



# Department of Environmental Protection

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## Water Quality Monitoring Grant (WQMG) Program Request for Grant Proposals State Fiscal Year (SFY) 2023

### 1.0 GRANT OPPORTUNITY SUMMARY

- A. Proposals Sought:** The Massachusetts Department of Environmental Protection (MassDEP) is seeking grant proposals from Eligible Entities (as defined in Section 1.C. below) for the purpose of supporting ongoing or new monitoring and data collection efforts to increase the amount of external data MassDEP uses for water quality assessments.
- B. Grant Program Scope:** With more than 3,000 lakes and ponds, 12,000 miles of streams and rivers, and almost 3,000 square miles of coastal waters in the Commonwealth, MassDEP’s Watershed Planning Program (WPP) can sample only a fraction of these surface waters in any given year. MassDEP supplements its own surface water quality dataset (“internal dataset”) with data collected by entities outside of the agency (“external dataset”). Internal and certain external data meeting MassDEP’s acceptance criteria for data quality are used as the basis for assessing surface water quality in accordance with requirements set forth in § 305(b) and § 303(d) of the federal Clean Water Act (CWA). For more information on MassDEP’s water quality assessment process described in the Massachusetts Consolidated Assessment and Listing Methodology (CALM) Guidance Manual, please see: <https://www.mass.gov/service-details/water-quality-assessments>. Additionally, 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 funding programs include

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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>.

This information is available in alternate format. Contact Glynis Bugg at 617-348-4040.

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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 program, MassDEP seeks to facilitate the efforts of federally-recognized tribal nations located in the Commonwealth, community water quality monitoring groups, and other non-profit organizations (referred to collectively as “organizations”) with continued and new work, including (1) direct monitoring of rivers, streams, lakes, ponds, and estuaries (surface waters) through field and laboratory work; (2) associated capacity-building actions (including, but not limited to, training and outreach) that improve the organization’s ability to monitor surface waters through field and laboratory work; and (3) developing regional and long-term monitoring programs and networks. While activities eligible for funding through this grant program are broad, **MassDEP will (as part of the evaluation criteria) prioritize grant proposals that include (1) clear plans for data submittals to MassDEP; (2) the examination of specific priority analytes or measures using approvable approaches and procedures; (3) clear and tangible benefits for EJ populations; (4) effective matching funds and/or in-kind services for the project; and (5) demonstration of meaningful collaborative approaches (as described below).**

The quality of external data requires project organization and planning, rigorous data quality objectives (DQO), participant training, and standardized field and laboratory procedures, metadata collection, and data verification. Data used for assessments must be based on a MassDEP-approved Quality Assurance Project Plan (QAPP), which is developed prior to data collection and describes the aspects of the monitoring that are specific to their project (e.g., sample locations, sampling frequency, etc.); for more information on writing a QAPP, see <https://www.mass.gov/guides/water-quality-monitoring-for-volunteers>. The completed QAPP must be submitted to MassDEP for review and approval both prior to data collection and separately from this grant application (i.e., a draft QAPP cannot be submitted for approval as part of this grant application).

**C. Eligible Entities:** Eligible Entities for this Grant Opportunity are limited to (1) federally recognized Tribal Nations within the Commonwealth of Massachusetts; and (2) non-profit organizations that can include watershed groups, lake and pond associations, and other non-profit organizations with the ability to conduct monitoring activities during the project period using technically-sound, approvable methodologies. Previous grant awardees must be in good standing to be eligible for the current funding cycle. Good standing is defined as fulfilling all requirements and conditions under MassDEP’s SFY2021 or prior WQMG programs, including prompt on-time submittal of applicable invoices and deliverables. This requirement only applies to organizations that have received a prior grant award from MassDEP. Submittal of data collected for the SFY2022 WQMG program will not be evaluated as a component of good standing due to the timing of this RFGP and the 2022 sampling season.

While coalitions are not required for this grant application, collaborative projects that effectively leverage partnerships to create synergies will be given priority for funding. Synergies can include, but are not limited to, the following: (1) regional data collection efforts not feasible by single entities; (2) programs by established organizations to mentor new and developing groups; (3) new collaborations with organizations that work with EJ populations; and (4) catalyzing collaborations to develop long-term water quality monitoring programs and networks. Coalitions must consist of two or more Eligible Entities. MassDEP requests that Intertribal Consortia (as defined in 40 CFR § 35.6015 -

Definitions) submit a grant application as a single coalition, with each Eligible Tribe (see Eligible Entities at beginning of this Section 1.C.) submitting as a partner organization. **Submitting an application as a coalition does not by itself demonstrate synergies leading to unique deliverables or outcomes; the coalition applicant must also provide information that demonstrates how the proposal will continue or provide synergies as described in this section.**

- D. Eligible Projects/Plans:** Eligible Entities must describe in their proposals how the grant funding will support one or more of the following or similar activities aligned with the scope of the grant program.
1. Direct monitoring of surface waters through field and laboratory work that includes:
    - a. Purchase of monitoring equipment and supplies for field or in-house laboratory use (e.g., enzyme-substrate analytical systems, incubators, reagents, sample containers, Secchi disk, temperature or conductivity data loggers, etc.).
    - b. Fees for external laboratory analysis performed during the contract period (i.e., services) of samples also collected during the grant contract period.
    - c. Fees for services to provide (a) direct monitoring; or (b) development of data management tools that lead to submission of data to MassDEP by a consultant performed during the contract period (i.e., services). Eligible Entities must demonstrate that work performed by a consultant cannot be performed by staff and/or volunteers and that the Eligible Entity can perform effective oversight of the consultant's work. Additionally, Eligible Entities must demonstrate that the organization or coalition is the principal contributor to the overall project being proposed when the budget includes fees for services by a consultant. Proposals where the organization or coalition are not the principal contributor to the proposed work are not eligible for funding.
    - d. Salary for staff performing monitoring activities specific to this project during the grant contract period including, but not limited to field work, laboratory work, QAPP development, and project planning and management.
    - e. Salary for a coalition coordinator (only if submitting as a coalition) for activities to coordinate the coalition's work specific to this project during the grant contract period.
  2. Actions that increase the organization's or coalition's capacity to perform monitoring of surface waters through field and laboratory work, including:
    - a. Training of volunteers or organization personnel to conduct monitoring activities.
    - b. Training on Quality Assurance (QA) activities such as probe calibration or laboratory best practices.
    - c. Training on data management and review.
    - d. Outreach to the community to increase volunteer participation in organization monitoring activities (including communication of regional monitoring data and analyses).
    - e. Data management activities needed to improve data sharing with MassDEP.
  3. Actions to develop regional and long-term monitoring programs or networks, including:
    - a. Purchase of monitoring equipment specifically intended for regional and long-term monitoring.
    - b. Training of organization personnel to perform actions specific to developing regional and long-term monitoring programs.

**The above activities can be associated with monitoring any analyte, biogeochemical parameter, hydrologic parameter, or other measure used to assess water quality, but proposals to collect data**

most critically needed by MassDEP for CWA § 305(b) and § 303(d) decision-making and reporting will be given priority (as described below in Section 1.F.).

Eligible Entities must also acknowledge and comply with the requirement that all allowed expenditures funded by this grant program must occur during the grant contract period and are **completed by June 30, 2023. Eligible Expenses only include (1) purchased and properly documented equipment and supply costs (including laboratory supplies); (2) disbursed and properly documented expenses and fees for laboratory analytical and other consultant services; (3) disbursed and properly documented salary (hourly, including overhead); (4) disbursed and properly documented expenses and fees for training activities; and (5) vehicle mileage only for travel performed specifically for the project during the grant contract period. The hours worked on the Eligible Project and all salary payment(s) for that work must occur within the grant period. (Lump sum payments and stipends are not eligible for reimbursement.)** Any questions about Eligible Projects and Eligible Expenses should be submitted in writing to MassDEP by the deadline specified in the Estimated Grant Procurement Calendar (see Section 3 below).

**E. Ineligible Entities and Applications:** The following Entities and/or applications are ineligible for this grant funding:

1. Academic institutions are not eligible for funding under this grant program, but they can serve as subcontractors to organizations or coalitions needing their services, so long as said services are within the limited scope outlined in 1(D)(1)(c) (e.g., laboratory analysis and consultant services).
2. For the purposes of this grant program, Eligible Entities do not include towns and municipalities.
3. Eligible Entities cannot propose any activity or the purchase of equipment for work to comply with local or governmental enforcement actions, such as State or Federal judicial proceedings, and/or State or Federal Agency Administrative Orders or Consent Orders.
4. Eligible Entities cannot propose any activity or the purchase of equipment or supplies for work to implement specific requirements of National Pollutant Discharge Elimination System (NPDES) stormwater permits.

Any questions about Eligible Entities should be submitted in writing to MassDEP by the deadline specified in the Estimated Grant Procurement Calendar (see Section 3 below).

**F. MassDEP Priority Data Needs:** Eligible Entities can propose to sample any analyte but should be aware that MassDEP has identified specific analytes or measures using approvable approaches and procedures as Priority Data Needs. These Priority Data Needs are aligned with data used for § 305(b) and § 303(d) reporting through MassDEP's Integrated Report to the U.S. Environmental Protection Agency (EPA). Eligible Entities should identify such priorities as targets for monitoring activities when applicable. Proposals that address the following priority list as part of (1) direct monitoring, (2) capacity building, and/or (3) regional and long-term monitoring program development activities will be given priority by MassDEP for SFY2023 WQMG funding:

1. Sampling for concentrations of *E. coli* and enterococci bacteria.
2. Continuous or discrete measures of temperature, oxygen, pH, and conductivity.
3. Any measure to directly assess chloride concentrations in surface waters.
4. Sampling for concentrations of total phosphorus and total nitrogen.

5. Basic limnological parameters related to trophic status of lake and pond ecosystems (e.g., Secchi depth and chlorophyll a).

Proposals can address Priority Data Needs and/or non-priority data for the SFY2023 WQMG program. When proposals address Priority Data Needs and non-priority data needs together, proposal evaluations will focus on approaches to address Priority Data Needs; however, non-priority data collection will only be viewed and evaluated less favorably when it detracts from work to address Priority Data Needs. Proposed sampling methodologies for all contaminants are evaluated for the same level of rigor, reliability, and effectiveness. Eligible entities can consult the Massachusetts CALM to understand how and when data are used by MassDEP for water quality assessments (<https://www.mass.gov/service-details/water-quality-assessments>).

**G. Application Deadline:** Applications are due by **5:00 p.m. on November 14, 2022.**

**H. Page Limit:** Grant applications must not exceed twelve (12) single-sided pages in length, not inclusive of the Administrative Summary and attached supporting documents (including resumes, short biographies, coalition letters of commitment or Memorandum of Understanding (MOU), and supporting documents for the budget justification, such as equipment quotes and documentation of current or anticipated match funds/in-kind services). Pages should have one-inch margins and no smaller than 11-point font (excluding special characters, subscripts, or superscripts).

**I. Funding Availability:** MassDEP currently anticipates that up to \$500,000 in total grant funding may be available for the WQMG program in SFY2023, which ends on June 30, 2023. MassDEP reserves the right not to award the total funding currently available for this grant program. Grant awards may range from \$25,000 (minimum) to \$125,000 (maximum) per application as an individual organization or coalition, although the MassDEP grant review team reserves the right, in its discretion, to (1) grant smaller awards to proposals of exceptional merit; and (2) grant awards smaller than requested by grant applicant(s) based on the availability of funds. MassDEP currently anticipates that five (5) to fifteen (15) grants will be awarded through this program.

The estimated start date for all grant contracts is February 6, 2023 (the formal start date will be identified on the fully executed grant contract and Notice to Proceed following the award). **The funding provided through this grant program is available only for Eligible Expenses incurred between the grant contract start date and June 30, 2023.** The SFY2023 grant funding awarded through this Program is on a reimbursement basis, and Eligible Entities must provide all supporting documentation required by MassDEP indicating that all Eligible Expenses were incurred between the contract start date and June 30, 2023. If submitting as a coalition, the grant applicant's coalition coordinator must coordinate invoicing and payment of all coalition partners included in its application into a single request for reimbursement. MassDEP will not reimburse invoices from a coalition on an individual organization basis or from any representative of the coalition other than the designated grant coalition coordinator.

**J. Match Requirement:** While Eligible Entities are not required to provide matching funds, a match is preferred to obtain data for the 2023 summer sampling season following the grant program end date of June 30, 2023 (i.e., for July 1, 2023-October 15, 2023 sampling). Projects with matching sources of funding, including in-kind services and/or external funding, will be prioritized by the MassDEP

review committee. Activities used as in-kind match can occur (1) prior to the grant contract period starting on November 14, 2022, (2) during the grant contract period, and (3) after the contract period through November 15, 2023, when the Project Data Submission summary is due to MassDEP. How matching funds are provided is unrestricted (e.g., corporate, municipal government, etc.) and can be anticipated or secured. Matching funds with a demonstrated link to data submissions are preferred. **Activities directly related to continued monitoring and eventual data submission occurring after the grant end date of June 30, 2023, and during the remainder of summer sampling season (ending October 15<sup>th</sup> of that year) are allowed as match.** Eligible Entities should identify and describe in detail secured and anticipated sources of matching funds in the budget for their proposed project.

- K. Question and Answer Period:** Written questions can be submitted to MassDEP at [WQMG@Mass.Gov](mailto:WQMG@Mass.Gov) through October 17, 2022, at 12:00 p.m. A complete question and answer document will be posted on the **MassDEP Website** (<https://www.mass.gov/info-details/grants-financial-assistance-watersheds-water-quality>) **by October 24, 2022.** (See Estimated Grant Procurement Calendar below at Section 3).
- L. Total Anticipated Duration of Grant(s):** The grant contract period will be from the time of contract award date indicated by the Notice to Proceed (estimated to be February 6, 2023) through June 30, 2023. Projects may extend past June 30, 2023, **to include work used as match that will not be reimbursed.** Grantees must also submit a Close Out Memorandum and Project Data Submission summary after the June 30, 2023, grant contract period end date and by the respective dates specified in Section M below.
- M. Close Out Memorandum:** All successful applicants shall submit a Close Out Memorandum demonstrating the completion of all required project deliverables for the contract and includes a final invoice to MassDEP for the remaining reimbursable amount. The Close Out Memorandum shall be submitted by no later than July 15, 2023, and it should consist of: (1) a two-page (maximum) summary cover letter; (2) an invoice submittal cover sheet that MassDEP will provide for this purpose; and (3) all additional required documentation of expenditures including the relevant dates and amounts (including, but not limited to, receipts, subcontractor invoices, salary documentation, etc.). The two-page summary for the Close Out Memorandum must describe, at a minimum, the following: (1) overall outcomes of the project; (2) specific outcomes resulting from the project's activities related to the deliverables for each task; (3) any needed explanation of additional documentation or to demonstrate that all Eligible Expenses occurred during the grant contract period; and (4) the grantee's plan for timely submittal of quality assured data to MassDEP (including additional work after the grant's June 30, 2023 deadline possibly used as match). Successful documentation and submission of expenditures will be considered in the evaluation of the good standing of applicants to potentially receive additional funding in future WQMG program rounds (if available, and contingent upon funding).

**Project Data Submission Summary:** Additionally, applicants shall submit a one-page Project Data Submission Summary by no later than November 15, 2023. Said Project Data Submission Summary shall address: (1) how the project met the overall data submission goals; and (2) documentation of data submissions of water quality sampling data for the 2023 season (if applicable) directly to MassDEP's WPP (<https://www.mass.gov/guides/external-data-submittals-to-the-watershed-planning->



[program](#)) or to the Water Quality Exchange (WQX) online tool maintained by the EPA. Successful completion of the Project Data Submission Summary will be considered as part of the evaluation of good standing of applicants for potential future WQMG programs.

**N. Applicable Procurement Law:** Grants-- MGL c. 7A, § 7; St. 1986 c. 206, § 17; 815 CMR 2.00

## **2.0 INSTRUCTIONS FOR APPLICATION SUBMISSION:**

- A. Evaluation Criteria (general):** Eligible Entities must submit a completed application that (1) includes all the required supporting materials; (2) demonstrates the organization understands and agrees to the program conditions; and (3) demonstrates the proposed work meets the stated grant eligibility requirements. A MassDEP review committee will evaluate proposed projects based upon the criteria listed below. The review committee reserves the right to reject any or all proposals.
- B. Proposal Components and Evaluation Criteria:** Sections 2.B.1 through 2.B.6 describe the components of the proposal. If applicants believe a different format will result in an improved proposal or wish to seek clarification on any part of the suggested proposal structure, they should submit written questions to MassDEP by the question deadline specified in the Estimated Grant Procurement Calendar in Section 3 for guidance. Nevertheless, applicants should strongly consider using the proposal structure described below.

Applicants should read the descriptions for each section and avoid redundancy in the narratives among sections. The review committee will evaluate and score grant applications from Eligible Entities (as defined previously in this Grant Opportunity) based upon the following criteria, which have a total maximum point score of 100 points:

**1. Administrative Summary (0 points; failure to provide the summary, or submission of an incomplete summary, may result in proposal rejection, in the discretion of the review committee.)**

Applicants must provide an administrative summary of their proposal. The Administrative Summary will serve as the cover page(s) to the proposal and does not count against the 12-page limit. The Administrative Summary **must use the format provided in Appendix A: Proposal Template – Administrative Summary** and must include:

- a. If submitting as an individual organization: Primary contact's name, position, organization they represent, mailing address, phone number and email contact information. This person will be the principal point of contact with MassDEP, for grant administration and management on behalf of the organization performing the work.
- b. If submitting as a coalition: Coalition coordinator's name, position, organization they represent, mailing address, phone number, and email contact information. This person will be the principal point of contact with MassDEP, for grant administration and management on behalf of the coalition. Additionally, mailing addresses, phone numbers, and email contact information of all partner organizations in the coalition (only Eligible Entities can be partner organizations);
- c. Project title;

- d. Watershed(s) served by the proposed project;
- e. Amount of funding requested (must match budget);
- f. Administrative summary (i.e., abstract) of the project (maximum 350 words); and
- g. A signature from an individual authorized to submit the proposal (e.g., the Primary Contact, fiscal officer, organization director, etc.) for the organization or lead organization if submitting as a coalition.

## 2. Proposed Work (35 points)

Applicants must provide: (1) a narrative that describes the overall project goals and rationale; and (2) a detailed description of specific tasks proposed to monitor water quality or build capacity for water quality monitoring (Scope of Services). The narrative has no template, but the detailed description of specific tasks (Scope of Services) **must use the format provided in Appendix A: Proposal Template – Scope of Services**. Individual tasks should be content-specific and clearly result in discrete deliverable products or outcomes. Each task summary must include the following: (1) a descriptive summary (written in 3<sup>rd</sup> person), (2) a list of **key** personnel expected to work on the task, (3) a list of desired deliverables, and (4) a cost for the task. Individual task descriptive summaries should be no more than 350 words and can include the specific actions to be undertaken, equipment to be purchased, services to be procured, and any other appropriate details to evaluate the impact of the task’s outcome and cost-effectiveness. Proposed tasks can include: (1) actions directly related to proposed activities occurring within the grant contract period related to reimbursable expenditures; and/or (2) activities occurring before or after the grant contract period (possibly used as match/in-kind services), including work during the sampling season, activities to support data submittal to MassDEP, and/or long-term monitoring activities. **All Applicants should note that only Eligible Expenses occurring within the grant contract period are eligible for reimbursement.** Task summaries should clearly note when tasks are for matching funds/in-kind services or otherwise part of long-term activities. Applicants should avoid redundancy between the overall narrative (i.e., general description) and the Scope of Services sections (i.e., task-specific descriptions). The review committee will focus on the following during the evaluation process:

- a. The overall viability of the project for completion as described by the applicant (e.g., the achievability of goals, the feasibility of the work as described, etc.).
- b. Clarity of all descriptions in this section (including the scopes of services).
- c. If applicable, effectiveness of sampling design, including sampling locations, sample frequency, quality assurance procedures, and other sampling design components. Applicants must include a map that clearly shows the specific sampling locations proposed.
- d. If applicable, the described links between any capacity building activities and future data submissions to MassDEP.
- e. A clear and feasible timeline for the proposed work, including future data submissions. The description of the project timeline **must use the format provided in Appendix A: Project Timeline**. The project timeline’s tasks should match the proposed Scope of Services. The project will be judged on the feasibility that all work activities and related expenditures will be completed and properly documented in accordance with the proposed timeline and WQMG expiration deadline of June 30, 2023. A narrative section is included in the template,



but descriptions of anticipated challenges with meeting the project timeline should be described in Section 5 (Organizational Capacity).

Resumes, CVs, or short biographies for all **key** personnel noted in the Scope of Services should be included as attachments (not counting against the 12-page limit). The project's primary contact or coalition coordinator's credentials and experience should demonstrate sufficient expertise to oversee and implement a successful project and manage a coalition (if applicable). Resumes or biographies are not needed for other personnel noted in task summaries.

### **3. Capacity for Quality Assured Data Collections and Submissions (20 points)**

Applicants must provide a narrative description of how the proposed work project will generate quality assured data needed by MassDEP for CWA § 305(b) and § 303(d) decision-making and how those data will be submitted directly to MassDEP's WPP or EPA's WQX system, including a statement on data priorities included in the proposed project (two funding priorities of this WQMG program). The review committee will focus on the following during the evaluation process:

- a. A plan for submitting quality assured data directly to MassDEP's WPP or EPA's WQX. The plan should describe plans for submission of priority and non-priority data. Submitting data is not a required deliverable for completion during the grant cycle, but proposals that describe clear plans for future data submittals will be given priority. Data submittal is a requirement for the 'good standing' metric for grant recipients who would like to be considered for potential future grant cycles. Proposals that seek to increase long-term capacity should describe a general, long-term data submittal plan to address this issue.
- b. How the proposed work can assist MassDEP in meeting the needs and/or requirements of the agency's federal CWA programs to assess surface waters. This component of the proposal should address geographic location of samples, sample frequency, and other factors that may benefit assessments of surface waters using priority and non-priority data.
- c. The type and amount of priority data described previously as Priority Data Needs for MassDEP.
- d. The status of the current QAPP(s) and/or a clear plan to develop a QAPP(s) for performing the proposed work in the timeframe proposed. Descriptions of barriers to developing QAPP(s) should be included in Section 5 (Organizational Capacity).

### **4. Environmental Justice (10 points)**

Work that benefits historically disenfranchised communities that commonly experience disproportionate environmentally poor conditions is a priority for this grant program. The proposal must include a narrative that outlines how EJ populations would benefit from and/or be involved in the proposed project. The narrative has no template. The proposal should describe the EJ populations or organizations that will benefit from the outcomes of the work or otherwise be the recipients of deliverables. **Optional letters of support from partner organizations that facilitate EJ work are strongly encouraged to demonstrate the viability of EJ components described in the proposal.** These letters can be attached and do not count against the 12-page limit. Work with EJ populations can include monitoring in areas with EJ populations, creating new

partnerships to benefit EJ populations, promoting collaboration and inclusive information sharing with EJ populations, and/or leveraging EJ population's local knowledge of water quality issues to expand or refine monitoring programs. Proposed actions without a description of tangible EJ benefits will not be considered by the review committee for this component of the proposal. Coalition proposals with organizations representing EJ populations that will receive mentoring should provide a detailed description of the mentoring plan. All specific tasks and associated deliverables or outcomes resulting from this work should be included in the Scope of Services and Timeline (see section 2 Proposed Work). Information on which communities are classified as EJ populations can be found at <https://www.mass.gov/info-details/environmental-justice-communities-in-massachusetts>.

## **5. Organizational Capacity (20 points)**

Applicants must provide a narrative description of their organization or coalition and its current or future capacity to collect monitoring data. Any application submitted as a coalition must demonstrate the capacity to organize and coordinate all multiple Eligible Entities listed in the application as partners. A template is not provided for this section. It should be written in a narrative form. The review committee will focus on the following during the evaluation process:

- a. A short statement describing the organization's or coalition's qualifications to perform the proposed work.
- b. The geographic extent of the organization's or coalition's prior monitoring work, such as a listing of the watershed(s) where prior work occurred (i.e., not just a listing of the watershed(s) where the work is proposed for this grant application).
- c. Any challenge(s) for the organization or coalition for meeting the purpose of continuing ongoing or expanding new monitoring and data collection efforts. Specifically, the organization or coalition should identify any needs that are key to submitting quality assured data, including but not limited to sampling and analysis planning, training in data management, Quality Assurance/Quality Control (QA/QC) plan development (including QAPP development), data review limitations, assistance in formatting data submissions (submitted either directly to MassDEP's WPP or EPA's WQX), and purchase(s) of analytical equipment not requested in the proposal. Applicants should describe any potential challenges with the proposed timeline and appropriate detail on contingency plans as needed.
- d. A brief statement describing whether the organization (or all partners in the coalition) included in the grant application are in good standing with MassDEP (if applicable).
- e. The organization's or coalition's ability to enter into a contract with MassDEP within 30 days of the award date and abide by all terms and conditions of the contract including, but not limited to, the retention of fiscal documents and the ability to receive funds electronically. Please specifically state the organization's or coalition's ability to enter into the contract and perform the project, including any post-application-submittal activities that will be required to accept a state grant or any other potential constraints.

- f. Coalitions are not required for the SFY2023 WQMG, but collaborations that lead to synergies among coalition partners are given priority. Applicants should describe all meaningful collaborative activities that benefit multiple organizations in the coalition and lead to deliverables or outcomes that would not otherwise occur without collaborating. This section should avoid redundancy with previous sections of the proposal. All applications submitted as a coalition should include letters of commitment from each partner or an MOU signed by all coalition partners that briefly explain the shared benefit of being part of the coalition (not included in the 12-page count).

## 6. Project Budget and Cash Flow Schedule (15 points)

Applicants **must present a project budget for the expenditure of grant funds using the format provided in Appendix A: Proposal Template – Project Budget**. Applicants must record the total amounts in the table and provide a detailed justification that describes individual expenditures. The budget justification includes required tables to support the overall budget amounts and a narrative that briefly describes the general purpose of the expenditures or provides additional explanation. Applicants should note the following when constructing project budgets:

- a. Details about the personnel who receive salary including their position, hourly rate, and hours worked must be included in the budget justification. Lump sum payments in the form of stipends that do not document the hourly rate and hours worked are not considered salary.
- b. Firm estimates of costs for any individual piece of equipment or a single order from one vendor for multiple pieces of equipment and supplies greater than \$200 should be documented by including a formal quote or screen capture documenting the cost of each item or order as attachments (that do not count against the 12-page limit). The budget justification must include a table that organizes the proposed amounts for each quote. Grantees are not reimbursed for Massachusetts Sales Tax (since MassDEP, as a state agency, is not subject to Sales Tax), and that amount should not be requested as part of a reimbursement. Be sure to include estimated shipping costs in the requested budget.
- c. Matching funds through in-kind service(s) or monetary match can be either anticipated or secured. The justification should note the status of all matching funds and supporting documentation should be included as attachments (that do not count against the 12-page limit).
- d. Applicants must ensure that budget estimates and calculations are accurate. Eligible Entities awarded funds will not be able to adjust budget totals due to mistakes in the proposal. Grant funds not spent due to budgeting errors will be considered in the evaluation of the good standing of applicants to potentially receive additional funding in future WQMG programs (if available, and contingent upon funding).

The review committee will focus on the following during the evaluation process:

- a. Clarity of estimates and descriptions of direct project costs, overhead (for salaries only), and matching funds.
- b. Appropriateness of direct project costs and cost effectiveness of proposed activities and equipment purchases.

- c. Demonstrated understanding of the realistic project costs likely to be incurred through the proposed work.
- d. Timing of reimbursable project costs, which must be incurred after the grant contract start date and be completed by the close of SFY2023 (**ending on June 30, 2023**).
- e. Appropriateness and effectiveness of in-kind service(s) or monetary match for achieving overall project goals.

### C. Application Completion and Submission Instructions:

#### Complete proposals will consist of:

1. **A concise application**, not exceeding 12 pages, addressing the evaluation criteria listed above (Section 2.B.). Applicants should strongly consider using the following sections in their application and should submit written questions to MassDEP by the question deadline specified in the Estimated Grant Procurement Calendar in Section 3 if they desire to use a different format:
  - a. Administrative Summary (as a cover page or pages not counting against the 12-page limit);
  - b. Proposed Work;
  - c. Priority Data Needs and Capacity of Quality Assured Data Collections;
  - d. Environmental Justice;
  - e. Organizational Capacity; and
  - f. Project Budget and Cash Flow Schedule.
2. **Supporting documents** are also allowed and do not count against the 12-page limit. These documents should be essential to understanding the proposal. Submission of supporting documents that are ancillary to the proposal will be viewed and evaluated less favorably by the review committee. A list of all attached supporting documents must be included in the administrative summary. Supporting documents should be limited to:
  - a. Resumes or short biographies for **key** staff;
  - b. Letters of support from non-coalition partners who are contributing to EJ work, if applicable;
  - c. Letters of commitment from partner organizations or an MOU if applying as a coalition; and
  - d. Supporting documents for the budget justification (e.g., formal quotes and screen captures).

**Submission Instructions:** All grant submissions must include (1) the application and (2) all supporting documents as a **single** portable document format (.pdf) file submitted **electronically** by 5:00 p.m. on Monday, November 14, 2022, to:

Robert Smith, WQMG Program Coordinator; [WQMG@mass.gov](mailto:WQMG@mass.gov)

The file must have the lead organization's name AND "MassDEP SFY2023 WQMG" in the subject line (i.e., "Organization Name – MassDEP SFY2023 WQMG"). **Documents must be submitted in a**

**single portable document format (.pdf).** All application materials will be available for download at <https://www.mass.gov/info-details/grants-financial-assistance-watersheds-water-quality>

**Applications received after the deadline will be rejected automatically.** MassDEP reserves the right to reject any and all proposals or request additional information if needed.

**Additional Required Documentation:** If selected for a grant award, the applicant will be required to review or submit the following Commonwealth Forms (<https://www.mass.gov/lists/osd-forms>) to complete the contracting process. **Organizations are encouraged to preview the following forms prior to submission of an application.**

- 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.
- 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.macomptroller.org/wp-content/uploads/form\\_contractor-authorized-signatory-listing.pdf](https://www.macomptroller.org/wp-content/uploads/form_contractor-authorized-signatory-listing.pdf)
- Electronic Funds Transfer (EFT) form: <https://www.mass.gov/doc/electronic-funds-transfer-form-2/download>

### 3.0 ESTIMATED GRANT PROCUREMENT CALENDAR:

<b>Procurement Activity</b>	<b>Date</b>	<b>Time</b>
Notice of Grant Opportunity – Posted on COMMBUYS AND MASSDEP WEBSITE	October 3, 2022	
Request for Grant Proposals and Application Release Date (Posting Date) – Posted on MASSDEP WEBSITE	October 3, 2022	
<b>Deadline for Submission of Questions to MassDEP via email to: <a href="mailto:WQMG@Mass.Gov">WQMG@Mass.Gov</a></b>	October 17, 2022	<b>12:00 PM (NOON)</b>
Official Answers for Q&A published on MassDEP website on or before	October 24, 2022	
<b>GRANT APPLICATION DEADLINE; ELECTRONIC SUBMISSION TO: <a href="mailto:WQMG@Mass.Gov">WQMG@Mass.Gov</a></b>	November 14, 2022	<b>5:00 PM</b>
Notification of Grant Award(s) (Estimated) – POSTED ON COMMBUYS AND MASSDEP WEBSITE	January 13, 2023	
Estimated Contract Start Date	February 6, 2023	
Contract End Date	June 30, 2023	<b>5:00 PM</b>
Deadline for submission of all reimbursement requests	July 15, 2023	

## **APPENDIX A – PROPOSAL TEMPLATE**

### **WATER QUALITY MONITORING GRANTS PROGRAM - STATE FISCAL YEAR 2023**

The information in this appendix serves as a guide to assist organizations in their preparation of proposals. Failure to utilize the formatted sections below in this Appendix A where instructed may result in proposal rejection or poor scores during proposal evaluation.

In addition to the templates in this appendix, the following are additional tips for creating a competitive proposal:

- A MassDEP-approved monitoring QAPP is required prior to sampling and analysis but is not submitted as part of the WQMG proposal. Including a QAPP as an attachment and referencing it exclusively in lieu of descriptive information in the proposal will result in a low evaluation score. Although a QAPP includes project details, applicants should not reference an existing QAPP as a source of information about methods for the proposal. Descriptions of the monitoring approach, methods, and related information should be appropriately described in the text of the proposal.
- Safety considerations are required for sampling crews and must be described in the QAPP. However, the WQMG proposal should not include a QAPP (see Section 1.B. above). Sampling teams of at least two persons are recommended.
- Training documentation is required prior to sampling and analysis, but training can be documented in the QAPP. However, the WQMG proposal should not include a QAPP (see Section 1.B. above).
- Data Quality Objectives (DQO) are required prior to sampling and analysis, but DQO's can be documented in the QAPP. However, the WQMG proposal should not include a QAPP (see Section 1.B. above).
- Number of sampling locations will differ among projects, but generally projects should seek to maximize the number of sampling locations when possible and within the budget.
- All maps, graphs, screen captures, and other images must have sufficient resolution for the reviewers to clearly interpret their meaning. Please review image resolutions after converting proposal files to PDF format.
- Analytical laboratory services performed 'in-house' or using private/academic laboratories are both acceptable forms of analysis. When applicable, MA certification in the specific method is preferred but not required. In all cases, MassDEP's pre-approval of laboratory-specific protocols (standard operating procedures) for analysis is required as part of QAPP approval.
- Data submittal is not required for reimbursement through this grant. However, Project Data submittal is a requirement to support evaluations of the grantee's good standing metric for future WQMG programs.
- Grantees are expected to critically review the resulting data and qualify data or censor data that do not meet project data quality objectives prior to submitting final data to MassDEP.
- Data can be submitted directly to MassDEP's WPP or EPA's WQX. These two types of data submission methods are required because they are the most reliable methods for MassDEP to evaluate and use external data for assessment purposes.
- AquaQAPP is a web-based application that helps monitoring program managers develop project-specific QAPPs for fresh/marine/estuarine water quality monitoring and benthic community monitoring in wadeable streams and coastal near-shore environments. Use of



**APPENDIX A – PROPOSAL TEMPLATE**  
**WATER QUALITY MONITORING GRANTS PROGRAM - STATE FISCAL YEAR 2023**

AquaQAPP is not required, but it may be a useful tool for grantees who need to develop a QAPP for the proposed project. Details on AquaQAPP can be found at:  
<https://www.mass.gov/how-to/use-aquaqapp-to-plan-your-monitoring-project>.

# **APPENDIX A – PROPOSAL TEMPLATE**

## **WATER QUALITY MONITORING GRANTS PROGRAM - STATE FISCAL YEAR 2023**

### **ADMINISTRATIVE SUMMARY**

***Instructions:** Enter contact information for the primary contact or coalition coordinator. Also enter any information about coalition partners. Add sections as needed or delete any unneeded sections. Also remove any dead space between sections.*

#### **PRIMARY CONTACT OR COALITION COORDINATOR INFORMATION**

Primary contact name:	<i>ENTER HERE</i>
Primary contact position:	<i>ENTER HERE</i>
Organization name:	<i>ENTER HERE</i>
Legal mailing address (as would appear on W9):	<i>ENTER HERE</i>
Phone number:	<i>ENTER HERE</i>
Email contact:	<i>ENTER HERE</i>

#### **COALITION PARTNER INFORMATION**

Organization name:	<i>ENTER HERE</i>
Legal mailing address (as would appear on W9):	<i>ENTER HERE</i>
Phone number:	<i>ENTER HERE</i>
Email contact:	<i>ENTER HERE</i>

#### **COALITION PARTNER INFORMATION**

Organization name:	<i>ENTER HERE</i>
Legal mailing address (as would appear on W9):	<i>ENTER HERE</i>
Phone number:	<i>ENTER HERE</i>
Email contact:	<i>ENTER HERE</i>

#### **COALITION PARTNER INFORMATION**

Organization name:	<i>ENTER HERE</i>
Legal mailing address (as would appear on W9):	<i>ENTER HERE</i>
Phone number:	<i>ENTER HERE</i>
Email contact:	<i>ENTER HERE</i>

## APPENDIX A – PROPOSAL TEMPLATE

### WATER QUALITY MONITORING GRANTS PROGRAM - STATE FISCAL YEAR 2023

*Instructions: Enter project information below.*

#### PROJECT INFORMATION

<b>Project title:</b>	<i>ENTER HERE</i>
<b>Watershed(s) served by this project:</b>	<i>ENTER HERE</i>
<b>Amount of funding requested:</b>	<i>ENTER HERE</i>
<b>Administrative summary (350 word maximum):</b>	<i>ENTER HERE</i>
<b>List of supporting documents:</b>	<i>1. ENTER HERE ATTACHMENT NAME 2. ENTER HERE ATTACHMENT NAME 3. ENTER HERE ATTACHMENT NAME ADD AS NECESSARY</i>

*Instructions: Enter information on authorized signatory and sign below.*

#### AUTHORIZED SIGNATORY INFORMATION

<b>Signatory name:</b>	<i>ENTER HERE</i>
<b>Signatory position/title:</b>	<i>ENTER HERE</i>
<b>Signatory email:</b>	<i>ENTER HERE</i>
<b>Signatory telephone number:</b>	<i>ENTER HERE</i>

---

*Signature*

*Date*

*Please either (1) print this page, hand sign, scan, and add to the final PDF file or (2) add an appropriate electronic signature.*

*By checking (clicking on) this box  , the applicant confirms they are authorized to submit this grant application on behalf of the specified Eligible Entity and any participating coalition partners.*

## APPENDIX A – PROPOSAL TEMPLATE

### WATER QUALITY MONITORING GRANTS PROGRAM - STATE FISCAL YEAR 2023

#### SCOPE OF SERVICES

*Instructions: Provide a brief descriptive summary for each specific task, the expected key personnel involved, a list of anticipated deliverable(s) or outcomes(s), and the estimated cost. Add additional tables as needed.*

##### TASK 1 SUMMARY

<b>Task name:</b>	<i>ENTER HERE</i>
<b>Descriptive summary (350 word maximum):</b>	<i>ENTER HERE</i>
<b>Key personnel:</b>	<i>ENTER HERE</i>
<b>Desired deliverable(s):</b>	<i>ENTER HERE</i>
<b>Cost:</b>	\$0

##### TASK 2 SUMMARY

<b>Task name:</b>	<i>ENTER HERE</i>
<b>Descriptive summary; (350 word maximum):</b>	<i>ENTER HERE</i>
<b>Key personnel:</b>	<i>ENTER HERE</i>
<b>Desired deliverable(s):</b>	<i>ENTER HERE</i>
<b>Cost:</b>	\$0

##### TASK 3 SUMMARY

<b>Task name:</b>	<i>ENTER HERE</i>
<b>Descriptive summary (350 word maximum):</b>	<i>ENTER HERE</i>
<b>Key personnel:</b>	<i>ENTER HERE</i>
<b>Desired deliverable(s):</b>	<i>ENTER HERE</i>
<b>Cost:</b>	\$0

##### TASK 4 SUMMARY

<b>Task name:</b>	<i>ENTER HERE</i>
<b>Descriptive summary (350 word maximum):</b>	<i>ENTER HERE</i>
<b>Key personnel:</b>	<i>ENTER HERE</i>
<b>Desired deliverable(s):</b>	<i>ENTER HERE</i>
<b>Cost:</b>	\$0

**APPENDIX A – PROPOSAL TEMPLATE**

**WATER QUALITY MONITORING GRANTS PROGRAM - STATE FISCAL YEAR 2023**

**PROJECT TIMELINE**

*Instructions: Provide a timeline for each project task described above by placing an “X” within the months the activity is expected to occur. Expected dates of purchases should be represented by an “X-ing” in the timeline. Use the space below the chart to provide a narrative explaining the timeline. Insert additional rows as needed. Add an optional narrative below if needed.*

**MONTH (year 2023)**

<b>TASK</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul.</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Long-term</b>
<b>Task #1</b>											
<b>Task #2</b>											
<b>Task #3</b>											
<i>Grant Funding Available</i>						<i>NO Grant Funding Available</i>					

**Timeline narrative:**

## APPENDIX A – PROPOSAL TEMPLATE

### WATER QUALITY MONITORING GRANTS PROGRAM - STATE FISCAL YEAR 2023

#### PROJECT BUDGET

*Instructions: Complete the following table for the overall budget. This budget is for proposal evaluation purposes only. Round to whole dollar amounts (i.e., \$0). Also complete the tables in the Budget Justification section and provide any additional documentation needed.*

EXPENSE ITEMS	Grant Amount (To June 30, 2023)	Matching Funds (Not required)	Total Amount (Grant Amount + Match)
<b>Total Salary</b> (including overhead costs; see table in justification)	\$0	\$0	\$0
<b>Sub-contractual Services Total</b> (including laboratory and consultant services)	\$0	\$0	\$0
<b>Equipment and Supplies Total</b> (see table in justification)	\$0	\$0	\$0
<b>Travel Total</b> (for mileage only @ 0.62 cents/mile)	\$0	\$0	\$0
<b>Other Total</b> (provide details in justification)	\$0	\$0	\$0
<b>TOTAL AMOUNTS</b>	<b>Total amount request for grant</b>	<b>Total matching funds</b>	<b>Total budget amount</b>
	\$0	\$0	\$0

#### BUDGET JUSTIFICATION:

*Instructions: Enter each person receiving salary on this project, their position, hourly rate, and proposed hours worked on the project. The sum of all salaries should match the total amount listed above. Add rows as needed.*

#### LIST OF EMPLOYEES RECEIVING SALARY

Employee name	Employee position	Hourly rate	Work hours	Total salary (rate*hrs)
		\$0 / hr		\$0
		\$0 / hr		\$0
		\$0 / hr		\$0

## APPENDIX A – PROPOSAL TEMPLATE

### WATER QUALITY MONITORING GRANTS PROGRAM - STATE FISCAL YEAR 2023

***Instructions:** Enter the total amounts for each equipment/supply type and/or quote total with a cost greater than \$200. This table is provided to ensure the quotes and estimated pricing provided as attachments equal the amount shown in the budget. The list can be organized however best suites the applicant. Add/delete rows as needed.*

#### EQUIPMENT/SUPPLY COST SUMMARY

Equipment/supply or quote greater than \$200	Total amount
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0

***Budget checklist:** Be sure you have completed the following.*

- Budget table that is complete and accurate (i.e., all numbers add up and match properly).
- Budget justification narrative to clarify the requested budget as needed.
- Table summarizing personnel and total salary.
- Formal quote or screen capture for all items or orders greater than \$200.
- Table summarizing all formal quotes.
- Shipping estimates included in the budget.