

THE COMMONWEALTH OF MASSACHUSETTS

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

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ONE HUNDRED CAMBRIDGE STREET, SUITE 900, BOSTON, MA 02114



**Request for Response (RFR)**

**FY25 Water Management Act Grant Opportunity**

**RFR # BWR 2025-01-WMA**

**July 26, 2024**

**Revised August 20, 2024**

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## **ATTACHMENT A**



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

100 Cambridge Street Suite 900 Boston, MA 02114 • 617-292-5500

Maura T. Healey  
Governor

Kimberley Driscoll  
Lieutenant Governor

Rebecca L. Tepper  
Secretary

Bonnie Heiple  
Commissioner

# Water Management Act Grant Request for Responses

| Grant Summary   |   |
|---|---|
| <b>Total Funding Available:</b> Up to \$1,000,000   | <b>Pre-Application Meeting:</b> August 12, 2024 at 1 p.m. |
| <b>Grant Amounts:</b> \$25,000 to \$600,000 per applicant   | <b>Responses Due:</b> August 30, 2024 at 5:00 p.m.        |
| <b>Match Required:</b> 20% Local Funds  |   |
| <b>Eligible Entities:</b> Public Water Suppliers with a WMA permit, permit application, or registration   |   |
| <b>Eligible Projects:</b>   |   |
| <ul style="list-style-type: none"><li>• Planning – Drought, Resiliency, Firm Yield Studies (some restrictions), Rate Studies, PFAS</li><li>• Implementation – Demand management/minimization/mitigation</li></ul> |   |

## 1. RFR Introduction and General Description

### 1.1. Grant Summary

The Commonwealth of Massachusetts Department of Environmental Protection (MassDEP or the Department) is soliciting grant proposals from Applicants who are Eligible Entities in response to this Request for Responses (RFR) for projects providing planning assistance (including Drought Planning and resiliency projects and select Firm Yield studies), PFAS planning, rate studies, and implementation assistance, such as demand management, minimization, and mitigation activities for new withdrawal impacts in local communities. The goal of this grant is to minimize and mitigate water withdrawals in Massachusetts, while providing reasonable protection of the interests listed in Chapter 21G, Section 7 of the Water Management Act, which include: fish and wildlife, public drinking water supplies, navigation, hydropower resources, water-based recreation, agriculture, reasonable conservation practices, reasonable economic development, wetland habitat, floodplains, groundwater recharge areas, waste assimilation capacity, wastewater treatment capacity, and water quality.

**MassDEP's Commitment to Environmental Justice (EJ)<sup>1</sup>:** MassDEP is committed to advancing equity, diversity, and environmental justice (EJ) 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 grants and other 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.

## 1.2. Background Information

After five years of comprehensive stakeholder review and input from public water suppliers, business interests, and environmental organizations, MassDEP published revised Water Management Act (WMA) Regulations, 310 CMR 36.00, in November 2014. A courtesy copy of the regulations may be found online at: <https://www.mass.gov/regulations/310-CMR-3600-massachusetts-water-resources-management-program-0>. The regulations establish enforceable standards, criteria, and permit procedures to implement the WMA (M.G.L. c. 21G). The regulations are intended to comprehensively manage water withdrawals throughout the Commonwealth to ensure an appropriate balance among competing water needs and the preservation of water resources.

This grant opportunity provides funds for eligible WMA public water suppliers and municipalities to assist them in developing minimization strategies and mitigation measures for withdrawal impacts, as required in the WMA Regulations.

## 1.3. Funding Availability

The total funding currently available for projects under this Grant Announcement and at the time of posting is \$1,000,000. Grant Awards may range from \$20,000 to \$600,000 per applicant, although MassDEP reserves the right, in its discretion, to grant smaller or larger awards to proposals of exceptional merit. If additional funds become available during the period between the announcement of this grant opportunity and end of State Fiscal Year 2025 (FY25), the Department reserves the right to allocate supplemental funds to this grant solicitation and/or initiate additional funding rounds.

Applicants may seek funding for Eligible Projects that will exceed the length of the grant award period (i.e., past June 30, 2025); however, only work that is proposed to be completed after the Notice to Proceed has been issued to grant awardees and prior to the end of FY25 (June 30, 2025) is eligible for funding under this Grant Opportunity. All funding for awards issued through this program are contingent upon appropriation by the Massachusetts Legislature, or availability of funds from other authorized Department sources.

## 1.4. Eligible Entities

Only public water suppliers and municipalities with either: (1) a WMA permit or permit application under review; or (2) a WMA registration, are eligible to submit proposals in response to this grant opportunity.

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<sup>1</sup> "Environmental Justice (EJ) 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>.

### 1.5. Contract Duration for Grant Award

The expected duration of this grant contract is from the execution date of all required contract forms, through June 30, 2025. There are no renewal options associated with this Grant Award. However, MassDEP reserves the right to extend grant award contracts, solely to facilitate completion of grant performance by Grant Recipients, subject to the availability of funding.

### 1.6. Applicable Procurement Law

Grants: MGL c. 7A, § 7; St. 1986 c. 206, § 17; 815 CMR 2.00.

## 2. Eligible WMA Grant Projects

Summary of Potentially Eligible Projects (list is not exhaustive):

| Planning  | Demand Management & Drought Resiliency  | Minimization & Mitigation   |
|---|---|---|
| Planning Projects   | Implementation Projects   |   |
| <ul style="list-style-type: none"> <li>• Drought management plans</li> <li>• Firm Yield Studies</li> <li>• Optimization</li> <li>• Alternative sources</li> <li>• Interconnections</li> <li>• Outdoor water use restrictions</li> <li>• Planning Studies for demand management</li> <li>• Planning projects related to PFAS impacts on water supplies.</li> </ul> | <ul style="list-style-type: none"> <li>• Rebates</li> <li>• Water Rate Surveys</li> <li>• Demand management projects related to PFAS restricted water suppliers.</li> <li>• Drought management projects (e.g. year-round conservation program, emergency interconnections, seasonal water rates, etc.)</li> </ul> | <ul style="list-style-type: none"> <li>• Shovel ready projects that improve demand management, wastewater and stormwater management, water supply, habitat protection and improvement, and/or any other project that contributes to improvements in instream flow.</li> </ul> |

### 2.1 Introduction & Goals of the WMA Program

The Water Management Act Grant Program is designed to help eligible public water suppliers and municipalities meet the requirements of the WMA regulations by providing funds for planning and implementation assistance in local communities. MassDEP has determined that grants awarded through this program may be for any of the following purposes:

1. **Planning projects** for specific watersheds or sub-watersheds that identify implementation projects for improving ecological conditions, addressing impacts on drinking water systems related to PFAS, and/or for identifying the capacity of the water system and best management practices to reduce stress and/or demand on existing water sources.

2. **Demand management and drought resiliency projects** aimed at improving the efficiency of water use within a municipality or a watershed; these projects may include studies to develop and implement Drought Plans consistent with the MA Drought Management Plan and Rate studies that help control demand.
3. **Minimization and mitigation projects** in one (1) or more of the following categories: improving or increasing instream flow; wastewater projects that keep water local, including reductions in inflow and infiltration; stormwater management projects that improve recharge, reduce impervious cover and/or improve water quality; water supply operational improvements; habitat improvement; and other projects that can be demonstrated to minimize existing withdrawals and mitigate the impacts of new withdrawals.

MassDEP encourages all types of eligible, competitive projects in all watersheds. Competitive projects are typically comprised of one (1) or more eligible activities and include cooperation between the Applicant and a watershed association, regional planning agency or other public water supplier.

Project Proposals should fall under one (1) or both of the following categories and sub-categories:

1. Planning Projects (See Section 2.2) and/or
2. Implementation Projects
  1. Demand Management (See Section 2.3)
  2. Minimization and Mitigation (See Section 2.4)

## 2.2 Eligible Planning Projects

Planning Projects should utilize available plans, reports, inventories, tests, forecasts, and studies; collect available data which may include local bylaws, water usage, and stormwater data; and provide an analysis of the costs and benefits of minimization, mitigation and offset options for water withdrawal increases in a particular basin/subbasin. Applicants should characterize the community public water supply system sources and capacities and evaluate measures for minimizing impacts in subbasins.

The WMA Permit Guidance should serve as a guide to Grant Applicants with respect to minimization and mitigation requirements. A copy of the Guidance may be found online at:

<https://www.mass.gov/lists/water-management-act-wma-permitting#permitting-guidance->

Eligible Projects Include, But Are Not Limited To:

1. Drought Management Plans.
2. Firm Yield Studies.
  - a. Successful applicants will have a documented need for a Firm Yield study. Said applicants will be expected to use the Massachusetts Reservoir Simulation Tool (2016) developed by the U.S. Geologic Survey for conducting their study unless site-specific reasons support an alternative approach that is approved by MassDEP. Applicants will also be required to consult with MassDEP for assistance with collecting and inputting the necessary data to conduct their Firm Yield study. The report, downloadable software and user manual are available at: [The Massachusetts Reservoir Simulation Tool | U.S. Geological Survey \(usgs.gov\)](https://www.usgs.gov/programs/water-simulation-tool/)
3. Planning Projects for public water suppliers and municipalities to evaluate the applicability, feasibility, and costs to offset or mitigate water withdrawal increases. These activities can include but are not limited to projects related to the optimization of existing resources, identification of existing system capacity and use of alternative water sources including interconnections, the

creation of outdoor water use restrictions related to streamflow triggers and their messaging, and other measures to return water to either the subbasin or basin intended to improve flow.

4. Planning Projects to study demand management for public water suppliers and municipalities to mitigate and offset proposed water withdrawal increases through improvements to instream flow, wastewater, stormwater, water supply, and habitat will be considered. Applicants can refer to the WMA Permit Guidance for more information about mitigation options, beginning on page 29: <https://www.mass.gov/lists/water-management-act-wma-permitting#permitting-guidance>
5. Planning Projects for public water suppliers and municipalities due to restrictions that have been placed on their systems from per- and polyfluoroalkyl substances (PFAS) contamination may be accepted.
  - a. In 2020, MassDEP promulgated regulations, 310 CMR 22.00, to establish a per- and polyfluoroalkyl substances (PFAS) drinking water Maximum Contaminant Level (MCL) of 20 ng/L, or parts per trillion (ppt), for a sum of six (6) common PFAS contaminants (referred to as the “PFAS6”). Courtesy copies of these regulations are available online at: <https://www.mass.gov/lists/massachusetts-pfas-drinking-water-standard-mcl#massachusetts-pfas-standard-for-public-drinking-water-supplies>
  - b. Thus, the goal of these projects should be to identify the capacity of the water system to meet its demands from non-PFAS contaminant sources and provide alternative source options. **Proposed Projects focusing on treatment design or construction to address PFAS contamination are not eligible for the WMA grant program.**

## 2.3 Eligible Demand Management and Drought Resiliency Projects

All Proposed Projects focusing on water conservation, loss identification, improved accounting, drought resiliency, rate structure studies and/or billing practices will be considered (examples of eligible Demand Management and Drought Resiliency projects are listed below). Preference will be given to project proposals that demonstrate cooperation and partnership between two (2) or more municipalities or water suppliers, or a municipality or a public water supplier and a non-government organization with the public water supplier as the contract lead. All Proposed Projects must provide an appropriate method for quantifying environmental results (e.g., water and cost savings from retrofits, etc.).

Eligible Demand Management and Drought Resiliency Projects include, but are not limited to:

1. Rebates for low-flow WaterSense labeled plumbing fixtures and Consortium for Energy Efficiency (CEE)-qualified appliances.
2. Water Rate Surveys established and implemented for the purposes of:
  - a. Establishing water rates to assure appropriate revenues to support maintenance needs;
  - b. Helping to reduce non-essential outdoor water use;
  - c. Promoting a conservation rate structure; and/or
  - d. Developing capital projects that will improve the water works system by reducing demands. Grantees should, but are not required to, have conducted a water audit and leak detection survey within the previous two years prior to the implementation of a rate study.
3. Demand Management projects for public water suppliers and municipalities in response to limitations that have been placed on their system resulting from per- and polyfluoroalkyl substances (PFAS) contamination: The goal of these projects should be to reduce overall demand on water resources and offset the utilization of water sources known to contain PFAS contamination within a municipality or a watershed. **Proposed Projects focusing on treatment**



**design or construction to address PFAS contamination are not eligible for the WMA grant program.**

4. Drought Planning and Resiliency Projects consistent with the Massachusetts Drought Management Plan, developed to assist public water suppliers in meeting demands during drought periods. Please see: [Massachusetts Drought Management Plan | Mass.gov](#)

## 2.4 Mitigation Projects

Proposed Mitigation Projects should be shovel-ready projects that have been previously identified during a systematic planning or restoration process, meet the criteria as a mitigation project for a new water demand, and achieve cost-effective environmental improvements.

The Proposed Projects should also demonstrate the applicability of the offset/mitigation action(s) to the impact being offset. Categories for mitigation projects include, but are not limited to demand management, wastewater and stormwater management, water supply, habitat protection and improvement, and any other project that contributes to improvements in instream flow. Applicants should also evaluate other options that might be applicable to their specific circumstances.

**At a minimum, proposals for Mitigation Projects must include:**

1. Project design(s): Designs must be of sufficient detail, and include sufficient site work, to allow the MassDEP Grant Review Team to evaluate the viability of the proposal. Final designs need to be prepared by a Professional Engineer (PE).
2. Specific site location(s);
3. Maps of the site and locus must show site characteristics, location of each specific work location in sufficient detail to defend the project, and watershed location(s) of the proposed work.
4. Estimated cost of the project. A reliable budget for the project and a definitive description of project strategy and viability, as well as the environmental improvements that will result, should also be provided. Competitive proposals will also address the sustainability, operation and maintenance, and cost-effectiveness of the proposed project.

**Ineligible Mitigation Projects:**

- Projects undertaken to comply with local or governmental enforcement actions such as State or Federal Administrative Orders or Consent Orders cannot be funded. Projects that are required as mitigation for federal permits are not eligible.
- Water Audits, meter repair and replacement, and leak detection projects are not eligible for compensation under the WMA Grant Program. (*Note: Please email Jen D'Urso at [jen.durso@mass.gov](mailto:jen.durso@mass.gov) for information on a separate program that funds American Water Works M36 Audits for WMA permittees and registrants.*)

## 2.5 Compensation Structure and Match Requirements for Grant Awards

Applicants are advised that grant awards involving capital funds are required to be disbursed on a cost reimbursement basis. To receive reimbursement for funds expended during the grant, grantees must submit, on or before June 30, 2025, a written request for payment, along with any other required documentation such as invoices, purchase orders, or other proof of payment.

This grant requires a match of local, in-kind, or other funding source funds. The match must represent 20% of the total project budget. The grant funding requested may not exceed 80% of the overall project budget.



### 3. Application and Contract Requirements

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A MassDEP Grant Review Team will evaluate proposed projects based upon the criteria listed below. The review committee reserves the right to reject any or all proposals.

#### 3.1 Summary of Mandatory Application & Project Requirements

1. Eligible Grant Applicants: Applications will only be accepted from Massachusetts public water suppliers or municipalities with either: (1) a valid Water Management Act (WMA) permit: or (2) a valid WMA registration, unless otherwise noted. Cooperative proposals between at least one (1) Eligible Entity (i.e., a public water supplier and/or a municipality) and a watershed association, regional planning agency or other public water supplier etc. are encouraged. Priority will be given to Proposed Projects in highly impacted basins or subbasins and/or Proposed Projects that prioritize resiliency and sustainability practices.
2. Cost Table & Match Requirement: Both Planning Projects and Implementation Projects must include a cost table and propose a 20% cash or in-kind match (i.e., 20% of the total budget must be a cash or in-kind match). See Section 2.5 for more information.
3. All Proposed Projects: Must address activities that are consistent with the most current WMA Permit Guidance: <https://www.mass.gov/lists/water-management-act-wma-permitting>
4. Environmental Justice (EJ): Proposed Projects that will provide benefits to historically disenfranchised communities that commonly experience disproportionate environmentally poor conditions is a priority for this Grant Program and will receive additional points in the evaluation process. The proposal must include a narrative that outlines how EJ populations would benefit from and/or be involved in the proposed project. The proposal should describe the EJ populations or organizations that will benefit from the outcomes of the work or otherwise be the recipients of deliverables.
5. Planning, Demand Management and Resiliency Projects: In December 2015, Coastal Zone Management (CZM) completed a report that evaluated the siting, design, and maintenance of coastal stormwater BMPs. Applicants from coastal communities applying for funding for stormwater management projects are required to review this report and demonstrate (1) an understanding of MassDEP's December 2015 Coastal Zone Management report evaluating the siting, design, and maintenance of coastal stormwater BMPs, and (2) that these recommendations were considered when developing the Proposed Project. The MassDEP Grant Review Team will evaluate the project approach and viability with these recommendations in mind. Copies of the report are available at: <https://www.mass.gov/service-details/recommendations-for-addressing-climate-change-impacts-to-stormwater-best-management>.
  - a. MassDEP has also developed a stormwater handbook. Applicants applying for funding for stormwater management projects must review this report and construct any BMPs following the guidance provided. Copies of the report are available at: <https://www.mass.gov/guides/massachusetts-stormwater-handbook-and-stormwater-standards>. Mitigation Projects shall follow the appropriate sampling protocol required by the respective town/agencies permitting the project.
6. Mitigation Projects: Must meet the following requirements:
  - a. Best Management Practices (BMPs) must be constructed on public lands.
  - b. Plans for the operation and maintenance of structural and nonstructural BMPs must be provided before reimbursement for BMP installation can occur.

- c. The Applicant must also include a signed agreement that the municipality will maintain the project for the estimated life of the BMP.
  - d. Upon project completion, the grant recipient must submit a Construction Certification and an original copy of a full-sized set of drawings/plans (e.g., 24" x 36"), reflecting the "as-built" conditions, developed, and stamped by a Professional Engineer. All changes should be recorded on the plans in red ink to define changes made. All work deleted, corrections in elevations, and changes in materials, should be shown on the as-built drawings.
  - e. The Applicant must provide public access to view the project or provide an organized program to educate potential users of the practice.
7. Final Technical Report: Results of Planning Projects and/or Mitigation Projects must be submitted in a final technical report. These results may be a combination of tables, graphs and written descriptions of the evaluated minimization, conservation, and mitigation options, or a technical evaluation of the effectiveness of the mitigation/conservation option implemented.

### 3.2 Grant Evaluation Criteria

#### Project Description (20 Points):

- Does the Proposed Project description state the extent to which the project and targeted watersheds and/or subbasins would further the priorities of the WMA Sustainable Water Management Initiative (SWMI)<sup>2</sup>, or other suitable water management goals? Particular consideration may be given to Proposed Projects in highly impacted basins or subbasins that will reduce demand increases, and/or cooperative proposals between at least one (1) Eligible Entity (i.e., a public water supplier and/or a municipality) and a watershed association, regional planning agency or other public water supplier, etc.
- Does the Application include partnership between the Applicant and a watershed association, regional planning agency, municipality, and/or other public water supplier?
- Are all elements of the Proposed Project eligible under the listed criteria for this grant program? Does the Application include more than one (1) eligible activity?
- If the proposed project is ongoing, does the Application include a description that clearly describe the portion or phase of the project that is proposed for funding?

#### Meet Regulatory Requirements (15 Points):

- Does the Application describe how the Proposed Project and targeted watersheds and/or subbasins would minimize and mitigate water withdrawals in Massachusetts and promote compliance with the Water Management Act?
- If the Proposed Project is located within a coastal community, does the Application demonstrate: (1) an understanding of MassDEP's December 2015 Coastal Zone Management report, and (2) that these recommendations were considered when developing the Proposed Project.

#### Financial Need (5 Points):

- How well does the Application demonstrate the Applicant's need for financial assistance to support the Proposed Project?
- Does the Applicant describe the amount and source of matching funds?

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<sup>2</sup> See the SWMI Interactive Map at: <https://www.mass.gov/guides/sustainable-water-management-initiative-swmi-technical-resources>

**Project Budget and Timeline (10 Points):**

- Does the Application include a detailed project budget that includes cost and time estimates by project task and milestone? Does the budget indicate responsible parties by task? Pricing information, such as quotes, proposed hourly rates for staffing, and other budget information may be attached as supporting information.
- Does the Application identify and describe any match or other funding sources that will support the project? Does that match represent twenty percent (20%) of the project budget?
- Does the Application demonstrate a realistic timeline to achieve the proposed work?

**Qualifications of Organization and Project Manager (10 Points):**

- Does the Application describe the qualifications of the Eligible Entity, their contractor(s), the project manager, and any other staffing assigned to carry out the Proposed Project?
- Does the Eligible Entity, and/or their contractor(s) have sufficient qualifications and project experience to perform the proposed project?
- Does the project team have prior experience in conducting projects funded under either this grant program or another grant program administered by MassDEP?

**Project Benefit (25 Points):**

- How well does how the Proposed Project contribute to minimize and mitigate water withdrawals in Massachusetts, while providing reasonable protection of the interests listed in Chapter 21G, Section 7 of the Water Management Act, which include: fish and wildlife, public drinking water supplies, navigation, hydropower resources, water-based recreation, agriculture, reasonable conservation practices, reasonable economic development, wetland habitat, floodplains, groundwater recharge areas, waste assimilation capacity, wastewater treatment capacity, and water quality?
- Does the Proposed Project include work in highly impacted basins or subbasins? Water suppliers with a demonstrated demand for more water? Or is it located in areas unassessed by the WMA framework, but designed to address demonstrated impacts to flow or habitat?
- Will the Proposed Project include any community engagement with local stakeholders such as the general public, local boards, committees, commissions, EJ populations, and other groups to inform them of project goals and outcomes?

**Environmental Justice (15 Points):**

- How does the Proposed Project directly benefit environmental justice (EJ) populations within the project area? (Information on which communities are classified as EJ communities can be found at <https://www.mass.gov/info-details/environmental-justice-communities-in-massachusetts>).
- How are EJ populations, EJ communities, or EJ organizations involved in the Proposed Project?
- If there are no local census blocks identified for a majority presence of EJ populations within the project watershed area, does the project still seek to collaborate with and/or otherwise provide direct or indirect benefit to local EJ populations, communities, or organizations?

### **3.3 Failure to Perform Contractual Obligations after Grant Award**

Failure to perform contractual obligations as outlined in the Standard Contract Form, the Commonwealth Terms and Conditions, other relevant Grant Award documents, and this RFR may result in the Termination or Suspension of the Grant Contract.

In addition, 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 MassDEP Grant Review Team receives information that there has been a material omission or misrepresentation by the Grant Applicant regarding any aspect of the proposed project, MassDEP reserves the right to invalidate or terminate the Grant Award.

### 3.4 Contract Requirements for Grant Awards

If selected for a Grant Award, the Applicant will be required to submit the following forms to complete the Grant Award contracting process. Forms with an asterisk (\*) need not be submitted, if they have been completed previously and are already on file with the Commonwealth:

- Commonwealth Standard Contract Form, filled out and signed by the applicant. The Standard Contract Form is listed under Contracts on this website: [www.macomptroller.org/forms](http://www.macomptroller.org/forms)
- Commonwealth Terms and Conditions. [www.macomptroller.org/forms](http://www.macomptroller.org/forms)  
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(\*). [www.macomptroller.org/forms](http://www.macomptroller.org/forms)
- Completed Contractor Authorized Signatory Listing Form. [www.macomptroller.org/forms](http://www.macomptroller.org/forms)
- Electronic Funds Transfer (EFT) form(\*).  
<https://www.mass.gov/how-to/tips-for-completing-the-electronic-funds-transfer-eft-form>
- Scope of Work

Applicants are encouraged to review these forms prior to submission of an application. Applicants who are issued awards must be registered in COMMBUYS in order to business with the Commonwealth of Massachusetts. To register, please visit: <https://www.commbuys.com/bso/>

### 3.5 Required Documentation

Upon completion of the proposed work, and with submission of the final request for reimbursement, all Grant Awardees shall submit a Final Report summarizing their project tasks, including links or copies to the work product completed during the contract period.

MassDEP reserves the right to request additional materials, information, or other documentary evidence demonstrating completion of work and/or compliance with program requirements. MassDEP also reserves the right to withhold funding until receipt of satisfactory materials, information, or other documentary evidence demonstrating completion of work and/or compliance with program requirements.

### 3.6 Ownership of Equipment

If any part of the grant is used to purchase any durable assets or equipment, ownership of such assets or equipment shall be transferred to the grant recipient, or their designee, upon the completion of the grant.

## 4. Estimated Grant Procurement Calendar

| Event  | Date                  | Time |
|--|-----------------------|------|
| Notice of Grant Opportunity (posted on COMMBUYS and MassDEP website) | Friday, July 26, 2024 |      |
| Bid Release Date (Posting Date) on MassDEP website                   | Friday, July 26, 2024 |      |

| Event  | Date                    | Time   |
|--|-------------------------|--------|
| Pre-Application Meeting: Via Teams.<br>To obtain dial-in information or the Teams link please contact Courtney Starling via email at <a href="mailto:Courtney.starling@mass.gov">Courtney.starling@mass.gov</a> with 'FY25WMA Application Training' in the email subject line. | Monday, August 12, 2024 | 1 P.M. |
| Deadline for Submission of Questions to MassDEP, via email to: Jen D'Urso at <a href="mailto:jen.durso@mass.gov">jen.durso@mass.gov</a>  | Friday, August 16, 2024 | 5 P.M. |
| Bid Amendment Deadline   | Friday, August 23, 2024 | 5 P.M. |
| Official Answers for Q&A published on MassDEP website  | Friday, August 23, 2024 | 5 P.M. |
| GRANT APPLICATION DEADLINE; Electronic Submission via email to Courtney Starling at <a href="mailto:Courtney.starling@mass.gov">Courtney.starling@mass.gov</a>   | Friday, August 30, 2024 | 5 P.M. |
| Notification of Grant Award(s) (Estimated) (POSTED ON COMMBUYS AND MASSDEP WEBSITE)  | November 28, 2024       |        |

#### 4.1 Pre-Application Meeting

A meeting will be held for potential applicants on Teams at 1:00 p.m. on Monday, August 12, 2024. The purpose of the meeting will be to provide information on the application process and the grant program. Please note that MassDEP cannot address the substance of any particular application. Questions answered during this meeting will be summarized and included in the written Q&A. A recording of the meeting will be available online at the following link: <https://www.mass.gov/service-details/water-management-act-grant-programs-for-public-water-suppliers>

To obtain the Teams link for the meeting, please contact Courtney Starling via email at: [courtney.starling@mass.gov](mailto:courtney.starling@mass.gov) with "FY 2025 WMA Grant Pre-Application Meeting Details" in the email subject line.

#### 4.2 Written Questions via the Grant Q&A Process

As noted in the Estimated Grant Procurement Calendar, grant applicants may submit written questions, via e-mail, to Jen D'Urso at [jen.durso@mass.gov](mailto:jen.durso@mass.gov) on or before August 23, 2024 at 5:00 pm E.S.T. MassDEP will post official responses to questions regarding this grant RFR on or before August 30, 2024 by 5:00 pm E.S.T. It is the Applicant's responsibility to verify receipt of questions with MassDEP.

MassDEP reserves the right to condense, summarize, or combine related questions and/or answers.

The Q&A document for this Grant RFR will be available on COMMBUYS, as well as online at the following link: <https://www.mass.gov/service-details/water-management-act-grant-programs-for-public-water-suppliers>.

#### **4.3 Amendment Deadline**

MassDEP reserves the right to make amendments to the Grant RFR after initial publication prior to the Application Deadline noted in the Estimated Grant Procurement Calendar. It is each Applicant's responsibility to check for any amendments, addenda, or modifications to this Grant RFR, as well as any Q&A related to this RFR and any amendments thereto. The Commonwealth and MassDEP accept no responsibility for, and will provide no accommodation to, Applicants who submit a Response to this RFR that is based on out-of-date information.

#### **4.4 Application Deadline**

Applications shall be submitted electronically via email to Courtney Starling at [Courtney.starling@mass.gov](mailto:Courtney.starling@mass.gov). Applications are due **Friday August 30, 2024, by 5pm E.S.T.** Late or incomplete applications will not be considered.

**ATTACHMENT A****Water Management Act****SFY2025 Grant Program Application**

**Overview:** The Commonwealth of Massachusetts Department of Environmental Protection (MassDEP or the Department) is soliciting grant proposals from Applicants who are Eligible Entities in response to this Request for Responses (RFR) for projects providing planning assistance, (including Drought Planning and resiliency projects and select Firm Yield studies), PFAS planning, rate studies, and implementation assistance, such as demand management, minimization, and mitigation activities for new withdrawal impacts in local communities. The goal of this grant is to minimize and mitigate water withdrawals in Massachusetts, while providing reasonable protection of the interests listed in Chapter 21G, Section 7 of the Water Management Act, which include: fish and wildlife, public drinking water supplies, navigation, hydropower resources, water-based recreation, agriculture, reasonable conservation practices, reasonable economic development, wetland habitat, floodplains, groundwater recharge areas, waste assimilation capacity, wastewater treatment capacity, and water quality.

**Section 1: Applicant Information**

Applicant Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Short description of the work (&lt;5 sentences)

Requested Funds: \_\_\_\_\_ Matching Funds: \_\_\_\_\_

Project Contact Person\*: \_\_\_\_\_ Title: \_\_\_\_\_

Contact person must be from the entity requesting funding.

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

By checking this box ☐ the applicant confirms that they are authorized to submit this grant application on behalf of the specified Permittee listed above.

**Section 2: Ability to Perform Proposed Project**

A. Ability to Use Funds: If awarded a WMA Grant, the awardee must be able to enter into a contract with MassDEP within 15-30 days of Grant Award.

By checking this box ☐ the Applicant acknowledges and agrees that its entity is able to enter into the contract and perform the project and meet all requirements of this state grant.



**Section 3: Required Proposal Format**

Proposals shall be limited to 10 pages exclusive of attachments. Attachments shall include maps, reports or links to reports, drawings, designs, photographs, resumes of key staff, examples of similar projects, support letters, and other supporting material. Please use the following format for your proposal:

- 1. Project Description (20 Points):** Describe the Proposed Project and targeted watersheds and/or subbasins would further the priorities of the WMA Sustainable Water Management Initiative (SWMI), or other suitable water management goals.
- 2. Meet Regulatory Requirements (15 Points):** Describe how the Proposed Project and targeted watersheds and/or subbasins would minimize and mitigate water withdrawals in Massachusetts and promote compliance with the Water Management Act and the Coastal Zone Management Act, if applicable.
- 3. Financial Need (5 Points):** Describe the need for financial assistance to implement the Proposed Project, including other anticipated or secured funding sources that will support portions of the project (if applicable).
- 4. Project Budget and Timeline (10 Points):** Please fill out the budget table below for the proposed project (use as many rows as needed).

**WMA Grant Budget Table**

| Key Project Tasks/Milestone<br>(Responsible Party)  | Estimated<br>Cost (before<br>match) | Estimated<br>Match* | Known or<br>Estimated Task<br>Completion Date |
|---|-------------------------------------|---------------------|---|
|   |                                     |                     |   |
| <b>Estimated Cost &amp; Match Subtotals:</b>  |                                     |                     |   |
| <b>Total Project Cost:</b>  |                                     |                     |   |
| <b>Grant Request Amount:</b>  |                                     |                     |   |
| <b>Source of Match*:</b> For any in-kind or monetary match, explain how extensive it is and how it will be made available to the project here. Please note the match must comprise 20% of the Total Project Cost. |                                     |                     |   |

- 5. Qualifications of Organization and Project Manager (10 Points):** Describe the qualifications of the Eligible Entity and/or their contractor and the project manager relevant to carrying out the Proposed Project.
- 6. Project Benefit (25 Points):** Describe how the Proposed Project contributes to minimize and mitigate water withdrawals in Massachusetts, while providing reasonable protection of the interests listed in Chapter 21G, Section 7 of the Water Management Act. Priority will be given to proposed projects in highly impacted basins or subbasins, and to water suppliers with a demonstrated demand for more water; or in areas unassessed by the WMA framework, projects designed to address demonstrated impacts to flow or habitat.
- 7. Environmental Justice (15 Points):** Describe in detail how environmental justice populations will benefit directly from the Proposed Project, and whether EJ populations, EJ communities, or EJ organizations will be involved in the Proposed Project.