

**Massachusetts Clean Water Trust**  
Office of the Treasurer and Receiver-General  
Executive Office for Administration and Finance  
Department of Environmental Protection



**Sewer Overflow and Stormwater Reuse  
Municipal Grants (OSG) Program**

**Guidelines for  
Planning/Design Stage  
Proposal Submittal and Project Selection**

**2025**

Department of Environmental Protection  
Bureau of Water Resources  
100 Cambridge Street, Suite 900  
Boston, Massachusetts 02114

## INTRODUCTION

This document contains the instructions, and other information relative to supporting documentation required to be submitted as part of the Project Evaluation Form (PEF) for:

### Overflow and Stormwater Grant Program

The America's Water Infrastructure Act of 2018 and the Infrastructure Investment and Jobs Act amended section 221 of the Clean Water Act (CWA) to reauthorize the Sewer Overflow and Stormwater Reuse Municipal Grants Program (referred to as the Overflow and Stormwater Grant Program or OSG Program). The OSG program is intended to address local governments' infrastructure needs for combined sewer overflows (CSO), sanitary sewer overflows (SSO), and stormwater management.

The Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Clean Water Trust (the Trust) will utilize funds received from the federal OSG Program to offer grants to implement eligible **planning and/or design projects** to small rural communities (populations of 10,000 or less) and Disadvantaged Communities with populations greater than 10,000. The maximum OSG grant award will be \$250,000 per applicant.

If needed, assistance in completing the PEF can be obtained, at no cost to small communities, through the Clean Water State Revolving Fund (CWSRF) Small Systems Technical Assistance Program. For more information on this program, please click here: <https://www.mass.gov/info-details/cwsrf-small-system-technical-assistance-program>.

## GENERAL INFORMATION

Please complete all parts of this form on the eSRF Portal by using the following link:

[State Revolving Fund Applications & Forms | Mass.gov](#)

**Use of This Form** - This form is for proponents seeking financial assistance from the Massachusetts Clean Water Trust's State Revolving Fund (SRF) Program for clean water Overflow and Stormwater Grant Program projects.

**General Eligibility** – Eligible applicants are small rural communities with a population of 10,000 or less and Disadvantaged Communities with populations greater than 10,000 that fall into one of the three tiers using the Trust's annual affordability calculation: [The Disadvantaged Community Program | Mass.gov](#).

The maximum OSG grant award will be \$250,000 per applicant. The program will follow the same process and procedures of other SRF financial assistance programs. If the recipient's Project Costs will be equal to \$250,000 or less, no local appropriation is required. If the recipient's Project Costs will be greater than \$250,000 and an SRF loan will be used to fund the remainder of the project, the recipient will be required to supply documentation of the local appropriation for the entire cost of the project. The applicant will also be required to submit the "Application for Financial Assistance" (the Application) for Overflow and Stormwater Grant Program.

MassDEP will review, score, and rank the PEFs to develop the project priority listing and determine the distribution of grant awards through the SRF Intended Use Plan process. Participation by small rural communities (populations of 10,000 or less) and Disadvantaged Communities with populations greater than 10,000 is strongly encouraged.

Grantees must begin planning/design activities within six months of project approval and complete all activities within two years in accordance with the Grant Agreement. MassDEP reserves the right to monitor project proposal costs and cap project costs based on the availability of funds.

Please note that participating communities will be in receipt of federal funds and will be responsible for the reporting requirements associated with those funds. Please view the Trust's Financing Agreement Terms and Conditions for further information: <https://www.mass.gov/info-details/borrower-documents-reports-and-publications>. All federal fund grant recipients must comply with the Uniform Grant Guidance, including the procurement provisions, as outlined here: [Uniform Grant Guidance \(Mass.gov\)](#)

**Eligible entities** are those defined as Eligible Borrowers in M.G.L. Chapter 29C: with respect to a water pollution abatement projects, a local governmental unit authorized to own, operate, finance, or otherwise implement such water pollution abatement projects (LGU owned stormwater and wastewater utilities). An eligible entity will be referred to as "applicant" in this document.

**Deadlines** - Proponents seeking SRF financing for clean water Overflow and Stormwater Grant Program projects must complete the online PEF to be submitted no later than 12:00 noon on **July 26, 2024**.

No changes to the submitted narrative may be made or new documentation submitted to the PEF after the **July 26, 2024** deadline. DEP reviewers will then rate the PEFs on the submitted information and documentation based on the criteria contained within this Instructions and Guidance document. DEP reviewers may request documentation that was referenced but not attached and may access information already in DEP files. Points may be awarded if not requested but clearly warranted by the submitted information.

Local Appropriation of Project Cost (Grant + Loan): **June 30, 2025**

*If the Project Cost will be equal to \$250,000 or less (Grant only), a local appropriation is not needed.*

Financial Assistance Application: **October 15, 2025**

## SRF FINANCIAL ASSISTANCE PROCESS INFORMATION

The OSG projects listed in the Final Intended Use Plan will be eligible to apply for the grant. These communities/utilities will submit a financial assistance application by October 10, 2025. The Application for Financial Assistance for Sewer Overflow and Stormwater Reuse Municipal Grants Program (the Application) will be accessible on the State Revolving Fund [website](#) as soon as the Final IUP is published.

MassDEP reviews applications for administrative and technical completeness and compatibility with the grant recipient's original proposal. Applicants receiving assistance must make positive efforts to use disadvantaged minority and women owned businesses for professional services. Such efforts should achieve a goal of 4.2% participation for disadvantaged minority business (D/MBE) and 4.5% participation for disadvantaged women owned business (D/WBE). Upon satisfactory completion of the application review, MassDEP will submit a Project Approval Certificate (PAC) and Project Regulatory Agreement (PRA) to the Massachusetts Clean Water Trust for a vote to approve grant commitments. MassDEP will share the PAC and a Notice to Proceed (NTP) with the grant recipient. When the PRA is issued, the Trust will work with the financial branch of the recipient community/utility to execute the Grant Agreement.

Once the project is underway, the grantee or their consultant will need to request reimbursement in accordance with the instructions and forms provided in the Application package. The grantee can request reimbursement no more frequently than once per month for the work completed and a payment request schedule will be established for the project as part of the grant agreement process. Reimbursement requests will be submitted to MassDEP for payment approval and must include at a minimum the required forms and backup documentation.

Closeout documentation will be required at completion of the project. To receive the final disbursement and to be considered in compliance with the Grant Agreement, the grantee is required to submit a Project Closeout Certificate. The Project Closeout Certificate will be supplied by MassDEP near the end of the project. It must be signed by a governing authority with the power to make fiscal decisions. An example of the Project Closeout Certificate form will be provided in the Application.

When the administrative requirements are met and the recipient has certified that the project scope of work was completed to their satisfaction through the Project Closeout Certificate process, the last grant reimbursement will be made, and the project will be considered completed in compliance with the grant agreement.

Please feel free to contact any of the following MassDEP staff with questions regarding the Overflow and Stormwater Grant Program:

Michele Higgins, Program Manager – Division of Municipal Services  
[Michele.Higgins@mass.gov](mailto:Michele.Higgins@mass.gov)

Robin McNamara, Deputy Director - Division of Municipal Services  
[Robin.Mcnamara@mass.gov](mailto:Robin.Mcnamara@mass.gov)

## OVERFLOW AND STORMWATER PLANNING INFORMATION

### Eligible Projects

Although construction projects are eligible to receive OSG funds as described in the CWA section 221 (a)(1), MassDEP will consider only planning and/or design project proposals during this solicitation. Planning and/or design projects must be in support of construction projects that are eligible for OSG grant funds and meet the following specifications:

Eligible projects must meet the established criteria as described in CWA section 221(a)(1). This section describes that financial assistance can be provided:

- (1) . . . to a municipality or municipal entity for planning, design, and construction of—\*
- (A) treatment works to intercept, transport, control, treat, or reuse municipal combined sewer overflows, sanitary sewer overflows, or stormwater; and
  - (B) any other measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water eligible for assistance under section 603(c).

Eligible projects must also meet criteria as described in the EPA [Sewer Overflow and Stormwater Reuse Municipal Grants Program - Grant Implementation Document \(epa.gov\)](#) dated March 2021 and amended November 2022, as described below.

March 2021: “Eligible projects exist under the following three general categories:

- 1) combined sewer overflow correction,
- 2) sanitary sewer overflow correction, and
- 3) stormwater and subsurface drainage water. “

November 2022: “Additional Eligible Activity: Notification systems that inform the public of combined sewer or sanitary overflows that result in sewage being released into rivers and other waters are now eligible.”

This list is not meant to be an exclusive listing, and it is possible that there are other eligible projects that are consistent with the OSG authorizing statute that are not specifically mentioned in this document. In all cases, municipalities or municipal entities are eligible to apply. In addition, only capital projects are eligible, including infrastructure planning, design, construction\*, and equipment purchases. Operations and maintenance activities are not eligible for funding.”

**\* The Massachusetts OSG Program will consider only planning and/or design project proposals during this solicitation.** The list of projects included in the EPA Grant Implementation Document is provided in [OSG Implementation](#) as a reference for applicants to consider when submitting their planning and/or design proposals.

### Ineligible Activities

Cost of planning/design activity that MassDEP determines as being necessary for the completion of the project are eligible for funding through this grant. Work required under a current NPDES MS4 permit is not eligible for OSG grant funding. The cost of infrastructure equipment and other capital expenditures, including street sweepers and vacuum trucks, is not eligible.

**GUIDANCE AND INSTRUCTIONS TO COMPLETE THE  
PROJECT EVALUATION FORM FOR SRF FINANCIAL ASSISTANCE  
OVERFLOW AND STORMWATER PLANNING**

**PART I – APPLICANT AND PROJECT IDENTIFICATION AND CERTIFICATION**

**1. Local Government Unit (LGU)** – Any town, city, district, commission, agency, authority, board or other instrumentality of the commonwealth or of any of its political subdivisions, including any regional local governmental unit defined in M.G.L. c. 29C, which is responsible for the ownership or operation of a water pollution abatement project and/or drinking water project and is authorized by a bond act to finance all or any part of the cost thereof through the issue of bonds.

**2. Authorized Representative** - Provide the name, title, complete mailing address, phone number and email address of the authorized representative. The application must contain a resolution or authorization designating by title the official (Mayor, City or Town Manager, Chairperson of the Board of Sewer Commissioners, Chairperson of the Select Board, etc.) to act as the representative of the applicant to sign for, accept, and take whatever action is necessary relative to the project. In the city form of government, the City Council will generally name the authorized representative. If the community is governed by Town Meeting, then the Town Meeting action will name the appropriate group, such as the Select Board or Board of Public Works. The appropriate governing body will then name the authorized representative. If the authority to file statement names an office, then a certified statement is required specifically identifying the individual currently holding that office. For wastewater districts, provide the requisite authorization of the governing board.

In the event the authorized official is replaced while the project is still active, a revised statement naming the new incumbent and the effective date of appointment must be submitted. On occasion an authorized representative may desire to delegate to another person the authority to also act on their behalf in processing paperwork during the implementation of the project. This is accomplished by having the authorized representative submit a letter advising of this delegation.

**3. LGU Project Primary Contact Person** (if different from above) – Provide the name, title, mailing address, phone number and email address.

**4. Engineering/Consultant Firm, Agency or same as LGU** (Prefilled by eSRF Portal)

**5. Engineer or Consulting Firm Contact Person** – Provide the name, mailing and email address and phone number.

**6. Project Name** (limited to 50 characters)

**Project Description** – (limited to 1000 characters) provide a brief description of the planned project and anticipated benefits. Link for [examples of overflow and stormwater planning descriptions](#).

**GUIDANCE AND INSTRUCTIONS TO COMPLETE THE  
PROJECT EVALUATION FORM FOR SRF FINANCIAL ASSISTANCE  
OVERFLOW AND STORMWATER PLANNING**

**PART II – PROJECT COST AND SCHEDULE**

**1. Preliminary Project Information** – provide the following dates for **Scope of Work Submittal Date to MassDEP** and the **Planned loan application submittal date**.

**2. Project Cost and Schedule** - The total project cost included in the Application should only reflect the costs associated with completing items deemed eligible by MassDEP. The total project cost must include the requested grant amount, anticipated start, and end date.

Planning or design projects must be completed within two years of the execution of the Grant Agreement.

**3. Local Funding Authorization** – Has local funding been authorized? If local funding has not been authorized, provide the planned date. If yes, provide the authorized amount, date of authorization, and include a certified copy of the appropriation document.

**4. Other Assistance** - If this project is receiving funding from another federal, state, or local program outside of the SRF, please enter the amount(s) to be received.

**GUIDANCE AND INSTRUCTIONS TO COMPLETE THE  
PROJECT EVALUATION FORM FOR SRF FINANCIAL ASSISTANCE  
OVERFLOW AND STORMWATER PLANNING**

**PART III – PROJECT EVALUATION**

**Proposal Documents** - The proposal must contain the items listed below:

**Project Narrative** - The purpose of the project narrative is to allow applicants to concisely describe the nature of the problem and how the proposed project will address the issue. The narrative helps the reviewer by providing a sense of what the proposal will address and provides the key areas on which the reviewer should focus.

MassDEP anticipates the narrative (without attachments) to be about 5 pages in length, but not more than 10 pages. The narrative must include a discussion of each of the following topics in the order presented below.

- A community profile that includes the community population, system description and the classification (if applicable) as a disadvantaged community classified as Tier 1, 2, or 3 based on the Trust's annual affordability calculation:

[The Disadvantaged Community Program | Mass.gov](#). Any Environmental Justice (EJ) population that would benefit from the proposed project should be identified. The profile should also indicate if this is a first time PEF submittal by the applicant or provide the year of the last PEF submittal.

- Describe the objectives of the project. What combined sewer overflow, sanitary sewer overflow or stormwater issues are being addressed, and how severe are the problems?

- Describe the scope of the project and key tasks being proposed. Describe the environmental benefit that you anticipate will result from implementation of the strategy you plan to execute.

- Describe any previous planning efforts that have provided the basis for the proposed planning or design project and how this project is consistent with the Plan or Report. Please provide a copy of the report.

- Note if the proposed project is required under any existing enforcement action. Please provide a copy of the order.

**Plan of Study** - The Plan of Study for planning projects should include a review of prior planning efforts, an assessment of current and future conditions, future projections, needs identification, alternative evaluations, recommendations, and public participation. The different tasks to be performed should be identified.

**Scope of Work (SOW)** – The Scope of Work for design projects should include all the tasks to be completed by the consultant.

**Detailed Cost Breakdown** - Budget estimates and timelines for the proposed project broken down by task must be included.



**GUIDANCE AND INSTRUCTIONS TO COMPLETE THE  
PROJECT EVALUATION FORM FOR SRF FINANCIAL ASSISTANCE  
OVERFLOW AND STORMWATER PLANNING**

**PART IV – PROJECT RANKING**

**Scoring System** - To prioritize proposed projects, points will be assigned as follows, provided the appropriate supporting documentation is submitted with the PEF:

**PROJECT RANKING AND EVALUATION BEGINS**

**For all applicable questions, please reference the corresponding support page number(s) within the narrative or attachment ID and provide comments/clarification as needed.**

**1. Community Population:**

- The applicant is a small community (10,000 population or less) (15 points)
- The applicant is a community of greater than 10,000 people (0 points)

**2. What is the Community/Utility's Affordability Tier?**

Multiply the community's Tier Classification as assigned by the Trust's Affordability Criteria calculations by 5.

[The Disadvantaged Community Program | Mass.gov](#)

- Tier 1 (5 points)
- Tier 2 (10 Points)
- Tier 3 (15 points)

**3. First time PEF Submittal**

- First time PEF submittal by the LGU (10 Points)
- First time PEF submittal in more than 5 years by LGU (5 Points)

**4. Average annual CSO events reported over the last 3 years: A Combined Sewer Overflow occurs when the overflow of a single collection pipe used to convey both storm runoff and sanitary wastes is discharged into a nearby water body.** Provide the location and dates of the overflows and number of times in the past three years. Points may be given when the collection system has documented incidents of CSO, and the project includes planning or design for collection system or treatment works that will potentially reduce the risk of CSO events.

CSO reports:

- 1 – 10/year (2 points)
- 11-20/year (3 points)
- >20/year (5 points)

**5. Average annual SSO events reported over the last 3 years: A sanitary sewer overflow is an overflow, spill, release, or diversion of wastewater from a sanitary sewer that occurs prior to the headworks of a treatment plant.** The applicant should submit report of occurrence and location. Points may be given when the collection system has documented incidents of SSO, and the project includes planning or design for collection system or treatment works that will potentially reduce the risk of SSO events.

SSO reports:

- 1 – 2/year (2 points)
- 3/year (3 points)
- >3/year (5 points)

**GUIDANCE AND INSTRUCTIONS TO COMPLETE THE  
PROJECT EVALUATION FORM FOR SRF FINANCIAL ASSISTANCE  
OVERFLOW AND STORMWATER PLANNING**

**PART IV – PROJECT RANKING**

**6. Stormwater events** Points will be given if there has been a documented significant stormwater event(s) in the last 3 years and the proposed planning or design project is for an eligible activity ([OSG Implementation](#)) that will reduce the risk of a future event within the project area. (5 points)

**7. Environmental Justice (EJ) populations.**

Does the project benefit an EJ population identified within the project area (5 points)

**8. Previous planning document (LTCP, CWMP, Stormwater Management Plan, SSES, I/I Reports, etc.)** - Identify and describe how, and to what extent the planning or design project implements or is consistent with one or more current priorities identified through the listed planning efforts. Planning document must be no more than 15 years old for points to be assigned.

5 Points	4 Points	3 Points	2 Points
Long Term Control Plan (LTCP)	Total Maximum Daily Load (TMDL)	Preliminary Engineering Report (PER)	Water Quality Assessment Report (WQAR)
Comprehensive Wastewater Management Plan (CWMP)	Comprehensive Performance Evaluation (CPE)	Stormwater Management Plan (SWMP)	Diagnostic Feasibility Study (DFS)
Environmental Impact Report (EIR)	Total Watershed Management Plan (TWMP)	Sanitary Sewer Evaluation Survey (SSES)	EOEA Watershed Management Plan (EOEA WMP)
		Inflow and Infiltration (I/I) Report	Inflow and Infiltration Abatement Plan (I/I AP)
			Municipal Vulnerability Program Plan (MVP)

**9. Compliance/enforcement:** Indicate if the project is related to any regulation, permit or enforcement action.

Project achieves compliance with enforcement order (5 points)

Project maintains permit compliance level (3 Points)

**The following are for MassDEP Evaluation Only:**

An additional 30 points will be assigned by MassDEP after the proposals have been reviewed, as follows:

**1. Evaluation of Project Narrative** (up to 15 points)

- Has the applicant clearly and concisely described the problem? (maximum of 5 Points)

- Does the proposal provide adequate data to support the description and severity of the problem? (maximum of 5 Points)

- Does the project schedule fit within the 2 year timeline? (maximum of 5 Points)

**2. Evaluation of Project Plan of Study/Scope of Work** (up to 15 points)

- Is the proposal consistent with the goals and requirements of the OSG program? (maximum of 4 Points)

- Does the proposal meet the requirements of the MassDEP’s Wastewater Management Program for wastewater projects or the Wetlands and Waterways Program for stormwater projects? (maximum of 4 Points)

-Do the proposed activities achieve the project objectives? (maximum of 4 Points)

-For design projects, is the basis of cost estimate and engineer’s cost estimate provided? (maximum of 3 Points)

**END OF PROJECT RANKING AND EVALUATION**