



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 2020-2021 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; Regional Planning Agencies on behalf of groups of Massachusetts cities/towns; Massachusetts stormwater coalitions representing two or more municipalities; or 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 U.S. Environmental Protection Agency's 2016 Small Municipal Separate Storm Sewer System (MS4) General Permit. The purpose of this funding is to enable groups of Massachusetts municipalities to expand their efforts to meet 2016 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. Interested entities should refer to the MS4 permit 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 2021 (July 1, 2020-June 30, 2021).
- 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 Massachusetts municipalities implement the requirements of 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 requirement(s) of the 2016 Small MS4 General Permit. Eligible projects must also:
- a. Provide a shared benefit to multiple communities, including environmental justice communities.
 - b. Not duplicate work already done by any Massachusetts stormwater coalition or where a previously funded project delivery is applied to another region (previously funded projects at: <https://www.mass.gov/info-details/stormwater#municipal-resources-for-ms4-compliance->).
 - c. Examples of potentially eligible, MS4-focused projects include, but are not limited to:
 - i. Assessment tool for prioritizing retrofit sites;
 - ii. Tracking tool for regional stormwater retrofits;
 - iii. Review of retrofit applications for different stormwater management applications;
 - iv. Review of Stormwater Enterprise Fund implementation issues, costs, successes, challenges and opportunities for crediting;
 - v. Templates for active and completed construction site inspection checklists;
 - vi. Formation of new regional MS4 coalitions in areas where none exist;
 - vii. MS4 Capital investments, including equipment and electronic resources;
 - viii. Outreach and Education services, materials, and/or strategies for public engagement;
 - ix. Development of standard operating procedures or templates;
 - x. Training to meet MS4 permit requirements;
 - xi. Survey research to identify needs of smaller MS4 municipalities;
 - xii. Best Management Practices for improvement to stormwater management; and/or
 - xiii. MS4 related job training opportunities within environmental justice communities.
 - d. Both current and new projects are eligible for this grant program, and funding will support work activities for any phase(s) of the project, from initial project planning through project implementation. Work funded by this program must be conducted during the contract period and completed by June 30, 2021. All applicants must provide a feasible timeline for completion of the project prior to this deadline.
 - e. Preference will be given to projects that directly assist the greatest number of municipalities, including environmental justice communities. Information on which communities are classified as environmental justice communities can be found at <https://www.mass.gov/info-details/environmental-justice-communities-in-massachusetts>.
- 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 September 15, 2020.
- F. **Page Limit:** Grant applications, including budget sheet, but excluding cover sheet must not exceed fifteen single-sided (15) pages in length. Cover sheet available at <https://www.mass.gov/info-details/grants-financial-assistance-watersheds-water-quality#stormwater-ms4-municipal-assistance-grant-program->
- G. **Funding Availability:** The total funding currently available for projects under this Grant Announcement is \$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. If

there are remaining unspent capital funds available from other Department projects during the period between the announcement of this grant opportunity and the announcement of the grant awards, the Department will consider allocating supplemental funds to this grant solicitation. If any supplemental funds become available, additional projects may be funded. Applicants must only propose project scopes with timelines that can be completed by June 30, 2021 or earlier.

- H. **Match and Other Funding Obligations:** Applicants are not required to provide matching funds. However, applicants are 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 using Zoom will be held on Tuesday, September 1, 2020 at 1 P.M. To obtain dial-in information or the Zoom link please contact Laura Schifman via email at laura.schifman@mass.gov with 'FY 2021 MS4 Bidder's Conference Details' in the email subject line.
- J. **Total Anticipated Duration of Grant(s):** The contract duration will be through June 30, 2021.
- K. **Final Report:** Upon completion of the project, all applicants shall submit a one-page summary of their project tasks and links or copies to the produced resources.
- 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, commit to completing the project by June 30, 2021, 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 (20 points)

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

Meet MS4 Permit Requirements (15 points)

Does the applicant 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?

Project Budget and Timeline (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? Does the applicant identify and describe any match or other funding sources that will support the project? How well does the applicant describe the timeline for the proposed work?

Qualifications of Organization and Project Manager (5 points)

How does the applicant describe the qualifications of the organization and the project manager to carry out the proposed project?

Project Benefit (20 points)

MassDEP will evaluate the proposed 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 inclusive information sharing among multiple communities, and to what extent the grant product(s) will benefit communities statewide that are subject to the 2016 MS4 permit.

Environmental Justice (5 points)

Does a proposal outline how environmental justice communities would benefit from and be involved in the proposed project? Does the proposal outline specifically which environmental justice

communities or organizations are included in the proposed project? Are new partnerships being formed to benefit environmental justice communities? How does the proposed project promote collaboration and inclusive information sharing among multiple communities, including maximizing compliance benefits in environmental justice communities (information on which communities are classified as environmental justice communities can be found at <https://www.mass.gov/info-details/environmental-justice-communities-in-massachusetts>).

- B. **Application Completion and Submission Instructions:** All grant applicants must include the attached application form in their application and submit the packet electronically as a Microsoft Word or Adobe PDF file by 5:00 p.m. on September 15, 2020 to:

Laura Schifman, Stormwater Coordinator

Submit applications to laura.schifman@mass.gov with the applicant name AND “MS4 Municipal Grant Assistance Program” in the subject line.

Attachment A, Section 1 and 2 are available for download at <https://www.mass.gov/info-details/grants-financial-assistance-watersheds-water-quality#stormwater-ms4-municipal-assistance-grant-program>

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.macomptroller.info/comptroller/docs/forms/contracts/StandardContractForm-.docx>
- Commonwealth Terms and Conditions
<http://www.macomptroller.info/comptroller/docs/forms/contracts/CommonwealthTermsAndConditions.pdf>. These Terms and Conditions are incorporated by reference into the Standard Contract Form, and do not need to be executed separately.
- Commonwealth W-9 tax information form filled out and signed by the applicant with DUNS number and Federal Tax ID(*)
<http://www.macomptroller.info/comptroller/docs/forms/vendorcustomer/newmass-w9.pdf>
- Completed Contractor Authorized Signatory Listing Form
<https://www.macomptroller.org/forms>
- 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)	August 18, 2020	
Bid Release Date (Posting Date) on MassDEP website	August 18, 2020	
Bidders' Conference: Via Zoom. To obtain dial-in information or the Zoom link please contact Laura Schifman via email at laura.schifman@mass.gov with 'FY 2021 MS4 Bidder's Conference Details' in the email subject line.	Tuesday, September 1, 2020	1 P.M.
Deadline for Submission of Questions to MassDEP, either at Bidders' Conference or prior to deadline, via email to: Laura.Schifman@mass.gov	Tuesday, September 1, 2020	3 P.M.
Official Answers for Q&A published on MassDEP website	Friday, September 4, 2020	5 P.M.
<u>GRANT APPLICATION DEADLINE; ELECTRONIC SUBMISSION TO</u> Laura.Schifman@mass.gov	FRIDAY, SEPTEMBER 15, 2020	5 P.M.
Notification of Grant Award(s) (Estimated) (POSTED ON COMMBUYS AND MASSDEP WEBSITE)	Friday, October 30, 2020	
Estimated Contract Start Date	Friday, November 20, 2020	

ATTACHMENT A

Section 1 and 2 of application Form available for download at <https://www.mass.gov/info-details/grants-financial-assistance-watersheds-water-quality#stormwater-ms4-municipal-assistance-grant-program->

MS4 Municipal Assistance 2020-2021 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

Applicant Name: _____

Participating Communities: _____

Project Title: _____

Requested Funds: _____ Matching Funds (optional): _____

Name of person completing form: _____ Title: _____

Address: _____

Phone: _____ Email: _____

By checking this box the applicant confirms that they are authorized to submit this grant application on behalf of the specified organization and participating municipalities.

Section 2: Ability to Perform Proposed project

A. Ability to Use Funds: 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 Structure

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.

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; how it maximizes compliance benefits in environmental justice 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.

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. In that description, include whether the project will benefit environmental justice communities as defined by the EEA Environmental Justice Policy (<https://www.mass.gov/service-details/environmental-justice-policy>) and what steps will be taken to ensure an inclusive approach to project implementation.

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.

Qualifications of Organization and Project Manager: Describe qualifications the organization and the project manager have to carry out the proposed 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, 2021 or earlier. Explain how the work can be feasibly completed by June 30, 2021 or earlier.