Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs

Municipal Vulnerability Preparedness (MVP) Program

MVP Action Grant
Grantee Guidebook
FY2027-2028

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General Guidance

Congratulations on your MVP Action Grant. Please save this document as a general reference document for managing your MVP award.

Please note the following:

- You are assigned an MVP Regional Coordinator. This person is your primary point of contact for managing your MVP Action Grant.
- Please submit all contracts, amendments, and reimbursement requests through EEA's Grants Management System (GMS). Email with your regional coordinator is good for any other general communication.
- MVP Action Grant contracts are scoped for either 1 or 2 fiscal years. The Fiscal Year runs from July 1 – June 30.
- All grant funds must be spent according to the scope and fiscal year breakdown in Attachment A & B of your contract. If your contract is over two fiscal years (FY27 and FY28) any unspent FY27 funds will NOT roll over into FY28.
- **We are here to help! Reach out to your regional coordinator whenever needed**. Notify us of issues, delays, and/or concerns that could result in a project delay or contract amendment. The sooner we know, the more likely we can help.

Updating Project Contact in the GMS:

If you are leaving your current role or need to re-assign the primary project contact to someone else in your organization, please follow these steps to update the project contact in the GMS:

1) Navigate to current project profile in GMS
2) Click "Update Primary Contact in upper right-hand corner
3) Select new primary contact in your organization from drop-down list
    a. If the contact you would like to assign to the project is not in the drop-down list, they first need to create a GMS account and become a registered member of your municipality or organization.
4) Click "Submit." They will now be the primary point of contact for the project in the GMS moving forward.

Action Grant Milestones

- ***Notice of Award***

- ***Pre-Contract Scoping (if required):*** We may ask you to revise the original scope and budget submitted with your application. If this is the case, returning your updated scope to us as soon as possible means that you will receive your contract for signature sooner. All scoping is done via email.

- ***Contracting:*** Due back to the MVP program via the GMS once the project scope has been approved. Returning your contract quickly means you have more time to complete your project.

    - Projects may not commence until you have received an executed contract back from EEA.

- ***MVP Kick-Off Meeting:*** All projects *must* schedule a kickoff meeting that includes city/town/grantee staff, the consultant team (if available), and your MVP Regional Coordinator (RC).

- ***Monthly Reports:*** Monthly progress reports are due the 30th of each month of the contract.

- ***Quarterly Check-In:*** January Meeting (half-way through fiscal year)

- ***Quarterly Check-In:*** April Meeting (before end of fiscal year)

- ***Amendment requests:*** If your project requires a change in scope or budget, change requests are due by May 1st to your regional coordinator. While we do our best to accommodate these requests, they are not guaranteed.

- ***Spending deadlines:*** All grant funds must be spent according to the scope and fiscal year breakdown in Attachment A & B of your contract. If your contract is over two fiscal years (FY27 and FY28) any unspent FY27 funds will NOT roll over into FY28.

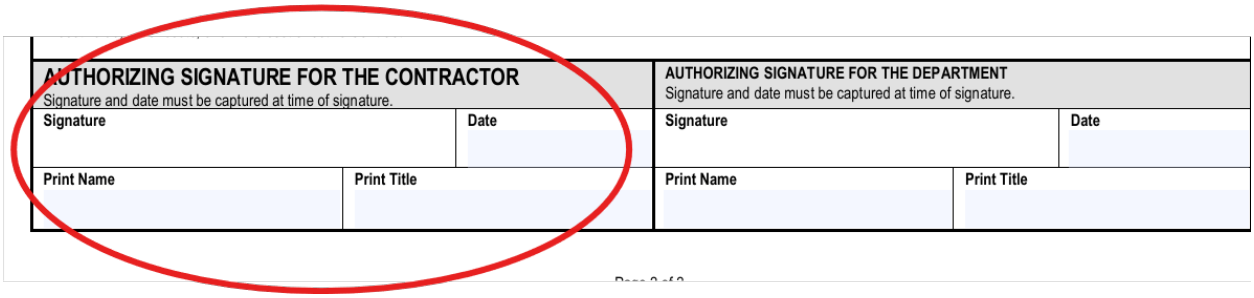
- ***Reimbursement requests:*** For work completed before June 30, 2027 (i.e., FY27 funding), requests for reimbursement are due by July 15, 2027. For work completed

between July 1, 2027 and June 30, 2028 (i.e., FY28 funding), requests for reimbursement are due by July 15, 2028.

Contract Components

You will be sent a contract for the project through the GMS. This package will include:

- **Commonwealth of Massachusetts Standard contract Form**
  - Sign on the left-hand side under "Authorizing Signature for the Contractor"



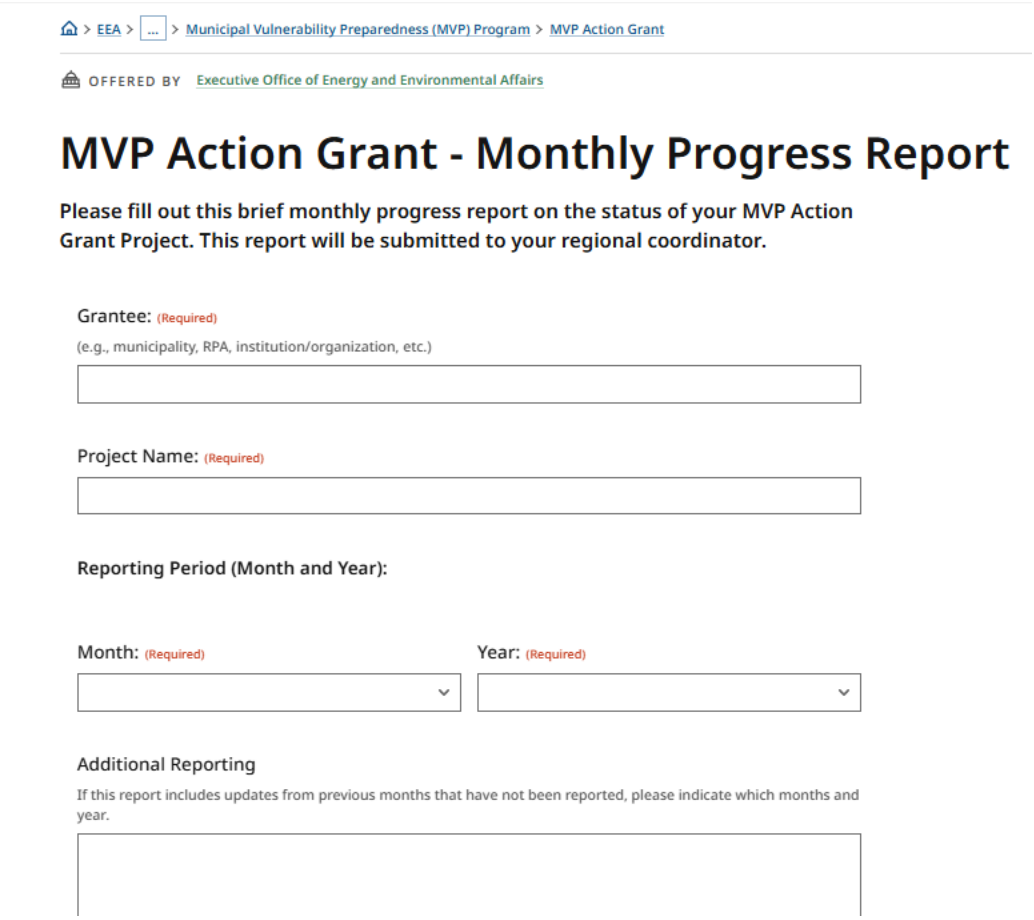
AUTHORIZING SIGNATURE FOR THE CONTRACTOR Signature and date must be captured at time of signature.		AUTHORIZING SIGNATURE FOR THE DEPARTMENT Signature and date must be captured at time of signature.	
Signature	Date	Signature	Date
Print Name	Print Title	Print Name	Print Title

- **Attachment A – Scope of Services**
  - Provides detailed information on project funding and how to submit a reimbursement package.
- **Attachment B – Budget**
  - Outlines the project tasks and associated deliverables and funding. This is a schedule of how reimbursement will occur.
- **Contractor Authorized Signature Listing (CASL)**
  - To certify who may sign the contract for the grantee.

Grant Administration: Monthly Reports & Quarterly Check-Ins

MVP requires monthly reports for Action Grant projects, due the 30th of each month of the contract. They are submitted to your regional coordinator.

The monthly report is a simple online form: MVP Action Grant - Monthly Progress Report | Mass.gov. You may also find the link to this reporting form on the MVP Action Grant page under "More Resources."



EEA > ... > Municipal Vulnerability Preparedness (MVP) Program > MVP Action Grant

OFFERED BY Executive Office of Energy and Environmental Affairs

MVP Action Grant - Monthly Progress Report

Please fill out this brief monthly progress report on the status of your MVP Action Grant Project. This report will be submitted to your regional coordinator.

Grantee: (Required)

(e.g., municipality, RPA, institution/organization, etc.)

Project Name: (Required)

Reporting Period (Month and Year):

Month: (Required)

Year: (Required)

Additional Reporting

If this report includes updates from previous months that have not been reported, please indicate which months and year.

In certain cases, you may work out a different but equivalent monthly reporting mechanism with your regional coordinator (such as a monthly project check-in meeting). Please connect with your regional coordinator about the monthly reporting format that works best for you.

MVP also requires 3 Quarterly Check-In meetings (for each year of the project) with your regional coordinator. At a minimum**,** these meetings should take place:

- **Kick-Off Meeting/beginning of fiscal year meeting** (at beginning of project and second fiscal year for two-year projects)
- **January Meeting** (half-way through fiscal year)
- **April Meeting** (before end of fiscal year)

Grant Administration: Reimbursement Requests

The MVP Action Grant program is a deliverables-based grant program, which means reimbursement is provided upon completion of deliverables as outlined in the agreed upon Scope of Work (Attachment B) of your contract. Attachment B of your contract lists the deliverables that must be submitted prior to requesting reimbursement for that completed task. 100% of your award is reimbursable.

Please note:

- Reimbursement requests are now done through the GMS.

- All grant funds must be spent according to the scope and fiscal year breakdown in Attachment A & B of your contract. If your contract is over two fiscal years (FY27 and FY28) any **unspent FY27 funds will NOT roll over into FY28**.

- The due dates in Attachment B are good targets to help keep the project on track toward completion by the **firm** contract expiration date of June 30, 2027 or June 30, 2028 (whichever is referenced in your contract and scope). Extensions or changes in scope are generally not allowed.

- If circumstances beyond your control make an extension or change in scope or budget necessary, please inform your MVP Regional Coordinator as soon as possible, and no later than May 1, 2027. These requests will be considered on a case-by-case basis and may not be approved.

- We cannot reimburse for any work completed before the project start date (the date that EEA signs the contract) or after the end date on your contract.

- Match: Cash and in-kind match contributions that count toward the minimum 10% of total project cost for required awardees must be incurred within the same contract period.

- For work completed before June 30, 2027 (i.e., FY27 funding), requests for reimbursement are due by July 15, 2027. For work completed between July 1, 2027 and June 30, 2028 (i.e., FY28 funding), requests for reimbursement are due by July 15, 2028.

- Those with contracts that extend through June 30, 2028 are required to submit **at least** two reimbursement requests—one for the FY27 funds by July 15, 2027 and one for the FY28 funds by July 15, 2028.

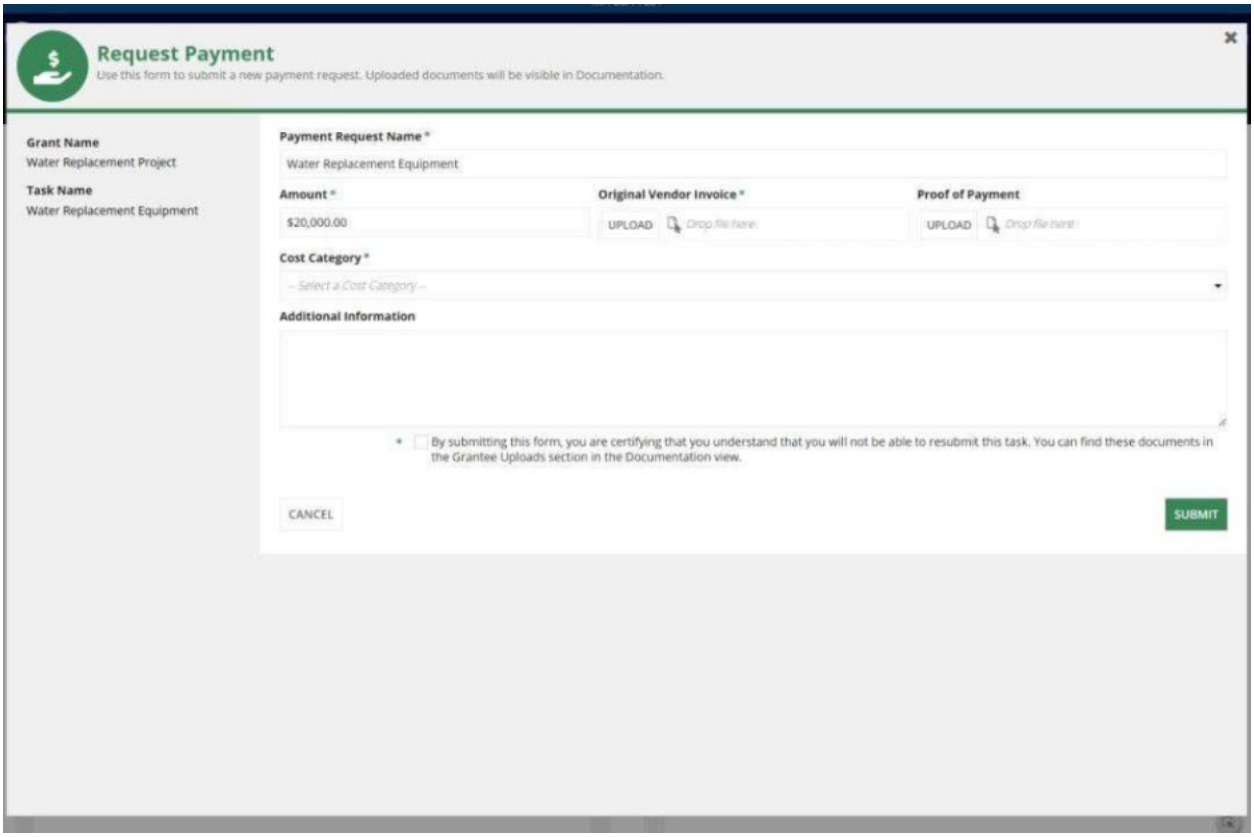
- Please note that MVP Action Grant funding cannot be used to pay for municipal staff time or salary.
- Massachusetts sales tax is non-reimbursable.

How to submit a payment (reimbursement) request through the Grants Management System (GMS):

1) Email to your regional coordinator, or submit via SharePoint, an electronic copy of any task deliverable that is being invoiced for.
2) Complete the MVP Action Grant Reimbursement Request Template.xlsx | Mass.gov (in Excel file form). This reimbursement request template contains an in-kind match tracker and formulas to automatically calculate your reimbursement request. Please see the "Instructions" tab in this file for a detailed breakdown of how to complete this new template.
3) Compile the following documents into one PDF package:
    a. A signed MVP Action Grant Reimbursement Request Letter.docx | Mass.gov on grantee letterhead officially requesting reimbursement of $X.XX for work completed between (date) to (date).
        i. Include "BD-26-1042-ENV-ENV01-124463" as well as the MMARS Doc ID number, which can be found on your contract, followed by -01, -02, -03, etc for the first, second, or third (and so on) reimbursement submitted.
    b. All invoices requesting payment, including those from subcontractors.
        i. Invoices must itemize tasks and costs consistent with the agreed upon Attachment B - please ask your contractors to submit invoices in this format.
        ii. Invoices must demonstrate sufficient information for MVP to determine that the services were performed and/or products were received, and that the invoiced items meet all contractual performance requirements.
        iii. MVP does not require copies of canceled checks or proof of payment in order to receive reimbursement of grant funds.
        iv. No payment shall be made for Massachusetts sales tax.
        v. MVP Action Grant funding cannot be used to pay for municipal staff time or salary.

   c. Detailed breakdown of matching funds contributed toward project, such as copies of invoices or receipts, if required.

4) Log into your EEA Grants Management System (GMS) account at Appian for Commonwealth of MA Massachusetts Executive Office of Energy & Environmental Affairs.
5) Navigate to the correct active grant record.
6) Go to the "Task Checklist" tab.
7) Click "Submit Payment Request" action located at the top-right corner of the grant record.
8) Fill out the Payment Request form as follows:
   a. Payment Request Name: Municipality_FY27 MVP Action Grant_Reimbursement #
   b. Amount: Total amount requested for reimbursement in the package
   c. Original vendor invoice: Upload compiled PDF package from above
   d. Proof of payment: Use this field to upload the MVP Action Grant Request Template as an excel file. (Please note that MVP does not require proof of payment for reimbursement).
   e. Service Date: Time period when work submitting for reimbursement as actually completed. This time frame should align with your invoice dates.
   f. Cost Category: select from drop down
   g. Additional information: Use this field to include any additional notes for MVP staff.



9) Check agreement box and click “Submit.”
10) Once submitted, MVP staff will be able to approve or deny your payment request. If denied, we will provide a reason so that it may be addressed and re-submitted (such as missing invoice, etc).
11) Once approved, the payment request will be sent via GMS to EEA Finance staff for processing.

For additional assistance, please see the following resources or reach out to your MVP Regional Coordinator:

- Grants Management System (GMS) | Mass.gov
- GMS User Guide
- Video Tutorial

Grant Administration: Receiving Payment

- Payments will be electronically transferred to the account we have on file (typically the Treasurer's Office). Please allow around 45 days to process. Contact MVP if the funds are not transferred within this timeframe.
- Please share copies of the finalized contracts with your Treasurer or financial office and make sure they are aware when you submit a reimbursement package, so they know what the funds are when they appear in the account.
- Status of payments can be checked via Vendor Web at https://massfinance.state.ma.us/VendorWeb/vendor.asp?login=1:
    - Enter the 12-character vendor code. Vendor codes begin with "VC" and is on your contract. If the vendor code is unknown, contact MVP or one of the departments you do business with.
    - Enter the last 4 digits of the Tax Identification Number (TIN). This is the number provided to the Commonwealth on the W-9 form when you first became a vendor. This is either a Social Security Number (SSN), or an Employer Identification Number (EIN).

Grant Administration: Match Requirements

Your project may have a 10% match of the total grant award. You can find this information on the Attachment B of your contract.

Cash and in-kind match contributions that count toward the minimum 10% of grant award for required awardees must be incurred within the same contract period.

Cash Match: This is payment contributed towards the project during the contract period.

- Federal, municipal, private, and non-profit funding are all acceptable sources of cash match.
- Other state funds (such as another state grant) may not be used as cash match towards the project.

In-Kind Match: These are hours worked on the project contributed by municipal staff and/or other project partners (such as a non-profit or consultant). This can include volunteer hours. These hours must be contributed during the contract period.

- MVP has a standardized in-kind match rate for municipal staff. This rate is $60.00 per hour. If the hourly rate of the municipal staff person completing in-kind match is less than this amount, please use the $60.00/hour standardized rate to calculate your in-kind match total. If the hourly rate of the municipal staff person completing in-kind match is more than this standardized rate, please use the actual hourly rate of pay to calculate in-kind match.

- The value of volunteer hours can be recognized as match if the skill or labor would need to be purchased had it not been volunteered. Consider an hourly rate of a worker needed to fulfill the same function as the volunteer, then multiply that rate by the volunteer's expected hours. Wage rate estimates by labor category are available from the U.S. Bureau of Labor Statistics (BLS.gov). Independent Sector, a non-profit industry association group, maintains an updated hourly rate for non-specialized volunteer labor ($36.14 as of August 2026).

- Grantees should keep record of how many hours each contributor spends on the project throughout the grant period. You can track these hours on the "In-Kind Match Tracker" tab of the MVP Action Grant Reimbursement Request Template.

MVP Action Grant In-Kind Match Documentation

Grantee:	Grantee (Municipality, Tribe, etc) name here	**Date:**	**XX/XX/XXXX**
Project Title:	Title here		

All requests should at a minimum fill out match information like it is done below. Additional backup information can be attached to the reimbursement request.

Personnel/Position	Hours Worked	Hourly Rate (Standardized or Actual)	Total
Planner	10	$ 100.00	$ 1,000.00
Sustainability Coord.	5	$ 60.00	$ 300.00
Volunteer	3	$ 33.49	$ 100.47
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
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		$ -	$ -
			$ 1,400.47

Grant Administration: Case Study Requirement

MVP Action Grants have a required case study component of a written case study and powerpoint slide summarizing the project, which is reflected in your Attachment B Budget.

Please use these templates to complete the case study requirement:

- MVP Action Grant Case Study Template.docx | Mass.gov
- MVP Action Grant Slide Template.pptx | Mass.gov

Please note that we intend to post these on our website to highlight all the great projects you are undertaking, so make sure all the information written and photos included in the case study can be shared publicly.

Office of Climate Science (OCS) Flood Modelling Deliverable Templates

Your project may require submission of standardized flood modelling templates for our Office of Climate Science. Check your Attachment B (Budget) in your contract to see if OCS templates are required.

This is an initial phase of a longer-term initiative to ensure that data and model products of MVP Action Grants are accessible in the public domain.

Below are links to the instructions and templates. Please work with your MVP Regional Coordinator if you have questions or need assistance filling out the templates.

Please start with the Flood Model Deliverable Instructions to see which templates correspond with your project.

- **MVP Flood Model Deliverable Instructions:** MVP Flood Model Deliverables Instructions | Mass.gov
- **Flood Model Memo Template:** Model Memo Template | Mass.gov
- **Spatial Data Summary Template:** Spatial Data - Summary | Mass.gov
- **Data Dictionary Template – Raster:** Data Dictionary Template - Raster | Mass.gov
- **Data Dictionary Template – Vector:** Data Dictionary Template - Vector | Mass.gov

Helpful Links

Grant Administration:

- Grants Management System (GMS) | Mass.gov
- MVP Action Grant - Monthly Progress Report | Mass.gov

Funding Reimbursement Request Templates:

- FY27-28 MVP Action Grant Reimbursement Request Template.xlsx | Mass.gov
- FY27 MVP Action Grant Reimbursement Request Letter.docx | Mass.gov

Grant Case Study Templates:

- MVP Action Grant Case Study Template.docx | Mass.gov
- MVP Action Grant Slide Template.pptx | Mass.gov

General MVP Resources:

- Contact Your MVP Regional Coordinator | Mass.gov
- Municipal Vulnerability Preparedness (MVP) Program | Mass.gov
- ResilientMass | Mass.gov

Utilizing Statewide Contract

- The Commonwealth's Operational Services Division recently updated several statewide contracts, including PRF74: Energy, Climate Action, and Facility Advisory Services and PRF77: Professional Environmental and Consulting Services. Cities, towns, districts, counties, and other political subdivisions are generally allowed to use statewide contracts for procurement, though please check your local level procurement policies for more detail. This page details when and why one might consider using a statewide contract. Please contract OSD's Local Government Purchasing Team or the OSD Training Team for assistance.

Contact Us!

For general inquiries: mvp@mass.gov

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