

The Commonwealth of Massachusetts

**EXECUTIVE OFFICE OF ENERGY &
ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENVIRONMENTAL
PROTECTION**

100 Cambridge Street Suite 900, Boston, MA 02114



REQUEST FOR PROPOSAL (RFP)

**Document Title:
Federal Fiscal Year 2024/2025 Section 604(b) Water Quality
Management Planning Grant Program**

**Agency Document Number:
BWR-RFP-FY2024-2025-604B GRANT-WPP07
COMMBUYS Bid #: BD-27-1045-BWR00-BWR01-132526**

August 19, 2026

SECTION 604(b) - WATER QUALITY MANAGEMENT PLANNING GRANT PROGRAM
FEDERAL FISCAL YEAR 2024/2025

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1. Grant Introduction

A. Overview and Goals of Grant

The Nonpoint Source (“NPS”) Management Section in the Watershed Planning Program (“WPP”), Bureau of Water Resources (“BWR”), Massachusetts Department of Environmental Protection (“MassDEP”), is pleased to issue this Request for Proposals (“RFP”) for Section 604(b) Water Quality Management Planning Program Grants. MassDEP is seeking grant proposals from Eligible Entities that identify NPS water quality issues, determine the most effective solutions, and provide preliminary designs for Best Management Practices (“BMPs”) to address the identified issues.

B. Scope and Description

Section 604(b) of the federal Clean Water Act (“CWA”) authorizes the awarding of funds through the U.S. Environmental Protection Agency (“EPA”) to states for water quality management planning grants. States are mandated to allocate at least 40% of each award to providing water quality management planning assistance to local communities. The Infrastructure Investment and Jobs Act (“IIJA”) provides supplemental funds under Section 604(b) for Award Years (AY) 2022 through 2026.

MassDEP expects to have approximately \$1,800,000 in federal CWA funds for AY 2024 and 2025 for new projects under this RFP. Projects can only be funded from a single federal funding source, which may result in some partially funded projects.

Consistent with the MassDEP NPS [2025-2029 Massachusetts Nonpoint Source Management Plan](#) (NPS Plan), MassDEP will prioritize Section 604(b) grant funds under this RFP for the development of nine element (9e)- Watershed-Based Plans (“WBP”) to restore impaired waters (as listed in the [Massachusetts 2022 Integrated List of Waters](#)), alternative (a)- WBPs to guide watershed protection and management activities for healthy waters, and 9e-WBPs for other waters without a listed impairment. In addition, and/or conjunction with WBP development, projects that focus on one of the following will be prioritized:

- Work within a Massachusetts National Water Quality Initiative ([NWQI](#)) watershed.
- A regional or state-wide NPS Coordinator
- Work within a Nitrogen Impacted Coastal Water

This RFP contains eligibility requirements, funding priorities, selection criteria, and the estimated calendar for the grant application and program. Proposals that are not complete or that are not submitted according to the guidelines set forth in this RFP will be disqualified and will not be considered for funding. Qualified proposals will be selected on a competitive basis. All applicants are cautioned that funding for this program is subject to both Commonwealth Terms and Conditions as well as the Terms and Conditions of the AY 2024 and 2025 CWA s.604(b) federal grant awards from the EPA to MassDEP. Terms and Conditions and supplementary RFP documents can be found on the [MassDEP Grants & Financial Assistance: Watersheds & Water Quality](#) website.

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Please note: After the **August 19, 2026** RFP release date, MassDEP staff and all Commonwealth employees will only respond to administrative questions and provide copies of reference documents. Applicants may contact the contact person for this RFP in the event this RFP is incomplete, the Applicant is having trouble obtaining any required attachments, and/or having difficulty with the electronic submission. Staff are prohibited from assisting potential applicants in developing specific Section 604(b) proposals.

This RFP has been announced electronically using the Commonwealth's electronic procurement system, (COMMBUYS). The RFP and any additional information can be found on the [MassDEP Grants and Financial Assistance: Watersheds & Water Quality page](#).

C. Estimated Calendar for Grant Application and Award

Applications are due by **Wednesday, October 7, 2026, at 5:00 p.m.** Applicants must submit completed applications that include all required supporting materials, agree to the program conditions, and meet the eligibility requirements by the deadline stated above to be considered for a reimbursable grant award. Completed proposals must be emailed to: meghan.selby@mass.gov.

Applicants will be notified on or about January 2027 as to the results of MassDEP's project review and selection process. MassDEP will then enter contract negotiations with the selected applicants. MassDEP reserves the right to fund a portion of a project, revise the project scope, and/or add or delete tasks to any project proposal that is recommended to the EPA. Applicants will have the option to reject the Section 604(b) award if a project, as revised, does not meet their capacity or the goals of their organization.

EVENT	DATE	TIME
Pre-RFP Remote Informational Meeting (online via Zoom; details provided in Notice of Grant Opportunity)	Wednesday July 23, 2026	9:30 AM
RFP Release Date (posted on MassDEP website and COMMBUYS)	Wednesday August 19, 2026	
Deadline for submission of written questions	Wednesday August 26, 2026	5:00 PM
Answers to questions (posted on MassDEP website and COMMBUYS)	Wednesday September 2, 2026	
Grant Application due date	Wednesday October 7, 2026	5:00 PM
Announcement of RFP Grant selection results (posted on MassDEP website and COMMBUYS)	January 2027 (estimated)	
Contract Start Date	March 2027 (estimated)	

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D. Written Questions

Any applicant wishing to submit written questions must do so by email to the 604(b) Grant Coordinator, Meghan Selby, at meghan.selby@mass.gov by the deadline of **Wednesday, August 26, 2026, at 5:00 p.m.** MassDEP anticipates that its official answers to all questions will be posted on the [MassDEP Website](#) by **Wednesday, September 2, 2026.**

2. Eligibility

A. Eligible Applicants

Pursuant to Section 604(b) of the CWA, eligible grant applicants include: regional planning agencies, council of governments, counties, conservation districts, cities and towns, interstate organizations, federally recognized tribes and organizations with state-wide agricultural capacity building experience.

- *Subcontracting*: Applicants may propose a subcontractor or team of subcontractors as part of their application and proposal. Subcontractors working for the applicant are subject to the same terms and conditions as the applicant, as defined in this RFP. Pursuant to Article 9 of the Commonwealth Terms and Conditions, MassDEP reserves the right to review and approve all 604(b) subcontracts.
- *Multiple applications*: An Eligible Applicant may submit more than one (1) proposal for distinct water quality projects.
- *MBTA Communities Act*: The receipt of grant funds is contingent upon the grantee being able to certify that it will comply with the Massachusetts General Laws, including G.L. c. 40A, § 3A, the MBTA Communities Act. Compliance with the MBTA Communities Act is determined by the Executive Office of Housing and Livable Communities.

B. Eligible & Priority Projects

The goal of this grant opportunity is to develop WBPs throughout the state where MassDEP-approved WBPs do not currently exist. A WBP is a document that provides a holistic framework for watershed management, detailing water quality concerns and identifying actions to address those concerns.

A 9e-WBP incorporates specific elements mandated by EPA that identify water quality impairments and pollutant sources and provides a framework to address those sources and evaluate plan effectiveness. Please note that draft WBPs must be submitted to MassDEP for review and comment at least 6 months prior to the end of the contract period, unless other terms are negotiated during contracting. This will allow for revisions to the draft to ensure that the final deliverable is a MassDEP-approved WBP. The nine elements, as described and required by EPA, are as follows (please see EPA's [Quick Guide](#) for more information and Attachment H):

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- A. The **identification of the causes and sources** of point and nonpoint pollution.
- B. An **estimate of pollutant loading** into the watershed and **expected load reductions** (water quality goals) needed to meet the Massachusetts Surface Water Quality Standards (MASWQS; [314 CMR 4.00](#)) for each pollutant. Healthy waters that do not need a pollutant load reduction would result in an alternative (a)-WBP instead of a 9e-WBP.
- C. A **description of management measures** that will need to be implemented to achieve the load reductions estimated under Element B and identification (using a map or a description) of the critical areas in which those measures will be needed to implement the plan.
- D. An **estimate of the amounts of technical and financial assistance** needed, associated costs, and/or the sources and authorities that will be relied upon, to implement the plan.
- E. An **information/education component** that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing management measures to restore and/or protect waters.
- F. A **schedule for implementing the management measures** identified in the plan that is reasonably expeditious.
- G. A **description of interim, measurable milestones** for determining whether the management measures or other control actions are being implemented.
- H. A **set of criteria that can be used to determine whether loading reductions are being achieved** over time and substantial progress is being made towards attaining water quality standards and, if not, the criteria for determining whether the plan needs to be revised.
- I. A **monitoring component** to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under Element H.

Activities that support the development of MassDEP-approved WBPs include, but are not limited to:

- **Data Gap Analysis**
 - **Data Gathering** – The determination of the nature, extent, and causes of water quality problems and determination of pollutant load reductions necessary to meet the MASWQS.
 - Water Quality Monitoring
 - Sediment Monitoring
- **Assessment** – Watershed-wide BMP siting prioritization exercise (which results in definitive list of BMPs)
- **Modelling** - hydrologic and hydraulic, pollutant load reductions

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- **BMP Design Development** – Implementation plans can range from conceptual designs to final plans (applicants are encouraged to have a handful of concept and at least one final design) and engineering studies that will lead to remediation of water quality impairments and restoration of beneficial uses.
- **Implementation plans** must include estimations of pollutant load reductions, construction costs, and future Operations and Maintenance (O&M) costs.

Please note: A MassDEP- and EPA- Approved Quality Assurance Project Plan (“QAPP”) is required if a project includes the collection, evaluation, use, or management of environmental data; the use of environmental models; or the design, construction, or operation of environmental technology. Additional information on QAPPs can be found at the [MassDEP webpage](#) and in Attachment A.

Regional Coordinator Program – This initiative seeks Regional Planning Agencies (RPA) and organizations with state-wide agricultural capacity building experience to actively engage with and/or form partnerships to benefit Massachusetts communities and build capacity for water quality management planning and WBP development. This NPS Regional Coordinator Program supersedes the previously offered regional NPS-focused programs (EJ NPS Coordinators, Regional NPS Coordinators, Regional Agricultural NPS Coordinators, Regional Scale Watershed Planning for Nitrogen Impacted Coastal Waters).

Water quality management planning tasks that are required under the RC program include:

1. Monthly NPS RC check-in meetings with MassDEP and other RCs throughout the duration of the contract.
2. NPS Management Grant Proposal Development
 - Develop, write, and submit at least three grant proposals for 604(b) projects and/or 319 implementation projects during the contract period.
3. Development of MassDEP-approved WBPs. Please note that draft WBPs must be submitted to MassDEP for review and comment at least 6 months prior to the end of the contract period, unless other terms are negotiated during contracting. Tasks that support this effort include, but are not limited to:
 - identification of pollution sources,
 - development of project QAPPs (must be approved by MassDEP and EPA prior to start of work),
 - provide training to community members to monitor water quality,
 - ambient water quality sampling,
 - monitoring data analysis and formatting for submission to MassDEP and EPA,
 - modeling of pollutant reduction scenarios,

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- development of Comprehensive Watershed Management Plans (CWMP) that incorporates the EPA required nine elements of a WBP,
- development of Targeted Watershed Management Plans (TWMP) that incorporated the EPA required nine elements of a WBP,
- updating existing CWMPs or TWMPs to include the EPA required nine-elements of a WBP,
- development of pollutant remediation solutions
- watershed-wide BMP siting prioritization exercise (which results in a definitive list of BMPs)
 - conceptual designs for the top locations
 - one 80-100% design for a top BMP
- provide and/or support an outreach and education initiative

Water quality management planning in an NWQI watershed. As USDA's premiere water quality initiative, the NWQI provides a way to accelerate voluntary, on-farm conservation investments and focused water quality monitoring and assessment resources where they can deliver the greatest benefits for clean water. Current NWQI watersheds include Westport River, Noquochoke Lake, Unkety Brook/James Brook (Nashua River watershed), Manhan River, and South River (in the Deerfield River Watershed).

Active and Comprehensive Community Engagement is a required component for eligible projects. Initiatives that enhance and facilitate the participation of community members in the stewardship of local natural resources will be prioritized. Community engagement activities should be scalable and transferable and include a deliverable that can be made available in print and electronic form. Note that electronic documents must comply with [Americans with Disabilities Act Title II](#) (ADA Title II) digital accessibility requirements. Click [here](#) to view Commonwealth Digital Accessibility Standards and Requirements.

Examples of initiatives to promote active and comprehensive community engagement include:

- Incorporation of NPS projects into school curricular and/or extracurricular activities such as environmental clubs, science exhibitions, and/or field trips.
- Activities that engage community youth.
- Partnerships with local organizations.
- Neighborhood/watershed clean-ups associated with the grant project.
- Other community events associated with the grant project that will result in meaningful and impactful outcomes such as increased stakeholder knowledge and understanding and participation in planning.

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- Community engagement via programs such as [Photo-Voice](#).
- Information sharing through stakeholders' meetings or community workshops.
- Site tours with community members.

C. Ineligible Projects

The following projects and/or scopes of work are ineligible for funding under the Section 604(b) Grant Program:

- Projects that would be undertaken to comply with local, State, or Federal governmental enforcement actions, such as Administrative Orders or Consent Orders.
- Comprehensive municipal wastewater planning projects.

3. Instructions for Submitting an Application

A. Application Transmittal Instructions

Applications are due by **Wednesday, October 7, 2026, at 5:00 p.m. (EDT)**. Applications must comply with the requirements outlined in Section 3.B., including application format and mandatory materials. Applications that exceed the 12-page limit requirements (excluding required supporting materials), or submissions that are unreadable, will not be reviewed by the GRT.

Please note that only electronic submissions will be accepted for this RFP. Therefore, Applicants must ensure that the materials transmitted through email can be viewed. Large-scale plans are discouraged, but if these plans are essential to the Applicant's proposal, please contact the 604(b) Grant Coordinator for submittal instructions.

All submissions shall include both:

- a) a Word (.docx) version of the proposal narrative and application form (Attachment A), and
- b) a (.pdf) version of the complete proposal, including all forms, attachments, match commitments, and support letters.

Electronic application copies, limited to 10MB, shall be emailed by the deadline [in both (.docx) and (.pdf) formats] **by Wednesday October 7, 2026, at 5:00 p.m. to:**

Meghan Selby, 604(b) Grant Coordinator

Submit applications to meghan.selby@mass.gov with "AY2024/2025 604(b) Grant Application" in the subject line.

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

B. Requirements for Application Structure and Content

Complete proposals will consist of a concise application and all supporting materials in accordance with the following requirements. Applications that are incomplete and/or non-compliant with the requirements stated in this RFP are subject to rejection by the GRT.

- Applicants must use the application template provided as part of this RFP, identified as Attachment A, and Applications shall ***not exceed 12 pages***, exclusive of the required and recommended supporting materials identified below. Proposals should reflect all the Evaluation Criteria listed in Section 4.
- **Required Supporting Materials** (*not counted towards 12-page application limit*)
 - Locus map of the project area, and a detailed map of the project area.
 - If a cash or in-kind match will be provided by an entity outside the Applicant's organization, a letter from the authorized agent of the match provider must be submitted by the Grant Application due date, stating a commitment to provide the match.
 - Letters of support from all organizations identified in the project proposal as participating in the project or providing a portion of the matching funds for the project. These letters must: be written on the organization's letterhead, be signed by the organization's authorized signatory, and detail the services or match to be provided by the organization. Letters of support from participating entities should be included with the proposal submission and must be received by the **October 7, 2026, 5:00 p.m. (EDT)** deadline.
- Recommended Additional Supporting Materials (*not counted towards 12-page application limit*):
 - Resumes for key project staff.
 - Maps, resource/classification information, and a summary of water quality data pertinent to the project.

Please note that all responses and information submitted in response to this Grant RFP are subject to the Massachusetts Public Records Law, M.G.L. c. 66, & 10, and to c. 4, & 7, cl. 26. Any statements in submitted responses that are inconsistent with these statutes, including marking of information as confidential, shall be disregarded. Please do not submit any information that the applicant may not wish to disclose publicly, such as home addresses or personal telephone numbers, social security numbers, or other similar

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information. MassDEP reserves the right to reject any and all proposals or request additional information if needed.

Additional Forms: If selected for a grant award, the Applicant will be required to submit the following forms to complete the contracting process:

- [Commonwealth Standard Contract Form](#)
- [Commonwealth Terms and Conditions](#) (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](#)
- Completed Contractor Authorized Signatory Listing Form
https://www.macomptroller.org/wp-content/uploads/form_contractor-authorized-signatory-listing-for-contractors.pdf
- Electronic Funds Transfer (EFT) form
<https://www.mass.gov/doc/electronic-funds-transfer-form-2/download>

Applicants are encouraged to review these forms prior to submission of an application. The Commonwealth Forms are located on the [Massachusetts Comptroller's website](#).

Additional Requirement for Grantees: In order to comply with new regulations all successful grantees receiving federal funds from state agencies must submit a new W-9 which must include your Unique Entity Identifier (UEI), which recently replaced the Dunn & Bradstreet Unique Numbering System (DUNs). If your organization does not have a UEI number it is highly recommended to obtain one as soon as possible to prevent avoidable delays in contracting, if chosen for grant award. [Here](#) is a link to a website for applying for a UEI number.

4. Evaluation Criteria

Applicants must submit a completed application that includes all the required supporting materials, agree to the program conditions, and meet the eligibility requirements in order to be considered for a grant award. The GRT will evaluate proposed projects based upon the criteria listed below. The review committee reserves the right to reject any or all proposals. The GRT will evaluate and score the grant applications from Eligible Applicants (as defined previously in this Grant Opportunity) based upon the following criteria:

4.1 Alignment with Program Goals (20 pts)

- Does the proposal adequately describe how the activities align with the goals and objectives of the 604(b) Grant?

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- Does the project address concerns in a National Water Quality Initiative (NWQI) watershed?
- Is the project a Regional NPS or Agricultural Coordinator Initiative?
- Does the project address issues within Nitrogen Impacted Coastal Waters?

4.2 Watershed-Based Plan (10 pts)

- Will the project result in the development or update to a MassDEP approved 9-element WBP?

4.3 Problem Definition (10 pts)

- Does the proposal present or cite adequate data or evidence to support the description of the problem?
- Is an impaired waterbody identified, with a description of the specific impairment?
- Does the proposal adequately describe the need for proposed solutions?
- Are the goals of the project clearly stated, detailed, and measurable?

4.4 Approach (15 pts)

- Does the proposal contain a reasonable technical approach?
- Does the project plan present a logical, coordinated approach to the problem(s)?
- Are the deliverables clearly stated and described?
- Is the approach appropriate or suitable to address the problem and meet the project goals?
- Do all the activities meet eligibility criteria?
- Are QAPPs provided, as required (QAPPs are required if a project includes the collection, evaluation, use, or management of environmental data; the use of environmental models; or the design, construction, or operation of environmental technology.)?

4.5 Project Benefit (20 pts)

- Does the project build on other related grant projects, programs, or regional efforts?
- Does the project enhance regional NPS capacity building?
- Does the project promote collaboration and information sharing among multiple communities and stakeholders?

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- Are the deliverables structured to facilitate a future Section 319 project(s)?
- Is there a strong level of commitment from project partners and community members?
- Does the project consider the impacts of natural hazards, such as long-term weather patterns and severe weather?

4.6 Active and Comprehensive Community Engagement (15 pts)

- Does the proposal include a plan to involve the community through active and comprehensive engagement? For example:
 - Incorporating NPS projects into school curricular and/or extracurricular activities such as environmental clubs, science exhibitions, and/or field trips.
 - Activities that engage community youth.
 - Partnerships with local organizations.
 - Neighborhood/watershed clean-ups associated with the Section 604(b) grant project.
 - Other community events associated with the Section 604(b) grant project that will result in meaningful and impactful outcomes such as increased stakeholder knowledge and understanding and neighborhood-scale adoption of BMPs.
 - Community engagement via programs such as Photo-Voice.
 - Information sharing through stakeholders' meetings or community workshops.
 - Site tours with community members.
- Does the proposal illustrate how this project would facilitate the participation of all community members? For example:
 - Does the proposal include a plan to translate project materials and signage into the community's relevant languages?
 - Does the proposal include a plan(s) to have language interpreters at meetings?
 - Does the proposal include a plan(s) to provide accommodation for community members with disabilities?

4.7 Qualifications of Organization and Project Manager (5 pts)

- Is the applicant qualified to manage the project?

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- Are there any current or prior performance issues with this applicant and/or their subcontractor(s)?
- Does the proposal identify qualified staff and appropriate subcontractors (as applicable)?

4.8 Quality and Responsiveness of the Proposal (10 pts)

- Is the application complete and properly formatted?
- Is the proposed workplan well organized and concise?
- Are the total cost and distribution of costs by budget categories reasonable for the work proposed? (e.g., offers good value)
- Are the project goals proportional to the allotted resources?
- If included, does cost sharing enhance the proposal?
- How well does the applicant describe the timeline for the proposed work?
- Is the project timeline reasonable?

5. Supplemental Materials

The following supplemental materials can be found on the [MassDEP Grants & Financial Assistance: Watersheds & Water Quality](#) website:

Attachment A: Application

Attachment B: Procurement and Grant Contract Information

Attachment C: Terms and Conditions of Grant Contract Award

Attachment D: Supplemental Terms and Conditions

Attachment E: Federal Terms and Conditions

Attachment F: Good Faith Efforts

Attachment G: Additional Resources and FAQs

Attachment H: WBP Development Guidance

The Commonwealth of Massachusetts

**EXECUTIVE OFFICE OF ENERGY &
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100 Cambridge Street Suite 900, Boston, MA 02114



REQUEST FOR PROPOSAL (RFP) - ATTACHMENTS

Document Title:

**Federal Fiscal Year 2024/2025 Section 604(b) Water Quality
Management Planning Grant Program**

Agency Document Number:

**BWR-RFP-FY2024-2025-604B GRANT-WPP07
COMMBUYS Bid #: BD-27-1045-BWR00-BWR01-132526**

August 19, 2026

ATTACHMENT A – APPLICATION
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ADMINISTRATIVE SUMMARY

APPLICANT:

Address:

Telephone:

Email:

PROJECT TITLE:

PROJECT TYPE(S):

WATERBODY(IES)/SEGMENT ID:

MUNICIPALITIES AND WATERSHED SERVED BY THIS PROJECT:

(Attach required participation letters as needed)

AMOUNT OF FUNDING REQUESTED AND LOCAL MATCH (IF ANY) PROPOSED:

Federal 604(b) Funds via MassDEP \$_____

Cost Share Proposed (if any) \$_____

Total Project Budget \$_____

PROJECT SUMMARY/OBJECTIVES:

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PRINCIPAL CONTACT:

Name and Title

() _____
Telephone

Email

AUTHORIZED SIGNATORY:

Name and Title (Printed)

Signature

Date

Email

() _____
Telephone

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The Application must contain clear and concise narrative responses (and supporting graphics, maps, or tables as necessary) to each of the following sections.

1. CONCISE STATEMENT OF THE PROBLEM: Provide background, describe the issue, furnish a statement of need for the selected communities and/or watershed, and provide overall project justification. Provide a brief summary of any other water quality data that was previously collected for the project area, as applicable. Applicants are encouraged to identify any relevant water quality data collected by MassDEP’s Watershed Planning Program either through review of [Technical Memorandum](#) or [Water Quality Monitoring Program Data](#). Please include brief summaries only and refer to supporting materials for more in-depth analysis.

2. PROJECT GOALS AND APPROACH: Provide a description of the project and the strategy to be implemented in response to the identified problem. Refer to a locus map of the project area and a detailed map of the project site in supporting materials. Describe how the Proposed Project will address the identified nonpoint source pollution problem, clearly linking to the issue(s) described in the above section. Goals should be specific and measurable over short- and long-term time frames, including how appropriate interest groups in the watershed will be made aware of the project and how results of the project will be disseminated to these groups. When describing the approach to the problem, be as specific as possible. Clearly describe the specific steps to be taken (i.e., scope of work), and the deliverables to be completed. When appropriate, be quantitative in your description (tell where, how many, how frequently, etc.). Present the approach in a logical, step-by-step fashion. Identify who will be involved in each step (if the project has multiple participants), and how the tasks will be coordinated. Describe how the major tasks will be accomplished and provide specific details. Identify any special skills or techniques that will be used to accomplish certain tasks, for example, GIS capabilities, trained wetland biologists, water quality sampling experience, computer modeling skills, etc.

SCOPE OF SERVICES

Please note that the following tasks must be included in your proposal if your project includes the specific assessment activities stated below.

FOR PROPOSALS THAT INCLUDE Data COLLECTION or USE:

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1. A quality assurance project plan (QAPP) describes the specific procedures, roles, responsibilities, training requirements, and procurement procedures used in a project meet certain quality objectives. **QAPPs are required if a project includes the collection, evaluation, use, or management of environmental data; the use of environmental models; or the design, construction, or operation of environmental technology.** A QAPP must be approved by EPA and MassDEP before any data is collected or used and must be included in the scope of services as a discrete project task.
2. A preliminary sampling plan must be provided in proposals that include water sampling as a task. At a minimum, the preliminary plan must describe the general sampling approach. If possible, Applicants should provide specific details about how many samples and where, how frequently sampling will occur, what kind of sampling event will be targeted (i.e., stormwater, groundwater, sediments, biological assessment, dry weather, etc.), what type of analyses will be performed (i.e., bacteria, flow, PCBs, heavy metals, macroinvertebrates, etc.). If possible, Applicants should state how the results will be analyzed and presented. **When sampling relatively low phosphorus concentration waters, Applicants are advised to check with the labs performing the analysis to confirm their ability to accurately analyze low phosphorus levels. The lab analytical methods must be documented in the QAPP.**
3. All surface water quality or quantity data or other assessment data collected under this contract must be submitted to the EPA's [Water Quality Exchange](#) platform.

FOR PROPOSALS THAT INCLUDE GEOGRAPHIC INFORMATION SYSTEMS (GIS) WORK AS A TASK:

Projects that propose to use GIS to perform land-use assessments or identify and map sources of pollution within a watershed or subwatershed must provide information on the type of database(s) that will be used, describe any ground-truthing of information, and state the scale of maps to be produced. Additionally, at the end of the project, all GIS data must be provided to MassDEP, and to other end users as appropriate, in either an ESRI file geo-database or shapefile.

ATTACHMENT A – APPLICATION
604(b) - WATER QUALITY MANAGEMENT PLANNING GRANT PROGRAM
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ALL PROPOSALS – REPORTING REQUIREMENTS

After grant award, all projects will require quarterly progress reports, a draft final report, and a final report. This task is the primary end product of all water quality management planning projects funded under this grant program. WPP and other state, federal, and local agencies, as well as public and private stakeholder groups, will use these reports as publicly available information. Because of the importance of the reporting requirements, MassDEP expects that the final reports produced under these grants will be comprehensive, professionally written and produced, and contain useful recommendations based on sound technical assessment/planning information gathered during the project. An electronic copy of the final report, in both word and pdf format, will be required at the conclusion of all projects.

Supporting Materials

Include the following supporting materials with the application. Any application that does not contain the following required material will not be considered for funding.

Required:

- A. Locus map of the project area and a detailed map of the project area
- B. If a cash or in-kind match will be provided by an entity outside the Applicant's organization, a letter from the authorized agent of the match provider must be submitted by the Grant Application due date, stating a commitment to provide the match.
- C. Letters of support from all organizations identified in the project proposal as participating in the project or providing a portion of the match for the project. These letters must: be written on the organization's letterhead, be signed by the organization's authorized signatory, and detail the services or match to be provided by the organization. Letters of support from participating entities must be included with the proposal submission and must be received by the application deadline **(October 7, 2026, at 5:00 p.m.)**.

Recommended:

- A. Brief resumes for key project staff.

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- B. Maps, resource/classification information, and a summary of water quality data pertinent to the project.

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SCOPE OF SERVICES (TEMPLATE): TASKS/DELIVERABLES SUMMARY

Please provide a brief descriptive statement for each objective and the task/activity, followed by the deliverable product(s) to be submitted. Tasks are to be content-specific, which result in discrete, deliverable products.

Two (2) tasks, the Kickoff Meeting Task and the Reporting Task, must be included in the Application. A kickoff meeting with MassDEP and the project team will be scheduled once a contract is initiated, and project reporting includes quarterly project management and the development of a final project report. Applicants can add more to each of these two tasks but should not remove the language provided below.

OBJECTIVE / TASK #1: Kickoff Meeting with MassDEP and the Project Team

SUMMARY: The meeting will consist of reviewing the project scope, timeline, and budget, project and fiscal management, and reporting requirements.

PERSONNEL:

DELIVERABLE PRODUCT(S):

A)

B)

C)

COST:

OBJECTIVE / TASK #2: Monthly meeting with MassDEP and Regional NPS Coordinators (*Only required for Regional NPS Coordinator projects*).

SUMMARY: The meeting will consist of reviewing monthly progress on project initiative and cross connection with other NPS Coordinators. MassDEP staff and all active NPS Coordinators will attend.

PERSONNEL:

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DELIVERABLE PRODUCT(S):

A)

B)

C)

COST:

OBJECTIVE / TASK #3: WBP Development

SUMMARY:

PERSONNEL:

DELIVERABLE PRODUCT(S):

A) Draft WBP submitted to MassDEP for review at least 6 months prior to the contract end date

B) Final Mass-DEP Approved WBP

C)

COST:

OBJECTIVE / TASK #4:

SUMMARY:

PERSONNEL:

DELIVERABLE PRODUCT(S):

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A)

B)

C)

COST:

OBJECTIVE / TASK #__: Reporting

SUMMARY: Quarterly invoice packages will be submitted to the 604(b) Program Coordinator and Contract Manager within 15 days of the end of a reporting quarter (i.e.; by January 15th, April 15th, July 15th and October 15th of each year). A draft final report will be submitted to the 604(b) Program Coordinator for review and comment at least two (2) months prior to the contract end date. The report must include a description of all activities undertaken as part of the project and a summary of the project. An electronic copy of the final report in both word and pdf format will be submitted to MassDEP by the project end date. (Note that electronic deliverables that will be published online must comply with [Americans with Disabilities Act Title II](#) (ADA Title II) digital accessibility requirements. Click [here](#) to view Commonwealth Digital Accessibility Standards and Requirements.)

PERSONNEL:

DELIVERABLE PRODUCT(S):

A) Quarterly Reports and Invoice Packages

B) Draft Report due two months prior to project completion

C) Final Report

COST:

(Repeat as necessary.)

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PROJECT BUDGET

(This budget is for proposal evaluation purposes. Use whole dollar method.)

Expense Items	604(b) Amount	Cost Share (not required)	Total Amount
Applicant's Salary - By Title and salary range			
Subcontractual Services			
Equipment			
Supplies (including printing, mailing)			
Travel (for applicant's mileage, at a rate of 0.76 cents/mile)			
Other			
Total Amounts:	\$	\$	\$

OVERHEAD RATE (%) _____ %

TOTAL REQUEST FOR GRANT: \$_____ 604(b) Funds

TOTAL COST SHARE: \$_____ (Not Required)

TOTAL BUDGET AMOUNT: \$_____

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PROJECT MILESTONE SCHEDULE

Provide a timeline by “X-ing” out the duration of the task activity. Use additional pages as necessary. Presume a January 1, 2027, Notice to Proceed. NPS Regional Coordinator projects may add an additional 12 months to the timeline.

MONTH

TASK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Task #1 – Kickoff Meeting																								
Task #2																								
Task #3																								
Task #4																								
Task #5																								
Task #6 - Reporting				X			X			X			X			X			X			X	X	X
Repeat as necessary.																								

ATTACHMENT B – PROCUREMENT AND GRANT CONTRACT
604(b) - WATER QUALITY MANAGEMENT PLANNING GRANT PROGRAM
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Procurement and Grant Contract Information

A. Grant Contracts

Solicitations and procurements are governed by specific Commonwealth regulations, and, where federal funding is employed, also by federal requirements contained in the federal grant that issues the funds to the Commonwealth.

Projects awarded as part of this funding opportunity will be awarded as a grant. The regulation governing this procurement is 815 CMR 2.00, with some provisions of 801 CMR 21.00. The terms of 815 CMR 2.00: Grants and Subsidies and 801 CMR 21.00: Procurement of Commodities and Services are incorporated by reference into this Grant Opportunity/Announcement. Words used in this Grant Opportunity document shall have the meanings defined in 815 CMR 2.00 and, where applicable, in 801 CMR 21.00 Definitions.

B. Total Anticipated Duration of Grant Contract(s)

The base period of the grant contract is approximately two (2) years, for all projects except the NPS RC Program, with a potential for two (2) additional one (1)-year renewal options, for a maximum grant contract period of four (4) years. NPS RC project types will have a base period of three (3) years, with a potential for one (1) additional one-year renewal option, for a grant contract period of four (4) years. No agreements for services may be executed after the grant contract has expired. Exercise of the contract renewal options shall be at the sole discretion of MassDEP.

C. Funding Availability, Budgeting Guidelines & Allowable Expenditures

The total available funding for water quality projects under this Grant Announcement is approximately \$1,800,000. Grant contracts will have a maximum obligation amount. MassDEP is under no obligation to disburse a specific sum of funding. There is no guarantee that funding will be awarded. All grant contracts shall be subject to available funding. MassDEP reserves the right to withhold a portion of the total grant award amount, to be reimbursed in the final payment, pending receipt, review, and acceptance by MassDEP of all tasks and deliverables under the terms of the grant award contract.

Grant funds are dispersed on a reimbursement basis only. MassDEP will only reimburse costs and expenses that relate directly to the Proposed Project. For grant contracts that are implemented under this Grant Opportunity, changes to the Scope of Services will require a formal grant contract amendment; however, shifts in budget amounts between line items that do not substantively alter the Scope of Services may be considered to be administrative changes that will not require a formal grant contract amendment, but may require a project change order. The decision as to whether a grant contract amendment is

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required is solely within the discretion of the MassDEP 604(b) Grant Coordinator and must result in best or better value for the Commonwealth. See Attachment D (Supplemental Terms and Conditions) Section 3 (Compensation and Payment of Grant Funds) for additional requirements and restrictions on payment.

D. Matching Funds

Matching funds are not required for a project to be eligible for funding; however, MassDEP encourages applications that leverage additional funding and/or in-kind services because it extends the availability of Section 604(b) funds and therefore increases the resource benefits provided to the public by the funds. If a cash or in-kind match will be provided by an entity outside the applicant's organization, a letter from the authorized agent of the match provider must be submitted by the Grant Application due date, stating a commitment to provide the match.

E. Grant Contract Award

Funding for projects selected under this Grant Announcement will be through a grant contract issued and administered by MassDEP's Section 604(b) Grant Program. MassDEP may fund multiple awards to multiple organizations within the limits of the available funding. However, MassDEP reserves the right to award all the funding for a single project, depending on the number of applications received, the results of the evaluation, and ranking of the applications and projected costs.

Final grant contracts are subject to successful negotiation of the Final Scope of Services. Grant contracts are not final until MassDEP and the Grantee signatories have fully executed the Commonwealth's Standard Contract form, and the Section 604(b) Grant Coordinator has issued a written Notice to Proceed.

MassDEP does not guarantee that any grant contracts may result from this Grant Announcement, or that any particular funding amount will be awarded. It is anticipated that projects could commence immediately upon MassDEP's award of a contract.

F. Applicant Communication with MassDEP and the Commonwealth

Applicants are prohibited from communicating directly with any employee of MassDEP regarding this Grant Opportunity 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. Applicants may contact the contact person for this RFP in the event this RFP is incomplete, or the Applicant is having trouble obtaining any required attachments. Note that there is an open period to submit written questions about this Grant Opportunity, as set forth in Section 1.D. of the RFP.

ATTACHMENT B – PROCUREMENT AND GRANT CONTRACT
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MassDEP's response to questions from all prospective applicants that are pertinent to this grant solicitation will be answered and posted on the MassDEP website.

G. Grant Opportunity Distribution Method

This attachment, all the other attachments, and the RFP were posted to COMMBUYS on **August 19, 2026**, and on the MassDEP Grants and Financial Assistance: [Watersheds & Water Quality website](#). It is the responsibility of every Applicant to check the MassDEP website for any addenda or modifications to the Grant Opportunity to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to Applicants who fail to check for amendments to the Grant Opportunity and/or submit inadequate or incorrect responses.

H. Failure to Provide a Complete and Compliant Application

Applications that are incomplete and/or non-compliant with the requirements of this RFP are subject to rejection by an interagency review committee, the Grant Review Team ("GRT").

I. Reasonable Accommodation

Applicants with disabilities or hardships that seek reasonable accommodation, which may include the receipt of information in an alternative format, must communicate such requests in writing to the Secretariat Director of Diversity, Equity and Inclusion, at 100 Cambridge Street, Boston, MA 02114 (617-626-1282, TTY# MassRelay Service 1-800-439-2370, or melixza.esenyie@mass.gov). Requests for accommodation will be made on a case-by-case basis.

J. Selection for Award of a Grant Contract

Applications that are determined to be eligible for grant funding as described in this RFP and meet the evaluation criteria and the terms and conditions of the Grant Contract, as determined by the GRT, may be awarded a Grant Contract. Eligible applications will be reviewed by the GRT, given scores based on the evaluation criteria (Section 4.), and ranked based on the average score from the GRT. Failure of the Applicant to be awarded a grant under this RFP shall not eliminate their eligibility or consideration for any future potential grant funds that may be available through the Section 604(b) Grant Program.

ATTACHMENT C – TERMS & CONDITIONS OF GRANT CONTRACT
AWARD
604(b) - WATER QUALITY MANAGEMENT PLANNING GRANT PROGRAM
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Terms and Conditions of Grant Contract Award

Any Grant Applicant receiving an award must comply with the following requirements:

A. Commonwealth Terms and Conditions

The general terms and conditions for this contract are set forth in the following standard Commonwealth documents:

Commonwealth of Massachusetts Standard Contract Form, which incorporates by reference the Standard Contract Form Instructions, Contractor Certifications and Commonwealth Terms and Conditions.

The terms and conditions contained in the aforementioned documents supersede any and all other terms that may be defined explicitly or implied in this Grant Announcement, subject to applicable federal award terms, regulations, terms and conditions and/or policies. It is important that the entity submitting proposals fully understands all of the terms and conditions contained in these documents, and the referenced terms in these documents and how the terms apply to their agency, organization or business. A Grantee that fails to comply with the terms and conditions required by this Grant may be terminated from the contract.

B. Supplemental Terms and Conditions

Supplemental terms and conditions are requirements that are specific to the contracts resulting from this RFP. The Supplemental Terms and Conditions are provided in Attachment D (Supplemental Terms and Conditions).

C. Additional Requirements

In addition to complying with the requirements of this section, any Applicant receiving a Grant Award must adhere to all requirements of the grant application, and all documentation submitted in support of that application. If, after award of a Grant to a recipient, the GRT receives information that there has been a material omission or misrepresentation by the Applicant regarding any aspect of the proposed project, this may constitute grounds for invalidating the Grant award.

ATTACHMENT D – SUPPLEMENTAL TERMS AND CONDITIONS
604(b) - WATER QUALITY MANAGEMENT PLANNING GRANT PROGRAM
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Supplemental Terms and Conditions

In addition to the Commonwealth Terms and Conditions cited in Attachment C of the RFP, the following supplemental terms and conditions apply to the grant contracts issued as a result of this RFP:

1. Electronic Communication/Update of Grantees' Contact Information: It is the responsibility of the Grantee to keep current the email address of the Grantee's contact person and prospective contract manager, and to monitor that email inbox for communications from MassDEP, including requests for clarification. MassDEP and the Commonwealth assume no responsibility if a Grantee's designated email address is not current, or if technical problems, including those with the Grantee's computer, network or internet service provider (ISP) cause email communications sent to/from the Grantee and MassDEP to be lost or rejected by any means including email or spam filtering.

2. Contract Expansion: If additional funds become available during the grant contract duration period, the MassDEP reserves the right to increase the maximum obligation to some or all contracts executed as a result of this Grant Announcement or to execute contracts with Grantees not funded in the initial selection process, subject to available funding, satisfactory contract performance and service or commodity need.

3. Compensation and Payment of Grant Funds: Costs which are not specifically identified in the Applicant's response, and/or accepted by MassDEP as part of a grant contract, will not be compensated under any contract awarded pursuant to this Grant Announcement. The Commonwealth will not be responsible for any costs or expenses incurred by Applicants responding to this Grant Announcement.

Upon award of a contract, the following terms and conditions apply to compensation and payment to the Grantee.

a. **Payment for Services Delivered:** Contracts will be paid on a reimbursement of costs basis and under maximum obligation contract basis. The payment procedure for awards is reimbursement for costs incurred for the project during the contract period. Only project costs incurred during the contract period will be eligible for payment.

b. **Payment only for MassDEP Accepted Services:** Compensation will be made for services delivered and accepted by MassDEP's 604(b) Grant Coordinator and Contract Manager provided the project budget is not exceeded, and the scope of the services falls

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within the scope defined in the approved work plan or subsequent MassDEP approved scope changes, such as a change order document.

c. Cost Tables: Compensation will be based solely on the budget/cost tables supplied by the applicant and accepted by MassDEP. Cost tables must contain all goods and services to be provided on this Contract.

- Travel is reimbursed for vehicle miles only at \$0.76 per mile.
- No meals, snacks, beverages, or other comestibles may be purchased using grant funds.
- Grantees must be equipped to carry out the proposed work. Section 604(b) funds cannot be used to purchase computers, software, capital equipment, and/or similar expenditures.

d. Payment Restrictions: The following are restrictions that may result in non-payment to the Grantee:

- Costs which are not specifically identified in the Grantee's application (e.g. Work and Cost Plan) and/or accepted by MassDEP as part of a contract, will not be compensated under any grant contract awarded pursuant to this Grant;
- Costs incurred prior to the official contract start date or after the end date of the grant contract will be ineligible for payment;
- Grantees are at risk for non-payment of claims that exceed the MassDEP approved budget for the project, and cost elements within the project that are tracked as part of the financial management and reporting requirements as determined on a project specific basis;
- The Commonwealth will not be responsible for any costs or expenses incurred by the Applicant responding to this Grant Announcement; and
- Invoices for costs incurred in prior fiscal years cannot be paid.

See also Attachment B, Section C (Funding Availability, Budgeting Guidelines & Allowable Expenditures) of this Grant Announcement for additional budget and payment restrictions.

e. Payment through the Commonwealth's Electronic Funds Transfer (EFT): All Grantees must comply with the Commonwealth Electronic Funds Transfer (EFT) program

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for receiving payments, unless the Grantee can provide compelling proof that it would be unduly burdensome. The requirement for EFT participation is stipulated in the general Commonwealth of Massachusetts – Standard Contract Form. The link to the EFT Form is [here](#).

If the Grantee is already enrolled in the program, it may so indicate in its response. Because the Authorization for EFT Form contains banking information, this form, and all information contained on this form, shall not be considered a public record and shall not be subject to public disclosure through a public records request.

The requirement to use EFT may be waived by MassDEP on a case-by-case basis if participation in the program would be unduly burdensome on the Grantee. If a Grantee is claiming that this requirement is a hardship or unduly burdensome, the specific reason must be documented in its response. MassDEP will consider such requests on a case-by-case basis and communicate the findings with the Grantee.

f. **Invoices Submitted for Reimbursement of Costs:** Invoices that are submitted to MassDEP for reimbursement must have sufficient detail to document the validity of the costs being claimed. At a minimum, the invoice must parallel the task breakdown structure and cost elements contained therein so the invoice can be directly compared to the approved budgets for the various cost elements. The level of detail and breakdown of the cost elements in the budget and the invoices will be determined on a project specific basis.

Invoice Supporting Documentation: MassDEP requires supporting documentation for certain costs that have been billed to the Grantee and are included in the claim for compensation in the invoice. Supporting documentation includes items such as copies of bills and invoices from subcontractors, laboratories, purchases of equipment, materials and supplies, etc. The required supporting documentation will be determined on a project specific basis by MassDEP; however, the Grantee may assume that the items cited in this clause will be required.

g. **45-Day Standard Payment Schedule:** Reimbursement is generally made 45 days subsequent to the Grantee submitting an invoice that is accurate and compliant with the contract specific requirements for backup supporting documentation. Invoices that are not compliant with these requirements will be rejected and returned to the Grantee for correction, and the 45-day payment period will no longer apply.

h. **Exemption from Massachusetts Sales Tax:** No payments shall be made for Massachusetts sales tax as defined in M.G.L Chapter 64H, sec. 6, as applicable to the

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Grantee. Grantees are required to obtain and complete valid Sales Tax exemption forms for use on the project. For example, Forms ST-2 or ST-5 may be applicable depending on the nature of the Grantee.

i. **Fair and Reasonable Pricing:** The Applicant must agree that prices included in any and all cost proposals, cost estimates, and bills and invoices for services to be compensated by contract funds are fair and reasonable, and are of fair market value where applicable, including but not limited to prices for labor, equipment rental and leases, equipment purchases, materials and supplies, vehicle usage, and all other costs to be compensated by the funds from the contract. If the Commonwealth believes that it is not receiving fair and reasonable prices from the Grantee, and the Grantee cannot justify the prices to the MassDEP, then MassDEP reserves the right to suspend work and compensation until a satisfactory price is established.

4. **MassDEP Authorized Approval Authorities:** For this contract, the following are the titles, persons, and their approval authorities to direct and approve the Grantees' technical and financial implementation of the projects throughout the period of performance of the contract:

604(b) Grant Coordinator: Has the authority to approve the technical and administrative aspects of the project, including initial approval and approval of changes to technical and administrative items that do not involve impacts to project costs or impact terms and conditions of the contract. Co-authority, with the Contract Manager, to approve budgets, changes to budgets, acceptance or rejection of invoices, approval or disapproval for payment of invoices or partial payments, negotiations regarding payments, and terms and conditions of the contract that are open to negotiation, usually on a project specific basis.

The current 604(b) Grant Coordinator is Meghan Selby, Watershed Planning Program, MassDEP.

BWR 604(b) Contract Manager: Co-approval authority, with the Section 604(b) Grant Program Manager, to approve the budgets, cost estimating, and invoicing format on a project specific basis, acceptance or rejection of invoices, payment approval or disapproval of invoices or partial payment of invoices, negotiations regarding payments, and terms and conditions of the contract that are open to negotiation, usually on a project specific basis.

The current BWR 604(b) Contract Manager is: Monica Vega, MassDEP.

ATTACHMENT D – SUPPLEMENTAL TERMS AND CONDITIONS
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Co-approval is defined, for this contract, to mean the Grantee must receive written approval from both the 604(b) Grant Coordinator and Contract Manager before the Grantee can implement the work and incur costs eligible for compensation. Written approval, as defined for this contract, is any written documentation clearly approving the project item, including e-mails as well as letters. Failure of the Grantee to receive written approval may result in non-payment of an invoice claiming costs for the unapproved work or resulting in a budget exceedance.

In the absence of either the 604(b) Grant Coordinator or Contract Manager, approval and signature “for” authority may be delegated to other MassDEP staff, as appropriate.

5. Public Records: All responses and information submitted in response to this Grant Announcement are subject to the Massachusetts Public Records Law, M.G.L., c. 66, s. 10, and to c. 4, s. 7, ss. 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

6. Restriction on the Use of the Commonwealth Seal: Applicants and Grantees are not allowed to display the Commonwealth of Massachusetts Seal in their bid package or subsequent marketing materials if they are awarded a contract because use of the coat of arms and the Great Seal of the Commonwealth for advertising or commercial purposes are prohibited by law.

7. Subcontracting Policies: Concurrence of MassDEP is required for any subcontracted service of the contract. Grantees are responsible for the satisfactory performance and adequate oversight of its subcontractors. See also, Article 9 of the Commonwealth Terms and Conditions.

8. Confidential Information: The Grantee acknowledges that, in the performance of this Contract, it may acquire information that MassDEP deems confidential and not a public record as defined by M.G.L. chapter 4, subsection 7, including but not limited to policies, procedures, guidelines, and case information and that the unauthorized disclosure of such information would cause MassDEP, in the execution of its functions, irreparable damage. The Grantee shall comply with all laws and regulations relating to confidentiality and privacy, including any rules, regulations, or directions of the MassDEP. See also, Standard Contract Form’s Contractor Instructions, pages 4-5, regarding the Protection of Commonwealth Data, Personal Data, And Information.

9. Security of Confidential Information: The Grantee agrees to take reasonable steps to ensure the physical security of such data under its control, including but not limited to: fire

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protection; protection against smoke and water damages; alarm systems; locked files, guards or other devices reasonably expected to prevent loss or unauthorized removal of manually held data; passwords, access logs, badges or other methods reasonably expected to prevent loss or unauthorized access to electronically or mechanically held data; limited terminal access, access to input documents and output documents, and design provisions to limit use of personal data.

10. Flow-down the Confidentiality Provision to Subcontractors: The Grantee shall include language in agreements with each of its Subcontractors, which binds the Subcontractors to compliance with the confidentiality provisions of this Contract.

11. Fraud, Waste, and Abuse, and False Statements: Applicants and Grantees that commit fraud, waste, and/or abuse or supply MassDEP or its representatives with false statements shall result in the applicant being disqualified from Grant eligibility, and Grantees being suspended or terminated from the project. Misstatements meant to mislead MassDEP or its representatives, and/or other elements of fraud, waste or abuse of funds may also result in debarment of the Grantee from future Departmental projects, and potential legal action depending on the nature of the violation of this section.

12. Performance, Progress Reporting, Funding Reference for Printed and Internet Posted Materials, and Use of EPA Logo: The Grantee(s) will be required to demonstrate satisfactory performance under this contract through periodic review by the MassDEP Section 604(b) Grant Program. Projects will have progress reports, with the timing and number to be determined by the MassDEP Section 604(b) Grant Program on a case-by-case basis, and a final project completion report. Reporting requirements will include a narrative of the project progress and accomplishments, photographs, monitoring data and analysis, and additional site- and project- specific information, as necessary and appropriate. All projects will have a final project completion report. All projects and descriptions, in print and on the Internet, must contain the following statement: “This product has been funded wholly or in part by the United States Environmental Protection Agency under Assistance Agreement number C6001003240 or C600A016390 to the recipient. The contents of this document do not necessarily reflect the views and policies of the U.S. Environmental Protection Agency, nor does the U.S. EPA endorse trade names or recommend the use of any products, services or enterprises mentioned in this document.” Further, if the U.S. Environmental Protection Agency logo is used, along with logos from other participating entities on websites, outreach materials, or reports, it must not be prominently displayed to imply that any of the Grantee’s activities are being conducted by the EPA. Instead, the

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EPA logo should be accompanied with a statement indicating that the Grantee, through the Commonwealth of Massachusetts, received financial support from the EPA under an Assistance Agreement.

13. Public or Media Events and Press Releases:

The Grantee agrees to inform MassDEP about any public events, media events or press releases publicizing the grant award activities and accomplishments. All such events and press releases shall acknowledge that funding is provided in whole or part by the U.S. Environmental Protection Agency. Grantees shall notify MassDEP no less than ten (10) business days prior to a public event related to the grant award, in order to provide MassDEP and/or U.S. Environmental Protection Agency representative(s) the opportunity to attend and participate in the event.

14. Compliance with U.S. EPA General Terms and Conditions:

Applicants and grantees, through submission of an application to MassDEP, agree to comply with the applicable provisions of the EPA's General Terms and Conditions in effect at the time of, and during the duration of, any grant award made by MassDEP involving federal funds. These terms and conditions are in addition to the assurances and certifications made as part of the award and terms, conditions, and restrictions reflected on the official assistance award document, and passed along by MassDEP to grantees. Failure to comply with the applicable provisions of the EPA General Terms and Conditions may result in enforcement actions as outlined in 2 CFR 200.339 and 200.340. Copies of the EPA General Terms and Conditions are available online at: www.epa.gov/grants/grant-terms-and-conditions#general.

15. Compliance with the Americans with Disabilities Act Title II:

All publicly-available electronic project deliverables (documents and reports) must comply with the [Americans with Disabilities Act Title II](#) (ADA Title II).

ATTACHMENT E – FEDERAL TERMS AND CONDITIONS
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Federal Terms and Conditions

Grant applicants acknowledge that the Grant Award contract entered into with MassDEP is funded through a financial assistance agreement between MassDEP and the EPA. Through this RFP and the execution of any Grant Award contract made with MassDEP hereunder, the applicant acknowledges that it shall be subject to all applicable federal laws, regulations, policies, terms and conditions, or contract requirements, and all non-conflicting state laws, regulations, policies, terms and conditions, or contract requirements, that MassDEP is required to pass-through to subrecipients. MassDEP reserves the right to add, modify, and/or delete terms and conditions associated with this subaward as directed by the EPA, or at the discretion of MassDEP, either through a formal contract amendment or other means.

For the avoidance of doubt and the convenience of applicants, MassDEP has identified the following federal terms, conditions and regulations that applicants, if selected for a grant award, shall be required to comply with as a subrecipient of MassDEP's federal financial assistance agreement with the EPA:

1. EPA General Terms and Conditions. As a subrecipient of an award of federal financial assistance issued by the EPA, Grantee agrees to comply with the EPA General Terms and Conditions in effect at the time of execution of the Grant Award contract, found at the following link: <https://www.epa.gov/grants/grant-terms-and-conditions#general>. Grantee shall comply with, or assist MassDEP in complying with, all applicable provisions.
2. EPA Administrative and Programmatic Conditions. As a subrecipient of a federal award from the EPA to MassDEP, Grantee award agrees to comply with, or shall assist MassDEP in complying with, all applicable administrative and programmatic conditions applicable to that award, which are incorporated by reference herein. A copy of MassDEP's agreement with the EPA shall be available to Grantee upon request.
3. Uniform Grant Guidance (2 CFR Part 200). As a subrecipient of an award of federal financial assistance through this Grant Award contract, Grantee agrees to comply with all requirements of 2 CFR Part 200, applicable to subawards. Grantee shall be required to comply with all applicable federal and state requirements as a continued condition of qualification for funds and performance under this Grant Award contract, for its entire duration, including all extensions or renewals thereof, whether or not such terms are expressly specified herein.

ATTACHMENT F – SIX GOOD FAITH EFFORTS
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COMPLIANCE WITH SIX GOOD FAITH EFFORTS

All applicants agree to adhere to the Six Good Faith Efforts whenever procuring goods or services in support of any grant award in conformance with 2 CMR 200.321. “Six Good Faith Efforts” means the grantee will make the following good faith efforts whenever procuring goods and services (40 CFR, Part 33 Subpart C).

The six Good Faith Efforts include:

- (i) Require the DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. This will include placing qualified disadvantaged minority business and women's business enterprises on solicitation lists and soliciting them whenever they are potential sources;
- (ii) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids for a minimum of 30 calendar days before the bid or proposal closing date;
- (iii) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. This will include dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by DBEs;
- (iv) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually;
- (v) Use the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
- (vi) If the prime subcontractor awards subcontracts, require the prime contractor to make the steps listed in paragraphs (i) through (v) of this section.

ATTACHMENT G – ADDITIONAL RESOURCE AND FAQ
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Additional Resources

- 1) [Massachusetts 2022 Integrated List of Waters Draft](#) and [Final TMDL analyses](#).
- 2) GIS coverage [MassDEP 2022 Integrated List of Waters](#)
- 3) [Watershed-Based Planning Tool](#): This tool will guide a user to select a watershed and complete the nine elements necessary to comprise a WBP.
- 4) [Water Quality Assessment Reports](#)
- 5) [The Clean Water Toolkit](#): Massachusetts Nonpoint Source Pollution Management Manual - A manual in electronic format that provides an overview of nonpoint source related issues, fact sheets and detailed information about best management practices to address nonpoint source problems.
- 6) [NPDES Stormwater Regulated Communities](#): Section 604(b) funds are not eligible for activities that are required under final NPDES permits in the regulated area.
- 7) [University of New Hampshire Stormwater Center](#): where in situ testing of several Best Management Practices is conducted. Visit this site for fact sheets and information about porous asphalt, gravel wetlands, swirl concentrators, and other relevant information.
- 8) [Stormwater Policy and General Publications](#)
- 9) [Cornell Extreme Precipitation Analysis](#): website, providing rainfall analysis calibrated to the present climate.
- 10) [EPA's Soak Up the Rain campaign](#): information and resources to support public outreach and education:
- 11) [MassDEP Project Summaries](#): One-page descriptions of projects that have received 604(b) funding.
- 12) [Massachusetts Nonpoint Source Management Program Plan, 2025-2029](#): with concise goals and objectives.

[Unique Entity Identifier Update](#): By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities and a new Unique Entity Identifier will be required.

ATTACHMENT G – ADDITIONAL RESOURCE AND FAQ
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Frequently Asked Questions

1. How often can invoices be submitted for reimbursement?

MassDEP requires grant recipients to submit invoices and project updates on a quarterly basis. On occasion, MassDEP will allow a more frequent schedule for the submission of invoices and/or project updates, provided that this alternative schedule has been approved in advance.

2. If the project proposes a modification to an existing sampling plan and QAPP (e.g., different sampling sites or schedule), should a new sampling and analysis plan (SAP) be submitted or will the project be covered?

In these circumstances, it is likely that a modification or amendment to an existing QAPP would be required during the course of the project. After grant award, MassDEP's Quality Assurance Officer, can provide grant recipients with more specific feedback regarding projects.

3. Is there a technical definition of a "Watershed-Based Plan"?

Yes, please see the [MassDEP website](#) for additional information.

4. What have been the cost ranges for developing a Watershed-Based Plan?

A detailed holistic WBP, with BMP locations prioritized and designs included, could cost approximately \$50,000-\$100,000 or more, depending on the full scope of the plan.

5. Is developing a Watershed-Based Plan to remove nutrients identified in a TMDL that is in a Phase II MS4 permit eligible for this grant?

The development of a WBP in an NPDES permit area is an eligible Section 604(b) project.

6. Would bacteria source tracking be eligible under the Section 604(b) Grant Program?

Yes, a project proposing to conduct bacteria source tracking would be eligible under the Section 604(b) program.

ATTACHMENT H – WATERSHED-BASED PLAN DEVELOPMENT GUIDANCE
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WBP Development Guidance

The US EPA requires that nine element WBPs be developed in order for implementation projects to be eligible for CWA s.319 implementation grant funds.

MassDEP has provided the following guidance for the development of robust and comprehensive nine element WBPs. This guidance can be used in conjunction with the Massachusetts WBP Tool.

General considerations:

- A WBP is intended to be a wholistic document and can be used to identify and address general community needs as well as specific NPS concerns. It can be considered an umbrella for other resource concerns and planning efforts, such as climate resiliency, flooding, habitat restoration, MS4 compliance, watershed management planning (208) and can incorporate elements required for other planning efforts (CWMP, TWMP, MS4, etc), reducing the need for multiple plans.
- Consider elements that should be included that would support applications to multiple grants, not just CWA grants (604(b), 319).

WBP Introduction Section:

Begin with a background summary of the watershed and its issues/problems to set the stage right from the beginning why this plan is needed.

Suggested information:

- Document overview – brief summary of the WBP
- Background – brief description of the watershed, impairment, past and ongoing efforts
- Purpose and scope of the plan – why is the plan necessary? What are the goals of the plan? What are challenges facing the watershed and management?
- What is the plan development process? How was the development of the plan approached?
- What type of stakeholder, public participation, or community involvement was employed to develop the plan?

What is A Watershed-Based Plan? (this could be combined with Introduction)

- Identify what a WBP is
- Identify what the nine EPA-required elements are

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- Describe why a WBP has been developed for this watershed – goals/objectives (if not in introduction section)

Element A: Identify causes and sources of pollution

Provide an overview of key watershed characteristics, potential pollutant causes and sources.

Suggested information:

- Watershed characteristics: Provide a comprehensive overview of the watershed characteristics, esp. elements that may be important to watershed management:
 - Watershed description
 - Hydrology
 - Geology, soils, topography
 - Open space and protected spaces, historic and/or prehistoric features
 - Sensitive areas such as wetlands, riparian areas, public water supplies/source water areas and other
 - Wildlife/Fisheries
 - Endangered species and critical habitats
 - Critical and Priority areas
 - Land use/Landcover
 - EJ / Demographics
 - Climate resiliency
 - Any other pertinent information that would impact management decisions and/or inform identification and selection of BMPs
 - Include any maps, charts, graphs, figures, or images necessary to convey information
- Designated Uses and Water Quality Impairments – identify the designated uses and describe what the water quality impairments are, can also include water quality or other concerns that are not listed impairments
- Water Quality Standards - identify the water quality standards for the impaired waters
- Reiterate plan/water quality goals – what is the overarching goal of the plan? What are specific goals? Are they regulatory goals (i.e., MS4)? Water quality goals (i.e., meeting SWQS)? Community goals (i.e., reducing flooding, improving climate resiliency, protecting high quality natural resources)?
- Overview or summary of available water quality data – state, federal, local – summaries of monitoring efforts, reports, etc. Include summary tables of data if available, location maps of water quality monitoring sites and results. Graphics

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allow a quick visual of how pollution is distributed in watershed and where hotspot may occur, which informs later management planning.

- Other data – stream corridor assessments, culvert surveys, outfall surveys, benthic surveys, fish surveys, etc.
- Identify any data gaps (may be useful to identify recommendations later in document)
- Identify potential causes of observed or documented impairments – e.g, if impairment is fecal bacteria, provide an overview of what potential causes may be: septic systems, CSOs, pet waste, agricultural waste. Include point and nonpoint pollutant sources.
- Identify possible sources of observed or documented impairments – identify watershed sources/locations – e.g., locations of known septic system failures, location of CSO outfall, location of known or suspected pet waste source, location of livestock, agricultural fields, etc.

Element B: Determine Pollutant Load Reductions Needed to Achieve Water Quality Goals

Provide a summary of the pollutant loads and estimate the load reductions required to meet surface water quality standards (SWQS) or other water quality or resource management targets.

- Provide TMDL goals if a TMDL exists for the waterbody.
- Provide existing (from wqm) or estimated (modeled) loads for each pollutant of concern. Identify model and include assumptions and information such as any pollutant sources not included in the model. Can provide concentrations from direct wqm (suitable for bacteria which is difficult to model).
- Provide load reductions required to meet SWQS or other targets
- For large watersheds, consider providing load estimates and reductions for subwatersheds to allow for more targeted management.
- Include any graphics, tables, charts, graphs or figures necessary to convey pollutant load information

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Element C: Describe management measures that will be implemented to achieve water quality goals

Based on water quality data, pollutant load estimates, pollutant source evaluation and required load reductions in preceding sections, provide a broad variety of structural and non-structural management practices.

- Describe management goals and objectives (connects back to identification of problem and purpose of plan in Introduction)
- Describe what structural and non-structural management practices are
- Provide a summary of existing management practices
- Identify key/critical areas for implementation – endangered species/critical habitat areas, source water/PDWS areas, pollutant hotspots, threat to infrastructure, other resource concerns
- Identify specific management practices to be implemented to address identified pollutant sources in previous sections. Develop practices to at least conceptual level, estimate cost and pollutant load reduction.
- Identify more general management measures for pollutant sources identified in previous sections, for BMPs that won't be developed to conceptual design level, such as install 1000 ft of exclusionary fencing, or install 20 rain gardens in a target neighborhood, and provide general pollutant loads (such as 20 – 70 sq. ft. rain gardens will remove x lbs/yr of pollutant), as possible. Could provide general location maps of suggested practices.
- Provide adequate management practices to meet (as practicable) the estimated pollutant load reductions in Element B.
- Provide summary table of suggested practices with estimated load reductions for comparison to load reduction targets.
- Provide a variety of short, medium and long-term management practices in varying levels of cost and complexity/technical difficulty so all stakeholders have an opportunity to implement practices.

Element D: Identify Technical and Financial Assistance Needed to Implement Plan

Identify the technical and financial assistance required to implement the management recommendations in Element C.

- Identify organizations/agencies who may provide technical assistance to implement recommendations identified in Element C.

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- Identify sources of financial assistance to implement recommendations identified in Element C.

Element E: Public Information and Education

Identify public information and education programs related to pollutant source(s) and recommendations.

- Identify how the public should be informed and engaged to support and assist with implementing the plan. Outreach should tie in with the recommended implementations (Element C).
- Identify target audience(s).
- Identify entities who should do outreach.
- Describe methods to be used to evaluate the effectiveness of education/outreach.

Elements F & G: Implementation Schedule and Measurable Milestones

Provide a schedule of how the plan recommendations will be implemented.

- Provide a timeline of short, medium and long-term implementations
- Provide measurable milestones to evaluate implementation progress
- Identify who will (or is likely to) implement management measure
- Implementation schedule should include education and outreach activities, water quality monitoring, and plan implementation/evaluation.

Elements H & I: Progress Evaluation Criteria and Monitoring

Describe how progress will be evaluated. This includes how water quality will be monitored to assess whether improvements are being observed/documented.

- Describe any water quality or other environmental monitoring efforts
- Provide direct and indirect indicators of load reductions that will be evaluated
- Include who will (or is most likely to) implement the plan
- Describe how plan progress will be evaluated
- Describe what steps will be taken if no progress is observed

ATTACHMENT H – WATERSHED-BASED PLAN DEVELOPMENT GUIDANCE

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Resources:

- EPA [Handbook for Developing Watershed Plans to Restore and Protect Our Waters](#)
- EPA [Resources for Watershed Planning](#)