



COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

**Bureau of Resource Protection**, 627 Main Street, Worcester, MA 01608

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**UPCOMING GRANT OPPORTUNITY  
2010 Water Conservation Grant Program**

**Request for Responses to be issued on or about July 8, 2009  
Four Pre-RFR meetings will be Held**

**TO ALL INTERESTED PARTIES:**

The MassDEP's Water Conservation Grant Program awards funds to municipalities and public water systems to encourage and enhance local drinking water conservation efforts. Up to \$60,000 per proposal or a total of up to \$400,000 is expected to be awarded to eligible municipalities and public water systems during this funding round. This year's RFR will be issued on or about July 8, 2009. Proposals will be due on August 19, 2009. The RFR and all related materials will be posted at the Commonwealth's procurement site, <http://www.commpass.com> under Open Solicitations, Department of Environmental Protection, Professional Services.

A pre-RFR meeting will be held at MassDEP's Northeast Regional Office, 205B Lowell Street, Wilmington on June 23, 2009 at 10:00 (directions to NERO: <http://www.mass.gov/dep/about/region/northeas.htm>). A second will be held at MassDEP's Southeast Regional Office, 20 Riverside Drive, Lakeville on June 24, 2009 at 10:00 a.m. (directions to SERO: <http://mass.gov/dep/about/region/southeas.htm#directions>). A third will be held at MassDEP's Central Regional Office, 627 Main Street, Worcester on June 26, 2009 at 10:00 a.m. in the Chicopee Room (directions to CERO: <http://mass.gov/dep/about/region/centralr.htm>). The final pre-RFR meeting will be held at the Massachusetts Department of Public Health's Office, 23 Service Center Road, Northampton on June 30, 2009 at 3:00 p.m. (directions to DPH Office: [http://www.mass.gov/?pageID=eohhs2terminal&L=6&L0=Home&L1=Government&L2=Departments+and+Divisions&L3=Department+of+Public+Health&L4=Directions&L5=Regional+Health+Offices&sid=Eeohhs2&b=terminalcontent&f=dph\\_regionaloffices\\_g\\_rho\\_western&csid=Eeohhs2](http://www.mass.gov/?pageID=eohhs2terminal&L=6&L0=Home&L1=Government&L2=Departments+and+Divisions&L3=Department+of+Public+Health&L4=Directions&L5=Regional+Health+Offices&sid=Eeohhs2&b=terminalcontent&f=dph_regionaloffices_g_rho_western&csid=Eeohhs2)).

The purpose of each meeting is to discuss proposal ideas, and review project requirements and the application process. Under state procurement regulations, MassDEP and other EOEEA staff will not be able to discuss projects with proponents after the RFR is issued. Therefore, potential applicants are urged to take advantage of the Pre-RFR meetings and all other opportunities to engage program staff in discussion about how to develop eligible competitive projects prior to the July RFR issuance.

**PROJECT ELIGIBILITY CRITERIA**

Responses to the RFR may be submitted by any interested Massachusetts municipality or public water system. In order to be considered eligible for funding, projects must:

- Proposals must provide a 25% match of the requested grant amount. In-kind services are eligible as a match.
- The direct recipient of the grant must be a public water system or municipality. Projects may be developed, carried out, and completed by non-governmental organizations, regional planning agencies, consultants, etc. on behalf of the public water system.
- Leak detection survey projects must commit to follow-up repairs for detected leaks.
- Projects must provide an appropriate method for determining environmental results such as quantifying the water savings from leaks repaired, retrofits, etc.

## **Eligible Projects**

Project tasks/costs eligible for funding are listed below; however, all proposed projects that focus on drinking water conservation, loss identification, resolution, and prevention will be considered.

- **Water Audits** for the distribution and metering systems to balance the volume of drinking water produced with the volume billed and account for the remaining water (loss). Audits should use the guidance available on MassDEP's website <http://www.mass.gov/dep/water/approvals/guidance.pdf>.
- **Leak Detection Surveys** that include thorough documentation and a commitment to undertake leak repair work.
- **Water Rate Surveys** for the purposes of establishing conservation-based rates that also assure appropriate revenues to support maintenance needs and capital projects for improvements to the water works system. Proposed rate studies may also include a small-scale evaluation of capital needs to assure a higher degree of accuracy in setting conservation-based rates.
- **Water Conservation Outreach and Education Programs** promoting awareness of the long-term economic and environmental benefits of water conservation, to include but not limited to; working with schools, producing local cable or newspaper announcements, distributing water conservation education information and low water use concepts to agricultural, commercial, industrial, and residential consumers.
- **Rebates** for water efficient WaterSense labeled plumbing fixtures, and water efficient CEE qualified appliances (especially clothes washers).

## **APPLICATION PROCESS**

Applications must meet the eligibility requirements and follow the specific format outlined in the RFR.

Applications are reviewed and recommended by an internal screening committee comprised of MassDEP and EOEEA staff. Once grant awards are announced, the MassDEP begins contract negotiations with the proponents of the funded projects. As a general rule of thumb, grantees can expect funds will become available three months after submitting the initial grant application. Funds are paid on a reimbursement basis, and the Department retains 10% of the award amount until the project is finalized.

## **APPLICATION EVALUATION CRITERIA**

The Department encourages all types of eligible, competitive proposals. Competitive applications must respond to the RFR's project goals, eligibility requirements, and evaluation criteria.

### **Tentative Grant Timelines for the 2009 Solicitation:**

Informational Meeting in NERO	June 23, 2009
Informational Meeting in SERO	June 24, 2009
Informational Meeting in CERO	June 26, 2009
Informational Meeting in Northampton-DPH	June 30, 2009
RFR Released on Comm-PASS	July 8, 2009
Deadline for Submitting Written Questions	July 22, 2009
Response to Questions posted on Comm-PASS	July 31, 2009
Responses Due to the MassDEP	August 19, 2009 (5:00 pm)
Evaluation and Selection by Review Committee	Mid-September 2009

*A Water Conservation Grant Program 'Fact Sheet' is posted on <http://www.mass.gov/dep/water/wlpgprog.htm>. To obtain additional program information, indicative summaries of past Water Conservation Grant projects, or a copy of the new RFR once released, please call or email Malcolm Harper, Water Conservation Grant Program Coordinator at 508-767-2795, [Malcolm.Harper@state.ma.us](mailto:Malcolm.Harper@state.ma.us), or write care of The Department of Environmental Protection, Division of Municipal Services, 627 Main Street-2<sup>nd</sup> Floor, Worcester, MA 01608. Hard copies of the RFR will only be mailed if requested.*