# **REFERENCE COPY: CRMA FY24 Form**

This is a copy of the online application form, and is provided as a reference aid to assist applicants as they prepare their applications.

## Do not use this form for your final submission.

All applications must be submitted via the online form, which is linked to in the Request for Response document (Section 3).

•

Eligibility Questions Please refer to the Request for Response for descriptions and details of the eligibility criteria (Sections 1.3 and 1.4). RFR ID: DER 2023-01
S Is your organization an eligible applicant?
Logic Proposals must be submitted by an eligible applcant. Please refer to the RFR (section 1.3: Eligible Applicants) for eligibility details. Applicants can also apply jointly and should submit one application together with one eligible applicant serving as the lead organization.
Are the proposed project(s) located on a public way?

Proposals mu	ist consist of project(s) located on a public way. Please refer to the RFR (section 1.4:
	ets) for eligibility details and definitions. You can also view our <u>recently updated FAQs</u> for
more eligibilit	y information.
🙆 Do tha music	
o the proje	ect(s) cross a natural freshwater, non-tidal river or stream channel?
The stream channel	I may be either intermittent or perennial.
Proposals mu	ist cross a natural freshwater, non-tidal river or stream channel. Please refer to the RFR
	ligible Projects) for eligibility details and definitions. You can also view our <u>recently</u>
updated FAQ	<u>s</u> for more eligibility information.
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(	Applicant Information
Please refer to	the Request for Response, section 3.3.1. for descriptions and details on each of the following
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	d from \$25,000 to \$400,000 for single culvert replacements. Please be sure this amount matches the budget See RFR, Section 1.7 Funding Availability, for more details.
cable attuchement.	
	ant Organization

😵 Appl	licant's Name (First, Last)	
🕴 Appl	licant's Title	
	licant's Phone Number	
8 Appl	licant's Email	
8 Plea	se confirm Applicant's Email	
Will 1 Yes No	the Project Lead be a different person than the Applicant for this grant application?	
😵 🛛 Logi	ic) Project Lead's Organization	
(e.g., nam	ie of municipality)	
8 Logi	ic) Project Lead Name (First, Last)	
-		

Cogic Project Lead	d Phone Number
Logic Project Lead	d Email Address
•	
	joint application with another organization, including if the Lead
	on does not own and maintain all of the proposed culvert(s)?
No	
Logic	
	another organization or if another entity owns/maintains any of the proposed
culverts, you will need	I to provide their contact information.
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Logic Joint Organ	hization
· /	
Logic Joint Applic	cant's Primary Contact Name
Logic Joint Applic	cant's Primary Contact Name
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•	Utilities within Right-of-Way and/or close proximity to the culvert
$\bigcirc$	None
	Gas
	Electric
	Water
	Sewer
	Telecommunications
	Stormwater Infrastructure
Che	eck all that apply
8	Proposed Project Phases
$\cap$	Field Data Collection
$\square$	Design & Engineering
	Permitting
	Construction
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8 Longitude - Structor	ure 2			
In decimal degrees format, Ex	-71 470202			
an decimital degrees format, Ex	. /1.4/0332			
Location Description	on - Structure 2			



		ר
Proposed Project Pha	ises - Structure 2	
Field Data Collection		
Design & Engineering		
Permitting		
Construction		
	ork should be consistent with work proposed under the Project Scope and Budget in the	
Application Form.		
		ר ר
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Have any permits been	prepared, submitted for review, or issued on the project (including	
environmental permits	or Chapter 85/MassDOT review)? - Structure 2	
		ר
Please describe the stat	tus of permits that have been prepared, submitted for review, or	
	ncluding environmental permits or Chapter 85/MassDOT review) -	
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<sup>3</sup> Road - Structure 3		

😵 Stream - Structu	re 3
8 Latitude - Struct	ure 3
In decimal degrees format,	Ex. 42.357521
🕄 Longitude - Strue	cture 3
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8 Location Descrip	tion - Structure 3
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Electric		
Water		
Sewer		
Telecommunications		
Stormwater Infrastructur	e	
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Proposed Project Phas	ses - Structure 3	
Field Data Collection		
Design & Engineering		
Permitting		
Construction		
elect all that apply. Proposed wor pplication Form.	k should be consistent with work proposed under the Project Scope and Budge	t in the
3		

#### 🕴 (Logic)

Please describe the status of permits that have been prepared, submitted for review, or issued on the project (including environmental permits or Chapter 85/MassDOT review): - Structure 3

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# Project Narrative - Summary and Background

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.

You can expand the boxes as needed by clicking and dragging on the bottom right hand corner of each. You can also 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 summary for the project (about 4 sentences), including 1) the purpose of the proposal, 2) existing conditions, 3) overall project benefits and goals of the proposed work.

Click and drag the bottom right corner of answer boxes to expand their width and height as needed

#### Project Background

Describe the condition of the culvert(s) and stream and provide relevant background information about the project. Consider the physical condition of the culvert(s), current risk of failure, maintenance and flooding history, erosion, environmental concerns such as impacts to fish and wildlife, and hazards to the community. If you have multiple culverts, please include a short description and existing conditions of each structure.

#### Project Status

Please explain what work or tasks have glready been initiated and/or completed. If work has not started on the project(s), pleae state that belowList and briefly explain any plans, reports, or documents that have been created. Consider any prioritization and planning steps, field data collection, analyses, design, permitting, utility coordination, and/or construction. For projects underway, supporting documentation should be submitted with this application (e.g., reports, design plans, permits, opinion of probable costs, etc.).

#### 8 Financial Need

Please explain why funding is needed from this grant opportunity to advance the proposed project. Describe other anticipated or secured funding sources, including municipal and outside funding, that will support any portion of this project.

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Project Narrative - Scope of Work and Timeline

Please provide information on Project Scope, Project Budget (including Overview and Narrative), and Project Timeline in the boxes provided. Complete the budget table to the best of your ability. 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.

Please use as much space as needed, you can expand the boxes as needed by clicking and dragging on the bottom right hand corner of each. You can also 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 Scope of Work

Please describe the proposed culvert replacement(s) and the specific work to be covered by this funding (anticipated end date 6/30/24). Consider project tasks, deliverables, etc. If there are any considerations or differences in the proposed scope based on the location (e.g. Structure 1, Structure 2, etc.), then please be sure to clarify below. Appendix C: Proposed Work Checklist may provide guidance to some topics or deliverables in your project scope.

#### Project Budget Narrative

Briefly explain your project budget, including how cost estimates were determined and any considerations or differences in the budget due to location (e.g. Structure 1, Structure 2, etc.) and/or work proposed. This narrative should be consistent with what is submitted in the project budget template. Be sure to describe how DER funds will be used. Where possible, provide supporting documentation in the uploads section of the application. List any additional sources of known funding for the culvert replacement and the amount. Be sure to clarify if these sources are anticipated, pending or secured.

#### Project Timeline

Describe the estimated timeline for the overall project and the timeline for proposed work to be covered by this funding (end date 6/30/24). Topics listed in Appendix C: Proposed Work Checklist Reference Guide may provide direction for the type of milestones or goals to be included in a timeline.

#### SECTION - NEW PAGE

#### **Project Benefits**

Please provide information on Benefits to the Environment, Public Safety Benefits, Economic and Community Benefits, and benefits to 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.

Please use as much space as needed, you can expand the boxes as needed by clicking and dragging on the bottom right hand corner of each. You can also scroll down to "Save and Pesur

#### 8 Benefits to the Environment

Briefly explain any known environmental information about your proposed culvert location(s) or possible environmental benefits for replacing the existing culvert(s) with a structure meeting the Massachusetts Stream Crossing Standards. Consider critical and connected habitat, bank erosion, water quality, fish and wildlife species that inhabit the site/area, and problems for these organisms to pass through the culvert.

#### Public Safety Benefits

Briefly explain how the project will improve public safety and reduce vulnerability to changing climatic conditions, such as flooding and damage caused by more frequent, high intensity storms. Consider road closures, culvert failure, road washout, and access to municipal and emergency services. If available, consider including supporting documentation of the hazard and/or anticipated public safety benefits in the uploads section of the application (e.g., photos, recent inspection reports, news stories etc.)

#### Seconomic and Community Benefits

Briefly describe expected economic benefits to the community from the culvert replacement(s). Consider increased economic activity, enhanced recreation, cost savings through improved infrastructure resilience, and/or reduced maintenance cost.

SHE EIIV	ronmental Justice Community Benefits
lf a porti	on of your project falls in or within 0.5 miles of a mapped Environmental Justice Neighborhood, i.e. EJ Block Group, then
	escribe the climate resiliency, public safety and/or socio-economic benefits for this EJ population. Be sure to describe
	e EJ neighborhood is located geographically relative to the project site and whether the EJ population has been
engageo	and/or demonstrated support for the project.
🕄 Doe	s your town have an approved Hazard Mitigation Plan?
O Yes	
O No	
no no	
Has	your town enrolled in the Municipal Vulnerability Preparedness (MVP) Program?
O Yes	
🕖 No	
_	
	SECTION - NEW PAGE
	Required Documents
	lget table is required to be uploaded. Please use the provided budget template (found as an
	hment file with the RFR document). The following sections will allow uploads of photos and other orting documents (reports, design plans, permits, opinion of probable costs, etc.).
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owner of the	ed that this is a joint application and/or one or more of the proposed structures(s) are aintained by another organization, an endorsement letter from the joint applicant or structure is also required.	
3 (Logic) Own	ner or Joint Applicant Endorsement Letter	
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*	Signatory Title
	Please be sure the combined size of all attachments (including photos, budget table, supporting
	documents, and letter of endorsement if needed) is less than 25 MB! Attempting to upload 25 MB or more may result in errors, a failed submission, and/or causing the
	application form fields to reset on some browsers!
	Please be aware that if you choose the <i>Save and Resume Later</i> option, you will need to reattach all files.
	All applications and supporting materials must be received by Friday, March 31 at 3:00PM.
	Applications received after the deadline will automatically be rejected. Incomplete applications will not be received by DER. Please ensure you receive an automated confirmation email for your
	submission. Please check your spam folders and reach out to DERculverts@mass.gov if you do not
	receive this confirmation email within 2 business days. Once you bit submit it may take a few minutes for the submission to be completed. Please do not
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