

EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Matthew A. Beaton, Secretary

Grant Announcement

ENV 16 CZM 05

Dated: July 31, 2015

Southeast New England Program
Water Quality Management Grants
Request for Proposals

DRAFT FOR PUBLIC COMMENT - Do not apply at this time

We are seeking comments on this draft, particularly on the criteria relating to applicant and project eligibility and overall schedule. Please note that while this request for proposals is focused on the Buzzards Bay watershed, applicants in the Narragansett Bay watershed should also comment on the various criteria because the Narragansett Bay Estuary Program's request for proposals will closely mirror this solicitation.

Please send written comments on this draft, by July 22, 2015 to: Sarah Williams, Regional Planner, Buzzards Bay National Estuary Program/CZM, 2870 Cranberry Highway, East Wareham, MA 02538, Fax (508) 291-3628, sarah.williams@state.ma.us

1. Grant Opportunity Summary:

A. PROPOSALS SOUGHT FOR: The Executive Office of Energy and Environmental Affairs (EEA), through the Buzzards Bay National Estuary Program (NEP) in the Massachusetts Office of Coastal Zone Management (CZM), is issuing this Water Quality Management Grants solicitation for nutrient, pathogen, and stormwater management projects within the Buzzards Bay watershed under the United States Environmental Protection Agency's (U.S. EPA) Southeast New England Program ("SNEP"). **Projects that address fresh or marine water quality degradation from nutrients, pathogens, and stormwater will be considered. Both large and small proposals are encouraged. While a wide range of entities are eligible for funding, the more competitive projects will have either municipal participation, will support municipal action to improve water quality, or identify effective solutions that can be applied by municipalities.** Through this grant program, the Buzzards Bay National Estuary Program will provide up to \$900,000 in federal funds under this solicitation. Should the amount of available funding change, EEA reserves the right to increase or decrease the amount of available grant funding.

B. OVERVIEW AND GOALS:

This grant program is issued to support the U.S. EPA's SNEP mission to protect and restore the southeast New England ecosystem by connecting communities through collaboration and partnerships throughout the region; fostering and promoting innovative approaches; and engaging public stewardship. While this grant round is focused on nutrient and pathogen water quality issues, SNEP's long-term goals are broader, and also include actions to restore physical processes, restore and protect habitat, introduce innovations in policy, technology, and restoration, and promote environmental and economic sustainability of the region.

This request for proposals will focus on projects in the Buzzards Bay watershed, which is part of the

SNEP area of interest¹. The watersheds of southeast New England face similar opportunities and challenges. SNEP's focus on this geographic area is designed to develop innovative and effective approaches to preserve the region's common critical resources. The Buzzards Bay NEP is assisting U.S. EPA in administering and disbursing SNEP funds to projects within the Buzzards Bay watershed. Projects within the Narragansett Bay watershed (in either Massachusetts or Rhode Island) should be directed to the Narragansett Bay Estuary Program at www.neiwpsc.org/contractors/opportunities.asp. Through this grant program, the Buzzards Bay National Estuary Program and the Narragansett Bay Estuary Program will each provide up to \$900,000 in federal funds under this solicitation. Should the amount of available funding change, EEA reserves the right to increase or decrease the amount of available grant funding depending on federal funds.

While SNEP expects to address a wide range of environmental issues in the coming years, in this second year of funding through the National Estuary Programs, the SNEP will focus on water quality degradation in southeast New England coastal watersheds, particularly those impairments caused by nutrient and pathogen (bacteria) pollution, including the management of conveyance systems like stormwater networks and discharges. Projects will be sought that implement immediate action to reduce or prevent nutrient or pathogen pollution, develop designs of plans to prevent or reduce nutrient and pathogen pollution from various sources, collect water quality data to help prioritize municipal action, and support municipal capacity in these efforts. Requests for both large and small projects are encouraged.

Through this solicitation, using federal SNEP funds, the Buzzards Bay NEP will consider funding both local projects, and cross municipal projects, including those that have the potential for transferability throughout Narragansett Bay, Buzzards Bay, and southern Cape Cod. When site-specific solutions are proposed for funding through this grant program, they must be undertaken in the watershed of an impaired water body identified on the state's Integrated List or 303(d) list. Nutrient management projects (addressing either nitrogen or phosphorus) and pathogen management projects degrading both coastal waters and freshwaters will be considered. In recognition that pathogen (bacteria) impairments are often related to stormwater discharges, and because stormwater also conveys nutrients, stormwater projects, including monitoring to establish priorities for action, development of stormwater treatment design for priority sites, the construction of stormwater treatment systems, and proposals that improve municipal capacity to address these problems will be considered. Both large and small proposals are encouraged. A more detailed explanation of these criteria is found in Section 1C, including activities and projects ineligible for funding.

The strongest proposals are expected to appreciably reduce pollutant contamination (in the short term or long term) and will have municipal involvement, particularly where municipalities have the primary responsibility for management or action. Other positive attributes include adding to the scientific or management knowledge base, have transferability and scalability, demonstrate innovation, include strong collaboration among partners, or increase the capacity of municipalities to address water quality problems.

¹ EPA's SNEP program covers the coastal waters and watershed lands spanning from Westerly, Rhode Island to Pleasant Bay, Massachusetts, and include the watersheds of Narragansett Bay, Buzzards Bay, the Islands, and southern Cape Cod. More information about SNEP is available at www.epa.gov/region1/snecwrp, with additional information for Buzzards Bay at restore.buzzardsbay.org, and for Narragansett Bay at www.nbep.org.

Because municipal government often has the primary responsibility to address these issues, and because municipal government often does not have the capacity to address these problems, projects that include intermunicipal collaboration (to achieve cost savings, for example), or projects where municipalities collaborate with other eligible applicants under this grant program, will be favored in the scoring criteria.

C. ELIGIBLE AND INELIGIBLE PROJECTS:

The NEP is encouraging, and is anticipating, the receipt of a broad range of nutrient and pathogen related water quality proposals, from on-the-ground projects with tangible outcomes, to feasibility or planning studies preparing local communities for future projects, to researching new technologies addressing nutrients or pathogens, and projects that enhance municipal capacity and prioritization to manage these issues. Regardless of the project type, successful proposals must target problems associated with existing water quality impairments to surface waters to meet the Clean Water Act's goals, or municipal capacity to address these impairments.

Site-specific projects must lie principally within the Buzzards Bay watershed boundary (see Figure 1 of Attachment D.) Projects that straddle the watershed boundary or applications that include linked complementary areas within and outside the watershed boundary may be considered if the project meets other eligibility requirements.

For projects relating to municipal sewerage, municipal wastewater facilities, municipal outfalls, or municipal sewer planning, the only applications that will be considered are those where the municipality or sewer district is the applicant, and where there is an endorsement by the board of selectmen, mayor, sewer commissioners, or authorized contract signatory if they are not the applicant.

For projects where a municipality is not an applicant, but where project success requires ongoing or long-term municipal action or commitment (e.g. maintenance), a letter from the board of selectmen or Mayor is required.

Funding for site-specific implementation projects in the Buzzards Bay watershed will also be limited to:

- (1) projects that benefit water bodies listed as impaired for pathogens/bacteria or nutrients (phosphorus impairments of freshwaters and nitrogen impairments of coastal waters) as shown in the map in Figure 2 and Figure 3 of Attachment D (also available as an interactive map at restore.buzzardsbay.org/impaired-waters.html). A more detailed summary of impairments and sites in Massachusetts can be found in the report *Final Massachusetts Year 2012 Integrated List of Waters (CWA Sections 303d and 305b)* at www.mass.gov/eea/agencies/massdep/water/watersheds/total-maximum-daily-loads-tmdls.html#2.
- (2) projects that benefit water bodies that are not explicitly listed as impaired if adequate evidence is provided to demonstrate to the satisfaction of the Review Committee that the waterbody is adversely affected by excessive nitrogen or phosphorus loading or bacteria or pathogen pollution.
- (3) projects that enhance municipal action, capacity, or set priorities that broadly meet categories (1) and (2).

For the purpose of this solicitation, waterbody types described in (1) and (2) above shall be defined as impaired. If a draft or final nutrient or pathogen TMDL exists, the site-specific proposals must discuss the specific nutrient or pathogen sources and relative contributions (TMDL

loading analysis, catchment areas size or sources for stormwater systems) and how the proposal would help meet the specified TMDL. If a project is to enhance municipal capacity to address impairments, a preponderance of the action should focus on actions relating to prioritizing discharges for management action.

A pathogen TMDL exists for all of Buzzards Bay, and specific embayments have been identified for action. However, individual sources (e.g. stormwater discharges) have not been evaluated. With respect to nutrient impairments, in many Massachusetts watersheds, the relative contribution of sources of nutrient pollution have already been identified through the development of reports in support of Total Maximum Daily Loads (TMDL) (see www.oceanscience.net/estuaries) or through other studies. In other estuary watersheds, waters have been identified as impaired, but no nutrient loading analysis has been undertaken or TMDL developed. Projects in impaired watersheds are eligible for funding irrespective of whether a TMDL analysis report has been drafted or approved by DEP. However, if a draft or final nutrient TMDL exists, the proposal must discuss the specific nutrient sources and relative contributions of nitrogen or phosphorus in the watershed and how the proposal would help meet the specified TMDL. With respect to pathogen TMDLs, applicants should consider the information and identified impairments contained in the document *Final Pathogen TMDL for the Buzzards Bay Watershed March 2009* and in *Final Pathogen TMDL for the Cape Cod Watershed August 2009*, for those portions of Cape Cod in the Buzzards Bay watershed².

Projects may cut across watershed boundaries, be municipal-wide, or include regional approaches and technological solutions that have wider applicability, as long as there are some expected benefits to one or more of the specific impaired waterbodies shown in Figure 2 of Attachment D. Proposed efforts could include funding pilot or demonstration projects with strong educational or technological innovation components, small-scale projects at multiple sites as part of a watershed or regional effort, or regional efforts that coordinate specific future actions or funding. Projects may also include smaller scale efforts such as feasibility or planning studies to prepare local communities or organizations for future projects. More details about stormwater, bacteria, and nitrogen and phosphorus loading impacts and possible solutions can be found in the Buzzards Bay Comprehensive Conservation and Management Plan 2013 Update (CCMP), [Chapter 3: Characterization of Pollution Sources](#), [Action Plan 1: Managing Nitrogen Sensitive Embayments](#), [Action Plan 2: Protecting and Enhancing Shellfish Resources](#), [Action Plan 3: Managing Stormwater Runoff and Promoting LID](#), [Action Plan 13: Protecting and Restoring Ponds and Streams](#), and [Action Plan 19: Protecting Public Health at Swimming Beaches](#), available at buzzardsbay.org/newccmp.htm.

Generally, eligible water quality projects include proposals for **implementation** as well as proposals for **feasibility, planning, policy development, monitoring for the purposes of prioritization, and program-building projects that are expected to result in tangible benefits that meet the goals of this effort**. Implementation projects typically include those that result in specific actions relating to construction, or specific activities including implementation of regulatory or non-regulatory programs, and education elements. Feasibility, planning, policy development, and capacity building and program building projects will prepare for future on-the-ground implementation projects, and can include design or research elements.

² Both areas are available at www.mass.gov/eea/agencies/massdep/water/watersheds/total-maximum-daily-loads-tmdls.html

By using innovative pollutant reduction technologies, sharing information, and leveraging investments made by multiple partners, especially through partnerships with municipalities, or multiple municipalities to address regional issues, projects with local impacts on water quality can have regionally significant outcomes and create the potential for regional transferability. The grant selection criteria favors projects that show the potential to significantly reduce water quality impacts, that are transferable to other subembayments or watersheds, have a high likelihood of completion or success within a 5 to 17 month period, and result in improved coordination and increased capacity of municipal government.

A project's competitiveness will depend on how well it meets grant selection scoring criteria outlined in Attachment E of this document. Projects that will likely result in clear outcomes and measurable accomplishments will score more highly. Projects with large match contributions will receive additional weight.

Examples of eligible projects with project-specific requirements

- Projects that, through direct action, mitigate for or restore: coastal waters, coastal resources, freshwaters, or freshwater resources adversely affected by excessive bacteria (or pathogens) or nutrient loading (nitrogen and phosphorus respectively).
- Projects that identify and seek to minimize stormwater pathogen or nutrient loadings or identify potential illicit wastewater discharges from stormwater systems.
- Innovative green infrastructure and low impact development techniques specifically designed to reduce pathogens or nutrients (e.g., biofilters, constructed wetlands, etc.), or reduce flows appreciably to allow more effective management of contaminated stormwater flows.
- Techniques that reduce or eliminate nutrient, pathogen, or illicit wastewater inputs into stormwater networks in watersheds of impaired waters, or treat priority stormwater discharges to impaired waters, through enforcement, or implementation of best management practices (e.g., fertilizer reduction to meet 330 CMR:31).
- Non-structural technologies or approaches (e.g. zoning changes, stormwater management, LID requirements) to manage nutrient or pathogen loads to impaired watersheds or town-wide. For projects relating to specific municipal action (e.g. bylaw changes), where the municipality is not the applicant, the proposal must have an endorsement letter from the board of selectmen, mayor, commission, or committee that would oversee the law or regulation.
- Tests of innovative technologies for use at single-family homes for piloting permitting approval (see 310 CMR 15.100 through 15.293). This testing must be undertaken at the Massachusetts Alternative Septic System Test Center.
- In nitrogen-impaired watersheds, construction by a municipality of multi-unit or larger, onsite satellite wastewater systems (up to 10,000-gpd design) with advanced nitrogen or phosphorus removal capabilities.
- Projects to evaluate, modify, or monitor existing municipal wastewater facilities for the purposes of improving system capabilities for denitrification or nitrogen removal, including studies that relate to relocation of outfalls to meet water quality standards. Municipal wastewater facility projects must be undertaken by a municipal entity, and projects that relate to studies of the relocation of outfalls must have an endorsement letter from the Board of Selectmen or sewer commissioners if they are not the applicant. Where applicable, proposals should identify required permits and compliance with State and Federal regulations.
- Projects that implement innovative and potentially cost-effective source reduction strategies.

- Projects that reduce flows from CSOs.
- Alternative nutrient reduction or interception options (e.g., phytoremediation, etc.) will be considered if they have the permission of the property owner(s) where the system is to be constructed. If a project will require a permit under the state Wetlands Protection Act, or local wetlands bylaw, the proposal should address how the project will comply with applicable regulations, and a proposed timeline for permitting.
- Physical improvements that increase tidal flushing or provide other beneficial and cost-effective water quality improvements to a water quality impaired water body. Example projects include culvert widening or channel dredging (but only where it has been documented as a solution in a TMDL analysis). Such projects must have permission/endorsement of the property owner of the restriction. Projects in this category must have a strong water quality and/or habitat evaluation component, meet state policies for these types of projects, and must include a timeline for obtaining applicable wetland permits.
- Projects that mitigate or ameliorate nutrient or bacteria impacts in the receiving waters. Examples include creation of shellfish reefs or shellfish aquaculture to improve water quality and remove nutrients, or projects that remove stressors such as replacement of regular moorings with conservation moorings to benefit water quality and remove physical disturbance causing eelgrass loss. Any activities involving the planting of molluscan shellfish, regardless of purpose, must conform to Division of Marine Fisheries (DMF) Shellfish Planting Guidelines as found on their website (www.mass.gov/eea/agencies/dfg/dmf/programs-and-projects/shellfish-planting-guidelines.html) in order to obtain a permit from DMF. Projects in this category must have a strong water quality and/or habitat evaluation component, meet state policies for these types of projects, and must include a timeline for obtaining applicable wetland permits.
- Stormwater monitoring that utilizes the most cost effective techniques that integrate water samples or can help pinpoint illicit discharges (for example, the use of cotton absorbent material to detect optical brighteners associated with illicit discharge sewage in stormwater³).
- Design, permitting, and construction of stormwater treatment systems that significantly remove bacteria and or nutrient contaminants, and where the discharge contributes to designated water quality impairment. Untested or unproven technologies must include a monitoring task and development of a Quality Assurance Project Plan (QAPP; see MCZM's example General QAPP at mass.gov/eea/docs/czm/cwq/general-qapp.doc). Proposals for site-specific stormwater projects must include water quality data demonstrating that the discharge is contributing to the impairment.
- Projects that implement an effective nutrient or pathogen reduction recommendation in an existing TMDL report, Comprehensive Wastewater Management Plan (CWMP), or other adopted water quality management plan that will benefit impaired waters.
- Acquisition of land or easements necessary to implement, construct, undertake or complement specific work that achieves nutrient or bacteria management or reduction goals.
- Projects that expand the capacity of municipalities to implement nutrient, pathogen, and stormwater management actions in the Buzzards Bay Comprehensive Conservation and Management Plan.

³ Chandler, D. M., & Lerner, D. N. (2015). A low cost method to detect polluted surface water outfalls and misconnected drainage. *Water and Environment Journal*, 29(2), 202–206.

Additional requirements for pre-proposals and full proposals: All site-specific projects involving construction must have an endorsement from the property owner where construction or alteration is proposed. The exceptions to this rule are those projects that involve an evaluation of multiple sites to select a final site or sites, and where the selection committee feels there is a reasonable expectation that the applicant will receive permission from the participating property owner(s) after undertaking this process. If a municipality or subdivision of government (e.g. a district) is the applicant, a letter of endorsement is required from the board of selectmen, mayor, sewer commissioners, or other authorized contract signatory, if they are not the applicant. Projects where the work is to be undertaken by a municipality or district must have a letter of endorsement from the board of selectmen, mayor, or commissioners if they are not the applicant. Any projects that include water quality monitoring, must include the development of a Quality Assurance Project Plan (QAPP)⁴. If data is collected under this grant, the data must be submitted with the final report so that it can be made available publically.⁵

Examples of ineligible projects include;

- Studies to develop TMDLs and studies to collect data or conduct an analysis to define or refine a TMDL.
- General bacteria, nitrogen or phosphorus loading studies.
- The development of Comprehensive Wastewater Management Plans (CWMPs).
- The preparation of MS4 permit applications.
- Costs associated with designing, building, or expanding public sewer lines or wastewater treatment facilities upgrades that are not resulting in significant nutrient reductions, except for any specific project categories defined as eligible above.
- Standalone habitat restoration projects such as eelgrass transplanting projects.
- Projects that restrict flows in wetlands, or dam, or impound wetland systems for the purpose of nutrient or bacteria retention.
- General public or school education programs that have no direct water quality benefits.

Potential applicants may submit questions about this solicitation to Sarah Williams, Regional Planner (contact information below) in writing by mail, fax, or email through 4 p.m., Thursday, August 27, 2015. Responses to any written questions will be posted on the Buzzards Bay NEP website restore.buzzardsbay.org/grants.html by Monday, August 31, 2015, as well as on

⁴ A QAPP is a document that outlines the components of a monitoring program, including the steps taken to assure the quality of the data generated. All QAPPs must go through the formal EPA-approval process. If an applicant intends to hire a consultant to complete their QAPP, the municipality should ensure that the consultant it hires has recent experience completing a QAPP that has been approved by EPA. The cost of hiring a consultant to draft a QAPP and have it approved by EPA is a reimbursable under this grant program. An example QAPP is available at www.mass.gov/eea/docs/czm/cwq/general-qapp.doc.

⁵ Specifically, the successful applicant must ensure all water quality data is generated in accordance with an EPA approved Quality Assurance Project Plan, either directly or by subaward. Data may be transmitted to EPA's Agency's Storage and Retrieval (STORET) Data Warehouse annually, disseminated by Water Quality Exchange (WQX) or WQXweb, or provided to the Buzzards Bay NEP for posting online. Water quality data that are appropriate for STORET include physical, chemical, and biological sample results for water, sediment, and fish tissue. The data include toxicity data, microbiological data, and the metrics and indices generated from biological and habitat data. The (WQX) is the water data schema associated with the EPA, State and Tribal Exchange Network. Using the WQX schema partners map their database structure to the WQX/STORET structure. WQXweb is a web-based tool to convert data into the STORET format for smaller data generators that are not direct partners on the Exchange Network. More information about WQX, WQXweb, and the STORET Warehouse, including tutorials, can be found at www.epa.gov/storet/wqx/.

www.commbuys.com/bs/. These answers are for clarification purposes only and do not constitute an amendment to the Solicitation unless expressly stated as such.

D. ELIGIBLE APPLICANTS: This solicitation is open to Massachusetts county, municipal, and local subdivisions of state government, tribes, non-profit organizations, and research and educational institutions of higher learning. For-profit organizations and executive state agencies are not eligible, but they may be subcontracted by or partnered with the grantee. The grantee must be a Massachusetts based organization with a tax identification number and the authority to enter into contracts with the Commonwealth of Massachusetts, but partners and subcontractors need not be. Although multiple partners may be involved with a project, a single grantee will be the recipient of funds, and partners receiving funds through the grantee will be considered subcontractors. The grantee will be responsible for the completion of all tasks including those through subcontracted partners.

E. APPLICATION DEADLINE:

Deadline for Pre-proposal

September 15, 2015

Deadline for Full Proposals (Invite Only):

October 29, 2015

(See further detail on deadlines and grant program calendar in section 4).

F. FUNDING AVAILABILITY: It is anticipated that up to \$900,000 in federal funds will be available through this solicitation. Should the amount of available funding change, EEA reserves the right to increase or decrease the amount of available grant funding. Final funding amounts subject to approval. Exceptions may be made at the Secretary's discretion (see further detail on Funding Availability in section 2C).

G. MATCH REQUIREMENT: Applicants must provide a non-federal match that will equal or exceed 25% of requested funds. (Please see further detail on match requirement in section 2D; extra points are given for over match as per section E). Funds from other federal sources or grants, and funds committed to match other federal grants, are not eligible to be used as matching funds.

H. TOTAL ANTICIPATED DURATION OF CONTRACT(S): The contract period will begin on the date that the Secretary signs the contract. Contracts are anticipated to last for approximately 5 or 17 months, with contracts anticipated to be issued around January 28, 2016 and closing on June 30, 2016, or June 30, 2017. However, where deemed necessary by the Buzzards Bay NEP, and with the approval of EEA, contracts that have an original end date of June 30, 2016 may be extended to June 30, 2017.

I. REGULATIONS, STATUTES, OR AUTHORIZATION GOVERNING THIS GRANT PROGRAM: The award of grants is subject to the regulations in [815 CMR 2.00](#). Additional state policies and guidelines on grants can be found on the [Operational Services Division](#) website. This grant program is also governed by cooperative agreements between the Commonwealth of Massachusetts and the U.S. EPA in support of the Buzzards Bay National Estuary Program (See further detail in Attachment B).

J. CONTACT INFORMATION:

Sarah Williams, Regional Planner
Buzzards Bay National Estuary Program/CZM
2870 Cranberry Highway
East Warcham, MA 02538

Phone (508) 291-3625 ext. 13
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sarah.williams@state.ma.us
Website: buzzardsbay.org

2. Performance and Contract Specifications

A. ELIGIBLE APPLICANTS: This Solicitation is open to all Massachusetts state, county, local, and other subdivisions of governments, tribes, non-profit organizations, and research and educational institutions of higher learning. However, all projects must be located principally within the Buzzards Bay watershed. The applicant must be a Massachusetts entity, but partners and subcontractors need not be. Although multiple partners may be involved with a project, a single grantee will be the recipient of funds, and partners receiving funds through the grantee will be considered subcontractors.

B. ELIGIBLE PROJECT(S)/SCOPE(S) OF WORK: As described above, both large and small projects are sought and it is hoped that a broad range of nutrient, pathogen, and stormwater management proposals are received that range from on-the-ground implementation projects to feasibility, planning, and policy development projects, to those projects that support project development and municipal capacity building that address these issues and result in tangible and meaningful outcomes that meet the goals of the Solicitation. Refer to section 1C for a detailed description and discussion of the types of projects and geographic limits of projects that might be funded through this Solicitation. In all cases, any proposed work must be consistent with the goals and objectives contained in the Buzzards Bay Comprehensive Conservation and Management Plan 2013 Update (CCMP) [Chapter 3: Characterization of Pollution Sources](#), [Action Plan 1: Managing Nitrogen Sensitive Embayments](#), [Action Plan 2: Protecting and Enhancing Shellfish Resources](#), [Action Plan 3: Managing Stormwater Runoff and Promoting LID](#), [Action Plan 13: Protecting and Restoring Ponds and Streams](#), and [Action Plan 19: Protecting Public Health at Swimming Beaches](#), available at buzzardsbay.org/newccmp.htm. The applicant should identify whether outcomes will be achieved within 5 months or 17 months as needed or defined by the project. Projects on property not owned by the applicant must be accompanied by a letter from the property owner.

C. FUNDING AVAILABILITY, BUDGETING GUIDELINES & ALLOWABLE EXPENDITURES: It is anticipated that up to \$900,000 in federal funds will be available through this solicitation. Should the amount of available funding change, EEA reserves the right to increase or decrease the amount of available grant funding depending on federal funds. Final funding amounts are subject to approval. Exceptions may be made at the Secretary's discretion.

- *Subcontracting:* The grantee (the direct recipient of the grant) may subcontract any portion of their grant award. Massachusetts General Law Chapter 30 governs the procurement of goods and services by municipalities if they are the grantee.
- *Multiple Applications:* A grantee may submit any number of applications and they may receive more than one grant; however, no single grant award may exceed \$200,000, and no grantee may be awarded more than \$250,000 cumulatively through this solicitation. These limits only apply where an entity is the applicant, not the partner. If the grantee has several proposals in which they are the applicant that rank competitively and are selected for funding, but which cumulatively, exceed \$250,000, partial funding may be offered to the lowest ranked proposal

where feasible. Applicants will not be penalized if they submit multiple projects, even if the cumulative request exceeds \$250,000. We encourage applicants not to self-select proposals or limit budgets of individual projects to meet specific thresholds because it is impossible to predict how applications will fare against projects from other entities.

All contracts shall be subject to available funding, whether through the appropriation and authorization of sufficient funds or the receipt of sufficient revenues. If available funding ceases for any reason, a contract shall be deemed under suspension and contract performance must halt. A contractor will not be entitled to compensation for any performance provided during the period of contract suspension. EEA may lift the suspension if available funding is received. In the absence of foreseeable available funding, EEA may terminate the contract.

Grant funds are awarded on a reimbursement basis upon receipt of invoices from the grantee.

D. MATCH REQUIREMENT: The grantee will provide a non-federal match that will equal or exceed 25% of requested funds. This match can be satisfied with cash or in-kind services, or a combination of both. Cash contributions are those funds used to purchase goods or services associated with the project. In-kind contributions represent the value of non-cash contributions provided by the applicant. Any match expenditures made by the grantee after July 1, 2015 can be credited to the grantee's match as long as they are directly related and necessary to the proposed project. **Funds from other federal sources or grants, and funds committed to match other federal grants, are not eligible to be used as matching funds.** All grantees must complete a match reporting form when requesting final reimbursement.

Applicants that contribute higher than minimum required match levels receive additional points in the scoring criteria. Applicants should state contingencies should matching grant funding not be received (withdrawal, alternative match sources, etc.). Where feasible, government entities are encouraged to collaborate with other organizations, lands trusts, property owners, and other levels of government to make proposals more cost effective by leveraging additional support. Federal funds under this Solicitation may be used to leverage other state grants in any of the eligible grant categories defined under this solicitation.

E. PROJECT TERMS: A final contract is subject to successful negotiation of a Final Scope of Services. Please note that EEA does not guarantee that any contracts may result from this Solicitation or that any particular funding level will be awarded. It is anticipated that projects could commence immediately upon EEA's decision. The awarded contracts will be reviewed during their course and, upon request by the Contractor, may be extended, or otherwise amended at the sole discretion of EEA. Any extensions granted will not necessarily change, or increase, the monetary value of the contract.

F. ANTICIPATED DURATION OF CONTRACTS: Contracts are anticipated to last for approximately 5 to 17 months, with contracts anticipated to be issued around January 28, 2016 and closing on June 30, 2016, or June 30, 2017. However, where deemed necessary by the Buzzards Bay NEP, and with the approval of EEA, contracts that have an original end date of June 30, 2016 may be extended to June 30, 2017. Awarded contracts will be reviewed during their course, and upon request by the contractor, may be extended, at the sole discretion of EEA and subject to constraints of the funding source. Contractors must make all extension requests in writing to the Buzzards Bay NEP no later

than 60 days prior to contract expiration. Contracts must be completed in their entirety by their contract end date.

G. DELIVERABLES, OWNERSHIP, AND CREDIT DUE: All materials, software, maps, studies, reports, and other products or data, regardless of physical form or characteristics, produced as a result of this solicitation and funded, in whole or in part, under a contract with EEA shall be considered in the public domain and available to the Commonwealth and its municipalities, and the U.S. EPA at the reasonable cost of reproduction in any of the formats in which it is stored or maintained. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, software, maps, reports, and other products or data without the express, written consent of the EEA and subject to any other approvals required by state or federal law. Reports and other deliverables will credit the Buzzards Bay NEP, EEA, and U.S. EPA for any work completed under the grant award.

H. REPORTING: Brief progress reports will be required at least quarterly, via email or written correspondence, describing the progress status or impediments to progress. Additionally, a final report will be required, which should describe the activities completed under the contract, the impact the activities have had on the environment, before and after pictures (where appropriate), and the project budget (expenditures and match).

I. INVOICING: Contract funds are awarded on a reimbursement basis for expenditures made during the period of the contract. Only those tasks/deliverables completed after contract execution, and identified in the scope of work, are eligible for reimbursement. Expenditures made outside of the period of the executed contract are ineligible for reimbursement. Per Commonwealth of Massachusetts policy, reimbursement is made within 42 days subsequent to the receipt of a correctly executed invoice with appropriate backup and completed match certification. Reimbursement requests shall not be made more than monthly.

3. Instructions for Application Submission

A. EVALUATION CRITERIA: Application to the Southeast New England Program, Water Quality Management Grants is a two-step process. First, applicants submit a pre-proposal, which will be ranked in a competitive process by a Review Committee. The Review Committee will be composed of Buzzards Bay NEP staff and/or other EEA staff, federal agency representatives, or other subdivisions of government. The Review Committee may include a non-governmental representative to serve in an advisory role to the committee. A Scientific and Technical Advisory Committee will also review the scientific validity and technical merit of the proposals. The strongest proposals are expected to add to the scientific or management knowledge base, have transferability and scalability, demonstrate innovation, and show strong collaboration among partners.

Using the Selection Criteria presented below (see also Attachments E), the Review Committee will assign a score to each pre-proposal, and based on these scores, assign a rank order to each. The average rank score among all reviewers shall be the basis of pre-proposal selection. All respondents will receive written notification from the Buzzards Bay NEP as to how their pre-proposal ranked. Only the highest ranked pre-proposals will be invited to submit a full proposal (described in 801 CMR 21.06 (11) as a “Best and Final Offer.”). No guidance will be provided to any applicant during this process. The number of applicants to receive invitations will be at the discretion of the Review Committee. Invitations will be offered to the highest ranked proposals in order of rank by the

Review Committee. The tentative cutoff is \$2 million (twice the maximum possible available), but because the maximum possible request is \$200,000, the precise cut-off will depend upon the amounts requested among the highest ranked proposals and the total number of pre-proposals received. The goal of the Review Committee is to ensure that the highest ranked and most promising proposals are invited to submit full proposals. The Review Committee has discretion to select among equally scored proposals based on factors such as project diversity or geographic coverage.

The same competitive review process will be followed for the selection of full proposals. Only the highest mean-ranked full proposals will receive funding. In the case of a tie rank score between selected proposals, funding will go to the proposal with the lowest cost first. However, as in the pre-proposal review, the Review Committee has discretion to select among equally scored proposals based on factors such as project diversity or geographic coverage. The Review Committee reserves the right to reject any or all pre-proposals or proposals that do not meet the goals and terms of this Solicitation. EEA and the Buzzards Bay NEP intend to fund only the higher-ranking projects, those that demonstrate clear and significant benefits to Buzzards Bay and its environment and those that meet the goals of the U.S. EPA initiative and the threshold eligibility requirements. Lower ranking projects or those with marginal benefits to the bay may not be funded, even if an excess of funding is available. If insufficient funds are available for a project or for projects ranked on the cusp of available funding, partial funding may be awarded. However, if the Review Committee believes partial funding will make such a project unfeasible, the project may be bypassed and a lower cost project may be funded.

Projects earn points for meeting the requirements of each evaluation category; examples are described in the bullet points below each category, as shown on the scoring sheets located in Attachment E of this Solicitation. Implementation, planning, research, and design projects will be evaluated using the same criteria. Planning, research, and design projects will be evaluated based on their anticipated future restoration outcomes.

Successful proposals will have many of these attributes:

- The applicant demonstrates sufficient organizational ability to administer and carry out a project;
- The effort addresses water quality or habitat impaired by nutrients or pathogens, particularly those identified on the Massachusetts Integrated List of Impaired Waters (2012) or as otherwise described in this Solicitation, and is consistent with the Program's goal of improving water quality, habitat degradation, or human health risks caused by nutrients or pathogens, whether in a single impaired watershed, or across multiple impaired watersheds;
- The project shows potential for regional transferability;
- The project has watershed-level benefits or an implementation plan that increases the scale of project benefits or cost effectiveness;
- The project invests strategically to leverage resources and harness innovative, cost effective solutions with the potential for high-impact results;
- The proposal includes measurable goals and clear expected outcomes, with plans to evaluate the project's success and share this information with regional stakeholder;
- The project will deliver lasting results;
- A municipality or municipalities will be the lead or a key partner.

NOTE: Incomplete or incorrectly submitted applications may be disqualified. If there are insufficient qualifying eligible proposals to utilize all funds eventually awarded by the U.S. EPA, remaining funds will be directed to subsequent grant rounds.

B. APPLICATION SUBMISSION INSTRUCTIONS:

Application Process

Application to this grant program is a two-step process. First, a pre-proposal must be received by September 15, 2015 (see additional deadline information in section 4A). Full proposals will then be invited at the recommendation of the Review Committee. Full proposals must be received by October 29, 2015.

STEP 1: Pre-proposals

Submit one (1) original and seven (7) copies (8 total) of your pre-proposal. A complete pre-proposal must include a signed Buzzards Bay NEP Cover Sheet and funding disclosure page (Attachment A), a Pre-proposal Narrative, and any partner commitment letters. The Pre-proposal Narrative should be in twelve-point font and should not exceed one (1) double-sided page, including figures and narrative. Pre-proposals must be accompanied by brief letters on stationary from each partner affirming their specific role or contribution to the effort. For site-specific projects, if the applicant is not the property owner, the pre-proposals must be accompanied by a letter from the property owner agreeing to the proposed activities (subject to any necessary conditions). Site-specific proposals that lack support of the property owner where work is to be done may be disqualified. Please do not include any other support documentation at this time, as it will not be reviewed.

The Pre-proposal Narrative must include the following information:

- Description and location of the proposed project and anticipated benefit(s) as they relate to the funding priorities identified in this Solicitation. If applicable, provide an estimate of the potential pounds of nutrients removed or the potential acreage of shellfish beds reclassified or resource that would benefit should your project be funded (subject to any assumptions or conditions);
- Total project budget, making clear the following: total amount requested and nonfederal match; purpose for which funds will be used; other funding sources for this project;
- Timeline for the project;
- Description of project partners and their anticipated role in the project.

STEP 2: Full Proposal (invited by Buzzards Bay NEP only)

Full proposals will only be accepted after invitation by the Buzzards Bay NEP, based upon review and approval of a pre-proposal. The proposal format can be found in the section entitled 'Full Proposal Narrative' below. The dates for the second round of the application are in section 4A of this Solicitation and will be provided again to invited applicants. Applicants must submit one (1) signed original full proposal and seven (7) copies (8 copies total). Applicants must include an updated Buzzards Bay NEP Cover Sheet with funding disclosure with the full proposal. Cover Sheets for full proposals will be mailed/emailed to applicants upon notification of their invitation to submit a Full Proposal. Applicants that would like to be informed of receipt of full proposals should include a self-addressed, stamped postcard.

Full Proposal Narrative

Submit one (1) original signed Buzzards Bay NEP Cover Sheet and funding disclosure page (this will be mailed/emailed to those invited to submit full proposals) and full proposal narrative and seven (7) copies (8 copies total). Proposals must not exceed ten (10) single sided pages in length, including figures, in no smaller than twelve (12)-point font. The narrative **must** contain the following information:

Background

- Organization's qualifications and capacity to perform work proposed. List relevant work, experiences, and qualifications of the respondent and any external entity that has been identified to perform a significant role in the Scope of Work. If the applicant is a municipality, identify the local board, commission, or department(s) leading the effort and discuss their authority.

Project Description

- Location of project;
- Description of the community and/or regional need(s) and/or challenges that this project will address;
- Description of staff who will be working on this project and their qualifications;
- Identify partners and partner staff or external entities who will undertake the project;
- List of other project partners with contact information and their roles, responsibilities and qualifications in relation to the project;
- Description of the specific project that includes goals and objectives. Provide a summary of the proposed project with a thorough explanation of proposed methodology and approach being taken. Also describe how the proposed project improves water quality or reduces the negative impacts of nutrients;
 - Scope of Work / Tasks to be completed under award request:
 - Provide a scope of work for the tasks to be completed under this award request.
 - Provide a specific, step-by-step narrative for each task and include any supporting plans, tables, or graphics.
 - Identify to the best of your ability who will be performing each task and whether the work will be done by the applicant organization or an external firm or group.
 - State deliverables and estimated timelines.
 - The scope of work in the proposal will become the scope of the grant contract with the Commonwealth if the proposal is accepted. The Buzzards Bay NEP expects that awardees will adhere to the scope and timeline. Be sure that the scope proposed is realistic and achievable.
- Description of anticipated benefit(s) as they relate to the funding priorities identified in this Solicitation. If applicable, provide an estimate of the potential pounds of nutrients removed or the potential acreage of shellfish beds reclassified or resource that would benefit should your project be funded (subject to any assumptions or conditions);

Project budget

- Provide a detailed itemized budget that lists the cost for each task and item identified in the Scope of Work. Also provide a total budget for the proposed project and identify any indirect or direct costs, including travel, supplies, etc. that were not associated with a specific

task or item. Items not identified in this section of the application will not be eligible for award.

Other funding and matching

- List all sources of existing funding for this project, their time restrictions, or expirations. In addition, list sources that may be pending (e.g., other grant applications under consideration).
- Describe the source of any matching contributions (cash or in-kind). For in-kind, provide hourly rates, hours, and line item costs. If in-kind match will be provided by an entity outside the Applicant's organization, a letter from an authorized agent of the match provider must be submitted stating a commitment to provide the match.

Evaluation and Deliverables

- Define the criteria for success for this project and a description of how you will measure your success in both the short and long-terms. What tool(s) will be used to evaluate your program or organization? What is your strategy for implementing the evaluation process? Define the accomplishment or product that will result from the completion of this project. What is the place of this accomplishment in the broader environmental need it addresses?

With the full proposal narrative, the following documents **must** be attached. These are not included in the 10-page narrative limit. Failure to provide any of the materials listed below may result in the disqualification of the proposal.

Project proposals must include the following:

- The Cover Sheet with funding disclosure (this form will be mailed to applicants);
- A brief letter from the applicant by an authorized agent of the organization on the organization's stationary stating that:
 - You are applying for funds under this program,
 - You commit to the match you are proposing,
 - You acknowledge that funding is provided on a reimbursement basis;
- For site-specific projects, a locus map of the project must be attached, and if the property owner is not the applicant, then a letter from the property owner must be included where they agree to the proposed activities or approaches.
- Projects undertaken in partnership with other organizations, particularly where the partner will provide a service or action, must include support letters from each partner stating their specific commitments. General "letters of support" should not be included with the application.
- For projects where tasks are subcontracted to partners, the budget should make clear the approximate allocation of funds, although discretion will be allowed as to how funds are ultimately allocated based on project needs.
- One original copy of each of the required forms listed in Section 3C. 'Additional Required Documentation'. Please do not attach this information to the 7 extra copies of your proposal, only to the original proposal.

When submitting applications, please double side them where practicable, and minimize/eliminate the use of card stock and non-recyclable materials such as plastic or vinyl binders, folders, and covers.

One original and seven complete copies of the full proposal and any attachments must be submitted no later than **4:00 p.m. Thursday, October 29, 2015** to:

**Sarah Williams, Regional Planner
Buzzards Bay National Estuary Program/CZM
2870 Cranberry Highway
East Wareham, MA 02538**

Proposals received after the deadline for any reason will be automatically rejected. Fax and/or email submissions will not be accepted. Additionally, postmarks are not accepted as verification of date of submission.

C. ADDITIONAL REQUIRED DOCUMENTATION:

If selected, the applicant will be required to submit the following forms to complete a contract:

- Commonwealth Standard Contract Form, signed and dated by the Respondent
- Scope of Services and Budget Attachments
- Commonwealth Terms and Conditions filled out and signed by the Respondent
- *Commonwealth W-9 tax information form filled out and signed by the Respondent.
- Completed Contractor Authorized Signature Verification Form.
- Prompt Payment Discount form
- Electronic Funds Transfer Authorization form

*Note: Pursuant to the *Federal Funding Accountability and Transparency Act (FFATA)* and Massachusetts state finance law, respondents, must submit the most current W-9 form listing the respondent's tax identification and DUNS numbers.

These forms are available on www.commbuys.com/bs/ as part of this solicitation.

PLEASE NOTE: All applicants selected for funding must register as a vendor on the State's procurement website, COMMBUYS. Please register at: <https://www.commbuys.com/bs/>.

4. Deadlines and Procurement Calendar

A. RELEASE OF SOLICITATION: The schedule below is estimated. Dates and times are subject to change. Respondents are responsible for checking for any updates on the COMMBUYS system.

Solicitation posted on www.commbuys.com/bs/	Friday, July 31, 2015
Question and Answer period closes:	Thursday, August 27, 2015 by 4:00 p.m.
Solicitation Pre-Proposals due:	Tuesday, September 15, 2015 by 4:00 p.m.
Full Proposals Invited:	Friday, September 25, 2015 (estimated)
2nd Question and Answer period closes:	Thursday, October 15, 2015 by 4:00 p.m.
Full Proposals Due:	Thursday, October 29, 2015 by 4:00 p.m.
Awards Announced:	Tuesday, December 15, 2015 (estimated)
Contracts Commence:	Friday, January 29, 2016 (estimated)
Projects must be completed by:	June 30, 2016, or June 30, 2017 (as proposed by the grantee)

B. INFORMATION SESSION: There is no bidders conference. The Question and Answer period will close 4:00 p.m., Thursday, August 27, 2015.

C. INQUIRIES ABOUT THE SOLICITATION: The Regional Planner will accept questions about this Solicitation in writing by mail, fax, or email through 4 p.m., Thursday, August 27, 2015. Responses to any written questions will be posted on the Buzzards Bay NEP website restore.buzzardsbay.org/grants.html by Monday, August 31, 2015, as well as on www.commbuys.com/bsol/. These answers are for clarification purposes only and do not constitute an amendment to the Solicitation unless expressly stated as such.

D. PRE-PROPOSAL DUE DATE: Tuesday, September 15, 2015 by 4:00 p.m.

E. ESTIMATED AWARD DATE: Awards are estimated to be announced on or about December 15, 2015, with contract negotiations to begin immediately thereafter.

F. ESTIMATED CONTRACT START DATE: The estimated contract start date resulting from this Solicitation is January 29, 2016. Notwithstanding any verbal representations by the parties, or an earlier start date listed in the Standard Contract Form, and only after an award is issued and a final scope of services has been negotiated, the effective start date of a contract shall be the latest of the following dates: the date the Standard Contract Form has been executed by an authorized signatory of the contractor and the procuring department; the date of secretariat or other approval(s) required by law or regulation; or a later date specified in the Standard Contract Form.

5. Miscellaneous

A. TYPE OF PROCUREMENT: Grant

B. USE OF THIS PROCUREMENT BY SINGLE OR MULTIPLE DEPARTMENTS: This Solicitation is a single department procurement. All contracts awarded under this Solicitation will be utilized solely by EEA.

C. REQUEST FOR SINGLE OR MULTIPLE CONTRACTORS: Multiple contracts may be awarded under this Solicitation.

D. SOLICITATION DISTRIBUTION METHOD: This Solicitation has been distributed electronically using the COMMBUYS system. It will also be posted on the Buzzards Bay NEP website at restore.buzzardsbay.org/grants.html. Notices about the availability of the Solicitation will also be mailed to all eligible Buzzards Bay municipalities including boards of selectmen/mayor, planning boards, boards of health, conservation commission, and public works directors. It is the responsibility of every applicant to check COMMBUYS for any addenda or modifications to a Solicitation to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to applicants who fail to check for amended Solicitations and submit inadequate or incorrect responses.

E. LIST OF ATTACHMENTS:

- A. Cover Sheet for Pre-proposals
- B. Policies Statutes and Legislation Guiding this Grant Program
- C. EEA Supplemental Terms and Conditions

- D. Geographic Limits of Eligible Projects (Fig. 1), Map of Nutrient Impaired Waters (Fig. 2), and Map of Pathogen Impaired Waters (Fig. 3)
- E. Scoring Sheet for Pre-Proposals and full proposals

DRAFT

Proposal Number _____
(for office use only)

Attachment A: Cover Sheet for Pre-proposals

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS
OFFICE OF COASTAL ZONE MANAGEMENT
BUZZARDS BAY NATIONAL ESTUARY PROGRAM

Southeast New England Program
Water Quality Management Grants

ENV 16 CZM 05

Instructions: Please complete and submit this Cover Sheet with your pre-proposal. Be sure to include ALL required documents as described in the Solicitation. Your proposal may be mailed to: Sarah Williams, Regional Planner, Buzzards Bay NEP, 2870 Cranberry Highway, East Wareham, MA 02538. Application must be received by 4:00 p.m. on the date specified in the Solicitation. Postmarks are not sufficient for acceptance. The Buzzards Bay NEP does not accept submissions via facsimile and/or electronic mail. Pre-proposals must be accompanied by letters from partners (including property owner if not the applicant) stating their role or contribution to the effort. An original and seven copies (eight total) of your pre-proposal is required.

Proposal Title: _____

Organization/agency to administer grant: _____

Partner organizations or agencies (letters required): _____

Proposal contact: _____ Title: _____

Mailing Address: _____

Email: _____ Phone: _____ Fax: _____

Project manager (if different): _____ Title: _____

Mailing Address: _____

Email: _____ Phone: _____ Fax: _____

Location of proposed work (including watershed): _____

Amount requested: _____ Total Match: _____

(Match must be 25% OR GREATER of requested funds; scoring considers match contribution)

Amount Requested + Total Match = _____

Attachment A continued

Disclosure of concurrent or complimentary grant funding requests

(This section must be accurately completed or the proposal will be disqualified as non-responsive. Non-federal sources of funds from other granting entities can be used to meet BBNEP match requirements if used for tasks not funded by the BBNEP)

Have you requested funding for this project from another granting agency or organization?

No

Yes

If yes, check the appropriate boxes below and provide any needed explanations.

Name of granting agency and requested amount: _____

If we receive funding from the other entity, we will withdraw our request for funding from the BBNEP under this solicitation.

Our request for funding is conditional upon receipt of other grant funds. If we do not receive complimentary funding from the other granting agency, our project will not be viable, and we will withdraw our funding request.

Our request for funding to the other entity is to cover tasks not proposed for funding by the BBNEP.

Other:

Explanations, if any:

Attachment B

Policies/Statutes/Legislation Guiding this Grant Program

The award of grants to municipalities is subject to the regulations in [815 CMR 2.0](#). Additional state policies and guidelines on municipal grants can be found on the [Operational Services Division](#) website. This grant program is also governed by cooperative agreements between the Commonwealth of Massachusetts and the U.S. EPA in support of the Buzzards Bay National Estuary Program. Any state funds issued under this Solicitation are considered match to these Cooperative Agreements. A description of the authorization and purposes of the National Estuary Program funding is available at:

<https://www.cfda.gov/index?s=program&mode=form&tab=step1&id=5dad0d18acc9fb603e8cbc46c8efa07d>

Attachment C

EEA Supplemental Terms & Conditions

See attached sheet on COMMBUYS solicitation under “File Attachments.”

Attachment D

Geographic Limits of Eligible Projects (Fig 1) and Map of Waters Impaired by Nutrients (Fig 2), and Map of Waters Impaired by Pathogens (Fig 3)

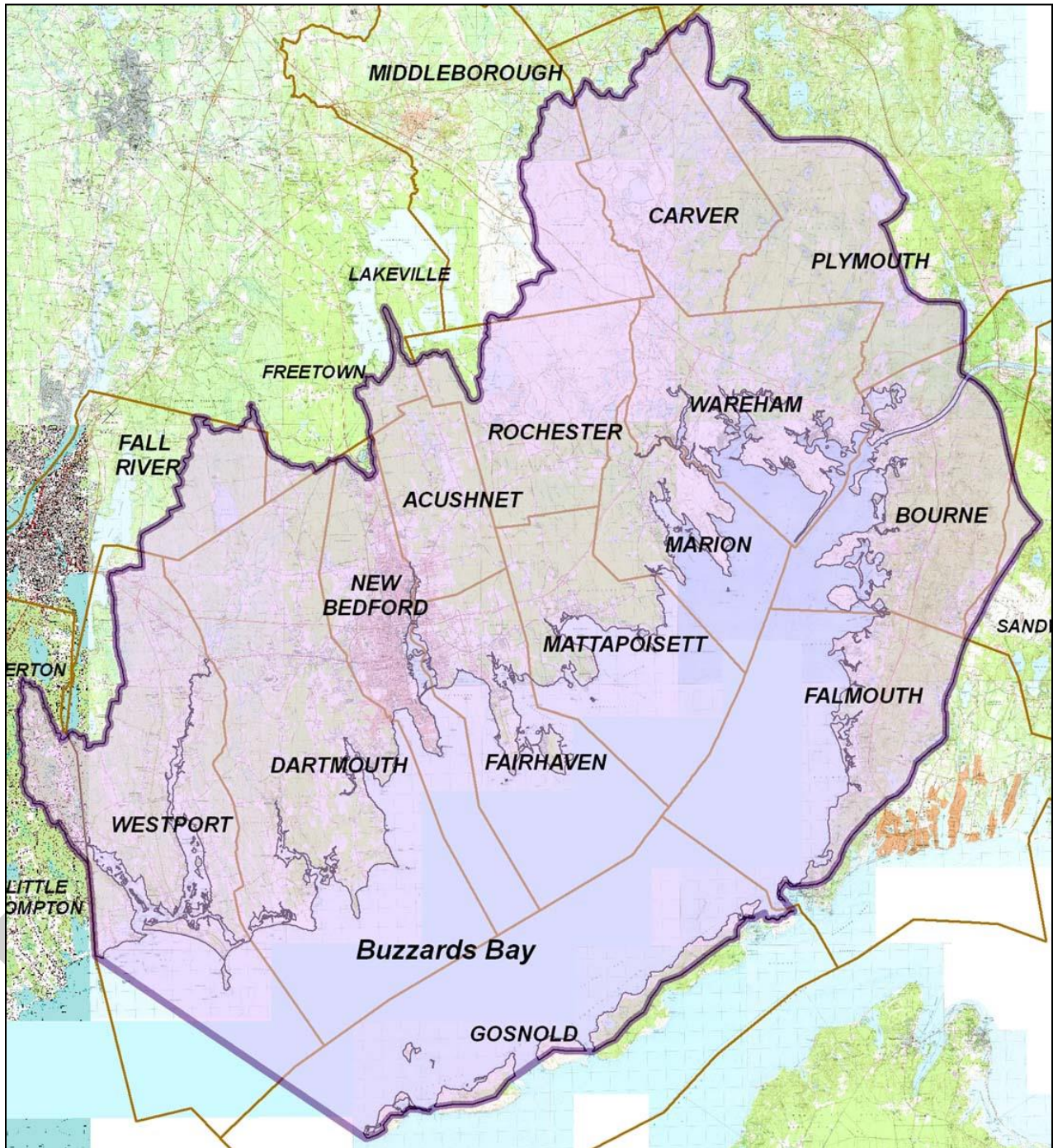


Figure 1. Projects must be located principally within the Buzzards Bay watershed as delineated by the purple shaded area above, although broader components of projects like outreach and education can be town-wide. Projects in Gosnold must be on the Buzzards Bay half of the island. Projects that straddle the watershed boundary or applications that include linked complimentary areas within and outside the watershed boundary may be considered. A larger version of this map is available at www.buzzardsbay.org/bayshed.htm.

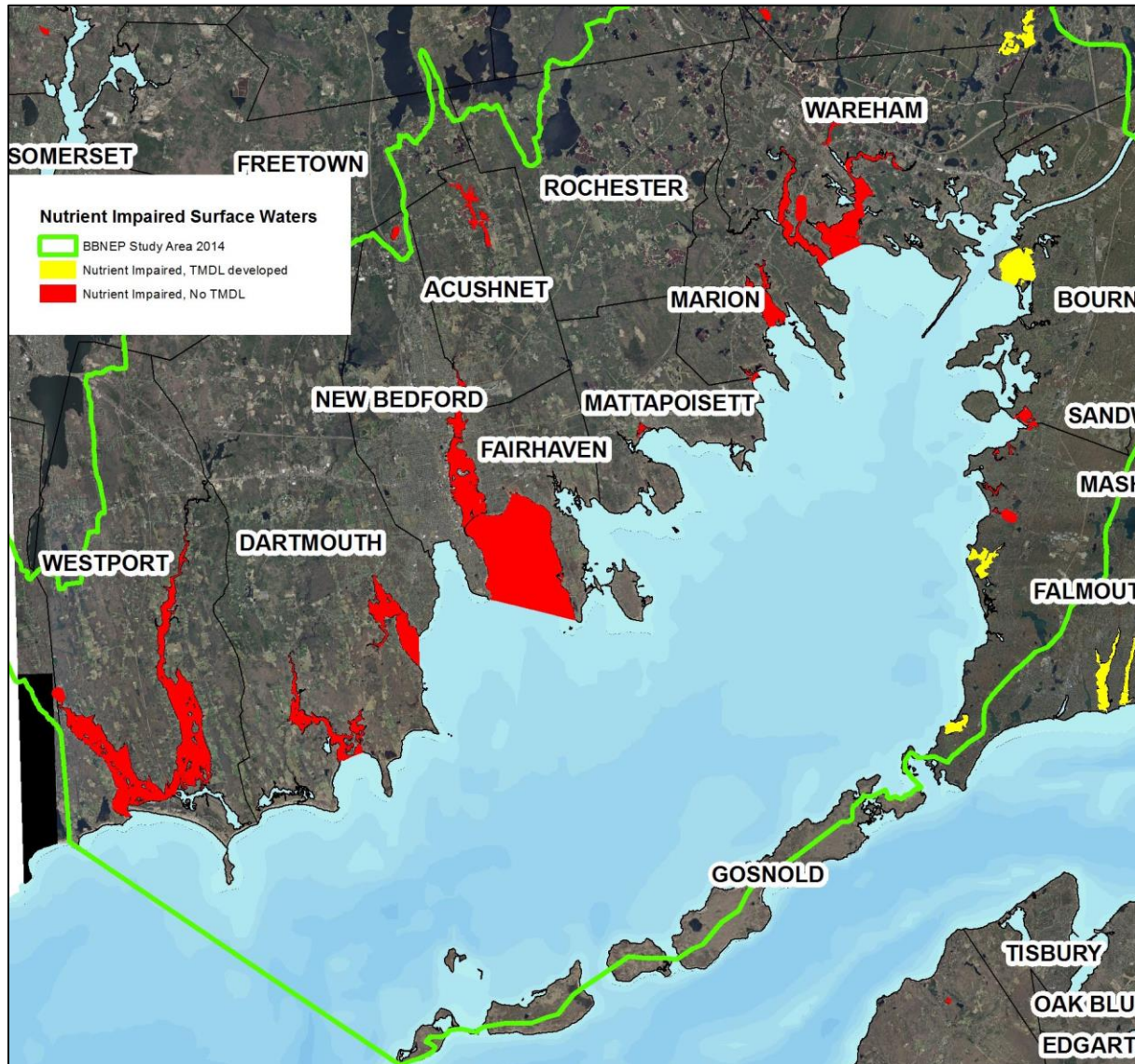


Figure 2. Map of nutrient impaired waters in the Buzzards Bay watershed (nitrogen and phosphorus) identified in DEP's 2012 Integrated List of Waters (www.mass.gov/eea/docs/dep/water/resources/07v5/12list2.pdf), or identified as impaired in draft or final TMDL reports, and their approximate watersheds where defined. Generally, site specific projects will be eligible only for these areas unless a strong case can be made by the applicant. A larger version of this map and maps of freshwater nutrient impaired areas are available at restore.buzzardsbay.org/impaired-waters.html.

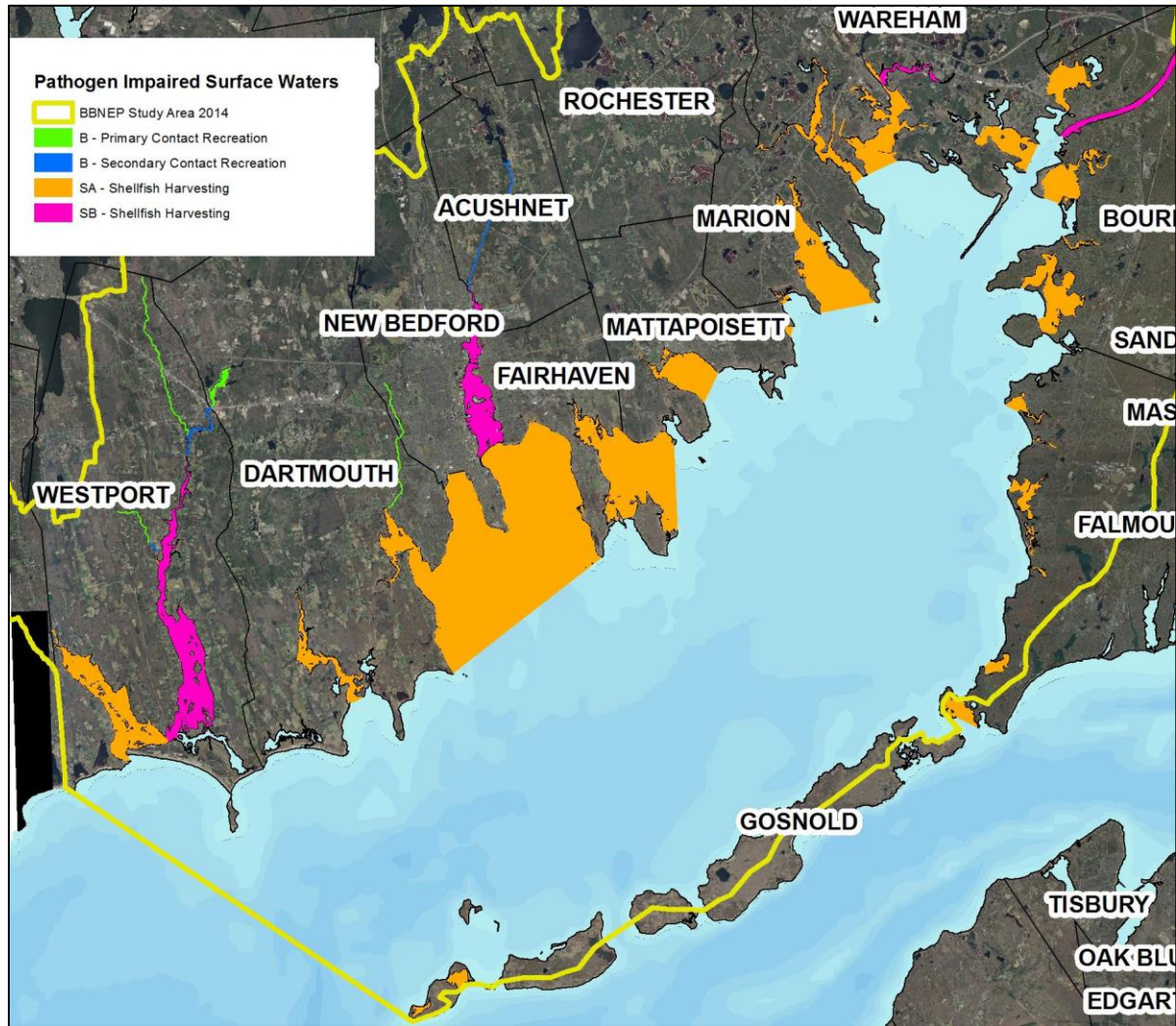


Figure 3. Map of pathogen impaired waters in the Buzzards Bay watershed identified in DEP's 2012 Integrated List of Waters (www.mass.gov/eea/docs/dep/water/resources/07v5/12list2.pdf), or identified as impaired in draft or final TMDL reports, and their approximate watersheds where defined. Generally, site-specific projects will be eligible only for these areas unless a strong case can be made by the applicant. A larger version of this map and maps of freshwater nutrient impaired areas are available at restore.buzzardsbay.org/impaired-waters.html.

Attachment E
Scoring Sheet for Pre-proposals and Full Proposals ENV 16 CZM 05

This Reviewer scoring sheet is provided for informational purposes. It does not need to be filled out or submitted by the applicant.

Applicant Name: _____

Project Name: _____ **Amount Requested:** _____

Reviewer: _____

Total Pts: _____ (100 max) **Rank among all proposals received:** _____ (1= best) of: _____ (total)

Threshold Eligibility Criteria (both criteria 1) and 2) must be met to be eligible for funding)

1) Does the proposed action or strategy a) appreciably address a nutrient or pathogen related water quality or habitat issue, and b) will mitigate or restore or will likely lead to or support, actions to mitigate or restore coastal marine or inland fresh water quality or living resources impaired and adversely affected by excessive nutrients or pathogen loading?

YES _____ NO _____ (concurrence of a majority of reviewers required)

2) Is the project eligible according to all other criteria identified in this solicitation?

YES _____ NO _____ (concurrence of a majority of reviewers required)

If No, specify:

1) OVERALL PROJECT QUALITY, APPROACH, AND EFFECTIVENESS IN ADDRESSING NUTRIENTS (Nitrogen or Phosphorus loading) OR PATHOGENS (bacteria)

SCORE: _____ of 25 POINTS

Criteria

This scoring category evaluates to what degree, and how effective, reasonable, and clear a project is in preventing, addressing, or mitigating the effects of nutrient loading (nitrogen or phosphorus) or pathogen (bacteria) problems in the receiving coastal waters, inland fresh waters, or managing upstream sources to those receiving waters.

- ___ Project is realistic, detailed, and clear.
- ___ Proposal has clear measurable goals, outcomes, or products.
- ___ Project generates products or services, identifies end users, and identifies need or demand for the product or service.
- ___ Project is focused on preventing or addressing ecological function or water quality impaired by nutrients or pathogens (although a project may have other benefits as well).
- ___ Project results in larger watershed nutrient or pathogen reductions or has large positive impacts to affected natural resources.
- ___ Includes a concrete plan for monitoring (programmatically or water quality) and evaluating the success of the project, including estimating resource needs for monitoring and identifying funding sources if needed.
- ___ Proposal has a mechanism to determine the success of the project.
- ___ The suggested outcomes and benefits are based on sound scientific principles.
- ___ The proposed project addresses a nutrient priority in the Buzzards Bay CCMP.
- ___ Site-specific projects must be located in the watershed of a DEP listed nutrient or pathogen impaired

water body (see Figures 2 and 3 in Attachment D, or as justified) or provide clear evidence of the need for action.

- ___ Where applicable, project will help meet nutrient or pathogen TMDL or other plan specifically adopted for the project area to address impairment.
- ___ The project might reduce nutrients or pathogens because it is identified as an important source or contributes to a meaningful percentage of loadings.
- ___ Project is consistent with the current scientific understanding of the problem and potential solution.
- ___ Project builds upon existing knowledge base and is scalable.
- ___ Project has other outstanding qualities with respect to approach or geographic area.
- ___ Design, planning, program building, and development projects include a detailed strategy or action plan for next steps and expected tangible outcomes.
- ___ Where applicable, proposal define levels of risk, and acknowledge any possible adverse outcomes.

REVIEWER COMMENTS:

2) BENEFIT TO ECOSYSTEMS, ECOSYSTEM SERVICES, PUBLIC HEALTH, HABITAT, AND WATER QUALITY

SCORE: _____ of 25 POINTS

Criteria

If the expected nutrient (nitrogen or phosphorus) or pathogen reductions are ultimately achieved as evaluated in scoring category 1, how will the ecosystem and habitats benefit? How will ecosystem services benefit (ecosystem services are those benefits people obtain from ecosystems such as open shellfish beds, fishing, swimming, recreational, aesthetic values, among others. See also www2.epa.gov/eco-research/ecosystems-services.) For some projects, the reviewer may need to consider long term or eventual potential outcomes.

- ___ The proposal identifies current ecosystem services impaired by nutrient or pathogen loading and identifies methods of measuring success with respect to restoration of ecosystem services.
- ___ The proposal benefits keystone species that improve other ecosystem services.
- ___ Project includes actions that address other stressors or impairments (e.g., a nutrient strategy may also reduce pathogen discharges) that results in improved ecosystem services (e.g. more open shellfish beds or reduced beach closures in a freshwater pond).
- ___ The project will meaningfully restore, mitigate, or improve fishing, swimming, recreational, and aesthetic values.
- ___ The project will meaningfully restore or mitigates an ecological impairment caused fully or partially by excess nutrients.
- ___ Habitat to be restored by the project is of high value to the overall function of the system.
- ___ Proposal identifies methods of measuring ecological success after project completion, with clear, measurable goals that can be evaluated after the project is complete.
- ___ Proposal addresses other stressors or impairments (e.g., a nutrient strategy may also reduce pathogen discharges or vice versa) or achieve other restoration goals (e.g., improved tidal flushing may also benefit benthic habitat or salt marshes).
- ___ Project is consistent with and advances the long-term ecological goals of the Buzzards Bay Comprehensive Conservation and Management Plan 2013 Update.

REVIEWER COMMENTS:

3) REGIONAL SIGNIFICANCE AND TRANSFERABILITY

TOTAL SCORE: _____ of 5 POINTS TOTAL

Criteria

A project can address a problem in the context of an embayment watershed, the Buzzards Bay watershed, or a common problem across many watersheds and communities. In this scoring category, the regional significance is evaluated in terms of applicability at the selected watershed level and transferability or applicability across the region, even if the work is at the embayment level.

- Proposal addresses Buzzards Bay watershed nutrient or pathogen management affecting many embayments or affects large populations.
- Proposal is appropriate within the context of the Buzzards Bay watershed or embayment subwatershed, or is a broader strategy to address nutrient or pathogen issues throughout an embayment or Buzzards Bay.
- Project creates a template or model that can be shared and reused for later projects across the region.
- The problem and solution is significant in terms of geographic area or population served or affected.
- Addresses nutrient or pathogen issues for an entire estuary or sub-estuary watershed.
- Results or resulting practices or actions will be effective across the region.

REVIEWER COMMENTS:

4) MUNICIPAL COLLABORATION, ENHANCING MUNICIPAL CAPACITY, PARTNERSHIPS

TOTAL SCORE: _____ of 10 POINTS TOTAL

Municipalities typically have the primary responsibility of managing water quality impairments, but often lack sufficient resources and capacity to do so. Collaboration with other municipalities or partners to pool resources can leverage more actions with equivalent funding. This scoring category evaluates both the extent of collaboration and whether that collaboration expands the capacity for municipal action in a meaningful way. If a project is solely within a municipality or local subdivision of government, and they are the applicant, and the reviewer feels that the project is not of a nature that requires collaboration, 10 points can be assigned.

Criteria

- Any *eligible applicant* (see definition) may receive points under this criteria, but the proposal must be either 1) a collaboration between the applicant and a municipality or municipalities, 2) a municipal applicant collaborating with a governmental agency or non-profit entity, or 3) a collaboration between multiple municipalities. Applicants that do not meet any of these criteria will receive zero points.
- Proposals that have strategic benefits for multiple municipalities will receive higher scores in this category.
- Proposal where partners do not make meaningful or substantial contributions, or where the outcomes do not provide lasting benefits will receive lower points in this category.
- If applicable, proposal includes outreach to regional partners to share information about best practices and lessons learned, including outreach to regional and local partners.

REVIEWER COMMENTS:

6) INNOVATION, SUSTAINABILITY, AND STRATEGIC BENEFITS

SCORE: _____ of 10 POINTS

Innovative projects may include technologies or approaches that are proven, those that need more testing, and those where there is limited knowledge and greater uncertainty. Sustainability is the likelihood that the activity will continue into the future. Strategic planning sets the stage for future action or success.

Criteria

- Proposal adds to the knowledge base, develops new knowledge, or implements innovative practices.
- Project leverages resources efficiently or creates new financial mechanisms.
- The project includes innovative long-term funding ideas that help reduce the need for grant funds.
- The project proposes innovative ideas that have not been tried elsewhere.
- Transfer of technology or approaches in the form of a “lessons learned” workshop or paper is a component of the proposed work.
- The project, when completed, will deliver lasting results or has mechanisms to continue actions to improve environmental conditions.
- Phased projects build upon past and show likelihood to yield positive results.
- The project includes ideas that help with financial sustainability of ongoing similar efforts.
- The project or effort builds on and enhances an existing management framework and includes ideas or strategies that help with financial sustainability or continuing commitments.
- If applicable, the future resources needed to continue a project are articulated.

REVIEWER COMMENTS:

6) COST VS. BENEFITS

SCORE: _____ of 10 POINTS

This scoring category is to evaluate whether the project will likely continue without Program funding because of regulatory, policy, or financial mechanisms achieved through the proposed effort. Even one-time restoration projects generally require long-term maintenance or management commitments.

Criteria

- Project descriptions include qualitative or quantitative measure of the expected return on investment.
- Contribute to regional ecological benefits that are greater than the individual investments of any one partner.
- The proposed technology or research is likely to be more effective, more cost effective, and more easily adopted than already existing strategies or other existing innovative strategies that may be having difficulty being widely accepted.
- For nutrient removal projects, the proposal provides an estimate of pounds removed per dollar.

REVIEWER COMMENTS:

8) MATCH

SCORE: _____ of 10 POINTS

Criteria for combined cash and in-kind

- ___ 25% to <=40% of requested funds: 1 pt
- ___ >40% to <=80% of requested funds: 3 pts
- ___ >80% to <=200% of requested funds: 7 pts
- ___ >200% to <=300% of requested funds: 9 pts
- ___ >300% of requested funds: 10 pts.

REVIEWER COMMENTS:

9) ADMINISTRATIVE FUNCTIONS AND ABILITY

SCORE: _____ of 5 POINTS

Criteria

- ___ The applicant has completed projects similar in scope, duration, and required resources to the proposed effort.
- ___ The applicant demonstrates that they have, or will have, sufficient organizational ability to administer and carry out the proposed project.
- ___ Proposal includes sufficient support or partnership at the local level to fully implement the project and partner responsibilities and contributions are clearly articulated.
- ___ The scope of proposed work, timeframe, and budget are realistic, detailed, and clear.
- ___ The applicant has tasked necessary resources to undertake the proposed work and fully implement the proposed work.
- ___ The proposal outlines the full project trajectory, including identifying future funding streams.
- ___ Costs of implementation are described.
- ___ Where applicable, the applicant has identified necessary federal, state, and/or local permits and has outlined a strategy for acquiring necessary permit within the stated timeframe of the project.
- ___ The applicant has legal/jurisdictional authority to carry out the project, including permission from the property owner (required).

REVIEWER COMMENTS:

Reviewer Signature: _____ **Date:** _____