourage the formation of new coalitions, and promote multi-town collaboration on improved stormwater management and permit compliance through the MS4 Municipal Assistance Grant Program.

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
MassDEP Website: www.mass.gov/dep

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- C. **Eligible Projects:** Eligible projects will result in tools or approaches that will help multiple municipalities meet one or more specific requirement(s) of the 2016 Small MS4 General Permit. Eligible projects must also:
- a. Provide a shared benefit to multiple communities.
 - b. Not duplicate work already done by any Massachusetts stormwater coalition.
 - c. Examples of potentially eligible, MS4-focused projects include, but are not limited to:
 - i. Development of a model stormwater ordinance and/or by-law by Eligible Entities to meet MS4 permit requirements (e.g., the post-construction requirements at Section 2.3.6 a ii);
 - ii. Formation of new regional MS4 coalitions in areas where none exist;
 - iii. MS4 Capital investments, including equipment;
 - iv. MS4 Outreach and Education services, materials, and/or strategies for public engagement;
 - v. Development of standard operating procedures or templates to meet MS4 permit requirements;
 - vi. Training to meet MS4 permit requirements;
 - vii. Survey research to identify needs of smaller MS4 municipalities; or
 - viii. Pursuit of Best Management Practices (BMPs) for overall improvement to stormwater management.
 - d. Projects are eligible for this grant program at any phase, and funding will support work toward any phase(s) from planning through implementation. The Department estimates it will award up to 6 grants. Work funded by this program must be completed by June 30, 2020. All applicants must provide a feasible timeline for completion of the project prior to this deadline. Preference will be given to those grant proposals for projects that can be completed by an earlier date.
 - e. Preference will be given to projects that directly assist the greatest number of municipalities.
- D. **Eligible Entities:** Eligible applicants are groups of two or more Massachusetts municipalities that are subject to the 2016 Small MS4 General Permit; Regional Planning Agencies acting on behalf of two or more municipalities that are subject to the 2016 Small MS4 General Permit; Massachusetts stormwater coalitions representing two or more municipalities that are subject to the 2016 Small MS4 General Permit; or non-profit organizations acting on behalf of two or more municipalities that are subject to the 2016 Small MS4 General Permit.
- E. **Application Deadline:** Applications are due electronically by 5:00 P.M. on November 1, 2019.
- F. **Page Limit:** Grant applications, including budget sheet, must not exceed fifteen (15) pages in length.
- G. **Funding Availability:** Total funding available for all projects is at least \$200,000 to a maximum of \$300,000. Grant awards may range from \$50,000 to \$300,000 per applicant, although the MassDEP review committee reserves the right, in its discretion, to grant smaller awards of exceptional merit; however, the total funding of awards will not exceed \$300,000. Applicants must only propose project scopes with timelines that can be completed by June 30, 2020 or earlier.
- H. **Match and Other Funding Obligations:** While applicants are not required to provide matching funds, a match is preferred. Applicants are also encouraged to identify other known sources of funding for a proposed project on the Application Form, from both secured and anticipated sources.

- I. **Bidders' Conference:** A Bidders' Conference will be held on Thursday, October 17, 2019 at 10 A.M. in MassDEP's Worcester Office at 8 New Bond Street, Worcester, MA 01606.
- J. **Total Anticipated Duration of Grant(s):** The contract duration will be through June 30, 2020.
- K. **Final Report:** Upon completion of the project, all applicants shall submit a 1-page summary of their findings describing their lessons learned, successes, and barriers to project implementation.
- L. **Applicable Procurement Law:** Grants-- MGL c. 7A, § 7; St. 1986 c. 206, § 17; 815 CMR 2.00

INSTRUCTIONS FOR APPLICATION SUBMISSION:

- A. **Evaluation Criteria (general):** Applicants must submit a completed application that includes all of the required supporting materials, agree to the program conditions, and meet the eligibility requirements, in order to be considered for a grant award. A MassDEP review committee will evaluate proposed projects based upon the criteria listed below. The review committee reserves the right to reject any or all proposals.

Evaluation Criteria Components: The review committee will evaluate and score the grant applications from Eligible Entities (as defined previously in this Grant Opportunity) based upon the following criteria:

Project Description (25 points)

How well does the applicant describe the proposed project and the proposed work to be covered by this funding? How well does the applicant articulate that multiple municipalities will be helped by the proposal? This project description includes proposed project tasks, personnel, and desired outcome(s) for the project.

Meet MS4 Permit Requirements (15 Points)

Does the application demonstrate how the proposed project intends to help a greater number of municipalities meet one or more specific requirements of the 2016 Small MS4 General Permit?

Promote Regional Collaboration (20 points)

How well does the application demonstrate that the proposed project will encourage multi-town/regional cooperation and collaboration to achieve improved stormwater management and MS4 compliance efforts regionally or statewide?

Financial Need (5 points)

How well does the applicant demonstrate the communities' need for financial assistance to implement the proposed project? Does the applicant identify and describe any match or other funding sources that will support portions of the project?

Project Budget (10 points)

How well does the applicant estimate and describe project costs? Does the applicant demonstrate a realistic understanding of project costs by providing a budget with detailed and credible cost estimates? How extensive and available is any in-kind or monetary match that can be committed to the project?

Project Timeline (5 points)

How well does the applicant specifically describe the timeline for the proposed work? Can the work be feasibly completed in accordance with the proposed timeline by June 30, 2020 or earlier, if applicable?

Project Benefit (20 points)

MassDEP will evaluate the proposed stormwater project's environmental benefits and economic benefits. Specifically, the Department will look at how the proposed project furthers the goal of improved MS4 compliance and stormwater management for multiple municipalities; how it reduces community costs, both individually and on a multiple municipality and/or regional basis;

how it promotes collaboration and information sharing among multiple communities; and to what extent the grant product(s) will benefit all communities statewide that are subject to the 2016 MS4 permit.

- B. **Application Completion and Submission Instructions:** All Grant applicants must complete the attached application form. Once the Application Form is complete, the document can be submitted electronically in Microsoft Word, or to reduce file size, the document may be converted and submitted as an Adobe PDF file.

Applications must be submitted electronically, via email to:

Laura Schifman, Stormwater Coordinator
Massachusetts Department of Environmental Protection
laura.schifman@mass.gov
617-556-1157

In the subject line of the email, please write the applicant name and “MS4 Municipal Assistance Grant Program.”

All applications must be received electronically by MassDEP by 5:00 P.M. on November 1, 2019.

Applications received after the deadline will be rejected automatically. MassDEP reserves the right to reject any and all proposals or request additional information if needed.

- C. **Additional Required Documentation:**

Additional Forms: If selected for a grant award, the applicant will be required to submit the following forms to complete the contracting process. Forms with an asterisk * need not be submitted, if they have been completed previously and are already on file with the Commonwealth:

- Commonwealth Standard Contract Form, filled out and signed by the applicant
<http://www.mass.gov/comptroller/docs/forms/contracts/standard-contract-frm.doc>
- Commonwealth Terms and Conditions* filled out and signed by the applicant
<http://www.mass.gov/comptroller/docs/forms/contracts/comm-termsconditions.doc>
- Commonwealth W-9 tax information form filled out and signed by the applicant with DUNS number and Federal Tax ID*
<http://www.mass.gov/comptroller/docs/forms/vendorcustomer/newmass-w9.doc>
- Completed Contractor Authorized Signature Verification Form
<http://www.mass.gov/comptroller/docs/forms/contracts/casl-form.docx>
- Electronic Funds Transfer (EFT) form*
<https://massfinance.state.ma.us/VendorWeb/eftRegisterfrm.asp>

Applicants are encouraged to review these forms prior to submission of an application.

ESTIMATED PROCUREMENT CALENDAR FOR GRANT APPLICATION/AWARD:

Procurement Activity	Date	Time
Notice of Grant Opportunity (posted on COMMBUYS and MassDEP website)	September 27, 2019	
Bid Release Date (Posting Date) on MassDEP website	September 27, 2019	
Bidders' Conference: MassDEP 8 New Bond Street Worcester, MA 01606	Thursday October 17, 2019	10 A.M.
Deadline for Submission of Questions to MassDEP, either at Bidders' Conference or prior to deadline, via email to: Laura.Schifman@mass.gov	Thursday October 17, 2019	12 noon
Official Answers for Q&A published on MassDEP website	Tuesday, October 22, 2019	5 P.M.
<u>GRANT APPLICATION DEADLINE; ELECTRONIC SUBMISSION TO</u> Laura.Schifman@mass.gov	FRIDAY, NOVEMBER 1, 2019	5 P.M.
Notification of Grant Award(s) (Estimated) (POSTED ON COMMBUYS AND MASSDEP WEBSITE)	Wednesday, November 27, 2019	
Estimated Contract Start Date	Friday, December 20, 2019	

ATTACHMENT A
Application Form

Attachment A
MS4 Municipal Assistance 2019-2020 Grant Program Application

Overview: The Massachusetts Department of Environmental Protection (MassDEP) seeks proposals from groups of Massachusetts cities/towns; from Regional Planning Agencies on behalf of groups of Massachusetts cities/towns; from Massachusetts stormwater coalitions representing two or more municipalities; or from non-profit organizations on behalf of groups of Massachusetts cities/towns, for innovative projects that will assist multiple communities in meeting the requirements of the 2016 Small MS4 General Permit. The purpose of this funding is to enable groups of Massachusetts municipalities to expand their efforts to meet MS4 requirements and reduce stormwater pollution through coordinated partnerships that emphasize resource sharing. Only projects that meet specific requirements of the 2016 Small MS4 General Permit will be considered for funding.

Section 1: Applicant Information (NOTE: Applicant must be authorized by the specified organization to submit this application and commit to the proposed project).

Applicant Name: _____

Participating Communities: _____

Name of person completing form: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Section 2: Qualifications/Ability to Perform Proposed project

A. Ability to Use Funds: Please describe your entity's eligibility for an award of the MS4 Municipal Assistance Grant. If awarded a MS4 Municipal Assistance Grant, the awardee must be able to enter into a contract with MassDEP within 15-30 days of award. Please discuss your entity's ability to enter into the contract and perform the project, including specific steps that must be taken to accept a state grant. Please identify any potential constraints.

Section 3: Application

Project Description: Describe the proposed project and the proposed work to be covered by this funding. This project description includes proposed project tasks, personnel, and desired outcome(s) for the project.

Meet Permit Requirements: Describe how the proposed project helps multiple municipalities meet one or more specific requirements of the 2016 Small MS4 General Permit.

Assist multiple municipalities: Describe the number of municipalities that will be directly assisted by the proposal, including how that assistance will occur.

Promote Regional Collaboration: Describe how the project will encourage multi-town/regional cooperation and collaboration to achieve improved stormwater management and MS4 permit compliance efforts regionally or statewide.

Financial Need: Explain the need for financial assistance to implement the proposed project, including other anticipated or secured funding sources that will support portions of the project.

Project Budget: Detail the anticipated cost associated with the proposed project. Demonstrate a realistic understanding of project costs by providing a budget with detailed and credible cost estimates. For any in-kind or monetary match, explain how extensive it is and how it will be made available to the project.

Project Timeline: Describe the timeline for the work proposed, including a commitment to achieving final completion by the deadline of June 30, 2020 or earlier. Explain how the work can be feasibly completed by June 30, 2020 or earlier.

Project Benefit: Provide information about both the environmental and economic benefits of the proposed project; specifically, how the project furthers the goal of improved MS4 compliance and stormwater management across multiple municipalities; how it reduces community costs, both individually and on a multiple municipality and/or regional basis; how it promotes collaboration and information sharing among multiple communities; and to what extent the grant product(s) will be transferrable to benefit all communities statewide that are subject to the 2016 MS4 permit.