



**REQUEST FOR RESPONSE**  
**MASSACHUSETTS DIVISION OF ECOLOGICAL RESTORATION**  
**DEPARTMENT OF FISH AND GAME**  
**Culvert Replacement Municipal Assistance (CRMA)**  
*For the Replacement of Ecologically High Value Culverts*  
***FY24 Grant Program***

**RFR ID: DER 2023-01**

Dated: 03/03/23

Due Date:

The deadline has been adjusted to account for intermittent outages to the COMMBUYS system.  
Applications are now Due By: **Tuesday, April 4 at 5pm**

**WHAT'S NEW IN THE FISCAL YEAR 2024 GRANT ROUND?**

1. Revised eligible applicants to include the Commonwealth of Massachusetts local government units, including towns, cities, districts, commissions, boards, and any regional governments. (Section 1.3).
2. Section 3. Instructions for Application Submission and accompanying Application Forms have been updated in this RFR. Applicants are encouraged to review this section carefully to understand all submission requirements.
3. Updated evaluation criteria to include consideration for cost effectiveness, capacity building and transferability to similar projects (Section 3.2).
4. Revised Project Terms, Performance and RFR Specifications (Section 2 - Performance and Contract Specifications and Section 5 - Miscellaneous).

**PURCHASING DEPARTMENT: DEPARTMENT OF FISH AND GAME**

**TYPE OF PROCUREMENT:**

**1. GRANT OPPORTUNITY SUMMARY:**

- 1.1 PROPOSALS SOUGHT:** The Division of Ecological Restoration (DER) is seeking proposals from eligible applicants in Massachusetts interested in replacing undersized, perched, and/or degraded culverts or bridges located in areas of high ecological value. The purpose of this funding is to encourage applicants to replace aging culverts with better designed crossings that meet improved structural and environmental design standards and flood resiliency criteria.

***Only projects that intend to meet the goals of the Massachusetts Stream Crossing Standards<sup>1</sup> will be considered for funding.*** Incorporating these Standards into culvert replacement designs will improve river function and access for fish and wildlife, and will reduce hazards to public safety, such as flooding, culvert failure, and road washout. Projects should be designed to facilitate fish & wildlife passage, maintain the natural movement of water and sediment through the stream crossing, and reconnect upstream and downstream habitat. Interested applicants should refer to an overview of the Stream Crossing Standards in Appendix A.

This opportunity will provide funding for selected applicants to advance a single or multiple culvert replacement project(s) toward completion. See Section 1.4 for more details about Eligible Projects. Funding is intended for the Commonwealth of Massachusetts Fiscal Year 2024 (July 1, 2023 – June 30, 2024). See Section 1.7 for funding details.

- 1.2 OVERVIEW AND GOALS:** DER's Stream Continuity Program provides state-wide assistance to communities interested in replacing degraded and/or undersized road-stream crossings with better designed culverts or bridges that meet improved environmental and flood resiliency criteria. To help applicants install better designed replacement crossings, the Stream Continuity Program provides technical assistance and training to municipal road managers and other stakeholders and provides financial assistance when available. The Stream Continuity Program develops tools to help municipalities and other eligible organizations carry out efficient and cost-effective culvert replacements that meet the Massachusetts Stream Crossing Standards.
- 1.3 ELIGIBLE APPLICANTS:** The Commonwealth of Massachusetts local government units, including towns, cities, districts, commissions, and regional governments are eligible to

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<sup>1</sup> An overview of the Massachusetts Stream Crossing Standards can be found in Appendix A. The full Massachusetts River and Stream Crossing Standards can be found here: [http://streamcontinuity.org/sites/streamcontinuity.org/files/pdf-doc-ppt/MA%20Crossing%20Stds%203-1-11%20corrected%203-8-12\\_1.pdf](http://streamcontinuity.org/sites/streamcontinuity.org/files/pdf-doc-ppt/MA%20Crossing%20Stds%203-1-11%20corrected%203-8-12_1.pdf)

apply. Applicants are also eligible to apply jointly and should submit one application together with one eligible applicant serving as the lead applicant.

Applications should designate a project lead for the project throughout the duration of the grant period. This person will be responsible for communicating directly with DER's CRMA Grants Manager about the project, site specifics, and the applicant's project goals and needs.

Applicants awarded funding through the CRMA grant program in a previous year are eligible to apply for a new project or apply for a new phase of work on the previously awarded project.

- 1.4 ELIGIBLE PROJECTS:** Eligible projects must be culvert or bridge replacements located on a public way<sup>2</sup>, owned and maintained by a municipality or other eligible applicant, and must cross a natural freshwater, non-tidal river or stream channel. For a list of previously funded projects, please see the [Culvert Replacement Municipal Assistance Grant Program website](#). The stream channel may be either intermittent or perennial. **Projects must intend to meet the goals of the Massachusetts Stream Crossing Standards<sup>3</sup>.**

**Each applicant may submit one grant application for this funding opportunity.** Each grant application may propose the replacement or removal of a single culvert/bridge or of multiple culverts/bridges located on the same stream or local connected stream network. ***Project proposals may include up to three structures per application.***

In cases where multiple structures are being proposed by adjacent applicants under a joint application, no more than three structures on the same stream or local connected stream network can be included in the joint application. Only one application for any given structure<sup>4</sup> will be considered.

Culverts identified with the greatest potential for improving aquatic connectivity and stream ecology via culvert replacement will receive more points under the ***Benefit to the***

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<sup>2</sup> For purposes of this RFR, a way includes a road, trail or passageway that allows vehicle or foot traffic and serves a public purpose or provides public access. The existing structure and roadway approach should be publicly owned or be acquired through public leasehold, right-of-way or easement before execution of a grant award.

<sup>3</sup> An overview of the Massachusetts Stream Crossing Standards can be found in Appendix A. The full Massachusetts River and Stream Crossing Standards can be found here: [http://streamcontinuity.org/sites/streamcontinuity.org/files/pdf-doc-ppt/MA%20Crossing%20Stds%203-1-11%20corrected%203-8-12\\_1.pdf](http://streamcontinuity.org/sites/streamcontinuity.org/files/pdf-doc-ppt/MA%20Crossing%20Stds%203-1-11%20corrected%203-8-12_1.pdf)

<sup>4</sup> For purposes of clarity for this RFR, we provide the following definitions:

**Local Connected Stream Network:** Includes structures located on the same named stream reach, as well as projects located on direct tributaries draining to the main stream reach.

**Grant Application:** Formal request for funding submitted via the online submission portal. Each applicant may submit one application for this funding opportunity.

**Project:** Refers to the entire proposed project, regardless of whether it includes a single or multiple culvert(s) or bridge(s).

**Structure:** Refers to a culvert or bridge which conveys a road or public-way over a freshwater, non-tidal stream. Water at this location may be conveyed under the public way by one or more culvert or bridge cells.

**Environment** evaluation criteria (see Section 3.2 *Evaluation Criteria*). See Appendix B: DER's Tools to Evaluate Environmental Benefits of Culvert Replacements.

Projects are eligible for the CRMA grant program at any phase in the culvert replacement process, from project planning through construction. Typical project phases for culvert replacement include *project planning and field data collection (i.e., new projects); design and engineering; permitting; preconstruction activities (e.g. bidding, materials testing, fabrication, etc.); and construction.*

Applicants may apply for work needed in one or multiple phases; however, **applicants should only apply for funding for the portion of the project that can be completed by June 30, 2024.**

Applicants seeking construction funding must demonstrate that the proposed project meets the goals of the Massachusetts Stream Crossing Standards. Projects that are construction-ready but do not meet the Stream Crossings Standards must be redesigned to meet the Standards. Redesign work is eligible for funding under this grant program.

Projects where a culvert or bridge will be completely removed and the road decommissioned are eligible for funding as well.

- 1.5 Mitigation Disclaimer:** DER funds may not be used to meet an applicant's compensatory mitigation requirements or to support projects that have an independent obligation to perform culvert replacement pursuant to statute, regulation, ordinance, consent decree, judgement, court order, permit condition, or other requirement of law. This does not preclude projects from receiving funding from the Department of Fish and Game's In-Lieu Fee Program (ILFP), which supports restoration projects that are not subject to legal requirement for implementation. Applicants to DER may also apply for and receive ILFP funding. In addition, this disclaimer does not preclude compensatory mitigation funding for future phases of work outside the Culvert Replacement Municipal Assistance Grant Program's period of performance.

This disclaimer does not apply to municipalities or other applicants facing a requirement from the MA Department of Environmental Protection to replace existing structures to comply with the Massachusetts Stream Crossing Standards as outlined under their purview of the Massachusetts Wetlands Protection Act or similar state regulations.

- 1.6 APPLICATION DEADLINE:** Applications are due **5:00 p.m. April 4, 2023.** (See Section 4, *Deadlines and Procurement Calendar* for further details on deadlines and grant program calendar)
- 1.7 FUNDING AVAILABILITY:** **Total funding available is anticipated to be approximately \$750,000** subject to legislative appropriation and/or bond authorization to support culvert

replacements in locations of high ecological value. DER anticipates making awards to multiple applicants with this funding.

**Individual awards typically range from approximately \$25,000 to \$400,000**, depending on the number of structures and project phases and work proposed. Awards are not anticipated to exceed approximately \$400,000, regardless of the number of structures proposed. Applicants may request funding to support tasks from multiple project phases, based on the status of the individual culvert replacement(s) and need; however, **applicants should request support only for work that can be completed by June 30, 2024**. DER may award funding to cover full or partial phases of work (e.g., design and engineering), based on funding availability, application information, and project scoring.

Exceptions to the number of awards and range of funds awarded may be made at DER's discretion, dependent on funding allocations.

- 1.8 MATCH REQUIREMENT:** Applicants are not required to provide match. However, DER does not anticipate being able to provide funding for the full cost of a culvert replacement project (i.e. total field data collection, design, engineering, permitting and construction costs). Applicants are encouraged to report other known sources of funding for the proposed project on the Application Form, both secured and anticipated sources.

Projects seeking construction funding should demonstrate the ability to obtain and secure the balance of funds prior to the start of the grant contract period (i.e., July 2023).

- 1.9 TOTAL ANTICIPATED DURATION OF GRANT(S):** Contracts for awarded grants are expected to start in July 2023. The contract duration is anticipated to be through June 30, 2024. (See further detail on anticipated contract duration in Section 2.1 Project Terms).

- 1.10 APPLICABLE PROCUREMENT LAW:** 815 CMR 2.00

## 2. Performance and Contract Specifications

- 2.1 PROJECT TERMS:** A final contract is subject to successful negotiation of an agreed upon scope of work (SOW) and budget. Please note that DER does not guarantee that any contracts or technical assistance may result from this RFR or that any amount of funding or particular funding level will be awarded. It is anticipated that awarded grants will be available July 2023. The SOW detailed within FY24 grant award contracts should be completed no later than June 30, 2024.

Upon request, and at the sole discretion of DER, **grant contracts** may be renewed, extended or otherwise amended. **Requests for extension are strongly discouraged** and will be considered only under extraordinary circumstances. Any extensions or amendments granted will not necessarily change, or increase, the monetary value of the contract. Funding is subject to legislative appropriation and/or bond authorization (see Section 1.7).

DER reserves the right to fund a portion, to modify or amend the scope and/or add or delete tasks of any project proposal in coordination with the applicant, to more closely meet the purposes of the program. Applicants will have the option of rejecting the grant award if the revised scope does not meet their goals.

- 2.2 DELIVERABLES, OWNERSHIP, AND CREDIT DUE:** DER requires that all technical deliverables produced under the contract resulting from this award be delivered to DER in native format, either electronic or hardcopy, as decided under scope and contract. Deliverables may include software, maps, reports, contracts with construction firms, design plans, etc., to execute work on culvert or bridge replacements. Structures (i.e. culverts or bridges) replaced under this grant will maintain their original ownership.
- 2.3 REPORTING:** Necessary reports and other deliverables are project specific and will be identified in coordination with the applicant at the time of contract award and project scoping.
- 2.4 INVOICING:** The payment procedure for grants resulting from this RFR is by reimbursement for costs incurred during the contract period. Only those tasks/deliverables identified in the grant scope of work are eligible for reimbursement. Reimbursement is made after acceptance by DER of a correctly executed invoice with appropriate documentation and deliverables. Commonwealth payments are issued through EFT 45 days from invoice receipt. No payments shall be made for Massachusetts sales tax.
- 2.5 CONTRACT EXPANSION:** If additional funds become available during the grant contract duration period, DER reserves the right to increase the maximum obligation, expand the

scope of work, and/or modify the contracting terms to some or all contracts executed as a result of this RFR or to execute contracts with applicants not funded in the initial selection process. This is subject to available funding, satisfactory contract performance, project need, and based on successful negotiation with the applicant.

- 2.6 CONDITION OF AN AWARD:** Within a reasonable timeframe from the public announcement of the award, the awardee will execute a contract with DER. If other related factors (for example other anticipated financial sources, required approvals, etc.) are not resolved by the awardee thereby preventing the awardee from signing a contract, DER reserves the right to withdraw financial support of the project and will provide the awardee with 30 days written notice.

### 3. Instructions for Application Submission

- 3.1 SUBMISSION INSTRUCTIONS:** All applications must be submitted through the online submission portal linked below. No paper applications will be accepted. ***Applications received after the deadline will automatically be rejected.*** Complete all items and submit as instructed. Applicants must include all required documents. ***Each applicant may submit ONE grant application for this funding opportunity.*** Each grant application may include up to 3 culverts or bridges on the same stream or local connected stream network.

#### INSTRUCTIONS FOR ONLINE SUBMISSION

Applicants should fill in the online form and upload the application materials listed below through an online submission portal. ***The link to the online submission portal is:***

**<https://www.mass.gov/forms/fy24-crma-grant-application>**

The link is provided in the RFR (this document) uploaded to the COMMBUYS page for this procurement.

#### **Required documents include:**

- **Culvert Replacement Municipal Assistance Grant Application (Online Form)** – This provides project background and information as well the proposed work associated with this funding request. A link to the online form is provided above (Section 3.1). **(Required)**
- **Project Budget (Excel document)** – Includes budget details and cost estimates. A template to use is provided in the grant materials. **(Required)**
- **Project Photos** – Photos can be submitted as one document or as separate photo files. **(Required)**
- **Owner or Co-Applicant Endorsement Letter** – If submitting a joint application or on behalf of another eligible applicant, or if any structure in the proposed scope of work is owned by another entity, then an endorsement letter from the co-applicant or owner must be included with your application. An example letter is provided in the grant materials. **(As Applicable)**
- **Supporting Documentation** – Attach electronic copies of relevant work completed to date on the proposed culvert replacement, including but not limited to field data notes and/or summary technical reports, design plan sheets, cost estimates, design or construction bids, etc. Documentation may also be linked to in the application form to reduce file size, for example, copies of relevant permits. **(As Applicable)**

**The online application system has a strict 25 MB limitation per application form submission (not per file upload field).** Applicants must keep total submitted attachment materials (including all photos, supporting documentation, and endorsement letter) below this limit or an error will occur and attachments will not be transmitted. **If more**



**than 25 MB is attempted to be uploaded, the application form may reset.** Applicants should reduce file sizes (e.g. less than or within the 22-23 MB range) as needed to meet this limitation.

Required documents can be uploaded in Microsoft Word, or to reduce file size, the document may be converted and uploaded as an Adobe PDF file.

You will receive an email confirming receipt of your application and supporting documentation within 2 business days following submission. If you do not receive a confirmation email, please contact **DERCulverts@mass.gov**.

**All Applications, including receipt of all the supporting materials, must be received by DER by 5:00 p.m. on Tuesday, April 4, 2023. Applications received after the deadline will automatically be rejected.**

Responses will be accepted and are encouraged to be submitted in advance of the submission deadline.

**Note: Incomplete or incorrectly submitted applications will be disqualified prior to the review process.**

If you have technical complications with your online application submission, please contact [DERCulverts@mass.gov](mailto:DERCulverts@mass.gov) **prior to the grant deadline for assistance.**

DER reserves the right to reject any and all proposals or request additional information and documentation if needed.

As part of the review of proposals, DER may perform a site visit or call applicants. DER may request a site visit with the applicant present during the review process.

By submitting a proposal, the applicant acknowledges the terms and specifications contained within the RFR.

- 3.2 EVALUATION CRITERIA:** 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 reimbursable grant award. An interagency review committee will evaluate proposals on a competitive basis. The review committee will review all proposed projects based on the Evaluation Criteria below. The review committee may consider statewide geographic distribution in its final recommendations for funding. The review committee reserves the right to request, a site visit, additional details and documentation, and to reject any or all proposals that do not meet the goals and terms of this RFR.

### **EVALUATION CRITERIA:**

#### **DEMONSTRATED NEED (25 POINTS)**

**PROJECT BACKGROUND (15 POINTS)** - How well does the applicant describe the current condition and identify the problems associated with the existing crossing(s)? Does the applicant demonstrate why the project is a high priority for the municipality? The applicant should consider the physical condition of the culvert, risk of failure, maintenance and flooding history, erosion, environmental concerns such as impacts to fish and wildlife, and hazards to the community.

**PROJECT STATUS/READINESS (5 POINTS)** – The applicant should describe all initiated and completed work to date. This may include, but is not limited to, the planning and steps taken to prioritize, develop and scope the project; conduct field data collection and analyses; design and permit the project; and coordinate utilities and/or construction. *Applicants should submit all relevant supporting documentation (e.g., technical reports, design plans, permits, opinion of probable costs, etc.) with the application.* Is it a *new project* or a project work has been initiated and completed? Based on overall application, project documents submitted, and proposed work, does the applicant demonstrate a good understanding of the project needs and approach? Has the project been properly planned for, scoped, and ready to receive funding requested for the work proposed? If the applicant was awarded funding through the CRMA grant program in a previous year, are they in good standing? A previously awarded applicant in good standing will be determined by timely submittals of progress reports and grant deliverables, timely correspondence, and compliance with program guidelines.

**FINANCIAL NEED (5 POINTS)** - How well does the applicant demonstrate their need for financial assistance for the proposed crossing replacement(s)? Does the applicant describe other anticipated or secured funding sources that will support portions of this project?

#### **PROJECT DESCRIPTION (30 POINTS)**

PROJECT SCOPE (15 POINTS) -How well does the applicant describe the proposed culvert replacement(s) and the proposed work to be covered by this funding? This includes proposed projects tasks, personnel, and desired outcome for the project.

*Applicants may want to refer to **Appendix C: Proposed Work Checklist**. The Proposed Work Checklist is intended to help applicants determine what tasks to include in the funding request to DER. The tasks listed comprise a typical culvert replacement project scope and are arranged in general project order. Applicants are not bound to the tasks/activities listed on the Proposed Work Checklist for the funding request but should consider including tasks that may have been omitted from the project's previous work history.*

PROJECT BUDGET AND /COST EFFECTIVENESS (10 POINTS) – Did the applicant complete the budget table on the Application Form? How well does the applicant estimate and describe project costs, given the current status and understanding of the culvert replacement(s)? How cost effective is the budget given the project benefits? Does the application leverage other funds or work that add to the project benefits (e.g., leveraged funds, other restoration projects completed or planned on the stream reach, etc.)? Do the cost estimates seem reasonable and feasible for this project? For projects at an advanced level of design, does the applicant (1) demonstrate a realistic understanding of project costs for both the overall project and the proposed work to be supported by this DER grant and (2) provide supporting documentation (e.g., budget with detailed and credible cost estimates)? New projects should at least provide a cost estimate of the proposed work to be supported by this DER grant. If applicable, applicants should describe additional sources of funding for the project and the amount, including sources both in-hand and anticipated, and the expected timeline for which funds will be available. If applicable, did the applicant describe any anticipated cost benefits for including more than 1 structure for the proposed scope of work? If seeking construction funding, does the applicant demonstrate the ability to obtain and secure the balance of funds prior to the start of the grant contract period (i.e., July 2023)?

PROJECT TIMELINE (5 POINTS) - How well does the applicant describe the overall proposed culvert replacement project timeline *and* the timeline for proposed work supported by DER grant funding? Does the applicant list milestones or goals? Can the proposed work realistically be completed by June 30, 2024?

**PROJECT BENEFITS (45 POINTS)**

BENEFIT TO THE ENVIRONMENT (25 POINTS) – The Division of Ecological Restoration will evaluate the proposed project's overall benefit to the environment, based on the existing site conditions, proximity to important habitat, available ecological data, and additional notes provided by the applicant.

DER will consider the feasibility for and extent to which the proposed project will improve ecological function. For example, DER will weigh whether the new stream crossing(s) will

(a) allow natural stream processes to occur, (b) allow the channel to naturally adjust and change over time, and (c) improve passage for fish and wildlife. DER will consider the severity of the existing barrier(s) to fish passage and the expected magnitude of improvements with a replacement structure meeting the Stream Crossing Standards.

Did the applicant provide any additional environmental information about the culvert site(s) or possible environmental benefits from the proposed culvert replacement(s) (e.g., information on critical habitat, bank erosion, water quality, fish and wildlife species that inhabit the site/area, and problems for these organisms to pass through the existing culvert(s))?

*Appendix B: DER's Tools to Evaluate Environmental Benefits of Culvert Replacements provides examples of decision-support tools that DER will use in part to assess Environmental Benefits of the proposed culvert replacement. This list is provided for informational purposes. **Applicants are not required to seek information about their culverts using these tools.***

**PUBLIC SAFETY BENEFITS (6 POINTS)** – To what extent will the proposed project improve public safety and health and reduce risk to the community through elimination of a hazard? Is the project likely to reduce vulnerability and enhance resiliency to changing climatic conditions, such as flooding and damage caused by more frequent, high intensity storms? For example, will the culvert replacement(s) decrease the likelihood of road closure or washout during a major storm, thus maintaining access to municipal and emergency services? Does information provided in the narrative or other supporting materials (e.g., photos, recent inspection reports, news stories, etc.) document the hazard and/or anticipated public safety benefits of the project? Has the project been identified in a town or region-wide vulnerability or resiliency plan, e.g., *Hazard Mitigation Plan (HMP)* or *Municipal Vulnerability Preparedness (MVP) assessment and resiliency plan*?

**CAPACITY BUILDING AND TRANSFERABILITY (2 POINTS)** – Did the applicant demonstrate how DER funding will build capacity, leverage additional funding, or enhance ability of the applicant to transfer knowledge, achieve cost-savings, or amplify benefits of the project to the stream and/or community (e.g. develop templates and processes for other culvert replacements in the community, increase ability to apply external funding to future phases of work or other similar projects, increase knowledge and experience of municipal staff, amplify other flood reduction and/or stream restoration efforts, etc.)?

**ECONOMIC AND COMMUNITY BENEFITS (4 POINTS)** – Will the proposed project have a positive impact on the local economy? This may include but is not limited to improving or protecting infrastructure, decreasing costs associated with flooding impacts, eliminating safety hazards, reducing culvert maintenance costs, maintaining or improving transportation routes for commerce, achieving cost-savings by bundling projects, and/or enhancing recreation.

ENVIRONMENTAL JUSTICE (EJ) COMMUNITIES (8 POINTS) – Projects located in a mapped Environmental Justice neighborhood, i.e. EJ block group, will receive 5 pts and projects located within 0.5 mile of an EJ Block Group will receive 3 pts. Up to an additional 3 points may be awarded to projects with direct project benefits to an EJ Community and/or for projects ranked highly for environmental benefits (i.e. receive more than 12 points under the Benefit to the Environment review criteria). Where is the EJ neighborhood located geographically relative to the project site? How will the project increase climate resiliency, public safety, and/or socio-economic benefits for this EJ population? Has there been any demonstrated support from the EJ population for the project (e.g., Community-Based Organizations that work with or in an EJ Community who have assisted municipality in engaging the community, volunteering, planning, etc. in support of the project or related efforts)?

*For more information about Environmental Justice Populations in Massachusetts, visit <https://www.mass.gov/info-details/environmental-justice-populations-in-massachusetts>. This website includes links to interactive maps – the [Environmental Justice Map Viewer](#) displays the 2020 EJ block groups, based upon three demographic criteria developed by the state's Executive Office of Energy and Environmental Affairs (EEA); and [Languages Spoken Map](#) that displays where at least 5% of the population has speakers who self-identify as “do not speak English very well”. Applicants can search by project address and click on the maps to get more information on EJ population criteria and languages spoken. The 2020 Environmental Justice Populations data is also available for [download](#).*

**3.3. INSTRUCTIONS FOR COMPLETING ONLINE APPLICATION FORM:** The Culvert Replacement Municipal Assistance Grant Application should be completed through the online submission portal:

<https://www.mass.gov/forms/fy24-crma-grant-application>

We advise all applicants to review the information below and to have the application materials and all supporting documents ready to be uploaded prior to beginning the online submission.

Question numbers correspond to the fields in the application. Boxes should expand as you fill them in.

**1. APPLICANT INFORMATION**

- **Total Funding Request** – Enter the amount of DER grant funds requested
- **Applicant’s Organization** - Enter the applicant organization (e.g., municipality, etc) who will be the Lead Applicant for the project.

- **Applicant's Name** – Enter the name of the individual who will be the primary contact for the project.
- **Applicant Title** – Enter the Primary Contact's title (e.g., DPW Director, etc). If the Primary Contact's organization is different from the Lead Applicant Organization, please also indicate the organization they are affiliated with.
- **Applicant Contact Email/Phone** – Enter the email or phone number of the Primary Contact.
- **Project Lead Organization** – If different from the Applicant Organization, enter the name of the organization that will serve as the Project Lead.
- **Project Lead** – If different from the Primary Contact, enter the name of the individual who will serve as the Project Lead for the grant application.
- **Project Lead Title** – If different from the Applicant, enter the Project Lead's title (e.g. DPW Director, etc).
- **Project Lead's Phone** – If different from the Applicant, enter the phone number for the Project Lead.
- **Project Lead's Email** – If different from the Applicant, enter the email for the Project Lead.
- **Joint Application** – Please indicate if you are applying jointly with another eligible applicant or if you do not own or maintain all of the existing structures. If yes, then please provide the contact details for the other applicant organization(s). A letter of endorsement from the Joint organization or owner of the structure will be required as an uploaded document if a Joint Application is submitted.

## 2. PROJECT INFORMATION

- **Number of Structures** – Select number of structures included in your application.  
*Please note the online form will create sections for the questions below for each structure. Please fill in starting with the upstream most structure moving downstream.*
- **Road** - Provide road name.
- **Stream** - Enter the name of the stream. If unknown or unnamed, enter UNKNOWN.
- **Latitude**- Enter, in decimal degrees, the Latitude of the culvert location at the center of the road. One way the Latitude and Longitude can be determined is through [Google Maps](#), by zooming in to the culvert location, right clicking the mouse directly over the culvert, and selecting the Latitude and Longitude coordinates.
- **Longitude**- Enter, in decimal degrees, the Longitude of the culvert location at the center of the road. See instructions for Latitude above.
- **Location Description**- Briefly describe the location of the culvert, e.g., next to a physical address or a specific distance from a cross road. This will help DER make sure we evaluate the correct culvert.
- **Existing Culvert Type**- Enter the shape and material of the current culvert, e.g., Concrete Box, Corrugated Metal Pipe (CMP), Reinforced Concrete Pipe (RCP), etc.
- **Existing Culvert Length**- Enter the length of the current culvert from inlet to outlet.  
**Record in feet.** If there are multiple culverts at this location with variable lengths,

enter the length of the longest structure AND include on the application form under Project Background a description of the crossing including the width and length of each structure.

- **Existing Culvert Width-** Enter the current width of your culvert. **Record in feet.** Width is the same as a culvert pipe diameter. If there are multiple culverts at this location with variable widths, enter the width of the widest structure AND include on the application form under Project Background a description of the crossing, including the width and length of each structure.
- **Utilities within Right of Way (ROW) or close proximity to the Culvert (check all that apply)** – Check all known underground and overhead utilities that are found within the road right-of-way or within close proximity to the culvert and/or stream. If you check “Other”, please include type of utility in the box.
- **Proposed Project Phases-** Select the Project Phases in which funding is being requested under this grant program for this location. Proposed work should be consistent with work proposed under the Project Scope and Budget in the Application Form.
- **Have Permits Been Prepared, Submitted or Issued/Describe Status of Permits** – If any permits have been prepared, submitted for review or issue on the project (including environmental and/or MassDOT Chapter 85 review), then please describe the status of permits.

### 3. PROJECT NARRATIVE

The project narrative will assist our review of your application by describing the project's history, purpose, benefits, existing conditions and more. This information is valuable for reviewers to get a full picture and better understand the project proposal. *Please use as much space as needed, the boxes on the form can be expanded by clicking and dragging the tab at the bottom of the box in the lower righthand corner. If you prefer to work offline on the narrative sections, you can cut and paste text into the boxes. You can scroll down to "Save and Resume Later" at the bottom of this page to save a draft of your application and finish it at a later time.*

- **Project Summary** – Please provide a descriptive *Brief Summary* for the project about 4 sentences), including the purpose of the proposal, existing conditions, environmental and community benefits and goals of the proposed project.
- **Demonstrated Need** – Please provide information on *Project Background*, *Project Status*, and *Financial Need* in the boxes provided. Refer to Evaluation Criteria (Section 3.2 under Instructions for Application Submission) for guidance.
- **Project Narrative** - Please provide information on *Project Scope of Work*, *Project Budget Narrative* (including the summary found in the Budget Template and Project Narrative section of the online application), and *Project Timeline* in the boxes provided. Where possible, provide additional supporting documentation (e.g.,

budget details, opinion of probable costs, design or construction bids, etc.). *Refer to Evaluation Criteria (Section 3.2 under Instructions for Application Submission, pp. 9-12) for guidance.*

Applicants proposing new culvert replacement projects, i.e., projects that are in the early planning phase, are encouraged to consult DER's website (<https://www.mass.gov/how-to/culvert-replacement-municipal-assistance-grant-program>) for an example of a culvert replacement bid request and scope of work to help develop and inform the *Project Scope*.

- **Project Benefits** – Please provide information on *Benefits to the Environment, Public Safety Benefits, Economic and Community Benefits*, and benefits to *Environmental Justice (EJ) Communities* (if applicable) in the boxes provided. 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. Refer to Evaluation Criteria (Section 3.2 under Instructions for Application Submission) for guidance.

*Applicants who engage Engineering Firms for culvert or bridge replacement projects meeting the MA Stream Crossing Standards may want to verify that the selected firm or its subcontractors have:*

- *River assessment experience and knowledge about river processes, dynamics, and features.*
- *Demonstrated ability to design structures to meet the MA River and Stream Crossing Standards.*
- *Capacity to perform geotechnical borings and subsurface analysis for geotechnical design of a replacement structure.*
- *Experience with performing existing hydrology and hydraulic modeling.*
- *Skilled staff to perform resource area delineation and experience completing environmental permits.*
- *MassDOT prequalification and/or MassDOT Chapter 85 review experience, as applicable*

- **Community Information** – Check Yes or No to the following questions. If you check “other”, please provide additional information in the box provided (e.g., *Draft Plan awaiting approval*).
  - **Does your town have an approved Hazard Mitigation Plan?** – (See <https://www.mass.gov/service-details/local-hazard-mitigation-planning> and scroll to the document titled ‘Massachusetts FEMA-Approved Local and Regional Multi-Hazard Mitigation Plans’).
  - **Has your town enrolled in the Municipal Vulnerability Preparedness (MVP) program?** – (For more information about the MVP program, see <https://www.mass.gov/municipal-vulnerability-preparedness-mvp-program>).



#### 4. REQUIRED DOCUMENTS AND ATTACHMENTS TO BE UPLOADED

- **Budget Table (Required)** – A budget table is required to be uploaded. Please use the provided Excel budget template (found as an attachment file with the RFR and posted on the COMMBUYS website). *The budget template includes a tab with additional instructions.*
- **Site Photos (At Least Two Required)** – Photos may be uploaded in a single document to reduce file size, or uploaded individually. Please be aware of file size limits, we recommend photo files should not exceed 2 MB per photo. DER requests at least two color photos of each structure, preferably of the culvert inlet and culvert outlet view if feasible.
  - **Culvert Inlet** – A photo looking toward the culvert inlet.
  - **Culvert Outlet** – A photo looking toward the culvert outlet.

Applicants may also include photos of:

- **Upstream of the Culvert** – A photo looking upstream from the culvert inlet.
  - **Downstream of the Culvert** – A photo looking downstream from the culvert outlet.
  - **Road over culvert** – A photo showing all lanes of traffic over the culvert.
- **Supporting Project Documents** – Please attach electronic copies of all relevant work completed to date on the proposed culvert replacement, including but not limited to field data and/or summary technical reports, design plan sheets, opinion of probable costs, design or construction bids, etc.

#### 5. APPLICATION SUBMISSION

- **Save and Resume Later:** Applicants will have the option to save and resume the application submittal form for later. Formstack will generate a link you can copy and paste into your records and/or email (both are advised). **Please be aware that if you choose the *Save and Resume Later* option, you will need to reattach any attachments.** In addition, a new link is generated each time you save your application so be sure to copy and save the new link each time you choose this option.
- **Submit Form:** Once you hit submit form, it may take a few minutes for the submission to load. Please do not refresh the screen during this time. You will receive the following message upon successful submission: “Thank you, the form was submitted successfully.” The Applicant Contact should also receive an email confirmation with a copy of the submission.
- **Submission Error:** If you do not fill in a required field, then the online form will reset and take you back to the missed section(s). You can find the missed field by scrolling

through the sections and finding the red box(es). For submissions with large attachments, the submission process may take several minutes. **If your attachments exceed the strict 25 MB limit, then you will receive an error message and you will be required to resubmit the application form and attachments. Attempting to upload a total of 25 MB or greater may result in errors, a failed submission, or application forms being reset in some browsers.** Partial submissions or submissions with unresolved errors will not be considered.

### **3.4 ADDITIONAL REQUIRED DOCUMENTATION:**

Additional Forms: If an application is selected for funding, the Applicant will be required to submit the following forms to complete a contract. Forms with an asterisk \* need not be submitted, if they are already on file with the Commonwealth. All forms can also be downloaded from: <https://www.macomptroller.org/forms/#section-5>:

- Commonwealth Standard Contract Form, filled out and signed by the Applicant
- Commonwealth W-9 tax form with DUNS number and Federal Tax ID\* filled out and signed by the Applicant
- Completed Contractor Authorized Signature Verification Form

Applicants are encouraged to review these forms prior to submission of a Response.

Grant payments will be made using Electronic Funds Transfer (EFT). If applicants are awarded a grant contract and are not set up to receive payments in this form, DER will require additional paperwork.

## 4. Deadlines and Procurement Calendar

### 4.1 RELEASE OF RFR: March 3, 2023, 12PM

### 4.2 QUESTION AND ANSWER PERIOD: Closes March 15, 2023 at 3PM. Only clarifying or technical questions regarding the application and application process may be answered following the release of the RFR. During this time all questions should be submitted in writing to [DERCulverts@mass.gov](mailto:DERCulverts@mass.gov) by 3PM February 15, 2023 with the subject line “RFR ID: DER 2023-01” .

**Grant Questions:** Questions will not be answered over the phone. Answers to all questions will be posted on COMMBUYS and DER’s website around the third week of March.

**APPLICANT COMMUNICATION WITH DER AND THE COMMONWEALTH:** Applicants are prohibited from communicating directly with any employee of DER regarding this Grant Opportunity during the RFR Period from March 3, 2023, 11:00 AM until April 4, 2023, 5PM except as specified in this RFR. No other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Applicants may contact the contact person for this RFR in the event this RFR is incomplete, or the applicant is having trouble obtaining or submitting any required attachments. Note that there is an open period to submit written questions up to the deadline specified in this RFR.

### 4.3 APPLICATION DUE DATE: 5:00 p.m. April 4, 2023.

### 4.4 ESTIMATED AWARD DATE: Awards are estimated to be announced by end of June 2023 with contract development to begin in July 2023.

### 4.5 ESTIMATED CONTRACT START DATE: DER anticipates execution of grant contracts in July of 2023.

## 5. Miscellaneous

### 5.1 TYPE OF PROCUREMENT: Grant

**5.2 USE OF THIS PROCUREMENT BY SINGLE OR MULTIPLE DEPARTMENTS:** This RFR is a single department procurement. All contracts awarded under this RFR will be utilized solely by the issuing entity, i.e. the Department of Fish & Game. This RFR may be used by Division of Ecological Restoration and other Department of Fish and Game programs to identify projects for funding from other sources.

**5.3 REQUEST FOR SINGLE OR MULTIPLE CONTRACTORS:** Multiple contracts may be awarded under this RFR.

**5.4 RFR DISTRIBUTION METHOD:** This RFR has been distributed electronically using the [COMMBUYS](#) system. It is the responsibility of every applicant to check COMMBUYS for any addenda or modifications to an RFR in which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to respondents who fail to check for amended RFRs and submit inadequate or incorrect responses.

**5.5 PUBLIC RECORDS:** All responses and information submitted in response to this RFR are subject to the Massachusetts Public Records Law, M.G.L., c. 66, § 10, and c. 4, § 7, cl. 26. Any statements in submitted responses that are inconsistent with these statutes, including marking information as confidential during the submission process, shall be disregarded.

**5.6 REASONABLE ACCOMMODATION:** Bidders with disabilities or hardships that seek reasonable accommodation, which may include the receipt of RFR information in an alternative format, must communicate such requests in writing to the contact person. Requests for accommodation will be addressed on a case-by-case basis. A bidder requesting accommodation must submit a written statement which describes the bidder's disability and the requested accommodations to the contact person for the RFR. DER reserves the right to reject unreasonable requests.

### 5.7 APPENDIX

- A. Appendix A – Overview of Massachusetts Stream Crossing Standards
- B. Appendix B – DER's Tools to Evaluate Environmental Benefits of Culvert Replacements
- C. Appendix C – Proposed Work Checklist Reference Guide

### 5.8 LIST OF ATTACHMENTS

- A. CRMA Budget Template (Excel)
- B. Owner or Co-Applicant Application Endorsement Letter Example (Word Doc)
- C. Formstack Online Submission Form (Online, link provided in Section 3)
- D. Reference Copy - CRMA FY24 Form (PDF)

Department of Fish and Game (DFG)

Division of Ecological Restoration (DER)