

EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Matthew A. Beaton, Secretary

Grant Announcement

Commbuys Bid # BD-17-1042-ENV-ENV01-15219
Request for Responses (RFR) ENV 17 POL 05

Dated: April 18, 2017

MUNICIPAL VULNERABILITY PREPAREDNESS GRANT PROGRAM (MVP) FY17

1. Grant Opportunity Summary

- A. PROPOSALS SOUGHT FOR:** Municipalities who wish to receive designation from the Executive Office of Energy and Environmental Affairs (EEA) as a Municipal Vulnerability Preparedness (MVP) program municipality. Designation will be given to municipalities who complete the Community Resilience Building Workshop process and associated deliverables. Financial assistance will be provided through this opportunity to allow municipalities to pay for technical assistance to complete assessments and planning using the Community Resilience Building workshop guide (CRB). Municipalities who complete this process and develop a final report will be designated as a “MVP Community,” which may lead to increased standing in future funding opportunities and signify the commitment of this municipality to building resiliency and preparing for climate change. Communities who have already completed the process of assessing vulnerability and planning for climate change may also receive the designation by applying to the program for EEA’s review.
- B. OVERVIEW AND GOALS:** Executive Order 569, “Establishing an Integrated Climate Change Strategy for the Commonwealth,” requires state government to provide assistance to cities and towns to complete climate change vulnerability assessments and resiliency planning. The Municipal Vulnerability Preparedness Grant Program will provide direct funding and support to cities and towns to complete a community-driven process that will bring together climate change information and local knowledge to identify top hazards, current challenges, and strengths and then to develop priority actions to improve the municipality’s resiliency to all natural and climate-related hazards using a flexible, tested approach called the Community Resilience Building (CRB) workshop guide. The program will provide access to a pool of state-certified MVP providers, a standardized toolkit for assessing vulnerability and developing strategies, and the best available statewide climate projections and data.

Upon successful completion of the CRB process, municipalities will be designated as a “Municipal Vulnerability Preparedness (MVP) program community,” or an “MVP Community”

which may lead to increased standing in future funding opportunities and indicate the community's commitment to preparing for climate change.

- C. ELIGIBLE PROJECTS:** Funding is to support municipalities who are completing climate change vulnerability assessments and resiliency planning using the Community Resilience Building workshop guide, and allow them to procure an MVP certified provider (chosen from a list provided by the Commonwealth), to assess vulnerability to a full range of climate change impacts across multiple sectors of the municipality (See further detail on eligible projects in **Section 2B**). EEA encourages municipalities who have already completed vulnerability assessments to apply for this opportunity so that EEA can assess whether you have met the minimum requirements to achieve the MVP designation (described in Section 2B). Municipalities who have recently assessed overall municipal vulnerability to climate change by considering multiple sectors and multiple hazards will receive designation at EEA's discretion. Municipalities who have already completed vulnerability assessment work related to a subset of sectors or climate change hazards (such as a FEMA Approved Hazard Mitigation Plan) are encouraged to apply to expand their planning efforts and complete a more comprehensive plan, thereby achieving MVP designation.
- D. ELIGIBLE APPLICANTS:** All cities and towns in the Commonwealth are eligible to apply. Cities and towns must meet the match requirements listed in 1G. See 2B for more details on eligible projects.
- E. APPLICATION DEADLINE:** Applications are due by **4:00 p.m. Wednesday, May 17**. (See further detail on deadlines and the grant program calendar in **Section 4**.)
- F. FUNDING AVAILABILITY:** EEA expects to fund up to \$500,000 in FY 2017 and an additional \$500,000 in FY 2018. Funding amounts for each municipality are anticipated to range from \$10,000-\$50,000, depending on scope and need.

Individual contracts for each municipality are anticipated to range from \$10,000-\$50,000. Funding must be used to procure and pay for the planning services from a certified MVP provider, off of a state MVP provider list which will be provided to awarded municipalities. Funding may be used to cover some of the staff time match, as described in Section 1G below. Funding will result in the completion of the CRB planning process and workshop series, a final CRB report, clearly identified next steps, and a completed or updated local hazard mitigation plan.

Funding distributions for this program will be made as follows:

Upon execution of the grant contract, the municipality will be provided with an advance payment of \$10,000. This payment is intended to support the selection and engagement of the state-certified MVP facilitator, secure meeting locations, assemble required background information, and commence the planning exercise.

A second payment will be made upon successful completion of the MVP workshop process. This disbursement shall be utilized to complete payments to the MVP provider and reimburse the municipality for costs incurred in the process.

G. MATCH REQUIREMENT: Municipalities must commit sufficient staff time (estimated at 80 hours) to assuring completion of this planning exercise and community engagement. Reimbursement for some of this staff time may be available depending on funding levels. Staff time will include the following activities:

- Procure a state certified MVP provider
- Help establish a core team within the town or region to steer the project;
- Help coordinate, schedule, send invitations and attend meetings and several workshops;
- Identify and work with MVP service provider to engage stakeholders;
- Help coordinate staff interviews;
- Help the MVP provider find relevant data and other information useful to conducting the planning exercise
- Provide access to relevant planning documents, budget information, and other information as needed;
- Commitment to working to continue municipality outreach and engagement, use the completed plan to inform existing planning and project activities, and secure additional data and information needed to improve the plan.

H. TOTAL ANTICIPATED DURATION OF CONTRACT(S): The contract period will begin on the date that EEA signs the contract. Contracts issued pursuant to this RFR must expend 100% of costs associated with the approved project, including awarded grant funds and match contributions, on or before **June 30, 2018** in order to be eligible for the total grant reimbursement amount. Applicants must establish a project time-line that meets the end date. (See further detail on anticipated duration of contract(s) in **Section 2G.**)

I. REGULATIONS, STATUTES, OR AUTHORIZATION GOVERNING THIS GRANT PROGRAM:

This RFR is issued according to bond authorization language in Chapter 286 Section 2A, line item 2000-7070 of the acts of 2014

Executive Order 569

J. CONTACT INFORMATION:

Katie Theoharides, Director of Climate and Global Warming Solutions
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

2. Performance and Contract Specifications

- A. OVERVIEW:** The Municipal Vulnerability Preparedness Grant Program will provide direct funding and support to cities and towns to complete a comprehensive, baseline climate change vulnerability assessment and develop prioritized actions for dealing with priority climate-related and natural hazards using an accessible, tested approach called the Community Resilience Building (CRB) workshop guide. The program will provide access to a pool of state-certified MVP providers, a standardized toolkit for assessing vulnerability and developing strategies, and the best available statewide climate projections and data.

Municipalities will engage a state certified MVP provider to define extreme weather and natural and climate-related hazards, identify existing and future vulnerabilities and strengths, develop and prioritize actions for the municipality and broader stakeholder networks, and identify opportunities for the municipality to advance actions to reduce risks and build resilience. After appropriate local procurement, municipalities will conduct the following tasks, working with the contracted MVP provider:

1. Prepare for the workshop:
 - establish a core team with goals
 - engage stakeholders from the municipality, including but not limited to municipal officials, business, private non-profits, and community residents
 - prepare materials for the workshop,
 - decide on participant arrangements
2. Characterize hazards:
 - Identify past, current and future impacts using the best available data including newly developed climate projections from EEA,
 - Determine the highest priority hazards.
3. Identify Community Vulnerabilities and Strengths
 - Identify infrastructural vulnerabilities and strengths
 - Identify societal vulnerabilities and strengths
 - Identify environmental vulnerabilities and strengths
 - Identify vulnerabilities in other sectors as chosen by the community
4. Identify and Prioritize Community Actions
 - Infrastructure actions

- Societal actions
 - Environmental actions
 - Other actions
5. Determine the Overall Priority Actions
 - Identify highest-priority actions
 - Further define urgency and timing
 6. Put it All Together
 - Generate final workshop products and report
 7. Move Forward
 - Continue community outreach and engagement
 - Secure additional data and information for key gaps and questions identified through the process
 - Use the process and report to inform existing planning efforts and project activities

Upon successful completion of Steps 1-6 of the CRB process and clearly defined efforts to begin Step 7, municipalities will be designated as a “Municipal Vulnerability Preparedness Program Community,” or “MVP Community” which may lead to increased standing in future funding opportunities.

B. ELIGIBLE PROJECTS: The only eligible project is completing the scope outlined in the CRB Workshop Guide and described above. Projects must be completed by a state-certified MVP service provider, from a list provided by EEA. A standard scope for the MVP service provider will be provided by EEA, although the municipality and the MVP service provider can modify it with EEA’s final review and approval.

Projects must use state downscaled climate change projections and data provided by EEA. Projects seeking to include a more in-depth or specific focus on coastal issues in their vulnerability assessments, such as incorporating high resolution data or evaluating risk of coastal inundation for certain types of infrastructure or assets may build on the MVP assessment to include the more detailed coastal vulnerability and risk analysis by applying to the Office of Coastal Zone Management’s Coastal Resiliency grant program <http://www.mass.gov/eea/agencies/czm/program-areas/stormsmart-coasts/grants/>. In this case, applicants must submit a Response to this program and also submit a Response to the Coastal Resiliency Program. Applicants applying to both programs should articulate the need for and clearly describe the additional work proposed for the Coastal Resilience grant.

Municipalities who have completed vulnerability assessments of climate change planning and would like to apply for certification as an “MVP Community,” should submit a cover letter describing the work they have completed and attaching completed assessments, plans and

supplemental data to the letter. EEA will review these applications for certification, based on the sectors they cover, the hazards they examine, the vulnerabilities and strengths identified, the actions developed, the level of prioritization in the actions, the data used in the process, and the level of community engagement through the process. Please provide information on all of these components. EEA may seek to speak directly with these municipalities for more information. EEA encourages applicants to review the following information when developing a proposal for this grant program:

- *The Community Resilience Building Workshop Guide*
<https://www.communityresiliencebuilding.com/>

C. ELIGIBLE APPLICANTS: This solicitation is open to all municipalities in the state of Massachusetts. Municipalities are encouraged to apply as regional clusters or groups. In this case municipalities should work to submit one application together and one municipality should be prepared to be the fiscal agent for the award.

D. AVAILABLE FUNDING: EEA expects to fund up to \$500,000 in FY 2017 and an additional \$500,000 in FY 2018. Funding amounts for each municipality are anticipated to range from \$10,000-\$50,000, depending on scope and need.

Funding amounts for each municipality are anticipated to range from \$10,000-\$50,000. Funding must be used to pay for planning services from a certified MVP provider, off of a state MVP provider list which will be provided to awarded municipalities. A portion of funding may be used for reimbursing staff hours, depending on funding levels. Funding will result in the completion of the CRB planning process and workshop series, a final CRB report, clearly identified next steps, and a completed or updated local hazard mitigation plan.

Funding distributions for this program will be made as follows:

- Upon execution of the grant contract, the municipality will be provided with an advance payment of \$10,000. This payment is intended to support the selection and engagement of the state-certified MVP facilitator, secure meeting locations, assemble required background information, and commence the planning exercise.
- A second payment of the balance (if applicable), will be made upon successful completion of the MVP workshop process. This disbursement shall be utilized to complete payments to the MVP provider and reimburse the municipality for certain costs incurred in the process.

Individual contracts amounts will be determined by EEA based on a number of factors including the population of the municipality, the number of municipalities applying to work together, whether or not municipalities plan to incorporate this process into ongoing planning, and other considerations. Funding will cover the costs of the state-certified MVP provider with

some small, remaining amounts available to help defray some staff time costs, depending on funding. Funding decisions may be made at the Secretary's discretion. Costs eligible for reimbursement include all approved project costs incurred on or after a selected Applicant's contract execution date and on or before June 30, 2018. See **Section H: Reporting** for details on required documentation.

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

E. MATCH REQUIREMENT: Municipalities must commit sufficient staff time (estimated at 80 hours) to assuring completion of this planning exercise and community engagement. Reimbursement for some of this staff time may be available depending on funding levels. Staff time will include the following activities:

- Procure a state certified MVP provider
- Help establish a core team within the town or region to steer the project;
- Help coordinate, schedule, send invitations and attend meetings and several workshops;
- Identify and work with MVP service provider to engage stakeholders;
- Help coordinate staff interviews;
- Help the MVP provider find relevant data and other information useful to conducting the planning exercise
- Provide access to relevant planning documents, budget information, and other information as needed;
- Commitment to working to continue municipality outreach and engagement, use the completed plan to inform existing planning and project activities, and secure additional data and information needed to improve the plan.

Municipalities must make a statement on meeting these match requirements in their application.

F. PROJECT TERMS: A final contract is subject to successful negotiation of a final scope of services. Please note that EEA does not guarantee that any contracts may result from this RFR or that any particular funding level will be awarded. It is anticipated that projects could commence immediately upon EEA's decision. The awarded contracts will be reviewed during their course and, upon request by the Contractor, may be extended or otherwise amended at the sole discretion of EEA for a period appropriate to the circumstances. Requests for extension are strongly discouraged and will be considered only under extraordinary circumstances. Any extensions granted will not necessarily change, or increase, the monetary value of the contract.

G. ANTICIPATED DURATION OF CONTRACTS: Contracts will end on **June 30, 2018**. Extension of the contract is at the sole discretion of EEA.

H. REPORTING: If selected for an award, the Applicant, working with the MVP provider is required to provide EEA with quarterly reporting, and the completed CRB report which will result from the process. Quarterly reports are simple summaries (1-3 pages) of work that has been accomplished to date towards MVP certification. The CRB final report should include a description of the process, a summary of findings, the risk matrix produced through the workshop process, a description of community vulnerabilities and strengths, prioritized community actions, and clearly articulated next steps for incorporating the report findings into ongoing or new planning efforts. Supplemental materials should also be provided as part of the final report, including a list of workshop participants, data and maps used or produced during the workshop, etc.

The applicant must also provide EEA for an invoice of all expenses including services provided by the Certified MVP provider, and any municipal staff time that was allowed for reimbursement.

I. DELIVERABLES, OWNERSHIP, AND CREDIT DUE: Municipalities shall provide a final report, described in detail above, a list of workshop participants, contact information for the project lead and core team, a final budget for the project, and a final invoice. All materials, software, maps, reports, and other products produced through the grant program shall be considered in the public domain and thus available at the cost of production. All materials created through this opportunity and as a result of this award should credit the Executive Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness (MVP) program.

J. PAYMENTS: Funding distributions for this program will be made as follows:

Upon execution of the grant contract, the municipality will be provided with an advance payment of \$10,000. This payment is intended to support the selection and engagement of the state-certified MVP facilitator, secure meeting locations, assemble required background information, and commence the planning exercise.

A second payment will be made upon successful completion of the MVP workshop process. This disbursement shall be utilized to complete payments to the MVP provider and reimburse the municipality for costs incurred in the process.

No payments shall be made for Massachusetts sales tax.

3. Instructions for Application Submission

A. EVALUATION CRITERIA: Responses to the RFR may be submitted by any Massachusetts municipality or groups of municipalities. All projects are required to provide quarterly reporting as

well as a Final Report. An in-kind staff time match is required with sufficient staffing to complete the process. Some staff time may be reimbursable depending on funding available. EEA will evaluate all proposals on a competitive basis and select projects across the state provided that successfully completed applications that meet the criteria are submitted. EEA reserves the right to reject any or all proposals that do not meet the goals and terms of this RFR. Each proposal will be reviewed to assure the following minimum criteria are met:

1. A signed letter of support from the chair of the board of selectmen, mayor, a town administrator, or similar city or town official
2. A short statement of the municipality's commitment to taking on this grant and planning for the impacts of climate change, including their commitment to assigning a local project manager and developing a core team
3. The name and qualifications (please include resume and summary of experience) of an employee of the municipality, a committee member, or volunteer who can serve as the local project manager, assemble a core team to work on the project, and point of contact for the grant
4. A summary statement of municipal support, including any letters of support from all relevant local boards, departments, commissions, businesses, organizations and other partners
5. A description of how the municipality will use the results of this process to inform ongoing or new planning efforts such as local hazard mitigation plans, open space plans, master plans, etc., and how results from this process would be used to inform that plan. Municipalities who plan to incorporate results from the MVP program into a new or ongoing planning process may be eligible to receive additional funding through this opportunity
6. A description of any ongoing climate-change related projects within the municipality or region
7. A statement outlining the municipality's commitment to providing sufficient staff time match to complete the project

B. APPLICATION SUBMISSION INSTRUCTIONS: Submit one hard-copy original proposal by mail, parcel service, or hand delivery, and one digital copy (attachments via email must be less than 12MB), resumes, and letters of support to Kathleen Theoharides (see **Contact Information** below). Please minimize the use of non-recyclable binders, dividers, folders, and covers.

The response must clearly identify the RFR number on the cover page (see **Attachment A**) of the response. Hard copies must be received by 4pm Wednesday, May 17. Responses will be

accepted by regular mail and courier in advance of the submission date and time. Fax and electronic submissions and postmarks will NOT be accepted for the purpose of meeting the submission deadline.

C. CONTACT INFORMATION:

Katie Theoharides, Director of Climate and Global Warming Solutions
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114
kathleen.theoharides@state.ma.us
617-626-1144

D. ADDITIONAL REQUIRED DOCUMENTATION: If selected for an award and not already on file, the Applicant may be required to submit the following forms to complete a contract:

- Commonwealth Terms and Conditions filled out and signed by the Applicant
- Authorized Signatory Listing Form
- Prompt Payment Discount Form
- Electronic Funds Transfer (EFT) set-up form

Applicants are encouraged to review these forms prior to submission of a Response. The forms may be found at this site: <http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/osd-forms.html>

4. Deadlines and Procurement Calendar

A. RELEASE OF RFR: April 19, 2017

B. QUESTION AND ANSWER PERIOD: Questions may be directed to Kathleen Theoharides via email at kathleen.theoharides@state.ma.us by **4:00 p.m. Monday, May 8, 2017**. See Contact Information in **Section 3C** above. Responses to questions, if any, will be posted to CommBuys.

C. BIDDERS CONFERENCES: Two bidders conferences will be held to discuss the grant opportunity.

**April 26th from 10am – 11:30am at
100 Cambridge Street, Boston, Ma
Level 2 Conference Room D**

**April 28th, 2017 1 pm – 2:30 pm
Division of Fisheries and Wildlife Headquarters,
1 Rabbit Hill Rd Westborough, MA 01581,**

Large Conference Room

- D. APPLICATION DEADLINE:** Applications are due by **4:00 p.m. Wednesday, May 17, 2017.**
- D. ESTIMATED AWARD DATE:** Awards are estimated to be announced by **May 27th, 2017** with contract negotiations to begin immediately thereafter.
- E. ESTIMATED CONTRACT START DATE: June 20, 2017.** Notwithstanding any verbal representations by the parties, or an earlier start date listed in the Standard Contract Form, and only after an award is issued and a final scope of services has been negotiated, the effective start date of a contract shall be the latest of the following dates: the date the Standard Contract Form has been executed by an authorized signatory of the contractor and the procuring department; the date of secretariat or other approval(s) required by law or regulation; or a later date specified in the Standard Contract Form.

5. Miscellaneous

- A. TYPE OF PROCUREMENT:** Grant
- B. USE OF THIS PROCUREMENT BY SINGLE OR MULTIPLE DEPARTMENTS:** This RFR is a single department procurement. All contracts awarded under this RFR will be utilized solely by EEA.
- C. REQUEST FOR SINGLE OR MULTIPLE CONTRACTORS:** Multiple contracts may be awarded under this RFR.
- D. RFR DISTRIBUTION METHOD:** This RFR/bid has been distributed electronically using the COMMBUYS system. It is the responsibility of every Applicant to check COMMBUYS for any addenda or modifications to an RFR/bid to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to applicants who fail to check for amended RFR/bid and submit inadequate or incorrect responses. Any amendments or updates will be posted to CommBuys. It is recommended that applicants register with the CommBuys system to be alerted about updates to bids.
- E. LIST OF ATTACHMENTS:**
 - A. Cover Sheet
 - B. Application form

Attachment A: Cover Sheet Requirements

MUNICIPAL VULNERABILITY PREPAREDNESS PROGRAM FY 17

RFR ENV 17 POL 05

Applicant (name of municipality):

Address:

Local Project Manager and Point of Contact:

Name:

Department/Committee/Municipal Role:

Email:

Phone:

Attachment B: Application

MUNICIPAL VULNERABILITY PREPAREDNESS PROGRAM FY 17

RFR ENV 17 POL 05

1. Please provide a signed letter of support from the chair of the board of selectmen, mayor, a town administrator, or similar city or town official.
2. Please provide a short statement of the municipality's commitment to taking on this grant and planning for the impacts of climate change, including their commitment to assigning a local project manager and developing a core team. Please list who may participate in this core team.
3. Please provide the name and qualifications (please include resume and summary of experience) of an employee of the municipality, a committee member, or volunteer who can serve as the local project manager, assemble a core team to work on the project, and point of contact for the grant.

7. Please provide a brief statement acknowledging your municipality's commitment to providing adequate staff match to finish the project.