

THE COMMONWEALTH OF MASSACHUSETTS  
**EXECUTIVE OFFICE OF ENERGY &  
ENVIRONMENTAL AFFAIRS  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION**

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**Request for Response (RFR)**

**Document Title: Ipswich River Basin Water Supply and PFAS Grant Opportunity**

**Agency Document Number: BWR 2024-01-WMA-Ipswich Basin**

**December 1, 2023**

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## 1. RFR INTRODUCTION AND GENERAL DESCRIPTION

### 1.1. Grant Program Summary and Description

The Commonwealth of Massachusetts Department of Environmental Protection (MassDEP or the Department) seeks grant proposals for projects providing feasibility studies, infrastructure design, water chemistry analyses, and other activities needed to identify and advance water supply solutions for communities located in, or withdrawing water from, the Ipswich River Basin. The goals of this grant are:

- (1) To address the persistent drinking water quantity challenges faced by the Ipswich River Basin; and
- (2) To address the continued prevalence and harmfulness of PFAS6 (defined below) in drinking water in the Ipswich River Basin.

This grant will help communities with water supply sources located in the Ipswich River Basin to identify new or additional sources of drinking water, reduce water demand on the Ipswich River Basin, and/or improve drinking water quality.

MassDEP's Commitment to Environmental Justice: MassDEP is committed to advancing equity, diversity, and environmental justice (EJ)<sup>1</sup> through its public investments. The agency seeks to prioritize the direction of these resources to benefit EJ communities and to address environmental inequities. To that end, MassDEP grant and other funding programs include criteria and evaluation parameters that emphasize equity, diversity, and environmental justice, consistent with each program's statutory authority and source of funding.

Through this grant, preference will be given to projects that provide direct benefit to environmental justice populations.

All costs associated with proposed projects must be incurred during state Fiscal Year 2024 (July 1, 2023, through June 30, 2024).

### 1.2. Background Information

The Ipswich River, one of the most stressed river basins in the state, was named one of the country's "most endangered" rivers by American Rivers in 2021. See American Rivers, *America's Most Endangered Rivers 2021*, [MER2021 FINAL Report ReducedSize-1-1-1.pdf \(americanrivers.org\)](#). Dry riverbeds result in fish kills, ecological damage, loss of recreation and threats to the quality and security of the water supply. Climate change is

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<sup>1</sup> "Environmental justice is based on the principle that all people have a right to be protected from environmental hazards and to live in and enjoy a clean and healthful environment regardless of race, color, national origin, income, or English language proficiency. Environmental justice is the equal protection and meaningful involvement of all people and communities with respect to the development, implementation, and enforcement of energy, climate change, and environmental laws, regulations, and policies and the equitable distribution of energy and environmental benefits and burdens." See Environmental Justice Policy of the Executive Office of Energy and Environmental Affairs (updated June 24, 2021): <https://www.mass.gov/doc/environmental-justice-policy6242021-update/download>.

exacerbating the threat, with more severe and extended droughts creating increased risk to water supplies.

Additionally, many drinking water supplies in the Ipswich River Basin are currently experiencing per- and polyfluoroalkyl substances (PFAS) contamination. Not only are PFAS bioaccumulate widespread, but they also do not degrade. Studies indicate that exposure to sufficiently elevated levels of certain PFAS may cause a variety of adverse health effects.

To protect against these adverse health effects, MassDEP established a per- and polyfluoroalkyl substances (PFAS) public drinking water standard or Massachusetts Maximum Contaminant Level (MMCL) for six (6) specific PFAS (PFOS, PFOA, PFHxS, PFNA, PFHpA, and PFDA), also referred to as the “PFAS6.” On October 2, 2020, MassDEP published its MMCL of 20 nanograms per liter (ng/L), or parts per trillion (ppt) for the sum of the PFAS6.

In March 2023, the U.S. Environmental Protection Agency (EPA) announced the proposed National Primary Drinking Water Regulation to establish legally enforceable levels, called Maximum Contaminant Levels (MCLs), of 4 ppt for PFOA and PFOS. EPA also proposed regulating four (4) additional PFAS – GenX, PFBS, PFHxS and PFNA – using a hazard index approach (<https://www.epa.gov/system/files/documents/2023-03/How%20do%20I%20calculate%20the%20Hazard%20Index.3.14.23.pdf>). (GenX and PFBS are not part of the PFAS6 subject to the MMCL.) The Hazard Index sums the risk-weighted levels detected in drinking water. This is done by dividing the level detected in the water by its health-based drinking water value and summing the results for all four compounds, with the summed value not to exceed one (1).

EPA’s proposed MCL for PFAS is significantly lower than MassDEP’s MMCL, and many drinking water supplies in the Ipswich River Basin are currently exceeding this proposed limit. While short-term remedies are in place, the communities that rely on these water supplies need long-term solutions to provide safe drinking water to their constituents.

With sources of public water in the Ipswich River Basin limited by adverse environmental impacts to the Basin and/or presenting public health threats because of PFAS contamination, it is time to focus on long-range solutions that can accommodate future growth, protect the environment and public health, and adjust to the impacts of climate change.

### **1.3. Applicable Procurement Law**

This Grant RFR is issued under the following law(s):

- MGL c. 7A, § 7; St. 1986 c. 206, § 17; 815 CMR 2.00 (Grants)

### **1.4. Number of Grant Awards**

The estimated number of awards is ten (10). This is an estimate only; MassDEP reserves the right, in its discretion, to award more or fewer grant contracts if it is in the best interests of the Commonwealth to do so.

### 1.5. Eligible Entities

Only Community public water systems serving municipalities, portions of municipalities, or a combination of these with drinking water sources located in the Ipswich River Basin that have either:

- (1) a WMA permit, or permit application under review; and/or
- (2) a WMA registration.

are eligible to submit proposals in response to this grant opportunity.

### 1.6. Contract Requirements for Grant Awards

If selected for a grant award, Grant Recipients will be required to submit the following forms to complete the Grant Award contract process:

- Commonwealth Standard Contract Form (a partially pre-filled form will be provided by MassDEP). An example can found online at: [https://www.macomptroller.org/wp-content/uploads/form\\_standard-contract.docx](https://www.macomptroller.org/wp-content/uploads/form_standard-contract.docx) (instructions: [https://www.macomptroller.org/wp-content/uploads/instructions\\_standard-contract-form.pdf](https://www.macomptroller.org/wp-content/uploads/instructions_standard-contract-form.pdf))
- Commonwealth Terms and Conditions: [https://www.macomptroller.org/wp-content/uploads/form\\_commonwealth-terms-and-conditions.pdf](https://www.macomptroller.org/wp-content/uploads/form_commonwealth-terms-and-conditions.pdf). These Terms and Conditions are incorporated by reference into the Standard Contract Form, and do not need to be executed separately. However, Grant Recipients must agree to comply with all Terms and Conditions.
- Commonwealth W-9 tax information form filled out and signed by the applicant with Data Universal Numbering System (DUNS) number and Federal Tax ID(\*): [https://www.macomptroller.org/wp-content/uploads/form\\_w-9.pdf](https://www.macomptroller.org/wp-content/uploads/form_w-9.pdf) (and instructions: [https://www.macomptroller.org/wp-content/uploads/instructions\\_w-9.pdf](https://www.macomptroller.org/wp-content/uploads/instructions_w-9.pdf))
- Completed Contractor Authorized Signatory Listing Form: <https://www.mass.gov/doc/fy2021-contractor-authorized-signatory-form/download>
- Electronic Funds Transfer (EFT) form(\*): <https://www.mass.gov/doc/electronic-funds-transfer-form-2/download>

All Grant Applicants are encouraged to review these forms prior to submitting a proposal in response to this RFR. Please note that forms with an asterisk (\*) do need not be submitted if they have been completed previously and are already on file with the Commonwealth.

### 1.7. Contract Duration for Grant Award

The expected duration of this program is from the execution date of the grant award contract, through June 30, 2024. There are no renewal options associated with this grant award. MassDEP reserves the right to extend Grant Award Contracts, solely to facilitate completion of grant performance by grantees.

### 1.8. Estimated Value of the Grant Program

The estimated total value of the grants awarded through the WMA program is up to \$2,300,000. MassDEP reserves the right to amend or revise the estimated value of the grant program, and to not award the total funding currently available for this Program. All funding is contingent upon appropriation by the Massachusetts Legislature and/or availability of funds from other authorized sources.

## 2. ESTIMATED GRANT PROCUREMENT CALENDAR

| EVENT   | ESTIMATED DATE                      |
|---|-------------------------------------|
| <b>NOTICE OF GRANT OPPORTUNITY (Posted on COMMBUYS and MassDEP Website)</b>   | December 1, 2023                    |
| <b>RFR Application Release Date (posted on MassDEP website)</b>   | December 1, 2023                    |
| <b>Deadline for Submission of Questions (Email to <a href="mailto:jen.durso@mass.gov">jen.durso@mass.gov</a>)</b>             | December 19, 2023, 5:00 p.m. E.S.T. |
| <b>Official Answers for RFR Bid Q&amp;A published on MassDEP website (Estimated)</b>  | December 27, 2023, 5:00 p.m. E.S.T. |
| <b>RFR Bid Amendment Deadline</b>   | December 27, 2023, 5:00 p.m. E.S.T. |
| <b>Deadline for online submission of Responses to Grant RFR to <a href="mailto:jen.durso@mass.gov">jen.durso@mass.gov</a></b> | January 11, 2024, 5:00 p.m. E.S.T.  |
| <b>Announcement of Grant Selection/Award results (Posted on COMMBUYS and MassDEP Website)</b>                                 | February 14, 2024                   |
| <b>Estimated Contract Start Date</b>  | February 28, 2024                   |

### 2.1. Written Questions via the Grant Q&A Process

As noted in the Estimated Grant Procurement Calendar, grant applicants may submit written questions, via e-mail, to Jen D'Urso at [jen.durso@mass.gov](mailto:jen.durso@mass.gov) on or before the December 19, 2023 at 5:00 pm E.S.T. MassDEP will post official responses to questions regarding this grant RFR on or before December 27, 2023 at 5:00 pm E.S.T. It is the Applicant's responsibility to verify receipt of questions with MassDEP. Questions submitted after the aforementioned deadline will not be reviewed or answered.

Please note that any questions submitted using any other medium (including those that are sent by mail, fax, or voicemail, etc.) will not be answered. To reduce the number of

redundant or duplicate questions, Applicants are asked to review all questions previously submitted to determine whether the question has already been posted (see weblink in Section 2.2 below). MassDEP reserves the right to condense, summarize, or combine related questions and/or answers.

Applicants are responsible for entering content suitable for public viewing since all the questions are accessible to the public. Applicants must not include any information that could be considered personal, security sensitive, inflammatory, incorrect, collusory, or otherwise objectionable.

**All answers are final when posted. Any subsequent revisions to previously provided answers will be dated.**

It is the responsibility of the Grant Applicant and awarded Grant Recipient to maintain a current email address for the Applicant's contact person and prospective Grant Project Manager, if awarded a contract, and to monitor that email inbox for communications from MassDEP, including requests for clarification.

## **2.2. Locating the Grant Q&A Document**

The Q&A document for this Grant RFR will be available online at the following link: <https://www.mass.gov/service-details/water-management-act-grant-programs-for-public-water-suppliers>.

## **2.3. Amendment Deadline**

MassDEP reserves the right to make amendments to the Grant RFR after initial publication on or before the Amendment deadline noted in the Estimated Grant Procurement Calendar. It is each Applicant's responsibility to check for any amendments, addenda, or modifications to this Grant RFR, as well as any Q&A related to this RFR and any amendments thereto. The Commonwealth and MassDEP accept no responsibility for, and will provide no accommodation to, Applicants who submit a Response to this RFR that is based on out-of-date information.

### 3. ELIGIBLE GRANT PROJECTS

#### Introduction & Goals of the Ipswich River Basin Water Supply and PFAS Grant Program:

The Ipswich River Basin Water Supply and PFAS Grant Program is designed to help eligible public water suppliers and municipalities that have water supply sources in the Ipswich River Basin address: (a) the persistent water quantity challenges that exist in the Basin; and (b) the presence and public health threat of PFAS in the Basin's drinking water.

To be eligible, projects must satisfy one or more of the following objectives:

- (1) Increase the number of Ipswich River Basin communities that join another water supply source, such as the Massachusetts Water Resources Authority; or
- (2) Reduce the water demand on the Ipswich River; or
- (3) Remediate PFAS contamination in the Ipswich River Basin and improve access to clean drinking water. This will be demonstrated by: (a) achieving the Massachusetts PFAS6 MCL; and (b) working to achieve the draft MCLs of EPA's Proposed PFAS National Primary Drinking Water Regulation ([https://www.epa.gov/sdwa/and-polyfluoroalkyl-substances-pfas#:~:text=On%20March%2014%2C%202023%20%2C%20EPA,known%20as%20GenX%20Chemicals\)%2C%20perfluorohexane](https://www.epa.gov/sdwa/and-polyfluoroalkyl-substances-pfas#:~:text=On%20March%2014%2C%202023%20%2C%20EPA,known%20as%20GenX%20Chemicals)%2C%20perfluorohexane)).

All projects must be able to be completed by June 30, 2024.

Accordingly, MassDEP has determined that grants awarded through this program may be for any of the following purposes:

- 1) Planning projects that include feasibility studies, infrastructure design, water chemistry analyses, permitting, and other activities needed to identify and advance water supply solutions for the Ipswich River Basin that reduce demand on the Ipswich River Basin or provide a connection to another water supply source.
- 2) Planning projects to support the planning, design or permitting of treatment systems that will remediate PFAS contamination in drinking water derived from sources in the Ipswich River Basin.

MassDEP recognizes that a Public Water System may not have been previously required to monitor all of the PFAS that are proposed for regulation by EPA. No additional monitoring is required for this grant application. The Public Water System may make its projection using available data previously collected, as required by MassDEP and EPA. These data may have been collected for compliance with the MMCL or for compliance with EPA's Uncontaminated Monitoring Rule.

- 3) Implementation projects that include shovel-ready construction projects that will remediate PFAS contamination, reduce the water demand on the Ipswich River Basin, or provide a connection to another water supply source.

MassDEP encourages all types of eligible, competitive projects for public water suppliers with sources in the Ipswich River Basin. Project Proposals should fall under one or both of



the following categories: (1) Planning Projects, and (2) Implementation Projects. Competitive projects are typically comprised of one or more eligible activities and may include a combined proposal from more than one eligible entity. Collaborative proposals with watershed associations or regional planning agencies are encouraged.

### **3.1 Planning Projects**

#### **Eligible Planning Projects**

Planning Projects should:

- Identify applicable, available studies;
- Collect available data; and
- Provide an analysis of the costs and benefits of a particular solution.

#### **Eligible Projects Include, But Are Not Limited To:**

- Analysis of alternative water supply sources that, if used, would alleviate the impacts of water withdrawals from the Ipswich River Basin.
- Studies, permitting or infrastructure design that support the connection of one water supply system to another, including emergency connection.
- Water chemistry analysis for the combining of separate water systems.
- Design or permitting for new or upgraded drinking water remediation facilities to remove or reduce PFAS contamination or replace PFAS contaminated sources or design of any other drinking water treatment that would impact the functionality of the PFAS treatment systems (e.g., Mn and Fe removal as necessary to support PFAS treatment).
- Planning and design projects to replace PFAS-contaminated drinking water source(s).
- Planning and design of projects that restore or maintain hydraulic capacity of systems that are impacted by closures of PFAS contaminated sources or the use of new sources.
- Permitting or engineering studies, surveys, or designs focused upon development of new water sources that are necessary to restore system capacity because of PFAS-related impacts to the system.
- Engineering, design fees, permitting costs, and final designs to construct PFAS remediation systems.
- Pilot studies to verify the most efficient means of achieving PFAS remediation at a public water supply.

### **Examples of Ineligible Planning Activities or Costs:**

- Purchase of water rights.
- Laboratory and sampling costs for new PFAS identification in drinking water (Applicants (Public Water Systems) are already required to regularly monitor for PFAS.
- Other non-capital expenses relating to ongoing maintenance and treatment at drinking water facilities.
- Studies, surveys, or engineering focused upon development of new water sources in the Ipswich River Basin that are not related to PFAS impacts to the system.
- Legal expenses associated with determining liability or addressing other legal matters.

### **3.2 Implementation Projects**

#### **Eligible Implementation Projects**

Proposed Implementation Projects should be shovel-ready projects that: (1) have been previously identified during a systematic planning or design process; and (2) are able to cost-effectively remediate PFAS contamination, reduce the water demand on the Ipswich River Basin, and/or provide a connection to another water supply source.

At a minimum, proposals for Implementation Projects must include:

- Project design(s): Designs must be of sufficient detail, and include sufficient site work, to allow the proposal review committee to evaluate the viability of the proposal. Final designs must be prepared by a Professional Engineer (PE).
- Permits: All necessary permits shall have been obtained at the time of grant application submittal.
- Location Information: Specific site location(s) information.
- Site Maps: Maps of the site and locus that show site characteristics, location of each specific work location in sufficient detail to defend the project, and watershed location(s) of the proposed work.
- Estimated Cost of the Project: A reliable budget for the project and a definitive description of project strategy and viability, as well as the environmental improvements that will result, should also be provided. Competitive proposals will also address the sustainability, operation and maintenance, and cost-effectiveness of the proposed project.

#### **Eligible Projects Include, But Are Not Limited To:**

- Purchase of, and labor to install, water meters, valves, mains, and other equipment to improve water supply issues, as well as associated site work.
- Installation of replacement wells for water supplies affected by PFAS.

- Installation of replacement wells located outside of the Ipswich Basin to reduce the demand on the Ipswich River.
- Entrance fees to a Public Water Supplier for an alternative water source.
- Materials and labor associated with PFAS treatment designed to meet the PFAS6 MMCL and EPA's proposed PFAS MCL under the National Primary Drinking Water Regulation.

### **Examples of Ineligible Implementation Projects and Costs**

Ineligible projects include, but are not limited to:

- Projects that are required as mitigation for federal permits are not eligible.

### **3.3 Compensation Structure for Grant Awards**

Compensation will be on a reimbursement basis and will be based solely on the proposed project budget ("Budget") and Scope of Work ("SOW") supplied by the Applicant and accepted by MassDEP, as the eligible costs of the proposal. The Budget shall be in a cost table and must contain all goods and services to be provided for this Grant Contract, a listing of project employees, wage rates, supplies, printing costs, postage, and travel mileage, if applicable.

MassDEP will reimburse eligible costs upon timely receipt of invoices, accompanied by appropriate supporting documentation, of expenditures made in accordance with the approved terms of the grant award contract.

Eligible costs include approved project expenditures incurred between the execution date of a grant award contract and June 30, 2024. In addition, costs incurred after July 1, 2023, but prior to the execution of the grant award contract, may also be eligible for reimbursement, provided they are detailed in the project Budget and Scope of Work approved by MassDEP.

Applicants are encouraged, but not required, to provide matching funds or in-kind resources.

## **4. OTHER TERMS**

### **4.1. Failure to Perform Contractual Obligations after Grant Award**

Failure to perform contractual obligations as outlined in the Standard Contract Form, the Commonwealth Terms and Conditions, other relevant Grant Award documents, and this RFR may result in the Termination or Suspension of the Grant Contract.

In addition, any Applicant receiving a Grant Award must adhere to all requirements of the Grant Application, and all documentation submitted in support of that application. If, after award of a Grant to a Recipient, the Grant Review Team receives information that there has been a material omission or misrepresentation by the Grant Applicant regarding any

aspect of the proposed project, MassDEP reserves the right to invalidate or terminate the Grant Award.

#### **4.2 Ownership of Equipment or Resources Paid for with Grant Funds**

All equipment, resources, data, or other deliverables paid for or generated from grant awards funds, shall be owned by the applicant. MassDEP reserves the right to access data and information related to grant award performance and/or deliverables.

#### **4.3 Final Technical Report**

All grant applicants agree to provide a final Technical Report to MassDEP by June 30, 2024, summarizing the project, and containing all deliverables or a description of all deliverables. These results may be a combination of tables, graphs, photographs, and written descriptions, as well as a technical evaluation of the effectiveness and cost of the options evaluated or implemented.

#### **4.4 Progress Report and Invoices**

The following reports shall be provided to the Department in accordance with the contract Scope of Work. These reports shall be submitted via email on a standard form provided by the Department:

1. A mid-contract progress report.
  - a. The mid-contract progress report shall contain a summary and percentage of all work completed by task during the reporting period and planned activities for the next period.
2. A fiscal report.
  - a. A fiscal report shall be provided on the same schedule as the progress report, on a standard form provided by the Department. All fiscal reports shall provide backup invoices to document the funds spent. The fiscal reports should list the spending for the time period, itemized by the expense categories listed in the Scope of Work.
3. A match form.
  - a. A match form, if match is being provided as part of the contract agreement, shall also be provided to the Department on a standard form provided by the Department.

#### **4.5 Additional Required Documentation**

If selected for a Grant Award, the Applicant will be required to submit the following forms to complete the Grant Award 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. The Standard Contract Form is listed under Contracts on this website: [www.macomptroller.org/forms](http://www.macomptroller.org/forms).
- Commonwealth Terms and Conditions. [www.macomptroller.org/forms](http://www.macomptroller.org/forms)  
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(\*) [www.macomptroller.org/forms](http://www.macomptroller.org/forms)
- Completed Contractor Authorized Signatory Listing Form <https://www.macomptroller.org/forms>
- Electronic Funds Transfer (EFT) form(\*) <https://www.mass.gov/how-to/tips-for-completing-the-electronic-funds-transfer-eft-form>
- Scope of Work

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

## 5. EVALUATION CRITERIA

The Grant Review Team will review and evaluate grant proposals from Eligible Applicants based on the criteria noted below.

### 5.1. Mandatory Application Requirements

- (1) Eligible Grant Applicants: Applications will only be accepted from Massachusetts public water suppliers or municipalities in the Ipswich River Basin with either: (1) a valid Water Management Act (WMA) permit; or (2) a valid WMA registration, unless otherwise noted. Cooperative proposals between at least one Eligible Entity (i.e., a public water supplier and/or a municipality) and a watershed association, regional planning agency or other public water supplier etc. are encouraged.
- (2) Cost Table: Both Planning Projects and Implementation Projects must include a cost table that includes the **estimated effort** in hours, rates, and **line-item budget** for the various phases of the scope of work.
- (3) All Proposed Projects: Proposed Eligible Projects must address activities that are consistent with the most current WMA Regulations and the Drinking Water Regulations found at: [310 CMR 36.00: Massachusetts water resources management program | Mass.gov](#) and [MassDEP Drinking Water Regulations | Mass.gov](#).

### 5.2. Grant Criteria Evaluation Components

Projects will be evaluated based upon the following criteria:

- Extent to which the project meets the goals of the grant.
- Quality and responsiveness of the Application including completeness, organization, and conciseness.
- Technical approach, including the logic of the plan, clarity of the Proposed Project(s) in identifying both problems and relevant objectives, discrete project deliverables and results identified, and realistic implementation schedule showing project completion by June 30, 2024.
- Adequacy of the Proposed Project(s) to successfully address the problems identified in the terms of the proposed tasks and deliverables.
- Applicant's commitment to and qualifications for solving the problems to be addressed by the Grant.
- Applicant's past performance in conducting projects funded under this or other grant programs administered by MassDEP.
- Likelihood of success of the Proposed Project(s), including usefulness of resulting products, and proposed implementation strategies.
- Cost effectiveness of the proposal, as demonstrated in the proposed budget.
- Ability of the Applicant to identify and quantify successful deliverables under the Proposed Project(s).
- Level of cooperation between the Eligible Entity and a watershed association, regional planning agency or other public water supplier.
- Proposed Projects that will provide benefits to EJ populations or Disadvantaged Communities is a priority for this program. Proposals that describe direct benefits of the work to EJ population(s) or Disadvantaged Communities; specifically benefit EJ populations or Disadvantaged Communities; or directly involve EJ populations, Disadvantaged Communities or partner organizations, may receive additional points in the evaluation process. Disadvantaged Communities are defined by the Massachusetts Clean Water Trust Disadvantaged Community Program (<https://www.mass.gov/info-details/the-disadvantaged-community-program>).

### **5.3 Proposal Format**

Proposals shall be limited to 10 one-sided pages (single-spaced, 8-1/2" by 11" sheet with 0.5" margins) and shall include the following sections:

- Proposals must include a **concise problem statement** and brief **narrative**, to explain the objective(s) of the project and describe the activities.
- Proposals must also include a **scope of services** with tasks/activities, discrete deliverables, and a **milestone schedule**.
- The **Proposed Project team with the proposed project manager** and key project staff must be identified.
- A detailed budget, including any cost **tables of estimated effort** in hours, rates, and **line item budget** for the various phases of the scope of work.

Attachments, such as maps, reports, or links to reports, drawings, designs, photographs, resumes of key staff, examples of similar projects, support letters and other supporting material, are not included in the six (6)-page limit for the narrative proposal. When supporting documents are lengthy or oversized, Applicants can include the information in a zip file with a table of supporting materials, with summary description of the contents.

Proposals should also include a contact list, including contract information for municipal officials and consultants involved in developing the proposal. Please include both email addresses and telephone numbers. Please include letters of support from any project partners, such as public water systems that would be providing an alternative water supply.

## 6. HOW TO SUBMIT AN ELECTRONIC RESPONSE

### Instructions

**SUBMIT YOUR ELECTRONIC RESPONSE TO THE EMAIL LISTED BELOW BY THE RESPONSE DEADLINE, TO THE FOLLOWING EMAIL ADDRESS:**

E-Mail: [jen.durso@mass.gov](mailto:jen.durso@mass.gov)

### Response Deadline

Responses are due no later than **January 11, 2024, at 5:00 p.m. E.S.T.**, and **MUST** be submitted by e-mail only, to the address listed above.

**PLEASE NOTE: LATE RESPONSES WILL NOT BE CONSIDERED.**