The Commonwealth of Massachusetts

executive office of energy & environmental Affairs

department of environmental protection

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



Request for Response (RFR)

Document Title: Water Management Act Grant

Agency Document Number: BWR 2024-01-WMA

September 13, 2023

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# RFR Introduction and General Description

## Grant Summary/Procurement Scope and Description

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), 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: MassDEP is committed to advancing equity, diversity, and environmental justice (EJ)[[1]](#footnote-1) 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 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.

## Background Information

In November 2014, 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. 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 procedures, including 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.

## Applicable Procurement Law

This Grant RFR is issued under the following law(s):

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

## Number of Grant Awards

The estimated number of awards is ten (10). This is an estimate only; MassDEP reserves the right, in its discretion, to award more or fewer grant contracts if it is in the best interests of the Commonwealth to do so.

## Eligible Entities

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

## Contract Requirements for Grant Awards

If selected for a grant award, Grant Recipients will be required to submit the following forms to complete the Grant Award contract process:

* Commonwealth Standard Contract Form (a partially pre-filled form will be provided by MassDEP). An example can found online at: <https://www.macomptroller.org/wp-content/uploads/form_standard-contract.docx> (instructions: <https://www.macomptroller.org/wp-content/uploads/instructions_standard-contract-form.pdf>)
* Commonwealth Terms and Conditions: <https://www.macomptroller.org/wp-content/uploads/form_commonwealth-terms-and-conditions.pdf>. These Terms and Conditions are incorporated by reference into the Standard Contract Form, and do not need to be executed separately. However, Grant Recipients must agree to comply with all Terms and Conditions.
* Commonwealth W‐9 tax information form filled out and signed by the applicant with Data Universal Numbering System (DUNS) number and Federal Tax ID(\*): <https://www.macomptroller.org/wp-content/uploads/form_w-9.pdf> (and instructions: <https://www.macomptroller.org/wp-content/uploads/instructions_w-9.pdf>)
* Completed Contractor Authorized Signatory Listing Form: https://www.mass.gov/doc/fy2021-contractor-authorized-signatory-form/download
* Electronic Funds Transfer (EFT) form(\*): <https://www.mass.gov/doc/electronic-funds-transfer-form-2/download>

All Grant Applicants are encouraged to review these forms prior to submitting a proposal in response to this RFR. Please note that forms with an asterisk (\*) do need not be submitted if they have been completed previously and are already on file with the Commonwealth.

* 1. **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, 2024. 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. **Estimated Value of the Grant Program**

The current estimated total value of the grants awarded through the WMA program is $1,000,000. All funding is contingent upon appropriation by the Massachusetts Legislature, or availability of funds from other authorized sources.

# Estimated GRANT Procurement Calendar

| **EVENT** | **ESTIMATED DATE** |
| --- | --- |
| **NOTICE OF GRANT OPPORTUNITY** (**Posted on COMMBUYS and MassDEP Website)** | September 13, 2023 |
| **RFR Application Release Date (posted on MassDEP website)** | September 13, 2023 |
| **Deadline for Submission of Questions (Email to** [**jen.durso@mass.gov**](mailto:jen.durso@mass.gov)**)** | September 27, 2023, 5:00 p.m. E.S.T. |
| **Official Answers for RFR Bid Q&A published on MassDEP website (Estimated)** | October 3, 2023, 5:00 p.m. E.S.T. |
| **RFR Bid Amendment Deadline** | October 3, 2023, 5:00 p.m. E.S.T. |
| **Deadline for online submission of Responses to Grant RFR to** [**jen.durso@mass.gov**](mailto:jen.durso@mass.gov) | October 17, 2023, 5:00 p.m. E.S.T. |
| **Announcement of Grant Selection/Award results (Posted on COMMBUYS and MassDEP Website)** | December 21, 2023 |
| **Estimated Contract Start Date** | January 23, 2024 |

## 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 September 27, 2023 at 5:00 pm E.S.T. MassDEP will post official responses to questions regarding this grant RFR on or before October 3, 2023 at 5:00 pm E.S.T. It is the Applicant’s responsibility to verify receipt of questions with MassDEP.

Please note that any questions submitted using any other medium (including those that are sent by mail, fax, or voicemail, etc.) will not be answered. To reduce the number of redundant or duplicate questions, Applicants are asked to review all questions previously submitted to determine whether the question has already been posted (see weblink in Section 2.2 below). MassDEP reserves the right to condense, summarize, or combine related questions and/or answers.

Applicants are responsible for entering content suitable for public viewing since all the questions are accessible to the public. Applicants must not include any information that could be considered personal, security sensitive, inflammatory, incorrect, collusory, or otherwise objectionable.

**All answers are final when posted. Any subsequent revisions to previously provided answers will be dated.**

It is the responsibility of the Grant Applicant and awarded Grant Recipient to maintain a current email address for the Applicant’s contact person and prospective Grant Project Manager, if awarded a contract, and to monitor that email inbox for communications from MassDEP, including requests for clarification.

## Locating the Grant Q&A Document

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

## Amendment Deadline

MassDEP reserves the right to make amendments to the Grant RFR after initial publication on or before the Amendment 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.

# ELIGIBLE WMA GRANT PROJECTS

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 Water Management Act regulations by providing funds for planning and implementation assistance, drought resiliency and drought planning, firm yield development, rate studies, demand management, and mitigation projects 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, or for identifying the capacity of the water system to meet its demands and provide alternative source options.
2. Demand management 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 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. Particular consideration will be given to proposed projects in highly impacted basins or subbasins, and to water suppliers with a demonstrated demand for more water. Please see the WMA Interactive Map at: <https://www.mass.gov/guides/sustainable-water-management-initiative-swmi-technical-resources>. In areas unassessed by the WMA framework, the Department will give particular consideration to projects designed to address demonstrated impacts to flow or habitat.

Competitive projects are typically comprised of one or more eligible activities. Project Proposals should fall under one or both of the following categories: (1) Planning Projects and (2) Implementation Projects.

Implementation Projects will be further divided into the following sub-categories: (a) Demand Management and (b) Minimization and Mitigation Projects.

## Eligible Planning Projects

Planning Projects should:

* identify applicable, available studies;
* collect available 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.

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->

Available Studies and Data

Available studies and data that can be used may include, but are not limited to:

* Reservoir Firm Yield studies;
* Rate Studies;
* Pumping Test/Zone II reports;
* U.S. Geological Survey (USGS) reports;
* Drought Plans;
* stormwater management plans;
* dam removal feasibility studies;
* WMA Pilot Project Reports;
* fisheries restoration studies;
* water use forecasts;
* existing indoor and outdoor water conservation programs;
* water and sewer billing rates;
* wastewater collection and disposal systems;
* sewer system inflow/infiltration data; existing reports or data describing instream aquatic habitat characteristics;
* inventory of dams; and/or
* stormwater system data, or an inventory of road crossings over streams and culvert types.

Data may also include existing programs such as:

* local bylaws regulating land development;
* indoor and/or outdoor water use;
* water supply protection; and/or
* stormwater management.

Evaluating the Minimization of Impacts

Applicantsshould: (a)characterize the community public water supply system sources and capacities; and (b) evaluate measures for minimizing impacts in subbasins.

Water suppliers will also be required to evaluate the following options, and develop an implementation plan based on both feasibility and stream flow improvement: 1) optimization of existing resources; 2) use of alternative sources, including sources available to meet seasonal needs; 3) interconnections with other communities or suppliers; 4) releases from surface water impoundments; 5) outdoor water use restrictions tied to streamflow triggers and the messaging of such restrictions; 6) implementation of reasonable conservation measures consistent with health and safety, such as rate increases and higher billing frequency; 7) the New England Water Works Association and Massachusetts Water Works Association’s Toolbox of BMPs for Water Resource Management; (see <http://www.newwa.org/MembershipResources/UtilityResources.aspx#96523-bmps-and-advisories>); and 8) other measures that return water to either the sub-basin or basin intended to improve flow.

Water suppliers should also provide options for the assessment and implementation of the minimization requirements as well as cost estimates for each potential minimization action.

Evaluating the Options for Mitigating and Offsetting Proposed Water Withdrawal Increases

Projects should evaluate the applicability, feasibility, and cost of each of the Applicant’s proposed offset/mitigation actions. Categories for mitigation projects include, but are not limited to:

* demand management; or
* other activities that will improve instream flow, wastewater, stormwater, water supply, and habitat.

Applicants should also evaluate other mitigation options that might be applicable to their specific circumstances. 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-

Eligible Projects Include, But Are Not Limited To:

* Drought management plans.
* Firm Yield Studies.
  + Successful applicants will have a documented need for a Firm Yield study. Said applicants will be expected to use the Firm Yield Estimator model 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. This study is summarized in the USGS report “Refinement and Evaluation of the Massachusetts Firm-Yield Estimator Version 2.0.” The report, downloadable software and user manual are available at: <https://pubs.er.usgs.gov/publication/sir20115125>
* 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 will also be accepted.
  + 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 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->. 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.

## Eligible Implementation Projects

Implementation Projects consist of two types of work:

1. reducing the impacts of water withdrawals through (a) demand management and drought resiliency and/or (b) mitigation; or
2. developing streamflow or aquatic habitat in a basin or subbasin.

Implementation Projects proposing direct mitigation will be prioritized over those proposing indirect mitigation. Similarly, proposed projects closer to the same subbasin as the withdrawal will be prioritized over projects in a different subbasin.

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). However, preference will be given to project proposals that demonstrate cooperation and partnership between (a) two or more communities or water suppliers, or (b) a community or a public water supplier and a non-government organization with the public water supplier as the contract lead. Nevertheless, 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:

* Rebates for low-flow WaterSense labeled plumbing fixtures and Consortium for Energy Efficiency (CEE)-qualified appliances.
* Water Rate Surveys established and implemented for the purposes of:
  1. Establishing water rates to assure appropriate revenues to support maintenance needs;
  2. Helping to reduce non-essential outdoor water use;
  3. Promoting a conservation rate structure; and
  4. 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.

Demand Management projects for public water suppliers and municipalities due to restrictions that have been placed on their system from per- and polyfluoroalkyl substances (PFAS) contamination. The goal of these projects should be to improve the efficiency of non-PFAS contaminated water use 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.

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](https://www.mass.gov/massachusetts-drought-management-plan)

Mitigation Projects

Proposed Mitigation Projects should be shovel-ready projects that (1) have been previously identified during a systematic planning or restoration process, (2) meet the criteria as a mitigation project for a new water demand, and (3) are able to 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:

* Project design(s): Designs must be of sufficient detail, and include sufficient site work, to allow the proposal review committee to evaluate the viability of the proposal. Final designs need to be prepared by a Professional Engineer (PE).
* Specific site location(s);
* 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.
* 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 Implementation Projects

Ineligible projects include:

* 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.)*

## Compensation Structure and Match Requirements for Grant Awards

**Compensation Structure**

Compensation will be on a reimbursement basis and will be based solely on the proposed project budget (“Budget”) supplied by the Applicant and accepted by MassDEP as the eligible costs of the proposal. The Budget shall be in a cost table and must contain all goods and services to be provided for this Grant Contract, a listing of project employees, wage rates, supplies, printing costs, postage, and travel mileage, if applicable.

MassDEP will reimburse these costs upon receipt of appropriate invoicing, with supporting documentation, of expenditures made in accordance with the approved Grant Award.

**Match Requirement**

Eligible Projects require a 20% cash or in-kind match. In-kind matches are calculated as a percentage of the total budget, not as additional funds to be added to the total budget.

In-Kind Match Example:

Total Project Budget: $100,000

In-Kind Match: $20,000

Financial Request from the State: $80,000.

# Other Terms

## 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 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.

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# Evaluation criteria

The Grant Review Team will review and evaluate grant proposals from Eligible Applicants based on the criteria noted below.

## Mandatory Application 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 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. While Eligible Applicants do not need to be asking to withdraw more water, unless otherwise noted, those with a demonstrated demand increase will be given priority. Priority will also be given to Proposed Projects in highly impacted basins or subbasins.
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 3.4 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 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 that (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 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>.

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.

1. Mitigation Projects: Must meet the following requirements:
   1. Best Management Practices (BMPs) must be constructed on public lands.
   2. Plans for the operation and maintenance of structural and nonstructural BMPs must be provided before reimbursement for BMP installation can occur.
   3. The Applicant must also include a signed agreement that the municipality will maintain the project for the estimated life of the BMP.
   4. 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.
   5. The Applicant must provide public access to view the project or provide an organized program to educate potential users of the practice.
2. 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.

## Grant Criteria Evaluation Components

Projects will be evaluated based upon the following criteria:

* Extent to which the 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. Particular consideration may be given to Proposed Projects in highly impacted basins or subbasins and those with a demonstrated demand increase ( see the SWMI Interactive Map at: <https://www.mass.gov/guides/sustainable-water-management-initiative-swmi-technical-resources>).
* Quality and responsiveness of the Application including completeness, organization, and conciseness.
* Technical approach, including the logic of the plan, clarity of the Proposed Project(s) in identifying both problems and relevant objectives, discrete project deliverables and results identified, and realistic implementation schedule showing project completion by June 30, 2024.
* Adequacy of the Proposed Project(s) to successfully address the problems identified in the terms of the proposed tasks and deliverables.
* Applicant's commitment to and qualifications for solving the problems to be addressed by the Grant.
* Applicant's past performance in conducting projects funded under this or other grant programs administered by MassDEP.
* Likelihood of success of the Proposed Project(s), including usefulness of resulting products, and proposed implementation strategies.
* Cost effectiveness of the proposal, as demonstrated in the proposed budget.
* Ability of the Applicant to identify and quantify successful deliverables under the Proposed Project(s).
* Ability of the Applicant to provide a 20% match (required).
* Level of cooperation between the Eligible Entity and a watershed association, regional planning agency or other public water supplier.

**5.3 Proposal Format**

Proposals shall be limited to 6 one-sided pages (single-spaced, 8-1/2” by 11” sheet with 0.5” margins) and shall include the following sections:

* Proposals must include a **concise problem statement** and brief **narrative,** to explain the objective(s) of the project and describe the activities.
* Proposals must also include a **scope of services** with tasks/activities, discrete deliverables, and a **milestone schedule**.
* The **Proposed Project team with the proposed project manager** and key project staff must be identified.
* A detailed budget, including any cost **tables of estimated effort** in hours, rates, and **line item budget** for the various phases of the scope of work. The budget must also provide the 20% cash or in-kind services match information.

Proposals that include projects providing EJ benefits as described in the Evaluation Criteria must also include an additional, one page narrative (not counting against the 6-page narrative proposal) detailing how the Proposed Project provides benefits to EJ populations or how EJ communities would otherwise be the recipient of the project deliverables.

Attachments, such as maps, reports or links to reports, drawings, designs, photographs, resumes of key staff, examples of similar projects, support letters and other supporting material, are not included in the 6-page limit for the narrative proposal. When supporting documents are lengthy or oversized, Applicants can include the information in a zip file with a table of supporting materials, with summary description of the contents.

Proposals should also include a contact list, including contract information for municipal officials and consultants involved in developing the proposal. Please include both email addresses and telephone numbers.

# HOW TO SUBMIT AN ELECTRONIC response

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# Instructions

# submit your ELECTRONIC RESPONSE TO THE EMAIL LISTED BELOW BY THE RESPONSE DEADLINE, to the following EMAIL address:

E-Mail: [jen.durso@mass.gov](mailto:jen.durso@mass.gov)

**Response Deadline**

Responses are due no later than **October 17, 2023, at 5:00 p.m. E.S.T.,** and MUST be submitted by e-mail only, to the address listed above.

**PLEASE NOTE: LATE RESPONSES WILL NOT BE CONSIDERED**.

1. “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>. [↑](#footnote-ref-1)