**Appendix 2**

**Application Materials**

**Contents of this Document**

1. Application Cover Sheet
2. Project Narrative Outlines/Questions
3. Project Work Plan Template
4. Instructions for Completing the Budget Spreadsheet

**General Instructions**

1. Complete the Application Cover Sheet (Appendix 2 Section A).
2. Prepare an Application Narrative in response to the outline provided. Include all headings in the outline. The narrative should be no more than ten pages in length, excluding attachments. MassCEC appreciates the brevity of clear and concise proposals. (Appendix 2 Section B).
3. Prepare a Project Work Plan, in milestone schedule format (Appendix 2 Section C).
4. Complete the Contract Budget Form (Appendix 4), following the instructions at the end of this document (Appendix 2 Section D).
5. Complete and sign the Authorized Applicant’s Signature and Acceptance Statement (Appendix 3) after reading the Sample Grant Agreement (Appendix 1).
6. Create a Table of Contents for the whole application.
7. Compile **two double-sided copies** of the application, using tabs or colored sheets to separate each attachment. Do not include a copy of the Sample Grant Agreement.
8. Submit files electronically or provide on a USB flash drive. **The Contract Budget Form must be submitted as a separate Excel file.** Please combine all other forms and attachments to the greatest extent feasible to reduce the number of files, and name each file informatively.
9. Submit the Application in accordance with the instructions in the solicitation’s Application and Submission Instructions Section 3.1.

# This list has been provided to assist in the compilation of the application and should be considered as a guide only. For all required attachments and their descriptions please refer to the remainder of the application below.

**Section A**

**Application Cover Sheet**

*Please fill out the following form and attach it as the first page of the Application.*

|  |
| --- |
| **Applicant** *(name of the public entity submitting this proposal; this is the organization that will sign the grant agreement and receive the grant funds, if awarded)* |
| **Date Submitted** |
| **Project Title** |
| **Project Type** *(double-click box to check the category that best fits your proposed project; please see descriptions in Solicitation):*  Technical Study  Procurement Support  Project Review |
| **Project Description** *(2-4 sentence description of project scope and objectives)* |
| **Funding Request ($)** *(from Contract Budget Form)* |
| **Primary Contact Information** *(employee of Applicant; for questions about the application)*  ***Name***  ***Title***  ***Email***  ***Phone***  ***Mailing address*** |
| **Notification Contact Information** *(person to be notified of award, if different from Primary Contact)*  ***Name***  ***Title***  ***Email***  ***Phone***  ***Mailing address*** |

**Section B**

**Project Narrative Outlines/Questions**

Based on the project type (Technical Study, Project Proposal Review, or Procurement Support), please provide a narrative responsive to the corresponding set of questions below. **Please respond to ONE set of questions only.** If none of these project types is a good fit for the grant sought, please contact MassCEC to discuss your needs.

1. Project Type: **Technical Study**
   1. What is the overall context for the project? Identify any policy goals, community needs that the project is intended to address, or other motivation for the project. Identify any Partners involved in the project, and ATTACH a letter of commitment from the Partner, if relevant. (Please see definition of Project Partner in Solicitation. Partners are not required.)
   2. Briefly describe the Project Site and how the Applicant meets the site control eligibility requirements of this solicitation (see Section 2.3, Minimum Eligibility Requirements).
   3. What is the current status of the project? Explain how you reached your current status, including any work already completed. If relevant, describe any public engagement that has taken place.
   4. Briefly summarize the study to be performed and ATTACH a detailed outline of the finished product. This is a separate description from the Work Plan.
   5. Briefly identify expected follow-on activities that would occur after the funded work is complete.
   6. Describe risks to the completion of the project tasks and steps that will be taken to mitigate or overcome these risks.
2. Project Type: **Project Proposal Review**
   1. Briefly describe the proposed project/facility to be reviewed, including name of proponent, proposed location of facility, and main features of project. This is a separate description from the Work Plan.
   2. What is the municipal entity’s role in reviewing the project?
   3. Identify the specific aspect(s) of the project to be reviewed, e.g., noise from the generator, including potential noise impact on abutters, whether noise mitigation is needed, and how that could be accomplished.
   4. Why does the municipal entity need assistance reviewing the project?
   5. Identify the consultant(s) to perform the review and provide their credentials for performing this type of work.
   6. Describe risks to the completion of the project review tasks and steps that will be taken to mitigate or overcome these risks.
3. Project Type: **Procurement Support**
   1. Who is the person responsible for leading the project through the approval and procurement/contracting process?
   2. What entity has control over the Project Site (e.g., Sewer Commission, Department of Public Works, Municipality, etc.)?

* 1. What is the overall project concept? (This is a separate description from the Work Plan)
     1. What are the main features/functions of the facility?
     2. What would the ownership structure be?
     3. Who (Town vs. other operator) would operate the facility?
     4. What kind(s) of outside organics would you be open to accepting? (e.g., slurry only, solids in need of some pre-processing or de-contamination, sludge from other wastewater treatment plants, etc.)
     5. What entity would be responsible for procuring the outside organics?
     6. What is the basic plan for the digestate (market, landfill, other)?
        1. Who would own/be responsible for it?
        2. Would any of it (such as liquid fraction after dewatering) be recirculated back to the wastewater treatment plant (WWTP)?
           1. If so, what is the WWTP’s capacity to accept digestate? What data or analysis do you have to support this?
           2. If not, what is the backup plan for disposal if primary plan falls through?
     7. What are the estimated energy outputs per year?
     8. Where will the power and/or heat be used (onsite only; onsite plus net metered; onsite plus export in excess of 2 megawatts; heat to neighboring facilities)?
     9. What types of energy offtake agreements would be necessary? In addition to electricity, address heat and/or compressed renewable gas, if applicable.
  2. Identify any Partners involved in the project, and ATTACH a letter of commitment from the Partners to your application, if relevant. (Please see definition of Partner in Solicitation. Partners are not required.)
  3. What municipal entities must approve/authorize the plan to finance and build the project or enter into an agreement with a private entity (e.g., City Council or Board of Selectmen vote, Town Meeting vote)? What is the status of any efforts to obtain such approvals or authorizations? For those approvals or authorizations not yet in place, what is the schedule/plan for obtaining them?
  4. Identify the other major approvals and permits that will be needed. A partial list may include discharge permit, air quality permit, Wetlands Order of Conditions, Site Plan Review, zoning change or variance, building permits, MEPA certificate, and electrical interconnection. Describe the plans for obtaining the permits and approvals that are not already in hand or would not be the responsibility of a third-party developer.
  5. Briefly describe all public outreach and input that has taken place to date relating to the project. Describe any additional public outreach/input plans or requirements.
  6. Briefly identify expected follow-on activities that would occur after the funded work is complete.
  7. Describe risks to the completion of the project tasks and steps that will be taken to mitigate or overcome these risks.

**Section C**

**Project Work Plan**

Provide a detailed description of the work to be funded. Identify specific tasks, with responsible parties and deliverables or other milestones associated with each task, in the format provided below.

*Please note:* Grants awarded under this program will be paid out in installments upon the completion of milestones achieved and deliverables to be submitted to MassCEC. Each request for payment by MassCEC will require an invoice from the Grantee. While in some cases, a single milestone will be appropriate, it may be an Applicant’s preference to break a project into multiple milestones, each with one or more associated deliverables, to facilitate phased payments of the grant. The appropriate number of milestones will depend on the project, but should probably be no more than three or four.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** | **Completion Date** | **Deliverables** | **Responsible Party(ies)** | **Estimated Total Cost** |
| 1. |  | a. |  |  |
| b. |  |  |
| 2. |  | a. |  |  |
| b. |  |  |

For those consultants who have been identified to execute all or portions of the Project Work Plan, briefly describe their qualifications. ATTACH resumes of key personnel. If not all consultants have yet been identified, please explain how and when they will be procured. Please note that MassCEC may not be able to finalize a grant agreement until key consultants have been selected.

**Section D**

**Instructions for Completing Budget Form**

Each application must contain a detailed budget (cost proposal), identifying all Allowable Expenses associated with activities required to achieve project goals. Expenses not identified in the budget may not be eligible for subsequent reimbursement. MassCEC reserves the right to reject any application without further review if the budget is not prepared in compliance with the following instructions.

**General Instructions**

1. The budget must be completed using MassCEC's Budget Form (an Excel workbook to be downloaded from solicitation web page) and should be submitted as a functional Excel file.
2. Indicate in the top portion of the form the Applicant's name, the facility name, and a brief descriptive title of the proposed project (e.g., “Patriotsville Anaerobic Digestion RFP Development”).
3. **White cells are entry cells; grey cells are calculation cells.**
4. **Do not include any expenses that may be incurred prior to the award of a grant by MassCEC,** as they will not be eligible for reimbursement.

All budget information must be described in reasonable detail. Use the *Supporting Schedule* tab in the Excel file to provide detail on budget items (e.g., explanation of labor rate escalation; proposed vendor, quantity needed, unit cost, basis for cost for Direct Materials).

*Each of the instruction sections below corresponds to a section of the budget form.*

Section A: Contractors/Consultants

This section is for project costs related to project services provided to the Applicant on a contract basis by individuals, organizations or companies who are contractors or consultants to the Applicant.

1. List each task or role and the individual, or type of labor category (e.g., Senior Engineer, Planner) that will be required to complete the task.
2. Enter the contractor/consultant quoted or anticipated rate per hour and number of hours for each consultant. If no quoted rate is available, or if the contractor/consultant has proposed a lump sum for the service, enter the lump sum or estimated total cost of the service in the last column (yellow cell).

If contractor/consultant services entail travel expenses, enter these expenses as lump sums on separate lines for each travelling consultant and provide detail on the Supporting Schedule.

Section B: Direct Costs

This category is for other direct project costs related to project administration and management. These items may include meeting room rental, printing, graphics, etc. Include the basis for these costs in the Supporting Schedule.

**Note:** MassCEC does not allow for the inclusion of general and administrative expenses, overhead, or mark-up on any project expenses.

Section C: Budget Summary

1. In the white cell in this section, enter (in dollars) the requested Grant amount for the project. Refer to Section 2.2 of the Solicitation for information on the maximum amount you may request.
2. Check that the Grantee Share as a percentage of total project costs is at least 10%.
3. Note that the Applicant’s (Grantee’s) share of costs can be met with Applicant's cash, loans, third-party contributions, or a combination of these. Grants from other entities such as federal or state agencies or charitable foundations are also permitted as part of the cost share. However, consultants to the Grantee may *not* incur any part of the Grantee’s cost share on Grantee’s behalf.

**Table 1: Summary of Allowable Expenses and Budget Categories**

|  |  |  |
| --- | --- | --- |
| **Item** | **Allowable Expense?** | **Category on Standard Budget Excel Spreadsheet** |
| **Administrative Expenses** | No | N/A |
| **Community Outreach Expenses, including Meetings and Room Rental** | Yes | Direct Costs |
| **Contractors & Consultants** | Yes, excluding mark-up by Grantee | Contractor/Consultant Costs |
| **Direct Labor** | No | N/A |
| **Mark-Ups (either on invoices from Grantee or invoices paid by Grantee for consultants)** | No | N/A |
| **Overhead** | No | N/A |
| **Printing/Graphics** | Yes | Direct Costs |
| **Telephone** | No | N/A |
| **Travel** | Allowable for consultants only | Contractor/Consultants Cost |