



EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS
Rebecca L. Tepper, Secretary
Grant Announcement



Massachusetts Inclusive and Accessible Outdoor Recreation Event Support Grants FY 2024
Request for Responses
RFR# ENV 24 MOR 01
COMMBUYS Bid Number# BD-24-1042-ENV-ENV01-96214
POSTING DATE: 12 DECEMBER 2023
CLOSING DATE: 23 FEBRUARY 2024

1. GRANT OPPORTUNITY SUMMARY:

A. OVERVIEW AND GOALS:

We want to make Massachusetts the most welcoming, inclusive, diverse, equitable, and accessible place to play outside! Events are a great way to engage new audiences, provide a welcoming space for diverse recreators, and bring everyone into Massachusetts' amazing outdoor spaces. Events also offer an opportunity to communicate with and educate participants.

This reimbursement grant opportunity targets outdoor recreation events that will occur before June 30, 2024, but welcomes applications for future events. Funding for events after June 2024 will be dependent on available resources.

What do we mean by Outdoor Recreation?

The Massachusetts Office of Outdoor Recreation ("MOOR") supports all kinds of outdoor recreation that occurs within the natural environment including, but not limited to, hunting, fishing, boating, paddling, hiking, trail running, mountain biking, snowmobiling, off-highway vehicle riding, horseback riding, swimming, skiing, climbing, sailing, paddling, bird-watching, star-gazing, etc.

For the purposes of this grant offering, outdoor recreation does not include field or court sports, even those that occur outdoors, or events that take place solely on paved road, such as road races, or bike rides.

B. PROPOSALS SOUGHT FOR:

MOOR will provide grants of up to \$10,000 to eligible organizations to facilitate new inclusive and/or accessible outdoor recreation events or boost existing outdoor recreation events with new inclusive and/or accessible components. Proposed grants amounts should be commensurate with the size of the event and expected impacts.

C. ELIGIBLE APPLICANTS:

Eligible grantees include non-profit organizations (501(c)(3)), municipalities, state agencies, and tribal entities. Partnerships between eligible grantees and private organizations are welcome.

D. APPLICATION DEADLINE:

This grant opportunity targets outdoor recreation events that will occur before June 30, 2024 (FY24), but welcomes applications for future events. Funding for events after June 2024 will be dependent on available resources. Applications will be accepted until February 23, 2024.

E. FUNDING AVAILABILITY:

The Massachusetts Office of Outdoor Recreation expects to award up to \$100,000 in funding through this program in FY24. We anticipate awarding approximately ten to fifteen (10-15) event grants in FY24.

F. BUDGET REQUIREMENT:

Grantees must submit a proposed budget for grant funded activities. The budget must clearly indicate proposed grant funded expenses separately from other event revenues and expenses. Eligible expenses include consultant services, equipment rental, venue rental, printing and supplies, staff time, etc. Ineligible expenses include capital equipment purchases, land acquisition, and administrative costs.

G. MATCH REQUIREMENT:

No specific match is required for this funding, however in-kind and cash matches are encouraged.

H. TOTAL ANTICIPATED DURATION OF CONTRACT(S):

The contract period will begin on the date EEA executes the contract. Approved project costs must be expended by June 30, 2024. Future event grants may be awarded in FY25, depending on available resources.

I. PREVAILING WAGE APPLICABLE:

No

J. IDENTIFICATION OF CONTRACTS WITH COMMONWEALTH AGENCIES OR SUBDIVISIONS:

Yes

K. IDENTIFICATION OF FINANCIALLY INTERESTED PARTIES:

No

L. REGULATIONS, STATUTES, OR AUTHORIZATION GOVERNING THIS GRANT PROGRAM:

Subject to 815 CMR 2.00, this grant program provides funding 501(c)(3), non-profit organizations, and municipalities, state agencies, and tribal entities to support inclusive outdoor recreation events.

M. CONTACT INFORMATION:

Paul Jahnige, Director

Massachusetts Office of Outdoor Recreation

Paul.l.jahnige@mass.gov

2. PERFORMANCE AND CONTRACT SPECIFICATIONS

- A. ELIGIBLE PROJECT(S)/SCOPE(S) OF WORK:** The Massachusetts Office of Outdoor Recreation seeks to fund inclusive outdoor recreation events. Successful grantees will propose new inclusive and/or accessible outdoor recreation events that are specifically targeted to new or underserved audiences, or proposals that boost existing outdoor recreation events with new inclusive and/or accessible components. Proposed grants budgets should be commensurate with the size of the event and expected impacts.

Sample Grant Ideas:

Potential grantees are encouraged to be creative and propose what they think will best meet the goals of this offering, however, some potential projects might include:

Event Promotions: Work with social media influencers or affinity groups to promote your event and engage non-traditional and diverse audiences.

Gear Support: Partner with youth organizations and outfitters to make gear available to new participants who may not have access.

Transportation: Partner with underserved community and environmental justice organizations and local or regional transit to offer free transportation to your event.

Language: Engage translation services and interpretation services to make your promotions and event information and signage available in languages other than English.

Accessibility Equipment and Support: Work with an accessibility provider to provide adaptive equipment and support to facilitate participation of persons with disabilities.

Take Down the Gates: Engage a DEI Consultant to help make your event more welcoming by evaluating language, promotions, signage, etc. and reduce barriers and gatekeeping.

B. ELIGIBLE APPLICANTS:

Eligible grantees include non-profit organizations (501(c)(3)), municipalities, state agencies, and tribal entities. Partnerships between eligible grantees, community-based organizations, and private organizations are welcome.

C. FUNDING AVAILABILITY, BUDGETING GUIDELINES, ALLOWABLE EXPENDITURES & PAYMENTS:

This is primarily a reimbursement grant program. However, for eligible, small, community-based organizations DCR will consider a monthly grant installment payment.

For reimbursement grants, reimbursements will be based upon proof of actual expenditures. Reimbursement shall only be for expenses up to the approved grant amount, and in accordance with the approved project budget. Grantees must pay costs and then submit reimbursement requests. Reimbursement requests must include both invoices / receipts and proof of payment. Multiple reimbursement requests are acceptable.

For grants to community-based organizations with an approved installment payment model, the first installment will be made at the time the grant contract is executed, and subsequent monthly installments will be made contingent on receipt and approval by MOOR of estimates, invoices, and / or payments for approved grant activities. All grant funds must be used for eligible activities in accordance with the approved grant budget. Grant payments will only be made up to the approved grant amount or the actual approved expenditure amount, whichever is less.

Eligible expenses include consultant services, equipment rental, venue rental, transportation, printing and supplies, staff time, etc. Ineligible expenses include capital equipment purchases, land acquisition, and administrative costs.

All contracts shall be subject to available funding, whether through the appropriation and authorization of sufficient funds or the receipt of sufficient revenues. If available funding ceases for any reason, a contract shall be deemed under suspension and contract performance must halt. A contractor will not be entitled to compensation for any performance provided during the period of contract suspension. EEA may lift the suspension if available funding is received. In the absence of foreseeable available funding, EEA may terminate the contract.

D. BUDGET REQUIREMENT:

Eligible grantees selected for funding must provide both a proposed budget and final report that includes the total event expenses (by category), event revenues, and grant funded expenses (by category).

E. PROJECT TERMS:

If awarded, all projects will be required to abide by the Standard Commonwealth of Massachusetts Terms and Conditions. EEA does not guarantee that any contracts may result from this Bid or that any particular funding level will be awarded. Contracts may be extended or otherwise amended at the sole discretion of EEA. Only costs incurred during the contract period are eligible for reimbursement.

F. ANTICIPATED DURATION OF CONTRACTS:

All grant contracts are expected to end on or before June 30, 2024. Grant funding for activities, events, expenditures after June 30, 2024, is dependent on available resources and program approval.

G. DELIVERABLES:

Grantees are expected to deliver the proposed grant activities and hold the actual proposed event. Grantees should plan a “rain date” to account for inclement weather.

H. MOOR ACKNOWLEDGEMENT:

Grantees must include MOOR and our logo in event promotional materials.

I. REPORTING:

Grantees are required to submit a final report with their final reimbursement request that must include a descriptive summary of the event, total participants and other detailed metrics (as proposed), exemplary photographs, and a final income and expense report for the event and grant funded activities.

3. Instructions for Application Submission

A. EVALUATION CRITERIA:

Potential grant proposals will be evaluated based on the following criteria:

- How likely are the proposed activities to result in achieving the inclusion, diversity, equity, and accessibility goals of the grant offering? (10 Points)
- How great is the “value added impact” of the proposed activities? (10 Points)
- How efficient are the proposed activities at achieving the goals? (5 Points)
- How will success be measured? (5 Points)

B. APPLICATION SUBMISSION INSTRUCTIONS:

Applicants are required to submit the attached application form and required documents via email to Paul Jahnige at paul.l.jahnige@mass.gov between prior to the deadline at 5 p.m. February 23, 2025. An on-line submission option will also be available at <https://www.mass.gov/orgs/the-massachusetts-office-of-outdoor-recreation>.

Questions? Ideas? Want Feedback? Schedule a time to chat with the MOOR Director at paul.l.jahnige@mass.gov.

Earlier submissions are strongly encouraged!

A grant contract must be executed prior to engaging in ANY grant funded activities, and contracting can take several weeks.

C. REQUIRED APPLICATION DOCUMENTS:

- ☐ The application form in .pdf format
- ☐ Budget including both total event budget and proposed grant activities budget
- ☐ Grantee organization authorized signature
- ☐ Letters of commitment from partner organizations
- ☐ Documentation of landowner permission for the event and any other required permits

D. DOCUMENTATION REQUIRED UPON APPROVAL FOR FUNDING:

If selected, the Applicant or its fiscal sponsor will be required to submit the following forms to complete a contract:

- Commonwealth Standard Contract Form, filled out and signed by the Applicant
- Commonwealth Scope and Budget Form
- Request for Taxpayer Identification Number and Certification (W-9)
- Completed Contractor Authorized Signatory Listing (both sides)
- Electronic Funds Transfer Form

These forms are posted on the COMMBUYS site for this procurement. Respondents are encouraged to review these forms prior to submission of their proposal. Applicants may also review forms prior to submission of an application at <https://www.mass.gov/lists/osd-forms>.

Public records: Please note that all responses and information submitted in response to this RFR are subject to the Massachusetts Public Records Law, M.G.L. c. 66, s. 10, and to c. 4, s. 7, ss. 26. Any statements in submitted responses that are inconsistent with these statutes, including marking of information as confidential, shall be disregarded. Please do not submit any information that the Applicant may not wish to disclose publicly, such as home addresses or personal telephone numbers, social security numbers, or other similar information.

4. Deadlines and Procurement Calendar

A. RELEASE OF BID: On or about December 12, 2023

B. INFORMATION SESSION: No information sessions will be provided.

C. APPLICATION DUE DATE: Applications will be accepted on a rolling-basis through **Friday, February 23, 2024.**

D. ESTIMATED AWARD DATE: Applicants will be notified of funding decisions within three weeks of submitting a complete application. An initial contract will be provided immediately thereafter.

E. ESTIMATED CONTRACT START DATE: Rolling. Notwithstanding any verbal representations by the parties, or an earlier start date listed in the Standard Contract Form, and only after an award is issued and a final scope of services has been negotiated, the effective start date of a contract shall be the latest of the following dates: the date the Standard Contract Form has been executed by an authorized signatory of the contractor and the procuring department; the date of secretariat or other approval(s) required by law or regulation; or a later date specified in the Standard Contract Form.

5. Miscellaneous

A. TYPE OF PROCUREMENT: Grant

B. USE OF THIS PROCUREMENT BY SINGLE OR MULTIPLE DEPARTMENTS: This Bid is a single department procurement. All contracts awarded under this Bid will be utilized solely by EEA.

C. REQUEST FOR SINGLE OR MULTIPLE CONTRACTORS: This Bid will result in multiple contracts.

D. BID DISTRIBUTION METHOD: This Bid has been distributed electronically using the CommBuys system. It is the responsibility of every Applicant to check CommBuys for any addenda or modifications to a Bid to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to Applicants who fail to check for amended Bids and submit inadequate or incorrect responses. Potential Respondents are advised to check the “last change” field on the summary page of Bids for which they intend to submit a response to ensure they have the most recent Bid files.

E. SUBMISSION OF WRITTEN QUESTIONS:

Written questions must be entered by pressing the “Bid Q&A” tab for the Bid in COMMBUYS no later than February 12, 2024, at 4:00 PM. The issuing department reserves the right not to respond to questions submitted after this date. It is the Bidder’s responsibility to verify receipt of questions. At its discretion, EEA may publish answers to submitted questions via COMMBUYS. If posted, EEA intends to post Questions and Answers on or before February 19, 2024.

F. LIST OF ATTACHMENTS:

A. Application Form

ATTACHMENT A:

**Massachusetts Inclusive and Accessible
Outdoor Recreation Events
Grant Program**



APPLICATION FORM

Instructions:

- The application must be submitted by email to Paul Jahnige at paul.l.jahnige@mass.gov.
- Please send all documents in a single email. Total size of all documents should not exceed 10 MB.
- Please save files as PDFs.

1. APPLICANT INFORMATION

Grantee Organization: _____

Tell us about your organization (list mission, goals, web site, social media, etc. Feel free to attach a document (one page maximum)):

Partner Organization(s): _____

Tell us about your partners (list missions, goals, web site, social media, etc.)

Project manager (contact person)

Name: _____

Affiliation: _____

Mailing Address: _____

Phone number: _____

E-mail address: _____

2. **EVENT INFORMATION**

Describe your Outdoor Recreation Event:

What are the goals of the event?

Is it new or existing?

What makes it special?

How many people does it engage / do you hope to engage?

Where will it be held? What land-owner / manager permission is required?

When is it held?

Feel free to include any promotional materials or photographs of past events (two pages maximum).

3. PROPOSED GRANT PROJECT

Describe your proposed grant funded activities:

How will these activities result in engaging, attracting or including new audiences? How will the grant funded activities increase the diversity and/or equity of your event? How will the activities enhance accessibility of your event? Etc.?

How will you measure the success of your grant funded efforts (include specific metrics of success)?

Please describe and quantify your expected results (relative to your metrics for success)?

4. LAND-OWNER PERMISSSION AND PERMITS

Please attach a signed approved land-owner / manager permission, and/or and land use permits required.

5. BUDGET

Please submit a budget that includes both total event income and expenditures (broken out by income and expense categories), and proposed grant funded activities (broken out by category). Feel free to include a one-page spreadsheet or table.

6. AUTHORIZING SIGNATURES

Chief Executive Officer:

Signature _____ **Date** _____

Print Name: _____

Land-owner / manager Authorized Signature:

Signature _____ **Date** _____

Print Name: _____

Application check-list:

- ☐ The application form in .pdf format
- ☐ Budget including both total event budget and proposed grant activities budget
- ☐ Grantee organization authorized signature
- ☐ Letters of commitment from partner organizations
- ☐ Documentation of landowner permission for the event and any other required permits