

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)

**SFY27 Water Quality Monitoring Grant
Request for Responses**

Agency Document Number: BWR-WQM-01

September 29, 2026

This information is available in alternate formats.
Please contact MassDEP at 617- 617-292-5500.
TTY# MassRelay Service 1-800-439-2370
www.mass.gov/dep

Contents

Water Quality Monitoring Grant (WQMG) Program

Grant Overview	1
1.0 GRANT OPPORTUNITY SUMMARY	1
1.1 GRANT OVERVIEW AND GOALS	1
1.2 FUNDING AVAILABILITY	2
1.3 ELIGIBLE ENTITIES.....	3
1.4 ELIGIBLE PROJECTS.....	4
1.5 INELIGIBLE ENTITIES AND APPLICATION ACTIVITIES.....	5
1.6 ELIGIBLE EXPENSES.....	5
1.7 DATA QUALITY REQUIREMENTS.....	6
1.8 MASSDEP PRIORITY DATA NEEDS.....	6
1.9 DISADVANTAGED COMMUNITIES.....	7
2.0 GRANT REQUIREMENTS.....	7
2.1 APPLICATION DEADLINE	7
2.2 PAGE LIMIT	7
2.3 MATCHING FUNDS.....	8
2.4 QUESTION AND ANSWER PERIOD.....	8
2.5 TOTAL ANTICIPATED DURATION OF GRANT(S)	8
2.6 OWNERSHIP OF EQUIPMENT	8
2.7 CERTIFICATION OF TAX COMPLIANCE	8
2.8 CLOSE OUT MEMORANDUM.....	9
2.9 PROJECT DATA SUBMISSION SUMMARY	9
2.10 APPLICABLE PROCUREMENT LAW	9
2.11 ADDITIONAL REQUIREMENTS.....	9
3.0 INSTRUCTIONS FOR APPLICATION SUBMISSION:.....	10
3.1 EVALUATION CRITERIA (GENERAL):	10
3.2 PROPOSAL COMPONENTS AND EVALUATION CRITERIA:	10
3.3 APPLICATION COMPLETION AND SUBMISSION INSTRUCTIONS:	18
4.0 ESTIMATED GRANT CALENDAR:	19
ATTACHMENT A.....	1
ATTACHMENT B.....	Error! Bookmark not defined.



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Water Quality Monitoring Grant (WQMG) Program Request for Responses State Fiscal Year (SFY) 2027

Grant Overview

Total Funding Available: Up to \$200,000

Estimated Grant Amounts: \$10,000 to \$50,000 per applicant

Questions Due: October 8, 2026, by 5:00 p.m.

Answers Posted: October 22, 2026

Responses Due: October 29, 2026, by 5:00 p.m.

Match Required: No, but recommended

1.0 GRANT OPPORTUNITY SUMMARY

1.1 Grant Overview and Goals

The Massachusetts Department of Environmental Protection (“MassDEP” or “Department”), through the Watershed Planning Program (“WPP”) in the Bureau of Water Resources, is seeking grant proposals for the purpose of supporting ongoing or new monitoring and data collection efforts to increase the amount of external data MassDEP uses for water quality assessments under the federal Clean Water Act (“CWA”).

With more than 3,000 lakes and ponds, 12,000 miles of streams and rivers, and almost 3,000 square miles of coastal waters in the Commonwealth, MassDEP’s WPP can sample only a fraction of these surface waters in any given year. MassDEP supplements its own surface water quality data (“internal data”) with data collected by entities outside of the Department (“external data”) for assessing surface water quality and integrated reporting, in accordance with MassDEP’s acceptance criteria for data quality to meet requirements set forth in CWA § 305(b) and § 303(d).

For more information on MassDEP’s water quality assessment process, please review the description in the [Massachusetts Consolidated Assessment and Listing Methodology \(“CALM”\)](#)

[Guidance Manual](#). For more information on MassDEP’s water quality assessments, please review the current [Massachusetts Consolidated Assessment and Listing Methodology \(“CALM”\) Guidance Manual](#).

WQMG PRIORITY PROJECTS COLLECT THE FOLLOWING DATA:

Priority Sampling Analytes	Priority Conditions (Discrete or Continuous Measurements)	Priority Limnological Data
• <i>E. coli</i> • Enterococci • Total Phosphorus • Total Nitrogen	• Temperature • Dissolved Oxygen • Conductivity	• Secchi depth • Total phosphorus • Chlorophyll <i>a</i>

Through the Water Quality Monitoring Grant (“WQMG”) program, MassDEP requests grant proposals for the purpose of supporting ongoing or new water quality monitoring and data collection efforts to increase the amount of external data MassDEP uses for water quality assessments. Such initiatives include: (1) direct monitoring of rivers, streams, lakes, ponds, and estuaries (surface waters) through field and laboratory work; (2) associated capacity-building actions that improve the organization’s ability to monitor surface waters through field and laboratory work; and (3) developing regional and long-term monitoring programs and networks.

While activities eligible for funding through this grant program are broad, MassDEP will (as part of the evaluation criteria) prioritize grant proposals that include: (1) clear plans for data submittals to WPP; (2) examination of specific priority analytes or measures using approvable approaches and procedures; (3) information on project benefits to Disadvantaged Communities; (4) matching funds and/or in-kind services that directly support the project; and (5) demonstration of meaningful collaborative approaches (as described below).

1.2 Funding Availability

MassDEP anticipates that up to \$200,000 in total grant funding may be available for the WQMG program in SFY2027, which ends on June 30, 2027. MassDEP reserves the right not to award the total funding currently available for this grant program, and all awards are subject to the availability of appropriations and/or other funding sources. Grant Awards may range from \$10,000 (minimum) to \$50,000 (maximum) per application as an individual organization or coalition, although the Grant Review Team for the WQMG program reserves the right, in its discretion, to grant: (1) larger awards to proposals of exceptional merit; (2) smaller awards than requested by grant applicant(s) to meet MassDEP’s priority data collection needs; or (3) smaller awards than requested by grant applicant(s) based on the availability of funds. MassDEP reserves the right to not fund all or part of

submitted grant proposals based on the review and eligibility procedures described in this RFR and/ or due to limited funds.

Applicants may seek funding for Eligible Projects that will exceed the length of the Grant Award period (i.e., past June 30, 2027); however, only work that is proposed to be completed on or before June 30, 2027, is eligible for reimbursement. In addition, work conducted after July 1, 2026, but before the date of the execution of the grant contract award, may be eligible for reimbursement, subject to the submission of appropriate documentation and justification. Applicants should clearly identify any work and/or expenses that might commence prior to contract execution within the proposed project budget and should be prepared to submit invoices and proof of payment within thirty (30) days of the Notice of Grant Award. Funding for awards issued through this program are subject to the availability of appropriations, or funding from other Department sources.

1.3 Eligible Entities

Eligible Entities for this Grant Opportunity are limited to:

- (1) federally or state recognized Tribal Nations within the Commonwealth of Massachusetts; and
- (2) non-profit organizations that may include watershed groups, lake and pond associations, and other non-profit organizations with the ability to conduct monitoring activities during SFY2027 (July 1, 2026, to June 30, 2027) using technically sound, approvable methodologies.

While coalitions are not required for this grant application, collaborative projects that effectively leverage partnerships between two or more eligible entities to share equipment, personnel, training events, activities, and other resources to augment capacity to meet priority data collection needs as identified in this RFR, will be given funding priority. For applicants submitting as a coalition, the lead entity must be clearly identified in addition to all coalition members participating in the proposed project.

Proposed coalitions that create synergies (i.e., interactions among coalition partners that create combined project outcomes greater than outcomes anticipated if coalition partners worked individually) will be given funding priority. Synergies may include, but are not limited to, the following: (1) regional data collection efforts not feasible by single entities; (2) programs by established organizations to mentor new and developing groups; (3) new partnerships created to enhance project benefits in Disadvantaged Communities; and (4) catalyzing collaborations to develop long-term water quality monitoring programs and networks. Coalitions must consist of two or more Eligible Entities. MassDEP requests that Intertribal Consortia (as defined in 40 CFR § 35.6015 - Definitions) submit a grant application as a single coalition, with each Eligible Tribe (see Eligible Entities at beginning of this Section 1.C.) submitting as a coalition member.

Please Note: Submitting an application as a coalition does not by itself demonstrate synergies leading to unique deliverables or outcomes; the coalition applicant must also provide information that demonstrates how the partnerships will provide, or continue to provide, increased efficacy as described above in this section.

1.4 Eligible Projects

Eligible activities aligned with the scope of the grant program may include:

- A. Direct monitoring of surface waters through field and laboratory work, including:
 - 1) Purchase of monitoring equipment and supplies for field or in-house laboratory use (e.g., enzyme-substrate analytical systems, incubators, reagents, sample containers, Secchi disk, temperature, water quality meters, data loggers, etc.).
- B. Fees for external laboratory analysis of samples during SFY2027.
 - 1) Fees for servicest: (a) that provide direct monitoring by a consultant; (b) develop data management tools that lead to submission of data to MassDEP; and (c) calibrate and repair instruments used during the contract period for the proposed project. Eligible Entities must demonstrate that work performed by a consultant or other vendor cannot be performed by staff and/or volunteers and that the Eligible Entity can perform effective oversight of the consultant's work. Additionally, Eligible Entities must demonstrate that the organization or coalition is the principal contributor to the overall project being proposed when the budget includes fees for services by a consultant. Projects where the organization or coalition are not the principal contributor to the proposed work are not eligible for funding.
 - 2) Salary for staff overseeing or conducting monitoring activities specific to this project including, but not limited to, the following: field work, laboratory work, Quality Assurance Project Plan ("QAPP") development, and project planning and management.
 - 3) If submitting as a coalition, salary for a coalition coordinator's organization and oversight of activities and work specific to the Eligible Project.
- C. Actions that increase the organization or coalition's capacity to perform monitoring of surface waters through field and laboratory work, including the actions listed below.
 - 1) Training of volunteers or organization personnel to conduct monitoring activities.
 - 2) Training on Quality Assurance / Quality Control ("QA/QC") activities such as probe calibration or laboratory best practices.
 - 3) Training on data management and review.
 - 4) Outreach to the community to increase volunteer participation in organization monitoring activities (including communication of regional monitoring data and analyses).
 - 5) Data management activities needed to improve data sharing with MassDEP.
 - 6) Salary for staff overseeing or conducting actions that increase the organization's or coalition's capacity to perform monitoring of surface waters specific to the Eligible Project including, but not limited to, training and outreach planning, preparation, and implementation.

D. Actions to develop regional and long-term monitoring programs or networks, including:

- 1) Purchase of monitoring equipment specifically intended for regional and long-term monitoring.
- 2) Training of organization personnel to perform actions specific to developing regional and long-term monitoring programs.
- 3) Salary for staff developing, or overseeing the development of, regional and long-term monitoring programs and networks specific to the Eligible Project including, but not limited to, QAPP development, planning, preparation, and implementation of training, and project planning and management.

The above activities can be associated with monitoring any analyte, biogeochemical parameter, hydrologic parameter, or other measure used to assess water quality, but proposals that include program priorities listed in [Section 1.1](#) (“Grant Overview and Goals”) and [Section 1.8](#) (“MassDEP Priority Data Needs”), will be given priority.

1.5 Ineligible Entities and Application Activities

The following Entities and/or applications are ineligible for this grant funding:

- A. Academic institutions are not eligible for funding under this grant program, but academic institutions may serve as subcontractors to organizations or coalitions, if the services provided are within the limited scope outlined in [Section 1.4\(A\)3](#) (e.g., laboratory analysis and consultant services).
- B. Municipalities are excluded from applying as Eligible Entities.
- C. Eligible Entities cannot propose any activity or the purchase of equipment for work to comply with local or governmental enforcement actions, such as State or Federal judicial proceedings, and/or State or Federal Agency Administrative Orders or Consent Orders.
- D. Eligible Entities cannot propose any activity or the purchase of equipment or supplies for work to implement specific requirements of National Pollutant Discharge Elimination System (“NPDES”) stormwater permits.

Any questions about Eligible Entities and Applications should be submitted in writing to MassDEP by the deadline specified in the Estimated Grant Calendar (see [Section 4.0](#) below).

1.6 Eligible Expenses

Eligible Expenses include only: (1) purchased and properly documented equipment and supply costs (including laboratory supplies); (2) disbursed and properly documented expenses and fees for laboratory analytical and other consultant services; (3) disbursed and properly documented salary (defined as hourly salary and overhead combined); (4) disbursed and properly documented expenses and fees for training activities; and (5) vehicle mileage only for travel performed specifically for the project during SFY2027.

The hours worked on the Eligible Project and all salary payment(s) for that work must occur within SFY2027. Lump sum payments and stipends paid to staff are not eligible for reimbursement. Please note that if submitting as a coalition, the grant applicant’s coalition coordinator must coordinate invoicing and payment of all coalition members included in its application into a single

request for reimbursement. MassDEP will not reimburse invoices from a coalition on an individual organization basis or from any representative of the coalition other than the designated grant coalition coordinator.

Any questions about Eligible Projects and Eligible Expenses should be submitted in writing to MassDEP by the deadline specified in the Estimated Grant Calendar (see Section 4.0 below).

1.7 Data Quality Requirements

The quality of external data requires: (1) project organization and planning; (2) rigorous Data Quality Objectives (“DQO”); (3) participant training; and (4) standardized field and laboratory procedures, metadata collection, and data verification. Data used for assessments must be based on a MassDEP-approved QAPP, which is developed prior to data collection and describes the aspects of the monitoring that are specific to the grantee’s project (e.g., sample locations, sampling frequency, etc.). For more information on writing a QAPP, see: [WQMG Guides on Mass.gov](https://www.mass.gov/info-details/wqmg-guides-on-qapp).

The completed QAPP must be submitted to MassDEP for review and approval both prior to data collection and separately from this grant application, at an appropriate time in the project timeline (i.e., a draft QAPP cannot be submitted for approval as part of this grant application). In addition, the QAPP must be approved for any work performed for the 2026 field season occurring during SFY2027 (July 1, 2026, to June 30, 2027) for any expenses related to that 2026 field season work to be potentially eligible for reimbursement.

1.8 MassDEP Priority Data Needs

Eligible Entities may propose to sample any analyte but should be aware that MassDEP has identified specific analytes or measures using approvable approaches and procedures as Priority Data Needs. These Priority Data Needs are aligned with data used for CWA § 305(b) and § 303(d) reporting through [MassDEP’s Integrated Report to the U.S. Environmental Protection Agency \(EPA\)](https://www.mass.gov/info-details/massdep-integrated-report-to-the-u-s-environmental-protection-agency).

Eligible Entities should identify such priorities as targets for monitoring activities when applicable. Proposals that address one or more priorities in the following list as part of direct monitoring, capacity building, and/or regional and long-term monitoring program development activities, will be given priority by MassDEP for SFY2027 WQMG funding:

1. Sampling for concentrations of *E. coli* and enterococci bacteria;
2. Sampling for concentrations of total phosphorus and total nitrogen;
3. Continuous or discrete measures of temperature, dissolved oxygen, and conductivity; and/or
4. Basic limnological parameters related to trophic status of lake and pond ecosystems (e.g., Secchi depth, total phosphorus, chlorophyll *a*).

Proposals can address Priority Data Needs and/or non-priority data for the SFY2027 WQMG program. When proposals address both Priority Data Needs and non-priority data needs, non-priority data collection will be reviewed and may be evaluated favorably if it benefits overall outcomes and does not detract from work to address one or more of the Priority Data Needs.

Proposed sampling methodologies for all contaminants are evaluated for the same level of rigor, reliability, and effectiveness. Eligible Entities should consult the [Massachusetts CALM Guidance Manual](#) to understand how data are used by MassDEP for water quality assessments.

1.9 Disadvantaged Communities

MassDEP is committed to advancing Disadvantaged Communities through its public investments. To that end, preference will be given to projects that provide direct benefit to Disadvantaged Communities. Information on how communities are classified as Disadvantaged Communities and which communities they are can be found at [The Disadvantaged Community Loan Forgiveness Program | Mass.gov](#)

This Grant Opportunity will prioritize proposals that: (a) are located in or (b) directly benefit communities designated as a Disadvantaged Community and based on their designation as one of three Affordability Tiers following a system first utilized by the Massachusetts Clean Water Trust and the State Revolving Fund. A “Disadvantaged Community” is a community that falls into one of the three tiers using an affordability calculation based on the State’s “**Adjusted Per Capita Income**” ($Per\ Capita\ Income * Employment\ Rate * Population\ Change\ (2020/2010) = APCI$). The State’s Adjusted Per Capita Income for the purposes of this RFR is **\$59,997.31**, from FY26, the most recent year data is currently available.

Tier 1: Communities with APCI more than 80% but less than 100% of the State’s APCI.

Tier 2: Communities with APCI more than 60% but less than 80% of the State’s APCI.

Tier 3: Communities with APCI less than 60% of the State’s APCI.

The [FY26 Disadvantaged Communities Affordability Calculations](#) are available on Mass.gov.

Eligible applicants, including partnerships and coalitions, shall identify the municipalities served through the project’s eligible activities by their entity or entities and identify which municipalities served are designated as Tier 1, 2, or 3 Disadvantaged Communities. MassDEP will evaluate the benefits to Disadvantaged Communities based on the total number of Disadvantaged Communities served by or directly benefitting from the proposed project based on Affordability Tiers of the communities served. A list of communities by Tier is available in [Appendix B](#) of this RFR.

2.0 GRANT REQUIREMENTS

2.1 Application Deadline

Applications are due by **October 29, 2026, at 5:00 p.m. E.S.T.** Applications received after the deadline will be rejected automatically. MassDEP reserves the right to reject any and all proposals.

2.2 Page Limit

Grant applications must not exceed fifteen (15) single-sided pages in length, not inclusive of the Administrative Summary and attached supporting documents (including resumes, short biographies, coalition letters of commitment or Memorandum of Understanding (“MOU”), and supporting documents for the budget justification, such as equipment quotes and documentation

of current or anticipated match funds/in-kind services). Pages should have one-inch margins and no smaller than 11-point font (excluding special characters, subscripts, or superscripts).

2.3 Matching Funds

While Eligible Entities are not required to provide matching funds, projects with matching sources of funding, including in-kind services and/or external funding, will be given priority for funding. Activities used as in-kind match can occur: (1) during the SFY2027 from July 1, 2026, to June 30, 2027, and (2) after SFY2027 only to prepare the Project Data Submission Summary submitted to MassDEP by November 18, 2027. How matching funds are provided is unrestricted (e.g., corporate, municipal government, etc.) and they may be either anticipated or secured, but they should have a demonstrated link to data submission. Eligible Entities should identify and describe in detail secured and anticipated sources of matching funds in the budget justification for their proposed project. Other state funds may not be used as matching funds.

2.4 Question and Answer Period

Written questions may be submitted to MassDEP at WQMG@Mass.Gov through **October 8, 2026, at 5:00 p.m. E.S.T.** A complete question and answer document will be posted on the [MassDEP website](#) by **October 22, 2026, at 5:00 p.m. E.S.T.** (See [Estimated Grant Calendar](#) below at Section 4.0). The WQMG Coordinator cannot respond directly to any email, phone, or in-person inquiry about the status of the grant program from the date this RFR is posted online until the Notice of Grant Award (estimated to be January 2027).

2.5 Total Anticipated Duration of Grant(s)

The grant contract period will run from the date of full execution of grant contract documents by MassDEP and noted in the Notice to Proceed (estimated to be mid-late January 2027) through June 30, 2027, but applicants may request reimbursement for eligible expenses incurred during SFY2027 (July 1, 2026, to June 30, 2027) as part of their applications. Work to prepare the Data Submission Report that may occur past June 30, 2027, and used as match, will not be reimbursed.

2.6 Ownership of Equipment

All equipment and/or other resources paid for with grant funds shall be owned and maintained exclusively by successful Grant Applicants who execute a Grant Award Contract with MassDEP.

2.7 Certification of Tax Compliance

Through submission of an application to MassDEP, the Eligible Entity certifies that, as applicable, they are in full compliance with the tax laws of the United States and the Commonwealth. Please note that this requirement applies to all “non-public” entities, as that term is defined by the Comptroller of the Commonwealth, in the Policy titled “State Grant, Federal Sub-Grants and Subsidies.”

A “non-public entity” is defined by the Comptroller of the Commonwealth as follows: “Non-public entities include quasi-public entities and some private, non-profit corporations, even if these entities have been established to fulfill a primarily public purpose.”

2.8 Close Out Memorandum

All successful applicants shall submit a Close Out Memorandum demonstrating the completion of all required project deliverables for the contract and includes a final invoice to MassDEP for the remaining reimbursable amount. The Close Out Memorandum shall be submitted no later than July 31, 2027, and it must consist of: (1) a one-page Final Report using a template provided by MassDEP; (2) final invoices; and (3) all additional required documentation of expenditures including the relevant dates and amounts (including, but not limited to receipts, subcontractor invoices, salary documentation, etc.). The one-page Final Report for the Close Out Memorandum must describe, at a minimum, the following: (1) Project Title; (2) a brief project description describing the work performed with grant funding; (3) specific outcomes resulting from the project's activities related to the deliverables for each task; and (4) the grantee's anticipated plan for timely submittal of quality assured data to MassDEP (including preparation of the Project Data Submission Summary after the grant's June 30, 2027 deadline possibly used as match). Successful documentation and submission of expenditures will be considered in the evaluation of the good standing of applicants to potentially receive additional funding in future WQMG program rounds (if available, and contingent upon funding).

2.9 Project Data Submission Summary

Additionally, applicants shall submit a one-page Project Data Submission Summary no later than November 18, 2027. Said Project Data Submission Summary shall address: (1) how the project met the overall data submission goals; and (2) documentation of data submissions of water quality sampling data for the 2026 and/or 2027 field seasons (if applicable) directly to MassDEP's WPP ([External Data Submittal to WPP | Mass.gov](#)) or to the [Water Quality eXchange](#) ("WQX") online portal maintained by the EPA. Successful completion of the Project Data Submission Summary may be considered as part of the evaluation of good standing of applicants for future WQMG programs (if available, and contingent upon funding).

2.10 Applicable Procurement Law

M.G.L. c. 7A, § 7; St. 1986 c. 206, § 17; 815 CMR 2.00 (Grants).

2.11 Additional Requirements

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

- [Commonwealth Standard Contract Form](#), filled out and signed by the applicant.
- [Commonwealth Terms and Conditions](#), which are incorporated by reference into the Standard Contract Form, and do not need to be executed separately.
- [Commonwealth Alternative W-9 tax](#) information form filled out and signed by the applicant with DUNS number and Federal Tax ID. **Please note that Federal W-9 forms are not accepted by MassDEP.**
- Completed [Contractor Authorized Signatory Listing Form](#).

- Completed [Electronic Funds Transfer \(EFT\) Form](#).
- Completed and approved Scope of Work developed cooperatively among MassDEP and the Applicant based on the proposed work selected for a Grant Award.

Applicants are encouraged to review the forms listed above prior to submission of an application.

If selected for a Grant Award, the applicant seeking reimbursement for eligible project expenses incurred during SFY2027 (starting July 1, 2026) and prior to the start of the grant contract period (starting on the effective contract start date) may be required to submit additional documentation to execute the contract including, but not limited to, the following: vendor contracts, invoices, quotes, purchase orders, cancelled checks, payroll documentation, and/or additional documentation that demonstrates eligible expenses and proof of payment for reimbursement.

3.0 APPLICATION REQUIREMENTS

3.1 Evaluation Criteria (general):

Eligible Entities must submit a completed application that: (1) includes all the required supporting materials; (2) demonstrates the applicant(s) understands and agrees to the program conditions; and (3) demonstrates the proposed work meets the stated grant eligibility requirements. A Grant Review Team will evaluate proposed projects based upon the criteria listed below. The Grant Review Team reserves the right to reject any or all proposals.

3.2 Proposal Components and Evaluation Criteria:

Applicants must use the Grant Application Proposal Template provided as [Attachment A](#) in this RFR. Applicants should read the descriptions for each section and avoid redundancy in their responses. The Grant Review Team will evaluate and score grant applications from Eligible Entities based upon the following criteria, which have a maximum score of 100 points:

A. Administrative Summary (0 points)

Applicants must provide an administrative summary of their proposal. Failure to provide the summary, or submission of an incomplete summary, may result in proposal rejection, in the discretion of the Grant Review Team. The Administrative Summary will serve as the cover pages of the proposal and do not count against the 15-page limit. The Administrative Summary **must use the format provided in Attachment A: Proposal Template – A. Administrative Summary** and must include:

- 1) If submitting as an individual organization: Primary contact's name, position, organization they represent, mailing address, phone number and email contact information. This person will be the principal point of contact with MassDEP for grant administration and management on behalf of the organization performing the work.

If submitting as a coalition: Coalition coordinator's name, position, organization they represent, mailing address, phone number, and email contact information. This person will be the principal point of contact with MassDEP for grant administration and management on behalf of the coalition. The Administrative Summary must also include

mailing addresses, phone numbers, and email contact information of all coalition members. All coalition members must be Eligible Entities. Listing ineligible entities as coalition members may result in proposal rejection.

- 2) Project title
- 3) Watershed(s) served by the proposed project
- 4) Amount of funding requested (**must match budget**)
- 5) Administrative summary (i.e., abstract) of the project (maximum 350 words)
- 6) List of WPP or EPA approved and/or in-review QAPPs (by title) related to the project. Include QAPP approval date or note as “in-review” if appropriate. Do not include approved or draft QAPPs as attachments.
- 7) List of supporting documents included as attachments with the applicant’s proposal.
- 8) Contact information and a signature from an individual authorized to submit the proposal (e.g., the Primary Contact, fiscal officer, organization director, etc.) for either the individual Applicant or lead organization, if submitting as a coalition.

B. Proposed Work (35 points)

Applicants must provide: (1) short narratives describing the overall project goals and rationale; (2) description of the overall project design for water quality monitoring activities and/or capacity building activities (as applicable); (3) descriptions of the specific tasks proposed to monitor water quality or build capacity for water quality monitoring (that will guide the scope of services); and (4) a project timeline. A map(s) of project sampling locations is required as an attachment that does not count towards the page limit and evaluated as part of the Proposed Work evaluation criteria. All descriptions **must use the format provided in Attachment A: Proposal Template – B. Proposed Work and follow all word limits noted for each section.**

Individual task descriptions should convey the specific actions used to accomplish the project goals and align with the narrative about the overall project design. Each task should result in discrete deliverable products or outcomes. Each task description must include the following: (1) a descriptive name; (2) a descriptive summary (written in 3rd person); (3) a list of **key** personnel expected to work on the task; (4) a list of desired deliverables; and (5) a cost for the task. Individual task summaries should be no more than 350 words and should include the specific actions to be undertaken, equipment to be purchased, services to be procured, and any other appropriate details to evaluate the task’s outcome and cost-effectiveness. Task summaries should not be redundant with descriptions of project goals, rationale, and/or the overall project design narratives.

Proposed tasks can include any eligible activity (see [1.4 Eligible Projects](#)) and preparation of the Project Data Submission Summary occurring after SFY2027 (possibly used as match/in-kind services). **All Applicants should note that only Eligible Expenses occurring within SFY2027 are eligible for reimbursement.** Task summaries can note when tasks are for

matching funds/in-kind services, or applicants can describe generally how matching funds are included in the budget as part of the Budget Justification (see [Section 3.2.F.](#) below).

The Grant Review Team will focus on the following during the evaluation process:

- 1) The overall viability of the project for completion as described by the applicant (e.g., the achievability of goals, the feasibility of the work as described, etc.).
- 2) The alignment of the project goals, rationale, and the intended outcomes of the project (described, in part, in the task descriptions) with WQMG program goals pertaining to data collection for use in assessing surface waters in Massachusetts. If applicable, project goals, rationale, and intended outcomes will be evaluated for efficacy of capacity building activities to support future and/or ongoing data collections and submissions to MassDEP.
- 3) Effectiveness of overall project design for monitoring activities and/or capacity building activities including, but not limited to, sampling methodologies, sampling locations, sample frequency, quality assurance procedures, and other project design components. Applicants **must include a map that clearly shows the specific sampling locations proposed as an attachment that does not count against the page limit**. Applicants may include additional maps for clarity and/or information in tabular format (i.e., a table) as Attachments to the application. These attachments also do not count against the page limit.
- 4) Appropriateness of the individual tasks proposed to accomplish overall project goals including, but not limited to: (a) effectiveness of the task for supporting the project goals; (b) appropriateness of **key** personnel who are anticipated to work on the grant; (c) the relevance of deliverables to the project's overall goals and WQMG's purpose to support data collection and submission to MassDEP; and (d) cost effectiveness of tasks. Key personnel should have the appropriate expertise to perform their duties in the project, and all project tasks requiring special expertise should list personnel with sufficient background in performing the required specialized duties. The project's primary contact or coalition coordinator's credentials and experience should demonstrate sufficient expertise to oversee and implement a successful project and manage a coalition (if applicable). Qualifications of personnel are reviewed in attached biographies, resumes, and/or CVs that do not count against the page limit.
- 5) A clear and feasible timeline for the proposed work, including future data submissions. The description of the project timeline **must use the format provided in Attachment A: Proposal Template – B. Proposed Work**. The project timeline's tasks should match the task descriptions in the proposal. The project will be judged on the feasibility that all work activities and related expenditures will be completed and properly documented in accordance with the proposed timeline and WQMG expiration deadline of June 30, 2027. A section for an optional timeline narrative is included in the template, but descriptions of anticipated challenges with meeting the project timeline should be described in Section E (Organizational Capacity) of the Proposal Template.

- 6) The clarity of all descriptions in this section. Submission of supporting documents that are ancillary to the proposal will be viewed as detracting from the overall clarity and will be evaluated less favorably by the grant review team.

Note: Resumes, CVs, or short biographies for all **key** personnel noted in the tasks should be included as attachments (not counting against the 15-page limit). Resumes or biographies are not needed for other personnel not identified as key personnel.

C. Capacity for Quality Assured Data Collections and Submissions (20 points)

Applicants must provide narrative descriptions of: (1) how the proposed work project will generate quality assured data needed by MassDEP for assessing surface water quality and integrated reporting, in accordance with MassDEP's acceptance criteria for data quality to meet requirements set forth in CWA § 305(b) and § 303(d); (2) the data collections of MassDEP's specific priority data needs as defined in the RFR [Section 1.8](#); and (3) how those data will be submitted directly to MassDEP's WPP or EPA's WQX online portal. All descriptions **must use the format provided in Attachment A: Proposal Template – C. Capacity for Quality Assured Data Collections and Submissions and follow all word limits noted for each section.**

The Grant Review Team will focus on the following during the evaluation process:

- 1) How the proposed work can assist MassDEP with surface water quality assessments and integrated reporting. This component of the proposal can address how geographic location of samples, sample frequency, and other factors described in the methodology may benefit MassDEP assessments of surface waters using priority and/or non-priority data.
- 2) The type and amount of Priority Data Needs for MassDEP (See [Section 1.8](#) of this RFR) sampled for the project. Applicants may wish to describe how sampling these priority needs aligns with their organization's or coalition's existing monitoring program; if priority data needs are a focus of the work, how these priority data are sampled in conjunction with and/or leverage sampling for non-priority data; or any component of the project that demonstrates the role of priority data in the project.
- 3) The plan for submitting quality assured data directly to MassDEP's WPP or EPA's WQX online portal. The plan should address data management and QA/QC strategies and procedures, which could include describing databases, data tools, and/or data viewers. Submitting data is not a required deliverable for completion during the grant contract period, **but proposals that describe clear plans for future data submittals will be given priority.** Data submission may occur at any time and be for data collected for the project at any point during SFY2027 (July 1, 2026, to June 30, 2027). Data submittal may be evaluated as part of the good standing metric for grantees who would like to be considered for potential future grant cycles (see Section 2.9 of this RFR). Proposals that

seek to increase capacity for long-term monitoring should describe a general, long-term data submittal plan to address this issue.

- 4) The approval status of the current QAPP(s) and/or a clear plan to develop an approved QAPP(s) for performing the proposed work in the timeframe proposed. Descriptions of barriers to developing a QAPP(s) should be included in Section E (Organizational Capacity) of the Proposal Template. This description should: (a) be integrated with the narrative describing the plan for submitting quality assured data (criteria 3 above) and (b) reference any QAPP(s) listed in Section A (Administrative Summary) of the proposal. Indicating the status of a QAPP(s) in Section A is insufficient to meet this scoring criteria. Draft or approved QAPPs should not be included as attachments with the proposal.

D. Disadvantaged Communities (10 points)

MassDEP will prioritize projects that: (a) are located in or (b) directly benefit communities designated as a Disadvantaged Community and based on their Affordability Tier designation (see [1.9 Disadvantaged Communities](#)). The proposal shall include lists of the municipalities (organized by their designated Tier) served through the project's eligible activities. MassDEP will assign a score for this criteria based on the total number of Disadvantaged Communities served by and/or benefiting from the proposed project and weighted based on Affordability Tiers of the communities served. Please see [Attachment B](#) for a list of Disadvantaged Communities by Tier as determined by the Clean Water Trust for FY26.

E. Organizational Capacity (20 points)

Applicants must provide information to demonstrate the organization's or coalition's likelihood of successfully completing the proposed project. This is demonstrated through: (a) a narrative description of their organization or coalition and its current and future capacity to collect monitoring data supported by (optional) examples of up to three (3) past/current projects that demonstrate the organization's or organization's capabilities; (b) narrative descriptions of project needs or challenges with proposed solutions and/or contingencies to overcome any challenges; (c) clear statements describing the organization's or coalition's ability to enter into a contract with the Commonwealth, including the submission of all required documentation, within thirty (30) days of the Grant Award; and (d) if submitting as a coalition, descriptions of collaborative activities and associated augmented outcomes (i.e., "synergies") resulting from working as a coalition on this project. Any application submitted as a coalition must also demonstrate the capacity to organize and coordinate with all Eligible Entities listed in the application as coalition members.

Proper grant administration if selected for an award is required for the organization or coalition to complete the project as described in the successful proposal. Failure to perform administrative requirements in a timely manner that cause delays in contracting could result in altered project activities misaligned with the proposed activities that justified the award. Applicants are required to provide statements affirming: (1) the ability to enter into a contract within thirty (30) days and (2) the applicant's responsibility to properly administer the grant

specifically regarding timely completion of all contracting documents. If applicable, the proposal should accurately describe potential constraints to assist MassDEP with administering the award, if successful. This statement and the acknowledgement in the Administrative Summary are both requirements of the application. All descriptions **must use the format provided in Attachment A: Proposal Template – D. Organizational Capacity and follow all word limits noted for each section.**

The Grant Review Team will focus on the following during the evaluation process:

- 1) The organization's or coalition's qualifications indicate a likelihood of success at implementing the proposed project. This includes an evaluation of the good standing of organization or coalition performed by MassDEP that does not require any information provided in the proposal (see below). Qualifications indicating a likelihood of success can be represented by, but not limited to: (a) the organization's or coalition's current monitoring program including, but not limited to, historical timeframe of monitoring experiences, geographic area of past and current monitoring, staffing and specific staff expertise, availability of specialized lab or field equipment, etc.; and (b) existing organization or coalition activities or experiences key to submitting quality assured data including, but not limited to, training and/or QA/QC programs. Providing overly detailed histories of work projects and/or unnecessary attachments (e.g., past project reports) in place of or in addition to the three (maximum) summary examples of past/current projects will result in a low evaluation score.
- 2) Need(s) and/or challenge(s) the organization or coalition anticipate may occur during the proposed work to continue ongoing or develop new monitoring and data collection efforts are clearly defined, with effective plans to overcome them clearly described. Needs and challenges should be anticipated (i.e., expected to occur as a direct result of how the project plan is implemented) for all projects and may relate to monitoring activities, equipment availability, data management tasks, QA/QC procedures, or any component of the proposed project tasks. Needs and challenges related to routine, but unanticipated scenarios (e.g., high flow events), should not be included unless the project is highly dependent on (and should anticipate contingencies for) routine challenges for monitoring programs (e.g., the project monitoring plan can only be implemented during drought conditions). Applicants should also use this section to describe any potential challenges with the proposed timeline and appropriate detail on contingency plans as needed.
- 3) The organization's or coalition's ability to enter into a contract with MassDEP within 30 days of the award date and abide by all terms and conditions of the contract including, but not limited to, the retention of fiscal documents and the ability to receive funds electronically. Any post-application submittal activities that will be required to accept a state grant or any other potential constraints, if applicable, must be clearly explained.
- 4) Whether the applicant is a coalition that leads to synergies among coalition members. Coalitions are not required for the SFY2027 WQMG, but collaborations that augment

outcomes through project activities are given priority. If applicable, describe all meaningful collaborative activities that benefit multiple organizations in the coalition and lead to deliverables or outcomes that would not otherwise occur without collaborating. This section should avoid redundancy with previous sections of the proposal. All applications submitted as a coalition should include letters of commitment from each coalition member or an MOU signed by all coalition members as an attachment (not counted against the 15-page maximum) that affirm the project will be completed by a coalition with shared benefits among coalition members.

MassDEP will evaluate if previous grant awardees are in good standing (criteria 1 above). Good standing is defined as fulfilling all requirements and conditions under MassDEP's SFY2026 and/or prior WQMG programs including, but not limited to, prompt on-time submittal of applicable invoices and deliverables, and data submittals to MassDEP's WPP or EPA's WQX online portal. This requirement only applies to organizations that have received a prior WQMG award from MassDEP. Submittal of data collected for the SFY2026 WQMG program will not be evaluated as a component of good standing due to the timing of this RFR and the 2026 sampling season. Applicants are not required to submit any documentation pertaining to the good standing metric. MassDEP tracks past grant activities including data submittals. Applicants can include an optional brief statement addressing any possible past actions or inactions that could affect good standing with MassDEP if applicable.

F. Project Budget and Cash Flow Schedule (15 points)

Applicants must present a project budget for the expenditure of grant funds **using the format provided in Attachment A: Proposal Template – F. Project Budget**. The budget justification must include: (a) required tables in the template for overall budget, employee salaries, and equipment/supplies with all total amounts recorded to support the overall budget amounts as appropriate and (b) a budget justification as a narrative that briefly describes the general purpose of the expenditures or provides additional explanation. The justification narrative should clearly describe any work and expenses that might commence prior to the contract execution as described in [Section 1.2](#) (Funding Availability) of this RFR. Applicants should note the following when constructing project budgets:

- Details about personnel who receive salary, including their position, hourly rate, and hours worked, must be included in the project budget using the template's table. Lump sum payments (e.g., stipends) that do not document the hourly rate and hours worked are not considered salary.
- Firm estimates of costs should only be included for: (a) any individual piece of equipment greater than \$200; and (b) any single order for multiple pieces of equipment and supplies from one vendor greater than \$200.00. These estimates should be documented by including a formal quote or screen capture documenting the cost of each item or total order as attachments (that do not count against the 15-page limit). The project budget must include a table from the template that organizes the quotes by

name and amount to match them to attachments. Grantees are not reimbursed for Massachusetts Sales Tax (since MassDEP, as a state agency, is not subject to Sales Tax), and that amount should not be requested as part of a reimbursement. Be sure to include estimated shipping costs included in quotes in the equipment and supplies summary table and the Equipment and Supplies category of the overall budget table. Shipping costs should not be listed in the “Other Total” category.

- All subcontractor services require a quote from the vendor detailing the services provided and cost to the client. Coalition members are not considered sub-contractors for the Department’s purposes and should not be identify as sub-contractors on applications, regardless of how funds are disseminated by the coalition lead. Additionally, staff receiving salary should also not be listed as sub-contractors. Subcontractor services used should be described in the budget justification narrative with reference to the quotes provided as attachments (that do not count against the 15-page limit).
- Matching funds through in-kind service(s) or monetary match can be either anticipated or secured. The budget justification narrative should note the status of all matching funds, and supporting documentation should be included as attachments (that do not count against the 15-page limit).
- All in-kind services and/or external funding listed as match in a proposal that was funded through the SFY2026 or prior WQMG programs cannot be utilized as match for the SFY2027 WQMG program. The SFY2026 program limited match to: (a) expenses that occurred during SFY2026 and (b) work after SFY2026 to prepare the Project Data Submission Summary Report. Work to prepare a Project Data Submission Summary Report resulting from work funded through a SFY2026 WQMG project, but performed during SFY2027, is not eligible to be used as match or eligible for reimbursement in the SFY2027 WQMG program.

Applicants must ensure that budget estimates and calculations are accurate. Eligible Entities awarded funds will not be able to adjust budget totals due to mistakes in the proposal. Grant funds not spent due to budgeting errors will be considered in the evaluation of the good standing of applicants to potentially receive additional funding in future WQMG programs (if available, and contingent upon funding).

The Grant Review Team will focus on the following during the evaluation process:

- 1) Clarity of estimates and descriptions of direct project costs, overhead (for salaries only), and matching funds (including accuracy of calculations in the budget and throughout the grant proposal).
- 2) Appropriateness of direct project costs and cost effectiveness of proposed activities and equipment purchases.

- 3) Demonstrated understanding of the realistic project costs likely to be incurred through the proposed work.
- 4) Timing of reimbursable project costs are appropriate for the anticipated grant contract period, which may only be incurred during SFY2027 (July 1, 2026, to June 30, 2027).
- 5) Appropriateness and effectiveness of in-kind service(s) or monetary match for achieving overall project goals.

3.3 Application Completion and Submission Instructions:

A. Complete proposals will consist of:

- 1) **A concise application**, not exceeding 15 pages, addressing the evaluation criteria listed above ([Section 3.2.](#)). Applicants must use the template provided in Attachment A of this RFR.
- 2) **Supporting documents** are acceptable and do not count against the 15-page limit. These documents should be essential to understanding the proposal, and the specific attachments requested are described in this RFR. A list of all attached supporting documents must be included in the Administrative Summary (see Proposal Template – A. Administrative Summary). Please note that the submission of supporting documents that are only marginally related to the proposal will be evaluated less favorably by the Grant Review Team.
- 3) **Attachment C**, a [Commonwealth W-9](#) completed by the applicant.

B. Submission Instructions: All grant submissions must include (1) the application and (2) all supporting documents as a single portable document format (.pdf) file submitted electronically by **5:00 p.m. on October 29, 2026** to:

Robert Smith, WQMG Coordinator; WQMG@Mass.Gov and

Courtney Starling, Grant Administrator; courtney.starling@mass.gov

The file must have the lead organization's name AND "MassDEP SFY2027 WQMG" in the subject line (i.e., "Organization Name – MassDEP SFY2027 WQMG"). **Documents must be submitted in a single portable document format (.pdf).** All [application materials](#) will be available for download. Applicants should expect to receive a confirmation email from the WQMG Coordinator or Grant Administrator confirming receipt of the file and that the file could be opened and viewed. This confirmation email will not confirm that the proposal is complete, simply that it has been received. If a confirmation email is not received within two (2) business days, please contact the WQMG Coordinator and Grant Administrator.

4.0 ESTIMATED GRANT CALENDAR:

Activity	Date	Time (EST)
RFR and Application Release Date (Posting Date) – Posted on MASSDEP WEBSITE	September 29, 2026	
Deadline for Submission of Questions to MassDEP via email to: WQMG@Mass.Gov	October 8, 2026	5:00 PM
Official Answers for Q&A published on MassDEP website on or before	October 22, 2026	5:00 PM
RFR Amendment Deadline	October 22, 2026	5:00 PM
GRANT APPLICATION DEADLINE; via email to: WQMG@Mass.Gov and Courtney.starling@mass.gov	October 29, 2026	5:00 PM
Notice of Grant Award(s) (Estimated) – POSTED ON COMMBUYS AND MASSDEP WEBSITE	Jan-Feb 2027	
Contract End Date	June 30, 2027	
Deadline for submission of all reimbursement requests and the Close Out Memorandum	July 31, 2027	
Deadline for submission of the Project Data Submission Summary	November 18, 2027	

Attachment A

Proposal Template Instructions

The information in this Attachment serves as a guide to assist organizations in their preparation of proposals. Failure to utilize the pre-formatted sections of this template where instructed by the RFR may result in proposal rejection or poor scores during proposal evaluation by the Grant Review Team. Applicants should remove text from the template that are the instructions for completing the template. If not removed, that instruction text will count against the 15-page maximum (when applicable). Applicants can also remove and/or add page breaks and other blank spaces to effectively utilize page space and maximize clarity of the proposal. The template also includes document footers and headers that the Applicant should update for their proposal.

In addition to the template in this Attachment, the following are additional tips for creating a competitive proposal:

- References to a QAPP should not be used in lieu of descriptions of the monitoring approach, methods, required training, or QA/QC approaches when providing details of the work to be performed. Specific QA/QC details, such as DQOs, that are standard components of a QAPP do not need to be described in the proposal. The proposal should, however, adequately describe QA/QC approaches for the Grant Review Team's review of the proposed work and the project's ability to produce data of sufficient quality for potential use by MassDEP for water quality assessments under the CWA.
- Number of sampling locations will differ among projects, and while not an evaluation criteria, projects should generally seek to maximize the number of sample locations on surface waters that MassDEP uses for water quality assessments when possible and within the scope and budget. See the MassDEP [Water Quality Data Viewer](#) developed by WPP for more information.
- All maps, graphs, screen captures, and other images must have sufficient resolution for the Grant Review Team to clearly interpret their meaning. Please review image resolutions after converting proposal files to PDF format.
- Analytical laboratory services performed 'in-house' or using private/academic laboratories are both acceptable for water quality analyses. When applicable, MA certification in the specific method is preferred, but not required. In all cases, MassDEP's pre-approval of laboratory-specific protocols (standard operating procedures) for analysis is required as part of QAPP approval.
- The required Project Data Submission Summary from previous WQMG cycles is used by WPP to track data submissions by grantees and for evaluating if past grantees are in good standing for potential future WQMG programs including the SFY2027 WQMG program.
- Grantees are expected to critically review the resulting data and qualify data or censor data that do not meet project DQOs **prior** to submitting final data to

MassDEP. Grantees must also submit all QA/QC data used by the grantee to evaluate DQOs for review by WPP as part of the external data review process (details about WPP's external data review can be found on the [External Data Submittals to the Watershed Planning Program](#) website). Data can be submitted directly to MassDEP's WPP or EPA's WQX online portal. One of these two types of data submission methods are required because they are the most reliable methods for MassDEP to evaluate and use external data for assessment purposes. File formats and methodologies for adding qualifiers to the data may differ between these two systems.

- AquaQAPP is a web-based application that helps monitoring program managers develop project-specific QAPPs for surface water quality monitoring and benthic community monitoring in wadeable streams and coastal near-shore environments. Use of AquaQAPP is not required, but it may be a useful tool for grantees who need to develop a QAPP for the proposed project. Details on AquaQAPP can be found on [our website](#).
- The [MassWaterR](#) (Quality Control and Analysis of Massachusetts Water Quality Data) R statistical software package is a useful tool for QA/QC reviews and exploratory analysis of surface water quality data collected in Massachusetts. Use of MassWaterR is not required, but it may be a useful tool for grantees to aid data submission to MassDEP's WPP or EPA's WQX portal.

(Replace with Applicant name)

SFY2027 WQMG: (Replace with project name)

A. ADMINISTRATIVE SUMMARY

Instructions: Enter contact information for the primary contact or coalition coordinator. Also enter any information about coalition members (if applicable). Add sections as needed or delete any unneeded sections. Also remove any dead space between sections.

PRIMARY CONTACT OR COALITION COORDINATOR INFORMATION

Primary contact name:	ENTER HERE
Primary contact position:	ENTER HERE
Organization name:	ENTER HERE
Legal mailing address (<i>as would appear on W9</i>):	ENTER HERE
Phone number:	ENTER HERE
Email contact:	ENTER HERE

COALITION MEMBER INFORMATION

Organization name:	ENTER HERE
Legal mailing address (<i>as would appear on W9</i>):	ENTER HERE
Phone number:	ENTER HERE
Email contact:	ENTER HERE

COALITION MEMBER INFORMATION

Organization name:	ENTER HERE
Legal mailing address (<i>as would appear on W9</i>):	ENTER HERE
Phone number:	ENTER HERE
Email contact:	ENTER HERE

COALITION MEMBER INFORMATION

Organization name:	ENTER HERE
Legal mailing address (<i>as would appear on W9</i>):	ENTER HERE
Phone number:	ENTER HERE
Email contact:	ENTER HERE

(Replace with Applicant name)

SFY2027 WQMG: (Replace with project name)

Instructions: Enter project information and information on authorized signatory below. The authorized signatory must also sign below by either: (1) printing this page, hand signing, scanning, and adding to the final PDF file or (2) adding an appropriate electronic signature. Complete the affirmations that follow the signature and include them in your submission.

PROJECT INFORMATION

Project title:	ENTER HERE
Watershed(s) served by this project:	ENTER HERE
Amount of funding requested:	ENTER HERE
Administrative summary (350 word maximum):	ENTER HERE
Approved (with date) and/or in-review QAPPs (if any):	ENTER HERE
List of attached supporting documents:	1. ENTER HERE ATTACHMENT NAME 2. ENTER HERE ATTACHMENT NAME 3. ENTER HERE ATTACHMENT NAME ADD AS NECESSARY

AUTHORIZED SIGNATORY INFORMATION

Signatory name:	ENTER HERE
Signatory position/title:	ENTER HERE
Signatory email:	ENTER HERE
Signatory telephone number:	ENTER HERE

Signature

Date

Authorization to submit the grant application

(Replace with Applicant name)

SFY2027 WQMG: (Replace with project name)

By checking this box ☐, the primary contact or coalition coordinator (if applicable) confirms they are authorized to submit this grant application on behalf of the specified Eligible Entity (or Entities if submission as a coalition) listed above.

Ability to Use Funds

By checking this box ☐, the primary contact or coalition coordinator (if applicable) certifies that the Eligible Entity submitting this proposal (and all coalition partners, if applicable) are in Good Standing with the Commonwealth of Massachusetts.

By checking this box ☐, the primary contact or coalition coordinator (if applicable) acknowledges and agrees that Eligible Entity submitting this proposal is able to enter into the contract and can perform the project and meet all requirements of this state grant (including fiscal management on behalf of a coalition, if applicable).

Ability to Perform Project

By checking this box ☐, the primary contact or coalition coordinator (if applicable) acknowledges and agrees that the Eligible Entity submitting this proposal (and coalition partners, if applicable) is able to complete the project, as described in this application, by June 30, 2027.

(Replace with Applicant name)

SFY2027 WQMG: (Replace with project name)

B. PROPOSED WORK

Instructions: Describe the overall project goals and rationale. The goals summarize what the project seeks to achieve within the context of the focus area of the project. The rationale is the reason why your organization or coalition is performing the proposed work. The specific tasks for the project (described below) should align with the overall project goals and rationale.

Project Goals (200 word maximum):

Project Rationale (250 word maximum):

Instructions: Describe the overall sampling design for the collection of water quality data and/or capacity building activities (include one or both sections as applicable). The narrative(s) for the overall project design will address general timelines, number and location of sample sites, training activities, and other actions that guide specific project activities (described, in detail, as part of the Task summaries below). A map(s) of sampling locations must be provided as an attachment (that does not count towards the page limit) and referenced in this section.

Overall project design for water quality monitoring activities (500 word maximum):
(INCLUDE MAP AS ATTACHMENT)

Overall project design for capacity building activities to support data collection (500 word maximum):

(Replace with Applicant name)

SFY2027 WQMG: (Replace with project name)

Instructions: Provide a list of all tasks performed to achieve the project goals within the context of the overall project design. For each task, include the name, a brief descriptive summary, the expected **key** personnel involved, a list of anticipated deliverable(s), and the estimated cost. Add additional tables as needed to include all tasks (or delete task tables that are not needed). The proposed tasks will define the scope of services if the proposal is selected for an award.

Task 1 Description

Item	Description
Task name:	ENTER HERE
Summary (350 word maximum):	ENTER HERE
Key personnel:	ENTER HERE
Desired deliverable(s):	ENTER HERE
Cost:	\$0

Task 2 Description

Item	Description
Task name:	ENTER HERE
Summary (350 word maximum):	ENTER HERE
Key personnel:	ENTER HERE
Desired deliverable(s):	ENTER HERE
Cost:	\$0

Task 3 Description

Item	Description
Task name:	ENTER HERE
Summary (350 word maximum):	ENTER HERE
Key personnel:	ENTER HERE

(Replace with Applicant name)

SFY2027 WQMG: (Replace with project name)

Desired deliverable(s):	ENTER HERE
Cost:	\$0

Task 4 Description

Item	Description
Task name:	ENTER HERE
Summary (350 word maximum):	ENTER HERE
Key personnel:	ENTER HERE
Desired deliverable(s):	ENTER HERE
Cost:	\$0

Note to Applicants: Insert additional Task Description Tables here (as needed)

(Replace with Applicant name)

SFY2027 WQMG: (Replace with project name)

Instructions: Provide a timeline for each project task described above by placing an “X” within the months the activity is expected to occur. Use the space below the chart to provide a narrative explaining the timeline if applicable. Insert additional rows for additional tasks as needed.

PROJECT TIMELINE														
TASK	2026						2027							
	J u l	A u g	S e p	O c t	N o v	D e c	J a n	F e b	M a r	A p r	M a y	J u n	Long-term	
Task 1														
Task 2														
Task 3														
Task 4														
Grant Funding Available														

Timeline narrative (optional if needed): ENTER TEXT HERE (OPTIONAL)

(Replace with Applicant name)

SFY2027 WQMG: (Replace with project name)

C. CAPACITY FOR QUALITY ASSURED DATA COLLECTIONS AND SUBMISSIONS

Instructions: Describe the data collections that are anticipated for this project. Specifically address: (a) any priority data needs as described in the RFR and (b) how the data meet MassDEP's needs for quality assured data to support water quality assessments.

Description of how the proposed project will generate quality assured data that could support water quality assessments by MassDEP (500 word maximum):

Project data collections of MassDEP's specific priority data needs as defined in the RFR Section 1.8 (200 word maximum):

Plan for submitting quality assured data including QAPP status (200 word maximum):

SFY2027 WQMG: (Replace with project name)

Instructions: Please identify all municipalities that are located within the project area; please identify any municipalities within the project area that are identified as Tier 1, Tier 2, or Tier 3 Disadvantaged Communities. Municipalities not in Tiers 1, 2, or 3 are listed under N/A.

Proposed Work | 11

(Replace with Applicant name)

SFY2027 WQMG: (Replace with project name)

E. ORGANIZATIONAL CAPACITY

Instructions: Describe the organization's or coalition's monitoring program and qualifications indicating likelihood of success for this project, and (optional) provide details for up to three (3) past/current projects that are examples supporting the narrative. Remove project example tables if not needed (blank tables will count against the page number maximum).

Summary of current monitoring program(s) and other supporting programs of the organization or coalition (250 word maximum):

Sample Projects

Item	Description
Project name & Year	ENTER HERE
Location/waterbodies (list):	ENTER HERE
Project description (2 sentence maximum):	ENTER HERE
Primary project outcomes (2 sentence maximum):	ENTER HERE

Item	Description
Project name & Year	ENTER HERE
Location/waterbodies (list):	ENTER HERE
Project description (2 sentence maximum):	ENTER HERE
Primary project outcomes (2 sentence maximum):	ENTER HERE

(Replace with Applicant name)

SFY2027 WQMG: (Replace with project name)

Item	Description
Project name & Year	ENTER HERE
Location/waterbodies (list):	ENTER HERE
Project description (2 sentence maximum):	ENTER HERE
Primary project outcomes (2 sentence maximum):	ENTER HERE

Instructions: Describe all relevant project needs or challenges and associated proposed solutions and/or contingency plans. Add tables for each need or challenge. Only include anticipated challenges resulting directly from the proposed project plan. This section counts against the page limit maximum.

Need/Solution	Description
Need or challenge (2 sentence maximum)	ENTER HERE
Proposed solution and/or contingency plan (100 words maximum)	ENTER HERE

Need/Solution	Description
Need or challenge (2 sentence maximum)	ENTER HERE
Proposed solution and/or contingency plan (100 words maximum)	ENTER HERE

Note to Applicants: Insert Additional Project Need or Challenge Tables Here (as needed)

(Replace with Applicant name)

SFY2027 WQMG: (Replace with project name)

Instructions: Include a clear and descriptive statement about the organization or coalition's ability to enter into a contract with the commonwealth and any potential constraints anticipated if selected for an award. The statements must affirm the applicant's: (1) ability to enter into a contract within thirty (30) days and (2) responsibility to complete all contracting documents in a timely manner. The potential constraints, if applicable, are used to assist MassDEP with administering the grant.

Disclosure		Statements	
Descriptive statements on ability to enter into a contract (100 words maximum)		ENTER HERE	
Potential constraints (if applicable) (100 words maximum)		ENTER HERE	

Instructions: If submitting as a coalition, describe the collaborative activities that will augment project outcomes. Coalitions must use the tables below to describe specific collaborative activities and the coalition partners involved. Each collaborative activity listed below should indicate if the activity is (a) **shared project resources** such as, but not limited to, training activities, personal, resources, etc.; (b) **mentoring/training** of coalition members; (c) **coordination** (including knowledge transfer); and/or (d) **other** type of activities.

COLLABORATIVE ACTIVITY 1	
Collaborative activity (2 sentence maximum)	ENTER HERE
Coalition members involved (list)	ENTER HERE
Augmented project outcomes (100 words maximum)	ENTER HERE

(Replace with Applicant name)

SFY2027 WQMG: (Replace with project name)

COLLABORATIVE ACTIVITY 2	
Collaborative activity (2 sentence maximum)	ENTER HERE
Coalition members involved (list)	ENTER HERE
Augmented project outcomes (100 words maximum)	ENTER HERE

Note to Applicants: Insert Additional Collaborative Activity Tables Here (as needed)

(Replace with Applicant name)

SFY2027 WQMG: (Replace with project name)

F. PROJECT BUDGET

Instructions: Complete the following table for the overall budget. This budget is for proposal evaluation purposes only. **Round to whole dollar amounts (i.e., \$0).** Include a Budget Justification narrative, as applicable, to provide additional explanation of the budget including the budget tables for salary and supply cost estimates below.

EXPENSE ITEMS	Grant Amount (To June 30, 2027)	Matching Funds (Not required)	Total Amount (Grant Amount + Match)
Total Salary (including overhead costs; see table in justification)	\$0	\$0	\$0
Sub-contractual Services Total (including laboratory and consultant services)	\$0	\$0	\$0
Equipment and Supplies Total (see table in justification)	\$0	\$0	\$0
Travel Total (for mileage only @ 0.62 cents/mile)	\$0	\$0	\$0
Other Total (provide details in justification)	\$0	\$0	\$0
TOTAL AMOUNTS	Total amount request for grant	Total matching funds	Total budget amount
	\$0	\$0	\$0

BUDGET JUSTIFICATION (if applicable, include description of any work and expenses that might commence prior to the contract execution as described in Section 1.2 Funding Availability of the RFR):

(Replace with Applicant name)

SFY2027 WQMG: (Replace with project name)

Instructions: Enter each person receiving salary on this project, their position, hourly rate, and proposed hours worked on the project. The sum of all salaries should match the total amount listed above. Add rows as needed.

LIST OF EMPLOYEES RECEIVING SALARY

Employee name	Employee position	Hourly rate	Work hours	Total salary (rate*hrs)
		\$0 / hr		\$0
		\$0 / hr		\$0
		\$0 / hr		\$0

Instructions: Enter the total amounts for each equipment/supply type and/or quote total with a cost greater than \$200. In addition to supporting proposal review by the Grant Review Team, this table is used to confirm that individual quotes and estimated pricing provided as attachments align with the amount shown in the budget. Add/delete rows as needed.

EQUIPMENT/SUPPLY COST SUMMARY

Equipment/supply or single-vendor quote greater than \$200	Total amount
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0
	\$0

Budget checklist: Be sure you have completed the following.

- ☐ Budget table that is complete and accurate (i.e., all numbers add up and match properly).
- ☐ Budget justification narrative to clarify the requested budget as needed.
- ☐ Table summarizing personnel and total salary.
- ☐ Formal quote or screen capture for all items or orders greater than \$200.
- ☐ Table summarizing all formal quotes.
- ☐ Shipping estimates included in the budget.

Attachment B

Disadvantaged Communities by Tier (FY27)

Tier 1:

Amesbury, Ayer, Barnstable, Berkley, Billerica, Bourne, Braintree, Brewster, Dartmouth, Deerfield, East Longmeadow, Eastham, Egremont, Falmouth, Gloucester, Great Barrington, Groveland, Harwich, Hopedale, Hudson, Hull, Kingston, Lakeville, Leyden, Lunenburg, Mashpee, Maynard, Medford, Merrimac, North Attleborough, Paxton, Pembroke, Pepperell, Plainville, Plymouth, Quincy, Raynham, Richmond, Rochester, Rutland, Salisbury, Sandwich, Seekonk, Southampton, Stockbridge, Sturbridge, Tewksbury, Tyngsborough, Waltham, West Bridgewater, Westminster, Westport, Wilbraham, Winthrop, and Woburn

Tier 2:

Abington, Acushnet, Agawam, Alford, Ashburnham, Ashby, Attleboro, Auburn, Becket, Belchertown, Bellingham, Blackstone, Bridgewater, Brimfield, Carver, Charlton, Cheshire, Clinton, Dracut, Dudley, East Bridgewater, East Brookfield, Easthampton, Fairhaven, Framingham, Freetown, Granby, Granville, Hadley, Halifax, Hampden, Hanson, Hatfield, Haverhill, Hinsdale, Holbrook, Holland, Hubbardston, Lancaster, Lanesborough, Lee, Leicester, Leominster, Leverett, Malden, Marlborough, Methuen, Middleborough, Milford, Millbury, Millville, Monson, Montgomery, New Braintree, New Marlborough, North Brookfield, Northampton, Northbridge, Northfield, Norton, Oak Bluffs, Oakham, Otis, Oxford, Peabody, Pelham, Petersham, Phillipston, Revere, Rockland, Rowe, Salem, Saugus, Sheffield, Shirley, Somerset, South Hadley, Southwick, Stoughton, Swansea, Tisbury, Townsend, Tyringham, Uxbridge, West Boylston, West Brookfield, West Tisbury, Weymouth, Whitman, Williamstown, and Yarmouth

Tier 3:

Adams, Amherst, Ashfield, Athol, Barre, Bernardston, Blandford, Brockton, Brookfield, Buckland, Charlemont, Chelsea, Chester, Chesterfield, Chicopee, Clarksburg, Colrain, Dalton, Erving, Everett, Fall River, Fitchburg, Florida, Gardner, Gill, Goshen, Gosnold, Greenfield, Hancock, Hardwick, Hawley, Heath, Holyoke, Huntington, Lawrence, Lowell, Ludlow, Lynn, Middlefield, Monroe, Montague, New Ashford, New Bedford, New Salem, North Adams, Orange, Palmer, Peru, Pittsfield, Plainfield, Randolph, Royalston, Russell, Sandisfield, Savoy, Shelburne, Shutesbury, Southbridge, Spencer, Springfield, Sunderland, Taunton, Templeton, Tolland, Wales, Ware, Wareham, Warren, Warwick, Washington, Webster, Wendell, West Springfield, Westfield, Whately, Williamsburg, Winchendon, Windsor, Worcester, and Worthington

[Data Source](#)

Note: FY26 is the most current year for which data was available at the time of the publication of this RFR.

Attachment C – Commonwealth W-9

Please fill out the [Commonwealth W-9](#) and attach to your application.