



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

# Department of Environmental Protection

100 Cambridge Street 9th Floor Boston, MA 02114 • 617-292-5500

Maura T. Healey  
Governor

Kimberley Driscoll  
Lieutenant Governor

Rebecca L. Tepper  
Secretary

Bonnie Heiple  
Commissioner

## Technical Assistance Grant Program 2025-2026 Grant Opportunity

### Grant Opportunity Summary

**Proposals Sought:** The Massachusetts Department of Environmental Protection (MassDEP) is pleased to announce the availability of funding through its **Technical Assistance Grant (TAG) Program**. The TAG Program is designed to support communities and citizens' groups in better understanding the assessment and cleanup work being conducted at contaminated disposal sites in their communities, including environmental justice (EJ) communities. TAGs will be awarded to selected eligible groups for the purpose of obtaining outside expert advice and technical assistance to review and interpret the planned implementation of site assessment and cleanup response actions, and to enhance public involvement in disposal site assessment and cleanup activities.

**Overview and Goals:** Public participation is integral to the Commonwealth's Waste Site Cleanup Program administered by MassDEP. Nevertheless, the comprehensive technical information and regulatory references within cleanup plans and reports can prove challenging for the general public to understand, hindering effective public involvement. To encourage public participation, MassDEP has established the TAG Program to assist citizens in accessing and comprehending technical information used to make cleanup decisions, and to foster citizen involvement in planning cleanup actions. TAG awards are provided solely for the **reimbursement** of allowable expenses, as described below.

TAG applications are reviewed and evaluated through a competitive process. The proposals selected for funding will be those applications that most effectively align with the TAG Program objectives of assisting citizens in understanding and using the technical information that provides the basis for cleanup decisions and promoting more informed citizen involvement in planning response actions.

This information is available in alternate format. Please contact Melixza Esenyie at 617-626-1282.  
TTY# MassRelay Service 1-800-439-2370  
MassDEP Website: [www.mass.gov/dep](http://www.mass.gov/dep)

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Technical Assistance Grants are authorized by Massachusetts General Law (M.G.L.) Chapter 21E, §14(c), and are implemented by MassDEP as set forth in the Massachusetts Contingency Plan (MCP) regulations at Subpart N (310 CMR 40.1450 et seq.).

General information about the assessment and cleanup of disposal sites in Massachusetts is available on-line at MassDEP's website at <https://www.mass.gov/guides/the-waste-site-cleanup-program>.

**Environmental Justice:** MassDEP is committed to advancing equity, diversity, and environmental justice ("EJ")<sup>1</sup> through its public investments. The Agency seeks to prioritize the direction of these resources to benefit EJ communities and to address environmental inequities. To that end, MassDEP grant and funding programs include criteria and evaluation parameters that emphasize equity, diversity, and environmental justice, consistent with each program's statutory authority and source of funding. Information on which communities are classified as environmental justice populations can be found at <https://www.mass.gov/info-details/environmental-justice-populations-in-massachusetts>.

## Eligible Applicants, Disposal Sites and Activities

**Eligible Applicants:** Groups of individuals who may be affected by oil and/or hazardous materials from an eligible disposal site can apply for TAGs. These groups must meet both of the following requirements:

- Exist as a *legal entity*, with legal authority to receive, disburse, and be responsible for funds at the time the grant is awarded. The legal entity process is coordinated by the Massachusetts Secretary of State Corporations Office (<https://www.sec.state.ma.us/divisions/corporations/corporations.htm>) and requires a group to establish a Board of Directors and by-laws; and
- Be an "*affected person*," meaning the group is comprised of individuals who may have been impacted by an eligible disposal site.

MassDEP contracts directly with the groups that submit applications and are subsequently awarded a TAG grant through this program. No group may use an external fiscal agent to apply for, receive, and/or disburse funds awarded through a TAG grant.

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<sup>1</sup> "Environmental justice is based on the principle that all people have a right to be protected from environmental hazards and to live in and enjoy a clean and healthful environment regardless of race, color, national origin, income, or English language proficiency. Environmental justice is the equal protection and meaningful involvement of all people and communities with respect to the development, implementation, and enforcement of energy, climate change, and environmental laws, regulations, and policies and the equitable distribution of energy and environmental benefits and burdens." See Environmental Justice Policy of the Executive Office of Energy and Environmental Affairs (updated June 24, 2021): <https://www.mass.gov/doc/environmental-justice-policy6242021-update/download>.

Types of eligible applicants include:

- Groups of individuals, such as community groups and neighborhood associations, including individuals whose properties may have been impacted by oil and/or hazardous materials from the eligible disposal site;
- A district or other body politic that owns or operates a public water supply which may have been impacted by oil and/or hazardous materials from the eligible disposal site; or
- A city, town or agency which may have been impacted by oil and/or hazardous materials from the eligible disposal site (see also *Appendix A: "Guidance for Municipal Applicants"*).

**Ineligible Applicants:** Groups that are not eligible to apply for TAGs are those entities or groups that:

- Have either contributed to the disposal site contamination or have been involved in the disposal site cleanup as either a liable or potentially liable party under M.G.L. c. 21E, §5, or as an Other Person under M.G.L. c. 21E, §4;
- Have restricted meaningful participation and involvement by others who may be impacted by the disposal site;
- Do not exist as a *legal entity*, with legal authority to receive, disburse, and be responsible for funds at the time the grant is awarded.
- Do not represent individuals who may have been affected by the disposal site; or
- Are municipal entities that:
  - own or operate the disposal site and therefore are categorized as a responsible party or potentially responsible party; or
  - are conducting or funding any type of response actions at the disposal site, acting as an "other person" conducting response actions.

**Eligible Disposal Sites:** TAGs are most effective at disposal sites that are actively being evaluated for ongoing or future assessment and/or cleanup activities because these sites provide opportunities for involvement and participation in the process of making response action decisions. Eligible disposal sites include sites that are:

- Classified as Tier I and Tier II under the MCP;
- A Massachusetts disposal site on the U.S. Environmental Protection Agency's Superfund National Priorities List; or
- Deemed by MassDEP to be "Adequately Regulated" under the MCP (310 CMR 40.0110 et seq.) or by another MassDEP program or another government agency.

Sites that have been designated *Public Involvement Plan (PIP) sites* under the MCP are eligible for TAGs. PIP sites are often well-suited for a TAG because PIP status usually indicates an interested and knowledgeable group of citizens is already involved in the disposal site assessment and cleanup process. However, a disposal site does not need PIP status to be

considered an eligible disposal site for applicants who are seeking funding through the TAG program.

**Ineligible Disposal Sites:** Disposal sites that are not actively involved in the assessment and cleanup process are not eligible. These are disposal sites at which:

- A valid Permanent Solution Statement has been submitted to MassDEP prior to the effective date of TAG grant award contract period; or
- A Waiver Completion Statement has been submitted to MassDEP by the part(ies) conducting the response actions.

Additional information related to specific disposal sites (including but not limited to the current status of assessment and cleanup activities) that applicants may find useful in completing the TAGs application may be found on the EEA Data Portal to Search for Waste Site & Reportable Releases, which is available via MassDEP's website at <https://eeonline.eea.state.ma.us/Portal#!/search/wastesite>.

**Eligible Activities:** In general: TAGs funding may be used to provide citizens with:

- Access to outside expert advice and technical assistance related to assessing and cleaning up an eligible disposal site;
- Access to and use of information that has been developed for an eligible disposal site; and
- Information about issues of public concern related to eligible disposal sites.

Examples of eligible activities include, but are not limited to:

- Interpreting technical information and sampling data that have been prepared (or will be prepared) by the person conducting the disposal site response action;
- Observing site assessment, sampling, or response action activities;<sup>2</sup>
- Analyzing split samples (i.e., analyzing duplicates of samples collected by the party conducting disposal site response actions);
- Conducting surveys to gather existing health information through interviews or questionnaires from individuals who may be affected by the disposal site;
- Obtaining legal advice; restricted, however, to legal advice regarding the public's involvement in response actions;

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<sup>2</sup> If grant activities require the presence of a TAG-funded consultant or representative of the grantee at the site, grantees must obtain advance approval for this consultant/representative to be present on the site from the property owner and the party conducting cleanup actions. Any Grant-funded activities must comply with any existing health and safety plans for the site. If environmental samples will be analyzed, the same analytic procedures used by the party conducting cleanup actions must be used. Finally, any grantee representatives, while on the disposal site, cannot interfere with the efficient, expeditious, and safe conduct of ongoing response activities.

- Conducting public education activities focusing on the eligible disposal site and the affected community; and/or
- Providing a reasonable share of funding for voluntary mediation concerning disposal site response actions.

Grant funds may be used to hire a technical consultant with appropriate skills to administer the grant, or for other technical, educational and outreach needs. However, to ensure that the limited grant funds are used primarily for providing expert advice and technical assistance about assessment and cleanup activities at the eligible disposal site, administrative costs (administrative time and materials, such as the purchase of pens and paper, telephone bills, postage, etc.) cannot exceed twenty percent (20%) of the total award.

**Ineligible Activities:** TAGs may not be used to:

- Develop new environmental or medical data;
- Conduct or arrange any cleanup actions at the disposal site;
- Promote organizational development or membership building, except for activities that are incidental to carrying out eligible activities;
- Conduct partisan political activity or any activity to support or defeat of an initiative petition or a candidate for public office; and/or
- Initiate (or defend) litigation or any other adversarial legal proceedings.

## **Application Deadline**

Applications are due by **5:00 P.M. on Friday September 6, 2024**. Additional information on how to submit the application is provided below.

## **Grant Award Contract Information**

**Available Funding:** MassDEP anticipates that the grant award to any individual applicant in this funding round will be up to a maximum of \$20,000. The total potential funding available for all grant proposals through this program is up to \$200,000, subject to the funding availability in the Fiscal Year 2025 and 2026 (FY25 and FY26) program budget. MassDEP reserves the right not to award any grants through this program and/or not to award the total funding currently available. Only one TAG grant will be provided for any specific eligible disposal site through this program (see 310 CMR 40.1452(2)).

**Grant Payments and Documentation Requirements:** Grantees will be reimbursed for expenses that are considered eligible in accordance with this Technical Assistance Grant Program 2025-26 Grant Opportunity (Opportunity) and 310 CMR 40.1454. These expenses must be incurred during the term of the contract, which runs from the date of execution through June 30, 2026.

To ensure transparency and accountability in the use of TAG funds, Grantees must provide itemized invoices and other appropriate documentation supporting all requests for reimbursement. This documentation must include sufficient detail to validate the expense and at a minimum, include the following information:

- A clear description of the eligible activity that was completed;
- The date on which expense was incurred; and
- The exact amount requested for reimbursement for each itemized expense.

MassDEP reserves the right to request additional documentation to validate any reimbursement request.

**Record Keeping:** The Grantee is required to retain all documents and supporting evidence detailing how the TAG funds are being used, including but not limited to invoices, receipts, contracts, and reports. These records must be maintained for a period of at least seven years from the first date after the date of the final grant payment. Upon request, the Grantee must make such records available to MassDEP (310 CMR 40.1460, 815 CMR 2.08).

**Future rounds of TAG funding:** MassDEP anticipates offering the funding through the TAG program on an annual or bi-annual basis, contingent upon the availability of funding. However, MassDEP reserves the right not to initiate future rounds of TAG funding and to modify any conditions of the TAG program terms and requirements as necessary to fulfill and achieve the goals and objectives of future rounds of funding for the TAG program.

**Total Anticipated Duration of Grant Award Contract:** The contract duration will be from the date of the full execution of the required grant award contract forms through June 30, 2026. Extension of the contract is at the sole discretion of MassDEP, will be based upon review of both project and site-specific circumstances, and is contingent upon the continued availability of funding. Any contract extension (if agreed to by MassDEP) will not result in any increase in TAG funding, change the previously agreed upon scope of services, or result in any other alteration of the terms of the original TAG award to the grantee.

If recommended for a grant, applicants must certify in writing to MassDEP (email is sufficient) that they will complete the grant award contracting process within 60 days of being notified of the grant award, or funding may be jeopardized.

**Matching Funds:** Matching funds are not required for a project to be eligible for TAG funding and will not be awarded any additional points or preference under the evaluation criteria. Any other source of funding obtained by an applicant for expert advice or technical assistance shall not be subtracted from any specified grant maximum provided through the TAGs award, with the exception that the total amount of funding received by the grantee from all sources (including the TAG award) shall not exceed 100% of the total cost of the proposed project. Any applicant that has confirmed matching funds from other sources must disclose this information

in the application and provide any letter(s) and/or other documents from the individual/entity providing the matching funds, if available, by the application deadline (commitment letters/other matching support documentation will not be counted as part of the 12-page application limit). Please note that some grant funding has restrictions on receiving funding from multiple sources. To avoid jeopardizing any existing funding, applicants are advised to confirm whether any such restrictions apply.

**Self-Evaluation Report:** At the conclusion of the grant agreement contract term, and *with the submission of the final request for payment*, each grantee must submit a self-evaluation report to MassDEP describing measures of success that have been met, including, but not limited to:

- Details describing how the funds were spent;
- Highlights and challenges of the project (e.g., reports reviewed, samples analyzed); and
- Outreach events and activities provided (e.g., meetings held, work products produced).

A portion of the grant funds may be withheld until MassDEP receives the required report.

**Applicant Communication with MassDEP:** During the application period for this Opportunity, all inquiries must be formally submitted in writing during the designated Question and Answer Period, as described in this Opportunity. Applicants are prohibited from engaging in direct communication with any employee of MassDEP regarding this Opportunity, except for addressing limited administrative issues, such as challenges encountered in obtaining or submitting any required attachments, technology problems, or other non-substantive concerns.

**Question and Answer Period:** Applicants should submit questions on or before **5 P.M. on Friday, July 19, 2024**, via email to [Nancy.Fitzpatrick@mass.gov](mailto:Nancy.Fitzpatrick@mass.gov). Please use "TAG Program Question" in the subject line. A complete question and answer document will be posted on the MassDEP website on or before **Friday, August 2, 2024**. *See also Estimated Grant Procurement Calendar below.*

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

## **Instructions for Application Submittal**

**Evaluation Criteria:** Applicants must submit an 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. A MassDEP review committee will evaluate all eligible proposed projects based upon the requirements set forth at 310 CMR 40.1456(4) and the criteria listed below. The review committee reserves the right to reject any and all proposals.

**Evaluation Criteria Components:** The review committee will evaluate and score the grant applications from Eligible Applicants, as previously defined in this Grant Opportunity, based on the following criteria:

- a) *Severity and Complexity of the Disposal Site relative to its potential impact on health, safety, public welfare, and the environment.* (Maximum 20 points)
  - What is the current MCP status of the disposal site? (e.g., Tier I, Tier II, Adequately Regulated, National Priorities List disposal site, Temporary Solution).
  - Where is the location of the disposal site, what are the contaminants present, and the environmental media affected (e.g., soil, groundwater, indoor air), what is the extent of contamination, and primary exposure concerns (known or potential impacts to human health and the environment)?
  - What type of response actions are ongoing? (e.g., Phase investigations, Immediate Response Actions, Release Abatement Measures, etc.)
  
- b) *Connection to Waste Site Cleanup Program Goals: Relationship of proposed project to the impacts of the disposal site on health, safety, public welfare, and the environment.* (Maximum 15 points)
  - Does the proposed project clearly identify disposal site impacts to health, safety, and public welfare of affected individuals and/or the community, and the environment?
  - Does the proposed project describe specific activities intended to evaluate technical reports and data used as the basis for risk assessment and cleanup decisions at the disposal site?
  
- c) *Promote Public Awareness: Potential of proposed project to foster increased public awareness and understanding of disposal site response actions and issues and increased public participation in response actions at the disposal site.* (Maximum 15 points)
  - Does the proposed project include activities and strategies intended to increase public awareness and understanding of response actions at the disposal site?
  - Does the proposed project provide for a variety of opportunities for the community to interactively discuss the issues and impacts of the disposal site and influence cleanup decisions?
  
- d) *Outreach Capability: Applicant's demonstrated capacity to communicate with and involve individuals affected by the disposal site.* (Maximum 10 points)
  - Are the communities and affected individuals who will be helped by the proposed project identified?
  - Has the applicant provided specific examples of other projects or experiences that demonstrate the ability to communicate with and involve those impacted by the disposal site?



- e) Implementation Potential: *Applicant's demonstrated capacity to implement the proposed project.* (Maximum 10 points)
- Has the applicant provided information that demonstrates prior experience and success as an organized group implementing a similar project to achieve a common goal?
  - Does the proposed project description, budget, and schedule provided demonstrate that the applicant is capable of effectively managing the proposed project?
- f) Project Budget and Timeline: *Overall quality of applicant's proposal, including feasibility of meeting identified goals, feasibility of completing project within work schedule and budget, and appropriateness of proposed types of consultants to be employed.* (Maximum 10 points)
- Does the timeline for the proposed project appear feasible for completion by June 30, 2026?
  - Does the proposal provide detailed and credible cost estimates for securing expert technical advice and necessary data relevant to disposal site assessment and cleanup under the Massachusetts Contingency Plan?
- g) Benefits to Environmental Justice Communities: *MassDEP is particularly interested in projects which benefit EJ communities, and the review committee will consider awarding additional points for projects that are focused upon these communities.* (Maximum 15 points)
- Is the eligible disposal site in an EJ population area, as defined in EOEEA's Environmental Justice Policy updated June 24, 2021 (<https://www.mass.gov/info-details/environmental-justice-populations-in-massachusetts>)?
  - Does the proposal outline specifically how EJ communities or organizations would benefit and be involved in the proposed project?
  - How does the proposed project promote collaboration and inclusive information sharing among affected communities, including maximizing knowledge of disposal sites in EJ communities?
- h) Benefits an Economic Target Area: *Relevance of the disposal site for local economic development efforts, as determined by the disposal site's location in an area designated as an "Economic Target Area," pursuant to MGL c. 23A, §§ 3A-3F.* (Maximum 5 points)
- Is the disposal site located in an "Economic Target Area"?
  - Does the proposed project describe how it will benefit the area?

MassDEP consideration of other available information as part of application review and evaluation: In addition to considering information submitted with this application, the MassDEP review committee may refer to other information available about the disposal sites(s) that is/are identified by the grant applications. In its discretion, the review committee

may consult with MassDEP staff, and consider any and all relevant information available in MassDEP disposal site files and databases.

**Application Completion and Submittal Instructions:** All Grant applicants must complete the Technical Assistance Grant Program Application form. Once completed, the application must be submitted, along with all required and completed supporting documents, electronically in Microsoft Word.

**Application Materials:** All application materials are available for download at:  
<https://www.mass.gov/service-details/technical-assistance-grants-waste-site-cleanup>

**Page Limit:** Grant application must not exceed twelve (12) single-sided pages in length. This page limit does not include By-laws (if applicable) or separate documentation supporting a committed match of funding for the proposed project.

**Applications must be electronically sent by the deadline via email to the TAG Point of Contact (TAG POC):**

[Nancy.Fitzpatrick@mass.gov](mailto:Nancy.Fitzpatrick@mass.gov)

In the subject line of the email, please include “TAG” and applicant’s name.

**All applications, including all additional Required Documentation, must be received electronically by 5:00 P.M. on Friday, September 6, 2024.** Applications received after the deadline will be rejected automatically. MassDEP reserves the right to reject any and all proposals or request additional information, if needed.

Once the evaluation is complete, the Grant Funding List will be published on the Commonwealth’s public procurement site (COMMBUYS) and on MassDEP’s website (<https://www.mass.gov/topics/cleanup-of-sites-spills>).

**Additional Required Documentation:**

**Scope of Services Agreement:** If selected to receive a Grant award, the applicant will be required to enter into an agreement with MassDEP describing the scope of services to be undertaken. See *Appendix B* for a template of this scope of services agreement.

In addition, the applicant will be required to submit the following forms to complete the contracting process. Applicants are encouraged to review these forms prior to submission of an application.

- Commonwealth Standard Contract Form, filled out and signed by the applicant  
<https://www.macomptroller.org/forms>
- Commonwealth Terms and Conditions

[https://www.macomptroller.org/wp-content/uploads/form\\_commonwealth-terms-and-conditions.pdf](https://www.macomptroller.org/wp-content/uploads/form_commonwealth-terms-and-conditions.pdf) These Terms and Conditions are incorporated by reference into the Standard Contract Form, and do not need to be executed separately.

- Commonwealth W-9 tax information form filled out and signed by the applicant with DUNS number and Federal Tax ID [https://www.macomptroller.org/wp-content/uploads/form\\_w-9.pdf](https://www.macomptroller.org/wp-content/uploads/form_w-9.pdf)
- Completed Contractor Authorized Signatory Listing Form <https://www.macomptroller.org/forms>
- Electronic Funds Transfer (EFT) form <https://www.mass.gov/doc/electronic-funds-transfer-form/download>

**Grant Procurement Calendar for TAG Grant Application and Award:**

Grant Procurement Activity	Date	Time
<b>Notice of Grant Opportunity (posted on COMMBUYS and MassDEP website)</b>	<b>Tuesday, June 4, 2024</b>	
TAGs Grant Opportunity and Grant Application Release Date (Posting Date) on MassDEP website <a href="https://www.mass.gov/service-details/technical-assistance-grants-waste-site-cleanup">https://www.mass.gov/service-details/technical-assistance-grants-waste-site-cleanup</a>	<b>Tuesday, June 4, 2024</b>	
Deadline for submission of written questions via email to MassDEP TAG POC: <a href="mailto:Nancy.Fitzpatrick@mass.gov">Nancy.Fitzpatrick@mass.gov</a>	Friday, July 19, 2024	5 P.M.
Official answers for Q&A published on MassDEP webpage	Friday, August 2, 2024	
<b>GRANT APPLICATION DEADLINE</b>	<b>Friday, September 6, 2024</b>	<b>5 P.M.</b>
Estimated date of announcement of Grant Awards (posted on COMMBUYS and MassDEP webpage)	Friday, December 20, 2024	
Estimated contract start date	Friday, February 21, 2025	

## Appendix A

### Guidance for Municipal Applicants

Municipal boards and agencies may apply for TAGs, although in some instances they may not be eligible for TAG funding. Examples of ineligibility conditions include disposal sites where the municipality is:

- The property owner or operator, in any capacity. In this case, the municipality is considered to be a responsible party or potentially responsible party.
- Conducting or funding any type of response action at a disposal site that it does not own, where it is acting as an “other person.” For example, when a municipality is conducting preliminary assessment activities through a Brownfield grant or loan program.

Municipalities may:

- Participate in a project that a citizens group applies for, receives, and manages a TAG grant.
- Apply for a TAG covering one or more sites in their community. The application should explain in such cases how the municipality, including its boards or commissions, would work with a community group that has focused on the site or with groups established for each of several sites (sites that may affect two or more neighborhoods). In this case, the municipality would be the grantee and manage the TAG with the assistance of the community group(s).

NOTE: Municipalities considering applying for a TAG covering *more than one site* should be aware that the TAG regulations allow only one grant to be made to an entity (a municipality, citizen group, or public water district) through the TAG program. In addition, only one grant can be awarded for a particular site. So, although both a town board and a citizen group may offer separate TAG applications, only one TAG award could be funded for the site in question.

In addition, municipal entities are expected to perform certain levels of communication, assistance, and education on an ongoing basis as part of their official responsibilities to the public. The application from a municipal entity (e.g., board or commission) should explain how the TAG project would provide for technical assistance and outreach activities that *extend beyond* what the board/commission could or would *normally provide to the public*. The following are examples of outreach that go beyond standard municipal activities:

- Holding general information meetings specific to the disposal site in addition to regularly scheduled board/commission meetings;
- Providing cable television coverage, which has shown past success, as a way of reaching the community regarding the site; and/or
- Allowing the technical consultant to be available to the community as well as the board/commission.

The municipal TAG proposal should also discuss:

- The level of community interest in the site and whether information has been requested by community members of the board/commission that the board/commission is not able to provide due to data gaps;
- Whether the board/commission requires additional technical expertise to better understand planned and/or ongoing site cleanup activities; and/or
- The current role of the board/commission in the site cleanup activity and how the TAG will enable the board/commission to enhance the community's understanding of site information and increase the availability of site information.

## Appendix B

### Technical Assistance Grant (TAG) Scope of Services

**Grantee Name:**

**Grantee Contact:**

**Disposal Site:**

**RTN(s):**

#### Overview

The Grantee commits to hiring a (Licensed Site Professional (LSP), other expert) to review and evaluate the implementation of disposal site cleanup response actions and related reports associated with (name of disposal site). The technical expert will provide written comment, advice and analysis to the (Grantee, PIP group, other interested parties) to help them better understand the disposal site cleanup response actions and process, and to enhance public involvement in disposal site assessment and cleanup activities. The Grantee will provide for the distribution of information developed by the technical expert and hold public meetings for interested community members to engage in discussion.

#### Tasks and Work Products

The Grantee expects to conduct the following types of activities to enhance understanding of the disposal site and to promote public involvement in disposal site cleanup decisions, and consistent with the Grantee's TAG Program Application received on (date application received):

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The Grantee agrees to conduct all activities in accordance with the Massachusetts Contingency Plan's (MCP) TAG provisions (see 310 CMR 40.1450) and MassDEP's June 4, 2024, TAG Program Grant Opportunity (TAG Opportunity).

#### Compensation under the Contract

A total of \$\_\_\_\_\_ in funding has been approved for this Technical Assistance Grant (TAG). Payment of grant award shall be made as reimbursement for costs incurred by the Grantee for eligible project expenses incurred during the Contract Term, as defined below (see 310 CMR

40.1458 and TAG Opportunity, p. 6) Grantee shall provide documentation supporting all requests for reimbursement, including itemized invoices and other appropriate documentation supporting all requests for reimbursement. This documentation must include sufficient detail to validate the expense and at a minimum, include the following information:

- A clear description of the eligible activity that was completed;
- The date on which expense was incurred (must have been incurred during Contract Term); and
- The exact amount requested for reimbursement for each itemized expense.

MassDEP reserves the right to request additional documentation to validate any reimbursement request.

### **Contract Term**

The Contract Term will be from the date of the full execution of the required grant award contract forms through June 30, 2026 (Contract Term). Extension of the contract is at the sole discretion of MassDEP and will be based upon review of both project and site-specific circumstances. Any contract extension (if agreed to by MassDEP) will not result in any increase in TAG funding, change the previously agreed upon scope of services, or result any other alteration of the terms of the original TAG award to the Grantee.

There are no restrictions on the Grantee's ability to apply for future Technical Assistance Grant funding to continue this project or to propose a new project contingent upon the availability of funding. However, MassDEP reserves the right not to initiate future rounds of TAG grant funding and the right to modify and change any conditions of the TAG grant program terms and requirements as may be required by MassDEP to fulfill and achieve the goals and purpose of future rounds of funding for the TAG program.

**Record Keeping:** The Grantee is required to retain all documents and supporting evidence detailing how the TAG funds are being used, including but not limited to invoices, receipts, contracts, and reports. These records must be maintained for a period of at least seven years from the first date after the date of the final grant payment. Upon request, the Grantee must make such records available to MassDEP (310 CMR 40.1460, 815 CMR 2.08).

### **Final Self-Evaluation Report**

At the conclusion of the Contract Term, and with the submission of the final request for payment, Grantee shall submit a self-evaluation report to MassDEP describing measures of success that have been met, including, but not limited to:

- Details describing how the funds were spent;
- Highlights and challenges of the project (e.g., reports reviewed, samples analyzed); and
- Outreach events and activities provided (e.g., meetings held, work products produced).

A portion of the grant funds may be withheld until MassDEP receives the required report.

### **Additional Conditions**

All activities performed under this agreement shall be conducted for the purpose of furthering public participation through engaging “expert advice and technical assistance,” “encourag[ing] more effective participation,” and/or “allow[ing] issues of concern related to the disposal site to be addressed” (see 310 MCR 40.40.1451; TAG Grant, p. 4).

Activities funded by this award shall be limited to those activities determined by MassDEP to be eligible in accordance with 310 CMR 40.1450 and the TAG Opportunity, including but not limited to, those activities that do not result in the “development of new environmental data,” “development of new medical data,” “taking or arranging for any response actions at the disposal site,” “organizational development or membership building,” “partisan political activity,” or “litigation or any other adversarial legal proceeding” (see 310 CMR 40.1454(2); TAG Grant, pp. 4-5 (list of ineligible activities)).

Grantee must “obtain approval from the person(s) conducting response actions at the disposal site and from the owner or operator of the disposal site prior to conducting activities at the disposal site” and may not engage in activities that “interfere with the efficient, expeditious, and safe conduct of response actions at the disposal site” (see 310 CMR 40.1454(3)(a) and (c)).

### **Project Schedule and Budget**

The attached Projected Project Schedule and Projected Project Budget represents the Grantee’s best estimate of expenses, meetings and work products that are necessary to successfully complete their project.