

Request For Proposals (RFP)

MASS WILDLIFE HABITAT MANAGEMENT GRANT PROGRAM (MASS WILDLIFE HABITAT GRANT)

SEEKS QUALIFIED APPLICANTS

TO RECEIVE FUNDING TO RESTORE/CREATE WILDLIFE HABITAT ON PRIVATE AND MUNICIPAL PROTECTED LANDS.

COMMONWEALTH OF MASSACHUSETTS
DIVISION OF FISHERIES AND WILDLIFE
MASS WILDLIFE HABITAT MANAGEMENT GRANT PROGRAM
1 RABBIT HILL RD
WESTBOROUGH, MA 01581

RFP ID # DFW-2027-001

COMMBUYS BID ID # BD-26-1046-DFW-FW58-129461

Purchasing Department: Division of Fisheries and Wildlife

Procurement Contact Person: James Burnham; Program Coordinator;
James.Burnham@mass.gov; Mass Wildlife Field Headquarters; One Rabbit Hill Road;
Westborough, MA 01581.

Program Contact Person: Emily Myron; Assistant Director of Land and Habitat
Conservation; Emily.Myron@mass.gov; Mass Wildlife Field Headquarters; One Rabbit
Hill Road; Westborough, MA 01581.

Website:

<https://www.mass.gov/guides/masswildlife-habitat-management-grant-program>

Purpose of Procurement: The Commonwealth of Massachusetts, Division of Fisheries and Wildlife (Mass Wildlife) is seeking qualified applicants to participate in a competitive grant program to conduct active habitat management on conserved lands in the Commonwealth of Massachusetts during Fiscal Year 2027. Through this reimbursement grant program, Mass Wildlife seeks to establish partnerships with private or municipal landowners of conserved lands to reimburse landowners for work conducted to enhance habitat for native wildlife species, especially climate-vulnerable wildlife habitats to make them more resilient to climate change.

The Mass Wildlife Habitat Management Grant Program (hereafter “Mass Wildlife Habitat Grant”) seeks to:

1. Improve habitat(s) for [Species of Greatest Conservation Need](#), as identified in the [2025 Massachusetts State Wildlife Action Plan \(SWAP\)](#) – special emphasis on [State-Endangered, State-Threatened, and State-Special Concern Species](#).
2. Enhance habitat in ecological communities that are disproportionately susceptible to climate change.

3. Contribute to improving habitat in a landscape that is high priority for biodiversity conservation.
4. Promote access to nature and outdoor recreation opportunities, such as hiking, birding, fishing, hunting, and trapping.

Eligible Entities: Owners of private or municipal *conserved lands* in the Commonwealth of Massachusetts. *Conserved land* is defined as property protected by a Conservation Restriction or Easement, an Agricultural Protection Restriction, land enrolled in Chapter 61 or 61A/B, land subject to a current Landowner Incentive Program covenant, land owned in fee by a non-profit organization whose primary mission is the conservation of land, municipal land under the care and control of the municipality's conservation commission and town forests (Town Parks and Recreation lands are not eligible unless there is a Conservation Restriction or the land is enrolled in Chapter 61/61A/B); or an entity under equivalent protection as determined by MassWildlife staff.

Type of Procurement: Competitive Grant (Reimbursement for services)

Single or Multiple Contracts: Multiple

Applicants are eligible to receive between \$5,000 (minimum grant proposal size) and \$75,000 (maximum grant proposal size) per grant towards their approved habitat management project.

Grantee Match Commitment: None

Proposal Deadline: Proposals must be received by **July 6, 2026 at 11:59 pm**. Please see the “**How to Apply**” section near the end of this RFP.

Grantee's Commitment: Upon award, the landowner will enter into a legally binding agreement with MassWildlife. The contract shall incorporate, by reference, a Commonwealth Terms and Conditions, this RFP, the Scope of Service, and the Approved Proposal.

Expected Duration of Grant Agreement: Estimated nine (9) months. Duration of the grant will be from the date of issuance of the Notice to Proceed through June 30, 2027. The Notice to Proceed and Scope of Service will define the approved budget and services to be rendered (and reimbursed) for the period specified in the contract. All work must be completed by June 30, 2027. There will be NO EXTENSIONS approved for these grants, no exceptions.

Anticipated Expenditures for Expected Duration: Subject to quotes detailed in Applicant's budget; minimum of \$5,000 and maximum of \$75,000 per grant.

Option to Renew: No

Unplanned Expenses or Project Deviation: MassWildlife will under no circumstances award more than the requested dollar value on the proposal or reimburse for more than

the agreed upon final budget. If additional expenses arise due to project delays, unforeseen conditions, or requirements placed on the proposal by the local Conservation Commission, Massachusetts Historical Commission, or the Massachusetts Natural Heritage and Endangered Species Program (NHESP), the grantee is responsible for covering these additional expenses.

Habitat management and rare species review: Habitat management activities within Priority Habitat for Rare Species require prior review for compliance with the MA Endangered Species Act Regulations (321 CMR 10.00). It is strongly recommended that applicants with proposed projects in Priority Habitat areas request a pre-file consultation with NHESP; pre-filing consultations will identify any conditions NHESP may require to avoid or minimize impacts to state-listed species and enable applicants to proactively incorporate these into your proposal.

An overview can be found at: <https://www.mass.gov/info-details/habitat-management-and-rare-species-review>.

See Regulatory Maps: [Regulatory Maps: Priority & Estimated Habitats | Mass.gov](https://www.mass.gov/info-details/regulatory-maps-priority-estimated-habitats)
<https://www.mass.gov/info-details/regulatory-maps-priority-estimated-habitats>)

Request a Pre-Filing Consultation: <https://www.mass.gov/how-to/request-a-pre-filing-consultation>.

Funding and Timing: Awarding of grants is contingent on funding through Capital funding. MassWildlife reserves the right to re-score/reject proposals materially affected by final Capital funding level and timing of funding announcement.

Allowable Activities/Costs: Direct costs for on-the-ground habitat improvements specifically designed to benefit fish, wildlife, and their habitats and provide long-term benefits will be eligible for reimbursement. All project costs must be approved in the agreed upon contract budget to be eligible for reimbursement.

- Examples of eligible habitat management practices include (but are not limited to): Mowing, brush hogging, mulching, chipping, clearing of trees, contract grazing, control of invasive plants, fencing for habitat protection, prescribed burning, woodland enhancements (thinning, cutting, or girdling of trees to favor viable habitat, food, or cover resources), tree planting of genetically-modified species approved by MassWildlife (e.g., back-crossed American chestnut seedlings) beneficial to wildlife, nest site creation or installation of nesting structures, seeding/planting of native species, stream channel and pond shoreline restoration, floodplain connectivity, water quality improvement.
- Staff time for on-the-ground project implementation (base salary only, no fringe or indirect expenses). Documentation of the base salary rate will be required.
- Contract costs for management services.
- NHESP/MESA required protection plans (physical sweeps, delineation of rare plant locations, etc.), if included with the original application budget.
- Materials and supplies necessary to achieve project goals.
- Signs for the purpose of communicating the benefit of the MassWildlife Habitat Grant funded habitat improvement project may be an eligible expense. (ex. a sign

- posted during active management to inform the public of the benefits of the activity).
- Signs that indicate that the property is open to hunting, fishing, and trapping.
 - Equipment rentals: Equipment rentals may be considered eligible if the rental activity ties directly to the implementation of MassWildlife Habitat Grant funded project. For example, rental of a brush hog to help maintain old field habitat. Rental costs approved by MassWildlife may ONLY be used for the implementation of the MassWildlife Habitat Grant project and not for any other activity. Grantees may be reimbursed for the use of their own equipment to perform the agreed upon work. Reimbursement rates will be based on staff time for equipment operation plus the standard rental fee of such equipment (quotes required) OR may be based on approved NRCS rates (links to these rates to be found on the [MassWildlife Habitat Management Grant website](#)).
 - Allowable costs must be:
 - a) Necessary and reasonable to accomplish the objectives of the grant.
 - b) All costs must be supported by source documentation or other records as necessary to substantiate the funds. Such documents are subject to review by MassWildlife staff to determine eligibility. The proposed budget, as solely determined by the ranking committee, must be reasonable for the scope and scale of the proposed management activities; MassWildlife reserves the right to reject a proposal, or partially fund a proposal, if the proposed budget or segments of the proposed budget are determined by the ranking committee to not be reasonable for the scope and scale of the proposed management activities, and therefore not the best value overall in order for MassWildlife to achieve its procurement goals. MassWildlife reserves the right to reject all bids that it determines are not the best value overall for it to achieve its program goals. See also ***Record Retention***.
 - c) Costs must be consistent with state/federal policies, regulations, and procedures. Costs prohibited under state or local laws or regulations are not eligible.
 - No cost that has not been pre-approved in writing by MassWildlife's Habitat Management Grant Program Procurement Coordinator or the Assistant Director of Land and Habitat Conservation will be eligible for reimbursement. Any changes to the approved Scope of Services or Budget must be approved in writing before the proposed management activity or purchase can be made.

Ineligible Activities/Costs:

- Activities such as land acquisition, trail-related work, signage (except as noted above), and public access improvements.
- Boundary marking and surveying.
- Projects conducted in enclosed/fenced in properties that prevent the free movement of wildlife species (there is an exemption for fencing used to protect vegetation regeneration from herbivory).
- Funding may not be utilized towards satisfying any federal, state, or local permitting or legal requirements associated with a regulatory process.

- Travel to conferences or meetings or other travel expenditures of the grantee (contracted vendor travel expenditures incorporated into the bid or quote are allowable).
- Rental of a vehicle to commute to and from the site will not be approved and is not an allowable cost.
- Per diem/meals/drinks/clothing or other personal items whether for the grantee, contractor, or for volunteer appreciation.
- Permitting costs, planning activities (prescribed burning plans, engineering plans, forest cutting plans, etc.), project administration, indirect, fringe or other overhead costs (ex. office/rental space, utilities, IT costs, and more).
- Costs incurred prior to the effective date of the grant agreement or after the close of the grant agreement period.
- Research, inventory, survey, soil/water testing, or biological monitoring activities (Exception: NHESP/MESA required activities are eligible, as noted above).
- Informational or educational materials, supplies, or services (except as noted above).
- Information and technology materials, equipment, or services.
- Supplemental feeding activities/costs (ex. food plots, bird feeders).
- Any expense not pre-approved in writing by MassWildlife.

Equipment Purchases:

- Equipment purchases must not exceed 10% of the total approved project budget and any single equipment purchase must be less than \$1,000 AND be for the sole purpose of achieving the project objectives.

Prevention of Invasive Species Spread: All equipment and clothing/boots of personnel including the grantee and/or all subcontractors must be thoroughly cleaned prior to entering and prior to leaving the MassWildlife Habitat Grant project area to prevent the spread of invasive plants as described in the [Best Management Practices for Controlling the Spread of Invasive Species](#). Equipment should be free of all mud, dirt, debris and plant parts on the exterior, undercarriage, and tires/tracks of the equipment. Grantees and all Subcontractors shall certify that all equipment and personnel clothing/boots have been thoroughly cleaned, as stated above, to minimize the likelihood of introducing invasive species onto the project area, and to minimize the transportation of invasive species from the project area to other areas.

Leveraging Funds: MassWildlife may utilize the MassWildlife Habitat Grant funds to leverage additional resources (ex. funds may be used to match federal assistance or other grant programs). MassWildlife encourages grantees to leverage additional resources; however, if a grantee intends to use MassWildlife Habitat Grant funds to match other grant programs, the grantee must receive written permission from a MassWildlife signature authority before the funds may be used to leverage additional resources; failure to do so may result in forfeiture of awarded funds.

Official RFP Records: COMMBUYS is the official source of information for this RFP and is publicly accessible at no charge at www.commbuys.com. Information contained

in this document and in COMMBUYS, including file attachments, and information contained in the related RFP Questions and Answers (Q&A), are all components of the RFP, as referenced in COMMBUYS, and are incorporated into the RFP and any resulting contract.

Applicants are solely responsible for obtaining all information distributed for this RFP via COMMBUYS. RFP Q&A supports Applicant submission of written questions associated with the RFP and publication of official answers. Applicants are prohibited from communicating directly with any employee of the procuring department or any member of the SST regarding this RFP except as specified in this RFP, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFP. Bidders may contact the contact person for this RFP in the event this RFP is incomplete or the bidder is having trouble obtaining or using any required attachments electronically through COMMBUYS.

It is each Applicant's responsibility to check COMMBUYS for:

- Any amendments, addenda or modifications to this RFP, and
- Any RFP Q&A records related to this RFP.

The Commonwealth accepts no responsibility and will provide no accommodation to Applicants who submit a Proposal based on an out-of-date RFP or on information received from a source other than COMMBUYS.

How to Apply: Application materials will be posted to COMMBUYS** on 5/26/2026. Once posted, proposals may be submitted as described below until the closing date.

Responses to this open solicitation must be received no later than **July 6, 2026 at 11:59 pm Eastern Time**.

Electronic submissions received after **7/6/2026 at 11:59 PM Eastern Time** will not be considered. Hard copy printouts will not be accepted.

****Note:** If you are not a registered COMMBUYS User but you have obtained this RFP, it is your responsibility to check the COMMBUYS website for updates to this solicitation. Only registered COMMBUYS users that obtained this RFP through their COMMBUYS account will be notified of updates to this solicitation.

Instructions for Submission of Application Package:

All application packages must include the information listed below in sections A, B, C and D below. **BE SURE TO INCLUDE ALL INFORMATION LISTED HERE, AS DIRECTED, OR YOUR RESPONSE WILL BE REJECTED.** Please see the Proposal Content Table at the bottom of this section.

All grant applications must be submitted online via EEA's [Grant Management System: https://greenhub.appianportals.com/applicants-portal](https://greenhub.appianportals.com/applicants-portal). To submit a FY 27 Habitat Grant Program application, please create a username and password and start the validation process, which could take several days to complete. Please note that at least one representative from the Applicant's organization must have a valid account to apply for the grant. For instructions on how to register or manage your account, refer to the MyMassGov help center: <https://www.mass.gov/mymassgov-help-center>

A. Project application This application requires the following information:

1. Applicant's Name / Organization's Name
2. Applicant type (Check one):
 - a. Private Individual
 - b. Municipality
 - c. Non-Governmental Organization
 - d. Other (explain)
3. Applicant's Address
 - a. Street mailing address: this should align with the address that will be on the submitted W-9 form and the Commonwealth Standard Contract / Terms and Conditions Form.
4. Applicant's Phone Number
5. Applicant's Email Address
6. Parcel Ownership – If the Grant Area is not owned by the Applicant, submit written authorization by the landowner to apply for this grant and file for permits. If the landowner is the Applicant and another entity holds a Conservation Restriction over the property, submit written authorization from the CR holder.
7. Project Title
 - a. Descriptive title of your MassWildlife Habitat Grant project.
8. Project Location(s)
 - a. City/Town
 - b. Nearest Cross Streets
9. Level of Protection
 - a. Agricultural Preservation Restriction (APR)
 - b. Conservation Restriction (CR) (Information on owner of CR is needed)
 - c. Chapter 61 or 61A/B
 - d. Town Conservation Land (land under the care and control of the municipality's conservation commission or town forests)
 - e. Organization whose primary mission is conservation (Mission statement is needed)
 - f. Other (explain)
10. Recreational Opportunities
 - a. Land is open to recreation, including all hunting, fishing, and trapping, without any landowner or municipality restrictions.
 - b. Land is open to a combination of hunting, fishing, and trapping with some restrictions (e.g. permission, fee charges, or membership required for access to the property; seasonal limitations; number of hunters limited; or

restrictions on certain types of game species or use of hunting implements).

- c. Land is only open to non-consumptive wildlife associated recreational activities and is closed to hunting, fishing, and trapping.
- d. Land is not open to the public.

11. Environmental Justice

- a. Review the [Environmental Justice Populations Map Viewer](#) and indicate whether this project is:
 - i. Within half a mile of a designated Environmental Justice Community; or
 - ii. Within one mile of a designated Environmental Justice Community
 - iii. Directly reachable by public transportation, which makes it accessible to residents of an Environmental Justice community (please provide details)
- b. If it is not within a mile of a designated Environmental Justice Community, describe how the site provides access to nature for members of Environmental Justice communities and/or if it will otherwise benefit an members of an Environmental Justice community.

12. Project Description

- a. Brief description of proposed project, management strategy, and expected conservation benefit (e.g., selective removal of woody species to maintain or create early successional woodland habitat; or restoration of grassland habitats by removal of invasive shrubs)
- b. Need for this project (e.g. decline of grassland habitat in the region and its associated bird species)
- c. Brief description of how this project fits into the long-term management plan for the site. How will this habitat be maintained in the future?
 - i. Has there been past habitat management at this site? If past work has included a NHESP permit, please provide the permit numbers.

13. Habitat Value

- a. Describe the landscape setting and species biology to provide additional context for the overall habitat value of the proposed management. You may choose to reference the [SWAP](#), [BioMap](#), or regional species plans. (e.g. habitat types of the non-treatment areas of the parcel along with similar or complimentary habitat(s) and other conserved land(s) in the immediate region.)

14. Species of Greatest Conservation Need (SGCN)

- a. List any [Species of Greatest Conservation Need](#) that occur in the area and are expected to have a net benefit from the proposed habitat enhancement actions of the project. Describe the direct connection between the habitat enhancement being conducted and the benefit to the identified SWAP species.
- b. If species listed as Endangered, Threatened, or Special Concern under the [Massachusetts Endangered Species Act](#) (MESA) will benefit from the

project, describe the direct connection between the habitat enhancement being conducted and the benefit to the identified MESA species.

15. Natural Communities

- a. List any [Natural Communities](#) that occur in the area and are expected to have a net benefit from the proposed habitat enhancement actions of the project. Describe the direct connection between the habitat enhancement being conducted and the benefit to the identified community.

16. Climate Resilience

- a. Please select all the [ResilientMass](#) priority impacts (listed on p 1-10 of the plan) addressed by this proposal and describe how the proposed habitat enhancement activities improve resilience of the habitat to climate change and overall climate adaptation. You may choose to reference the SWAP or other regional plans.

17. Acreage

- a. Parcel Acreage: Acreage of total size of parcel(s)
- b. Total acres of all proposed management areas: Total acreage of all the Treatment Unit(s)

18. Does this project require a Forest Cutting Plan (FCP) and what is the status of that plan? If the FCP has been approved, provide the FCP number or numbers and the date of issuance of the approval. For projects in Priority Habitat, provide the MESA number.

19. Treatment Units and Proposed Management: For each Treatment Unit, provide the following:

- a. Acreage of Treatment Unit
- b. Current habitat types of the Treatment Unit, based on the [State Wildlife Action Plan](#) classification of natural communities found [here](#).
- c. Desired habitat types of the Treatment Unit, based on the [State Wildlife Action Plan](#) classification of natural communities found [here](#). If the current habitat type and the desired habitat type are identical, enter the same habitat type.
- d. Detailed narrative of all activities proposed in this Treatment Unit, including as much of the following information as possible:
 - i. Purpose of the work and anticipated outcome;
 - ii. Proposed methods (including what types of equipment will be used, including heavy equipment);
 - iii. How the Treatment Unit will be accessed for work (ex access roads, landings, etc.);
 - iv. Tools and techniques necessary to complete the project;
 - v. Time(s) of year proposed activities will occur (including estimates of start/end dates, number of days and/or hours of on-the-ground work, and frequency of work);
 - vi. Other natural resources requiring consideration (e.g., wetlands and water bodies, drinking water wells, trails); and
 - vii. Any relevant previous habitat management actions.

B. Completed *Grantee Budget Form* (See sample and form to be submitted on [MassWildlife Habitat Grant website](#) and list of eligible and ineligible activities listed on pages 3-4 of this document).

- **Project Title:** Include the title of your MassWildlife Habitat Grant project as listed in A.7.
- **Subcontracted Services:** Include any work that will be contracted to a third party for completion. Landowners are encouraged to obtain quotes from contractors and include them as part of the proposal; if subcontractors are being used, quotes will be needed to be awarded the full points for this section.
- **NRCS/EQIP Rates:** If using NRCS/EQIP practice rates, please be sure to utilize the correct rate for the practice being proposed and to include enough information in of the Treatment Unit area(s) in the application, and before photographs in the appendix, for the MassWildlife Habitat Grant Ranking Committee to determine if the correct rate is being used.
- **Prevailing Wage:** Management practices that cause ground disturbance and occur on Municipal owned properties may be subject to applicable prevailing wage rates as defined by MGL chapter 149 sections 27-27D. Towns should check with their procurement officials to determine if prevailing wage rates are required for their project. Prevailing wage rates may be obtained by contacting the [Department of Labor Standards, Prevailing Wage Program](#) to help with budget preparation.

C. Project Maps: The following maps should be provided:

1. Locus map – A map with enough detail to enable the MassWildlife Habitat Grant Ranking Committee to locate your property within the state (approx. 1-3 miles around the project and including nearby roads, geological features, etc.);
2. Parcel Map – A map showing the parcel boundary and clearly illustrating the project area where the proposed management will occur and the specific locations of all proposed treatment types;
3. Project Map – A map of the proposed Treatment Unit areas, including any anticipated areas that will be used for laydown, staging, and/or access; and
4. Optional Photo Map – If possible, please include a map showing the location of each submitted photo.

Maps should be at an appropriate scale for the proposed management activities. Aerial/Ortho and topographic maps are preferred. Submission of ArcView shapefiles is strongly encouraged. MassWildlife uses the coordinate system “Massachusetts Stateplane Mainland Zone, NAD83, Meters”, also called “NAD 1983 StatePlane Massachusetts FIPS 2001 (Meters).” Please project the files to the Stateplane coordinate system *before* sending.

If applicants do not have access to ArcGIS, there are other online mapping and data tools, including aerial images and topographic maps, that may be used. [MassMapper](#) is one resource. Aerial maps can also be found online using Google Earth. To download Google Earth free of charge, go to <http://earth.google.com>. Electronic submission of ArcView files encouraged, if possible.

D. Photos: The application must include pre-treatment photographs of the project area. A separate photograph must be submitted for each project area, as outlined in your Treatment Unit map. These photos are intended to show the current habitat of the proposed management area. After project completion, post-treatment photographs should be taken in the same areas as the pre-treatment photos. These photographs will be used to verify completion of the management prior to the issuance of reimbursement. Pre- and post-treatment photographs shall be taken from the same location facing the same direction.

MassWildlife may follow-up with awardees after the conclusion of the grant period for an update on project outcomes and to request photographs of the site.

E. Required Procurement Forms:

In addition to the MassWildlife Habitat Grant forms listed above, the following forms must be submitted by the grantee with the proposal or upon contract execution if the proposal is awarded. These forms are not required to evaluate grant proposals; however, all forms are mandatory before contract execution. Failure to provide the following forms may nullify your application and the committee will move to the next highest ranked proposal. All forms are available as attachments on the [COMMBUYS](#) website.

1. Commonwealth Standard Contract Form completed and signed by the respondent.
2. Completed Contractor Authorized Signature Verification Form
3. Commonwealth W-9 tax information form filled out and signed by the respondent.
4. Electronic Funds Transfer Form

F. Proposal Content Table:

Required documents	Conditionally Required	Optional
Project Application		
Grantee Budget Form	Letter of approval from Conservation Restriction holder, Deed Restriction holder or other Article 97 land holder	Shapefiles
4 Maps	Letter of approval	Subcontractor Quote(s)

	from landowner	
Photograph(s)	Forest Cutting Plan Review	Required Procurement Forms (W-9, Electronic Fund Transfer, etc.) (These can be submitted after the award has been made, but submitting them with the application may result in an expedited approval process once the award is made.)

Response Evaluation and Award:

1. The response is reviewed and ranked by the MassWildlife Habitat Grant Ranking Committee. Project ranking is based on established criteria developed to accomplish the goals of the MassWildlife Habitat Grant (to view ranking criteria go to the MassWildlife Habitat Grant [website](#)).
2. MassWildlife reserves the right to contact the applicant during the review and ranking process to correct minor informalities and/or for clarification of information stated in a response. No substantive changes will be allowed except when responses need to be adjusted to a) accommodate compliance with federal and/or state regulations; or b) to bring the proposal in line with recommendations of MassWildlife biologists. Please note that adjustments to your response for the above stated reasons will not result in any increase to the budget as submitted.
3. Applications need to receive a minimum of 90 out of 140 points to be eligible to receive funding.
4. If selected, MassWildlife will contact the applicant to coordinate the next step in the award process. MassWildlife reserves the right to conduct a site visit to review project details and will coordinate with landowners and project managers to schedule a meeting with them. A landowner’s representative (forester, contractor, etc.) may also be present to provide input.
5. No potential grantee shall make any press conference, news releases, or announcements concerning its selection or non-selection for a Contract prior to the grantor department’s public release of said information or prior to the written approval of the grantor department.
6. Program funding is not guaranteed, and awards may be rescinded at any time prior to the issuance of a Notice to Proceed. A Notice to Proceed will not be issued until MassWildlife and the Landowner agree on all elements of the

MHMGP project to be funded through an executed standard contract. ALL WORK MUST BE COMPLETED BY JUNE 30, 2027; no extensions.

7. MassWildlife reserves the right to access the property at any time to inspect project progress and make management recommendations.
8. MassWildlife reserves the right to request references, verify references, or consider any written references submitted to them at any time during the grant award process and at any time during the period of the grant.
9. The grantee shall be considered in default of the contract if the project is not conducted in accordance with the approved project and Scope of Service. Such default will be considered as cause for MassWildlife to withhold payment.
10. Amendments to Executed Contract: This is a competitive grant program; therefore, each grant proposal is judged to be complete with all costs needed to accomplish the objectives of the proposal. MassWildlife will have discretion to determine if proposed changes can be accepted, as long as the original objectives will still be met and the resulting benefits will be equivalent to those previously described. Otherwise, no changes to costs, objectives, benefits, or approach will be allowed. All amendments must be requested in writing with an explanation as to why the amendment is being sought.
11. The grantee is responsible for submitting a final project report within 30 days of the end date of the grant. The final reimbursement payment (no less than 25% of the awarded total) will be withheld until the receipt and approval of the project report. This project report must contain:
 - A comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of services;
 - A description of reasons why established goals were not met, if appropriate;
 - Any other pertinent information relevant to the project results; and
 - Pre and post treatment photographs of the project area.
12. If the grantee(s) cannot complete the grant as approved, the grant will be terminated; all remaining unexpended funds will revert to the State; the grantee must submit a final report within 30 days of the termination date.
13. The grantee must submit the final reimbursement request and required supporting documents, including the final report, by July 31, 2027. Failure to submit the reimbursement request and required supporting information by this date may result in forfeiture of remaining grant funds.

FAILURE TO FULLY COMPLETE A PROJECT WITHIN THE AGREED UPON TIME FRAME MAY NEGATIVELY IMPACT FUTURE APPLICATIONS.

Revisions to submitted grant proposals: MassWildlife may at any time prior to the execution of a contract and without penalty, amend a grant proposal or change the grant requirements, scope of performance or budget, upon notice to potential grantees in the same manner as the original grant proposal was distributed.

Grant proposal cancellations: MassWildlife may for any reason and at any time prior to the execution of a contract and without penalty, cancel a grant application and reject grant applications upon notice to potential grantees in the same manner as the original grant application was distributed.

Disqualification of grant proposal: MassWildlife may disqualify or reject a grant application for any reason, without penalty, including but not limited to:

- a. Grant proposals that are received after the deadline for submission specified in this RFP;
- b. Failure of a grant proposal to meet, address or comply with material requirements in the grant application, including instructions for submission, content or format;
- c. Grant proposals which indicate collusion or unfair trade practices by one or more potential grantees agreeing to act in a manner intended to avoid or frustrate any of the provisions of 815 CMR 2.00 or any other general or special law or regulation;
- d. Grant proposals submitted by a potential grantee or which identifies a subcontractor, who is currently subject to any state or federal debarment order or determination. (However, if the identified sub-contractor is replaceable without a material effect on the bidder's response, the bidder may be given the opportunity to select another subcontractor prior to the execution of a contract).
- e. A potential grantee:
 - i. Is intentionally or unreasonably delaying the timely execution of a Commonwealth Terms and Conditions or the Standard Contract Form or is unable to execute timely even for reasonable delays;
 - ii. Conditions execution of a Commonwealth Terms and Conditions or the Standard Contract Form upon the Department's acceptance of additional material or amended contract terms and conditions or specifies that the grant application is "non-negotiable", "all-or-nothing" or that there can be "no substitutions;"
 - iii. Negotiates in bad faith;

- iv. Refuses to execute the Standard Contract Form;
- v. Demands that the Department execute the potential grantee's contract form instead of a Commonwealth Terms and Conditions or the Standard Contract Form; or
- vi. Is unable to reach final agreement on contractual terms with MassWildlife within a reasonable time as determined by MassWildlife.

Applicable statutes and regulations: The grantee is responsible for compliance with all applicable state and local regulations, including but not limited to: Massachusetts Historic Preservation laws (M.G.L. c. 9, §§ 26-27C), the Massachusetts Environmental Policy Act (M.G.L. c. 30, §§ 61-62), Massachusetts laws relative to Unlawful Discrimination (Constitution, Article CXIV, M.G.L. c. 151B), Massachusetts Wetlands Protection Act (M.G.L. c. 131, § 40 / 321 CMR 10.0), Massachusetts Forest Cutting Practices Act (M.G.L. 132) and the Massachusetts Endangered Species Act (M.G.L. c. 131A). It is specifically stated that no person shall be turned away from or otherwise denied access to or benefit from any program or activity associated with the Project on the basis of race, color, creed, national origin, sexual orientation, age, sex, or handicap.

Disclaimer/Liability Clause: The Grantee will release and agree to hold blameless the Commonwealth of Massachusetts, Division of Fisheries and Wildlife, its employees and agents acting within the scope of their official duties from any and all liability or loss resulting from acts or omissions except willful torts.

Schedule of Payment: Total payment for each project shall be agreed upon before any work is initiated on the project. The agreed sum shall be stated in the Notice to Proceed. Participants will receive a 1099-MISC form for all MassWildlife Habitat Grant funds received.

Reimbursements: The MassWildlife Habitat Grant is a cost reimbursement grant. MassWildlife agrees to reimburse successfully awarded grantees for agreed upon work performed and/or costs incurred by the grantee in accordance with the scope and budget of the executed agreement.

Submit reimbursement requests to:

MassWildlife Habitat Management Grant Program

Attn: James Burnham

MassWildlife Field Headquarters

One Rabbit Hill Road

Westborough, MA 01581

Email requests to: james.burnham@mass.gov (email preferred)

Reimbursements may be requested as a lump sum upon completion of the project or periodically, not to exceed one reimbursement request per month. Standard payment terms apply and will be through Electronic Funds Transfer (EFT) within 45 days of

receipt and approval of invoice or payment request. EFT is required for all grantees unless a grantee can demonstrate a hardship. All payments will be processed in accordance with state finance law.

All requests for reimbursement must be accompanied by the following supporting documentation:

- MassWildlife Habitat Grant reimbursement expense summary
- Landowner/Staff tracking sheets
- Receipts for project purchases
- Paid invoices from contractors (proof of payment required)
- Prevailing wage weekly certified payroll report form and statement of compliance (if applicable)

Final reimbursement will not be issued until the receipt and approval of the final project report which needs to include pre and post treatment photographs.

MassWildlife is under no legal obligation to compensate a grantee or to obtain additional funding for any costs or other commitments that are incurred by a grantee outside of the scope of a properly executed grant. Therefore, grantees assume the risk if performance begins or obligations are incurred based upon oral or written representations, assurances of funding or legislative appropriations, without an executed contract.

Any of the following deviations to the project, as approved, must be requested and approved in writing prior to the work commencing:

- Revisions to the Scope of Services (regardless of whether there are associated budget revisions);
- Changes in sub-contracting, sub-granting, or otherwise obtaining the services of a third party to perform activities which are central to the purpose of this award; and/or
- Changes to the project Budget (the total award will not be increased).

MassWildlife will respond in writing to all written requests received from grantees for deviations to Scope of Services or Budget. No deviation to the project as approved may occur without receipt of written approval from MassWildlife.

If MassWildlife notifies the grantee of insufficiencies in the work or noncompliance with the contract terms within thirty (30) days of the request for reimbursement, the reimbursement amount will not be remitted until the contract terms have been met.

MassWildlife maintains sole discretion to determine if projects not completed in the specified timeframe will be reimbursed. If partial reimbursement is awarded, it will be based on the grantee's actual rate of disbursement.

Records Retention: The grantee shall maintain records, books, files and other data as specified in a Contract and in such detail as shall properly substantiate claims for payment under a Contract, for a minimum retention period of seven (7) years beginning

on the first day after the final payment under a Contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving a Contract. MassWildlife shall have access, as well as any parties identified under Executive Order 195, during the grantee's regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.