| Application Form Culvert Replacement Municipal Assistance Grant Application FormFY23 RFR ID: DER 2022-03 **(See Section 3.3.1 in the RFR for instructions on how to fill out the Application Form)** |
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| Applicant Information |
| 1. **Funding Request: $**
 | 1. **Town:**
 |
| 1. Applicant’s Name:
 | 1. Email/Phone:
 |
| Project Summary |
| i. **Project Summary:** Provide a brief descriptive summary for the project (e.g. 4 sentences), including existing conditions, overall 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(s) and stream and provide relevant background information about the project. Consider the physical condition of the culvert(s), 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 a short description and existing conditions of each structure. *Please use as much space as needed.*  |
| ii. **Project Status:** If work has already begun on the proposed culvert replacement(s), 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. Consider any prioritization and planning steps, 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, including municipal and outside funding, 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(s) and the specific work to be covered by this funding (end date 6/30/23). Consider project tasks, personnel, deliverables, etc. As guidance, you may use, but are not limited to using, the topics listed in Appendix C: *Proposed Work Checklist Reference Guide*. If there are any considerations or differences in the proposed scope based on the location (e.g. Structure 1, Structure 2, etc.), then please be sure to clarify below.  |
| ii. **Project Budget Narrative:** Briefly explain your project budget, including how cost estimates were determined and any considerations or differences in the budget due to location (e.g. Structure 1, Structure 2, etc.) and/or work proposed. 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. Be sure to clarify if these sources are anticipated, pending or secured. *Please fill-in budget table on next page.* |
| *Please check if you will be submitting Supporting Documentation as part of your application (e.g., budget details, Opinion of Probable Costs, design or construction bids, etc.)* |

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| **Budget Table:** To the best of your ability, complete the table below, which incorporates project cost and funding needs by project activity. In the box above, provide a short but descriptive budget narrative. Refer to *RFR Section 3. Instructions for Application Submission, Evaluation Criteria, Project Budget* for additional guidance. |
|  | **Project Phase** | **Funding Request from DER** | **Other Funding** (*Please describe in budget narrative)* | **Sub-Total** **Cost Estimate** |
| **Field Data Collection** |
|  | **Structure 1** |  |  |  |
|  | **Structure 2** (*if applicable*) |  |  |  |
|  | **Structure 3** (*if applicable*) |  |  |  |
|  | **TOTAL FIELD DATA COLLECTION EXPENSES:**  |  |
| **Engineering and Design**  |
|  | **Structure 1** |  |  |  |
|  | **Structure 2** (*if applicable*) |  |  |  |
|  | **Structure 3** (*if applicable*) |  |  |  |
|  | **TOTAL ENGINEERING & DESIGN EXPENSES:**  |  |
| **Permitting** |
|  | **Structure 1** |  |  |  |
|  | **Structure 2** (*if applicable*) |  |  |  |
|  | **Structure 3** (*if applicable*) |  |  |  |
|  | **TOTAL PERMITTING EXPENSES:**  |  |
| **Construction** |
|  | **Structure 1** |  |  |  |
|  | **Structure 2** (*if applicable*) |  |  |  |
|  | **Structure 3** (*if applicable*) |  |  |  |
|  | **TOTAL CONSTRUCTION EXPENSES:**  |  |
| **Other** |
|  | **Structure 1** |  |  |  |
|  | **Structure 2** (*if applicable*) |  |  |  |
|  | **Structure 3** (*if applicable*) |  |  |  |
|  | **TOTAL OTHER EXPENSES:**  |  |
| **Narrative:** *Please briefly describe proposed work for this category.*  |
|  | **\*TOTAL PROJECT BUDGET:** |  |
|  | **Total Secured Funding** (*List source in budget narrative above*)**:** |  |
|  |  **Pending Funding/ Outstanding Funding Needs:** |  |
|  | **TOTAL GRANT REQUEST:**  |  |
|  |
|  \* This line should equal the sum of amounts listed under secured, pending/outstanding, and grant request lines. |
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| iii. **Project Timeline:** Describe the estimated timeline for the overall project *and* the timeline for proposed work to be covered by this funding (end date 6/30/23). Topics listed in Appendix C: *Proposed Work Checklist Reference Guide* 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 your proposed culvert location(s) or possible environmental benefits for replacing the existing culvert(s) with a structure meeting the Massachusetts Stream Crossing Standards. Consider critical and connected habitat, bank erosion, water quality, fish and wildlife species that inhabit the site/area, and problems for these organisms to pass through the culvert.
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| 1. **Public Safety Benefits:** Describe how the project 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 from the culvert replacement(s). Consider increased economic activity, enhanced recreation, cost savings through improved infrastructure resilience, and/or reduced maintenance cost.
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| 1. **Environmental Justice Communities:** If a portion of your project falls in or within 0.5 miles of a mapped Environmental Justice Neighborhood, i.e. EJ Block Group, then please describe the climate resiliency, public safety and/or socio-economic benefits for this EJ population. Be sure to describe where the EJ neighborhood is located geographically relative to the project site and whether the EJ population has been engaged and/or demonstrated support for the project.
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