

From: [Lisa Hayden](#)
To: [Town Administrator](#); [Art, Henry](#)
Subject: RE: Buckland potential eligibility for MTWP state grants - Zoom Q&A tomorrow
Date: Friday, April 9, 2021 12:26:56 PM
Attachments: [MTWP BID FY 22.docx](#)

Hi Heather,

So, yes, the town is still eligible to vote to join the partnership – either through a Board of Selectman vote, or a Town Meeting vote, at any time.

If the town votes to join, EEA's legal opinion was that the town would not become an official Partnership member until August 2022 (the timeline outlined in the legislation). But if you hold a vote in the next couple months, you could still apply for this round of MTWP grants due May 24 (details sent in my previous email & attached again above - up to \$20,000 per municipal proposal).

Contracts for that funding, if Buckland's proposal was accepted, would be signed late this summer and as long as the town has voted before a contract is signed, then Buckland would be eligible to receive funding under an approved grant. The state and MTWP Board would still very much like all the towns in the region to join the Partnership, so the grants are an incentive to provide some potential benefit in the interim.

If you have additional questions, let me know and we can set up a time to talk by phone if that would be helpful.

Cheers,
Lisa

From: Town Administrator [mailto:townadmin@town.buckland.ma.us]
Sent: Friday, April 09, 2021 12:04 PM
To: Art, Henry <hart@williams.edu>
Cc: Lisa Hayden <lhayden@newenglandforestry.org>
Subject: Re: Buckland potential eligibility for MTWP state grants - Zoom Q&A tomorrow

Thank you Henry

I think my question is whether the Town is still eligible to vote to join the MTWP. Since it did not do before the deadline in August 2020.

From: Art, Henry <hart@williams.edu>
Date: Friday, April 9, 2021 at 11:50 AM
To: Town Administrator <townadmin@town.buckland.ma.us>
Cc: Lisa Hayden <lhayden@newenglandforestry.org>

Subject: Re: Buckland potential eligibility for MTWP state grants - Zoom Q&A tomorrow

Hello Heather,

Lisa can fill you in on the details, but if Buckland does vote to join the MTWP, and full membership would be effective in August 2022, the town would be eligible for the \$20K sustainable woodlands municipal grant if the vote came before the grant award in summer of 2021. Somewhat of a hybrid model.

Yours,

Hank Art, MTWP Chair

On Fri, Apr 9, 2021 at 11:42 AM Town Administrator <twnadmin@town.buckland.ma.us> wrote:

Hello Lisa

I apologize for missing this email until now.

As you probably know Buckland did not vote to participate in the MTWP. We were planning to have the question on last year's Town Meeting warrant – but Covid. It is my understanding that the two year time frame for communities to join ended last August.

Please let me know if my information is wrong or the deadline has changed.

Thank you

Heather Butler
Town Administrator
Buckland Town Hall
17 State Street
Shelburne Falls, MA 01370

From: Lisa Hayden <lhayden@newenglandforestry.org>

Date: Tuesday, March 30, 2021 at 5:26 PM

To: Town Administrator <twnadmin@town.buckland.ma.us>

Cc: hart@williams.edu <hart@williams.edu>

Subject: Buckland potential eligibility for MTWP state grants - Zoom Q&A tomorrow

Hello Heather,

Peggy Sloan from FRCOG gave me your contact info on behalf of the Mohawk Trail Woodlands Partnership (MTWP). My organization New England Forestry Foundation is now serving as Administrative Agent for the Partnership & I wanted to share an update for the town of Buckland.

Bob O'Connor at the Ex. Office of Energy & Environmental Affairs has announced a round of state grants for the MTWP with applications due in May, and clarified that towns in the region that vote to join the MTWP are eligible to apply (as long as the vote occurs before a state grant contract is signed). **There is a Zoom bidder's conference tomorrow, March 31, at 2:30 pm via Zoom, and if a Buckland rep would like to attend, please email Bob & he can send you a link:** 'OConnor, Robert (ENV)' robert.oconnor@state.ma.us

Towns that have opted into the MTWP by a vote can apply for grants of up to \$20,000 (please see details in the attached RFR).

I'm copying MTWP Board Chair Hank Art, and if you or other town officials have any questions, please let us know.

Cheers,
Lisa

Administrative Agent for the *Mohawk Trail Woodlands Partnership*

Lisa Hayden | Outreach Manager
New England Forestry Foundation

T 978.952.6856 ext. 121
lhayden@newenglandforestry.org
PO Box 1346, 32 Foster St.
Littleton, MA 01460
NewEnglandForestry.org
Conserving Forests for Future Generations

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Henry W. Art

Research Associate, Center for Environmental Studies
Robert F. Rosenberg Professor of Biology & Environmental Studies, Emeritus

55 Mission Park Drive
Williamstown, MA 01267

Office: 413-597-2461
email: hart@williams.edu
Fax: 413-597-3495

Please don't print this e-mail unless you really need to. Thank you.



**EXECUTIVE OFFICE OF ENERGY &
ENVIRONMENTAL AFFAIRS
KATHLEEN THEOHARIDES, SECRETARY
GRANT ANNOUNCEMENT**

**MOHAWK TRAIL WOODLANDS PARTNERSHIP -
IMPLEMENTATION GRANTS**

ENV 22DCS 04

DATED: MARCH 17, 2021

RESPONSES DUE: MAY 24, 2021

BID #: BD-21-1042-ENV-ENV01-60021

OVERVIEW AND GOALS: In support of Section 91 of Chapter 209 of the Acts of 2018, which established the Mohawk Trail Woodlands Partnership (MTWP) and called for partnership and collaboration among state, regional, and local governments to advance the goals of the MTWP, the Executive Office of Energy & Environmental Affairs (EEA) hereby offers grants to communities that have voted to participate in the MTWP (by Select Board or Town Meeting votes) to engage in activities and programs to advance the goals of the MTWP.

PROPOSALS SOUGHT FOR: Activities and programs that advance the goals of the Mohawk Trail Woodlands Partnership.

TYPE OF PROCUREMENT: Grant

CONTACT PERSON: Bob O'Connor
Executive Office of Energy and
Environmental Affairs
100 Cambridge Street, 9th Floor
Boston, MA 02114
Robert.OConnor@mass.gov
617-626-1170

RESPONSE DUE DATE: May 24, 2021 at 5:00p.m.

SUBMIT RESPONSES TO: Bob O'Connor (*see above*)

MULTIPLE CONTRACTS: Each community may submit or participate in only one application with the exception that a Regional Planning Agency may apply on behalf of more than one community. Multiple applicants may be selected for funding.

BIDDERS CONFERENCE: A bidder's conference will be held virtually at 2:30 p.m. on March 31, 2021. A meeting link can be obtained by emailing Robert O'Connor at robert.oconnor@mass.gov.

In addition, questions will be accepted through May 7, 2021 at 5:00 p.m. and should be

directed to Robert O'Connor at robert.oconnor@mass.gov. Answers will be posted on COMM-BUYS.

SINGLE OR MULTIPLE DEPARTMENTS MAY CONTRACT UNDER THIS BID: All contracts awarded under this BID will be utilized solely by EEA.

TOTAL ANTICIPATED DURATION OF CONTRACT(S): The contract period will end by June 30, 2022, and deliverables for these contracts must be received, along with final billing, by July 31, 2022 (exceptions and contract extensions are unlikely, will be handled on a case by case basis, and addressed in individual contracts).

ANTICIPATED BUDGET: Up to \$20,000 per municipal proposal will be available, though exceptions may be made at the Secretary's discretion. If Regional Planning Agencies apply on behalf of more than one community, each community may seek up to \$20,000 for their share of a joint proposal. Proposals are expected to vary in the amount of funding requested based on the anticipated activity.

REGULATIONS, STATUTES, OR AUTHORIZATION GOVERNING THIS GRANT PROGRAM: This BID is issued in support of Chapter 209 of the Acts of 2018, Section 91, which created the Mohawk Trail Woodlands Partnership, established a process for communities in the Mohawk Trail region to opt into the MTWP, called for partnership and collaboration among state, regional, and local governments to advance the MTWP, and specified purposes for the MTWP. Such purposes are compatible with those of EEA and with funding authorized in line item 2000-7072 of Section 2 for activities to be funded via this procurement that include providing funding and establishing programs for natural resource conservation, recreation, landscape-scale land conservation, climate resilience, and local and regional land use planning and management.

MATCH REQUIREMENT: A match in the form of volunteer or municipal staff time or additional municipal or regional planning agency funds is encouraged, but not required.

PREVAILING WAGE APPLICABLE: No

IDENTIFICATION OF CONTRACTS WITH COMMONWEALTH AGENCIES OR SUBDIVISIONS: Yes

IDENTIFICATION OF FINANCIALLY INTERESTED PARTIES: No

BID DISTRIBUTION (Comm-Buys): This BID has been distributed electronically using the COMM-BUYS system, and is also posted on the website of the Executive Office of Energy and Environmental Affairs at <https://www.mass.gov/grant-programs-offered-by-the-division-of-conservation-services>. Proposal are to be submitted directly to EEA to the attention of Bob O'Connor at the address provided on the first page of this procurement. It is the responsibility of every Respondent to check for any addenda or modifications to a BID to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to Respondents who fail to check for amended BIDs and submit inadequate or incorrect responses. Potential Respondents are advised to check the "last change" field on the summary page of BIDs for which they intend to submit a response to ensure they have the most recent BID files.

Respondents may not alter BID language or any BID component files. Those submitting a proposal

must respond in accordance to the BID directions and complete only those sections that prompt a Respondent for a response. Modifications to the body of this BID, specifications, terms and conditions, or which change the intent of this BID are prohibited. Any unauthorized alterations will disqualify response.

RESPONDENT ELIGIBILITY: This BID is open to:

- Municipalities that have officially voted (by Select Board, Town Meeting, City Council or Signature of the Mayor) to join the Mohawk Trail Woodlands Partnership on or before a contract is signed with EEA (individually or as a group for a multi-jurisdictional project with an identified lead community or regional planning agency or regional organization with whom the state will contract). Municipalities with representatives that are on the MTWP Board will receive preference for funding.
- Municipalities are expected, subject to EEA approval and following public procurement laws, to sub-contract with a non-profit, planning consultant, regional planning agency, a construction firm, or other appropriate vendor to complete approved proposals.
- Regional Planning Agencies (RPAs) or regional environmental or economic development organizations named as MTWP Board members may apply for regional projects or on behalf of one or more municipalities with the approval of each municipality. Regional organizations may, with EEA approval, sub-contract with a vendor appropriate to the proposed activity.

PROJECT DEFINITION: EEA seeks to further two of the goals of the Mohawk Trail Woodlands Partnership as created in Massachusetts General Law Chapter 209, Section 91 of the Acts of 2018 for municipalities that have officially voted to join the Mohawk Trail Woodland Partnership. These goals are to: 1) increase economic development related to sustainable forestry and natural resource-based tourism in the municipalities and 2) increase forest conservation and sustainable forestry on private and municipal lands.

Responses can be for a project within a single municipality or for a planning or implementation activity across municipal boundaries or for the entire Mohawk Trail Woodland Partnership region. For example, five communities interested in forest stewardship for municipal lands may submit a regional application. Regional responses will require the endorsement, via a letter of support, from any community that is to be the subject of a proposal.

Tasks suitable for funding under this BID include but are not limited to:

- Completion of studies or inventories required to prepare a forest carbon credit market project or forest stewardship planning activities needed to supplement funding provided by the DCR Working Forest Initiative;
- Completion of studies or implementation projects, such as signage, tourism facilities or woods roads or trail repairs, to support natural resource-based tourism related to hiking, bicycling, rafting, hunting, fishing or other outdoor recreational activities;
- Completion of studies or implementation projects, such as educational exhibits about sustainable forestry to support local sustainable forestry projects or natural resource-based tourism;
- Planning and implementation of demonstration or research forests;
- Technical assistance or education projects to assist businesses or landowners and support sustainable forestry or natural resource-based tourism;

- Design, planning or other activities to prepare the community to apply for other grants or funding to further the above two goals;
- Acquisition of trail easements, river protection easements or municipal forest or conservation land or conservation restrictions, especially when needed to supplement other funding sources; or
- Other projects to support local sustainable forestry or natural resource-based tourism including those outlined in the Mohawk Trail Woodland Partnership 2014-2015 Plan.

In addition, tasks suitable for funding under this BID for Regional Planning Agencies or non profit Regional Economic Development Organizations serving the MTWP region (e.g. Franklin County Community Development Corporation, Lever, inc.)include:

- Establishing a Forest & Recreational Tourism Viability Program that would offer business planning and technical assistance to enterprises that are natural resource based businesses in the MTWP region. These include recreational tourism businesses and forest products businesses including maple producers, consulting forestry firms, sawmills, craftspeople using wood and wood manufacturers. The types of services include:
 1. Business Planning
 2. Enterprise Analysis
 3. Financial Record-keeping and Management
 4. Marketing and Sales
 5. Human Resources Management
 6. Management Coaching
 7. Retirement & Ownership Succession Planning

Up to \$60,000 would be available in grants for Regional Economic Development Organizations.

The following activities are ineligible:

- Funding of maintenance activities or activities already funded by municipalities and their staff; and
- Funding of projects that do not directly support the sustainable forestry and natural resource-based tourism goals listed above.

GRANT REQUIREMENTS: As a condition of funding assistance contracts executed under this BID will include a clause noting that grant recipients agree to share the end product of the funded activities with EEA and with other communities in the Commonwealth through reports, meetings, workshops, and to highlight these activities in print, on the web or other media outlets. EEA must be credited for project funding.

All contracts resulting from this BID will require a brief project update every quarter. These updates will include a summary of tasks achieved and include all public outreach materials created during this period. A final report is also required. This final report must include a copy of the completed tasks as contracted. An electronic & paper copy of all deliverables must be sent to EEA.

INVOICING: Granted funds will be disbursed on a reimbursement basis. Grantees must prepare a final report and invoice upon project completion that details all costs incurred and matching funds provided. Only work completed during the period of the executed contract will be eligible for

reimbursement. Upon receipt of all required deliverables the community will be reimbursed for the balance of any grant funds outstanding.

SUBMISSION REQUIREMENTS: Submit an electronic copy of the proposal on appropriate media along with ONE printed original (clearly marked as such) and TWO printed copies directly to EEA to the attention of Bob O'Connor at the address provided on the first page of this procurement. Each proposal must clearly indicate that it is an application to the Mohawk Trail Woodland Partnership Grant Program on the title page and on the shipping container used in delivering it. Failure to provide any of the materials listed below may result in the disqualification of the Proposal. Electronic proposals must be submitted via email on or before May 24, 2021 at 5:00 p.m.. Paper originals and printed copies must be received by 5:00 p.m. on May 28, 2021. A postmark will NOT be accepted for verification of date of submission, though proposals will be accepted by regular mail and courier in advance of the submission date and time. Proposals will NOT be accepted by fax machine.

Project proposals must include the following:

- Projects must be focused on furthering one or both of the two goals listed above in the Project Definition Section;
- A task-by-task description of each major element of the proposed project including means of accomplishment, projected budget, a timeline indicating anticipated initiation and completion dates; any product to be delivered or outcome to be realized, and proposed measures of success;
- Explanation as to how proposed activities meet the evaluation criteria;
- A letter(s) committing to participate, if a multi-jurisdictional application;
- If a proposed task is implementing a recommendation from the MTWP Plan, a Master Plan or other plan, Climate Vulnerability Assessment, or other document, include a copy of relevant pages;

If selected, the Respondent will be required to submit the following forms to complete a contract:

- Commonwealth Standard Contract Form
- W-9 Form
- Commonwealth Terms and Conditions filled out and signed by the Respondent
- Authorized Signatory Listing Form
- Electronic Funds Transfer (EFT) set-up form

Respondents are encouraged to review these forms prior to submission of a proposal. They are available at: <http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/osd-forms.html>

EVALUATION CRITERIA: Each Response will be scored using the following measures:

- Advances one or both of the goals outlined in the Project Definition Section; (20 Points)
- Utilizes funding efficiently and provides it where it is most needed; (20 Points)
- Provides a product that is readily usable (whether a plan, design or physical structure) to further the above goals; (15 Points)
- Contains a component to gather input from the community or an educational or technical assistant component, if applicable; (15 Points)

- Involves more than one municipality collaborating regionally on similar and related tasks or the product can be used by other communities in the MTWP; (10 Points)
- Provides a match in the form of volunteer time or staff time or donated services or materials (although this is not required, it is encouraged); (10 Points) and
- Considers and incorporates resilience to climate change into the project (10 Points).

NOTE: EEA reserves the option to interview some or all of those submitting a proposal for the purpose of clarifying a proposal prior to making a final award.

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 contract may result from this BID or that any particular funding level will be awarded. It is anticipated that projects could commence immediately upon contract execution. The awarded contract will be reviewed during its course and, upon request by the Respondent, may be extended at the sole discretion of EEA for up to one additional year. Any extension granted will not necessarily change, or increase, the monetary value of the contract.

Appendix A

**Mohawk Trail Woodlands Partnership Implementation Grant Application Form
Fiscal Year 2021**

*Please do not reformat this form – use the fillable pdf form
Please print double-sided*

1. **Municipality:** _____

2. **Project Name:**

3. **Contact**

Person: _____

Address: _____

Zip: _____

Telephone: _____

Email: _____

Please note: the contact person is the official representative for this project, usually not the chief municipal officer.

4. **Briefly describe the project and tasks planned to complete the project on TWO or less attached pages.** Use the Evaluation Criteria as an outline for the description to ensure the maximum score possible for your project. Also explain how the site will be maintained (if appropriate for the project type) or next steps the municipality plans to take once this grant is completed based on the completed project. (how will the project help further projects that meet the MTWP goals).

5. Proposed Funding:

The MTWP Implementation Grant Program is a **reimbursement** program. Grant recipients are reimbursed after invoices have been paid by the municipality. **The total project cost must be raised or appropriated by the municipality shortly after project approval if it has not already been appropriated.** Costs incurred prior to grant approval and contract execution are ineligible. Municipal account labor, volunteer hours, and donations are also ineligible for reimbursement.

Attach a one page description of the proposed project budget including:

The source of all local funding including donations and municipal funds and other funding sources.

If any permits are required, the permit or application for the permit must be submitted. Should the project be selected for funding, the permit will be required as part of the final contract.