

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



**Asset Management Grant Program**

**Guidelines for**  
**Proposal Submittal and Project Selection**

**2026**

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:

### Asset Management Grant Program

The Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Clean Water Trust (the Trust) recognize the value of Asset Management Plans (AMP) that support the long-term sustainability of existing drinking water or wastewater utilities. By helping utility managers make informed decisions regarding the timing and location of asset repairs, replacements, or rehabilitation, and by developing a long-term funding strategy, the utility can ensure its ability to continually deliver the required level of service.

MassDEP and the Trust are providing eligible applicants the opportunity to develop a complete Asset Management Plan by offering a grant to fund the five asset management components: Asset Inventory, Level of Service, Criticality/Risk Analysis, Life Cycle Cost Analysis, and Long-term Funding Strategy Analysis. Once the Asset Management Plan is developed, applicants are expected to move forward independently with ongoing plan updates.

*This guidance contains the instructions and other information regarding the supporting documentation necessary to file an **Asset Management Plan (AMP) Project Evaluation Form (PEF)**.*

## 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](#)

Before filling out the Project Evaluation Form (PEF), each applicant must determine if they will be filling out an AMP PEF for Clean Water or Drinking Water. If the project covers only drinking water utilities, the applicant should submit the Drinking Water PEF. If the project covers only wastewater or stormwater utilities, the applicant should submit the Clean Water PEF. The applicant should also fill out the Clean Water PEF if the project covers any combination of wastewater, stormwater, and drinking water utilities.

**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 and drinking water asset management projects.

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

**Deadlines** - Proponents seeking SRF financing for clean water and drinking water asset management projects must complete the online PEF to be submitted no later than 12:00 noon on **July 25, 2025**.

No changes to the submitted narrative may be made or new documentation submitted to the PEF after the **July 25, 2025** 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: **June 30, 2026**

Financial Assistance Application: **October 2, 2026**

## PROJECT EVALUATION FORM REVIEW PROCESS

The AMP program will follow the same process and procedures of other SRF financial assistance programs.

MassDEP reviewers will use the submitted information and documentation to rate the PEFs in accordance with the criteria contained in this Instructions and Guidance document. Part of this process includes assessing if the conceptual scope of work meets the eligibility requirements of the AMP grant program.

All documentation is required to be uploaded at the time the application is submitted. It is the responsibility of the applicant to ensure that all necessary information has been provided for evaluation. Points may be awarded if not requested, but only if clearly warranted by the submitted information. MassDEP reserves the right to remove tasks that are deemed ineligible and/or determine the submitted proposal non-responsive to the grant requirements.

**If the project is offered a grant in the IUP, the applicant will be expected to submit a final scope of work that fully meets all grant requirements.** Additionally, if the project is funded with a grant, cash, and/or In-Kind Service (IKS), acceptance of the terms and conditions of the grant by the governing body of the applicant, by way of the execution of a grant agreement, will be required. If the applicant is also applying for an SRF loan, documentation of the local appropriation for the cost of the project will be needed. The applicant must submit the "Application for Financial Assistance" (the Application) for Asset Management in the eSRF portal prior to the deadline of **October 2, 2026**.

## GRANT REQUIREMENTS AND GUIDELINES

- Applicants must be an eligible entity as defined by M.G.L. c. 29C.
- Applicants are limited to one active AMP grant per utility per IUP cycle.
- Project submittals must include all five AMP core components and produce a full report, as described in this guidance. Link for [AMP Report Outline](#) If an applicant has previously completed any core tasks through this AMP grant program, that information must be clearly identified in the Scope of Work as having been previously supported by this program and incorporated into this application. Work completed in a previous AMP is not an eligible cost for this application.
- Only eligible costs needed to complete the five AMP core components will be funded.  
Link for [AMP Eligible/Ineligible Activities](#)
- The procurement of asset management software is limited to one-time per applicant, with a maximum subscription/license of two years. This applies to first time purchasers of asset management software, not replacement software or the payment of the subscription/license fee for existing software.
- Project submittals will identify specific needs of an existing water utility and how the AMP will address those needs.
- Applicants are encouraged to demonstrate a strong commitment to participate in the development and implementation of the AMP through staff contribution of In-kind Services.
- Project submittals will include a long-term funding strategy to be used when making decisions on asset improvements and to aid in satisfying most of the future SRF fiscal sustainability requirements.

### Performance requirements

AMP projects are to be completed within 2 years from the date of grant award execution. Grant distributions will not occur outside of this timeline. Additionally, pay requisitions and status reports must be submitted no less often than every 3 months.

## ASSET MANAGEMENT GRANT INFORMATION

### Grant Amount and Required Match

The AMP financial assistance program provides a maximum grant award of \$150,000 or 60% of the total eligible project cost, whichever is less. The applicant will be required to make a matching contribution of 40% of the total estimated project cost with in-kind services (IKS), a capital contribution, or a Clean Water SRF or Drinking Water SRF loan. The IKS contribution is limited to 50% of the funding match (20% of the total project), with the exception that small systems may request to increase their IKS up to 70% of the required funding match (28% of the total project).

### In-Kind Services

The IKS match is a contribution of the applicant's staff time dedicated to implement tasks of the proposed project's Scope of Work (SOW). To be considered a valid contribution, the activities must be both planned and accounted for in detail. The project proposal must identify the tasks within the SOW that will use IKS. A detailed cost breakdown must be included, and at a minimum, provide the task, number of hours, position, and hourly wage of the proposed personnel. The applicant should be prepared to keep consistent and accurate records related to the IKS once the project is underway. Additionally, the applicant (or their consultant) should also be prepared to justify in writing any deviations in the use of IKS from the approved SOW for inclusion with the applicable reimbursement request. *Please note:* Police details (traffic safety and management), mileage, equipment use and rental, or other non-labor costs are not eligible charges for IKS.

### Applying for the Small System IKS Waiver

Small systems may request a waiver to increase the IKS contribution to cover 100% of the required funding match. Please state the intention to seek a waiver in the Project Evaluation Form.

A waiver request may be submitted at the time the Application is filed by stating that 100% of the 40% funding match contribution is requested to be IKS. The waiver request must justify the IKS increase and is subject to review by MassDEP and approval by the Trust's Board of Trustees.

### Cash or Loan Contributions

While it is highly recommended that IKS be utilized to the greatest extent possible, it is not required. The applicant may choose to provide cash contributions to fulfill any fraction of their funding match contribution. The cash contributions can originate from sources of the applicant's choosing, including (but not limited to): a 5-year 2% interest rate SRF Planning Project loan, a 5-year Chapter 44 loan, or funds available from the applicant's operational or reserve accounts. Please indicate all proposed sources of the matching contribution in the Project Evaluation Form (PEF). Applicants should be prepared to provide additional documentation regarding the source of cash contributions if the project is selected to receive a grant.

### AMP Cost Distribution Calculator and IKS Reporting Tool

Please refer to the [Excel Macro-Enabled file](#) for the **AMP Calculator and IKS Reporting tool** to use in performing Asset Management Plan calculations and [generating reports for the IKS](#).

Here are some examples of cost distributions that would be acceptable:

Project Cost	\$260,000		\$250,000	\$150,000		\$150,000
System Size	Medium or Large System	Small System	Small System with Waiver	Medium or Large System	Small System	Small System with Waiver
Grant Funds	\$150,000	\$150,000	\$150,000	\$90,000	\$90,000	\$90,000
Cash	\$55,000	\$33,000	\$0	\$30,000	\$18,000	\$0
IKS	\$55,000	\$77,000	\$100,000	\$30,000	\$42,000	\$60,000

## ASSET MANAGEMENT PLAN FIVE CORE COMPONENTS

Applicants must submit a scope of work that includes all five core components and the preparation of an [asset management report](#). Only tasks necessary to complete the five core components will be considered as eligible activities under this grant program.

**Asset Inventory and Condition** - The applicant's asset information will include creating an inventory, documenting its condition, verifying available inventory information and attributes, estimating the remaining useful life, determining values and replacement costs, and documenting asset location.

**Level of Service** - The applicant's performance goals and means of measuring performance may include defining initial Level of Service Goals or refining existing goals. The applicant should identify goals that are clearly defined, realistic, and measurable. Among the performance goals will be the level of service needed to meet customer demand and regulatory requirements. Other eligible Level of Service activities include reviewing existing performance data, communicating with the public regarding goals and performance, and communicating the relationship between system performance and user rates. The ultimate objective is to provide the desired level of service at the lowest possible cost.

**Criticality/Risk Analysis** - Critical asset characterization and identification include an understanding of the likelihood of assets failing. The probability of failure may be based on inventory data such as age, material, expected useful life, maintenance history, asset condition, elevation, and vulnerability to climate change (e.g. flooding, drought, fire, soil condition changes). Evaluations of the consequences of failure (criticality), such as replacement costs, collateral damage, and reduction in level of service to sensitive customers are also essential activities. Cybersecurity risk assessments may be part of this evaluation and should be based on guidance provided by the National Institute of Standards and Technology's (NIST) Framework for Improving Critical Infrastructure Security ([Cybersecurity Framework | NIST](#)). Finally, when the probability of failure and the degree of consequences over a group of assets are factored together, the resulting information is useful for prioritizing asset placement/rehabilitation.

Note: Cybersecurity assessments conducted as part of a criticality analysis are an eligible activity. This AMP Grant program does not fund cybersecurity assessments as a stand-alone project, nor does it fund any other cybersecurity activity beyond assessments, such as equipment and implementation. Communities may avail themselves of EPA's free assistance with cybersecurity evaluations, assessments, planning and training. More information on Cybersecurity can be found at: [EPA Cybersecurity for the Water Sector | US EPA](#)

**Life Cycle Cost (LCC) Analysis** - LCC analysis to inform decisions about capital projects includes asset construction, expansion, rehabilitation, or replacement, as well as ongoing operation and maintenance costs. This may involve a review of existing utility master plans and capital improvement plans to ascertain if LCC was considered in the planning process and to integrate plans like these in the proposed AMP project.

**Long-Term Funding Strategy** - Developing a sustainable financial structure for the utility includes determining the full cost of service over the long term based on the useful life of assets and minimum life cycle costs. Creating a rate structure that is suitable for the utility is an important part of the long-term funding strategy. If a rate study is to be conducted, the applicant's proposal should include a complete description of what will be done as a separate task with its own budget. In the case of stormwater utilities, this might mean using the results of asset inventory and analysis to propose a first-time utility fee structure and rates, or to inform capital planning budgets. This also includes periodically reviewing and revising existing rate structures based on up-to-date cost projections and community needs.

**Preparing a report on the results of long-term funding requirements and rate adjustments is one way to satisfy much of the SRF Fiscal Sustainability Plan requirements for construction projects. However, if utilizing AMP grant funding to fulfill much of this requirement, all five core components must be completed.** This ensures that the fiscal sustainability plan is based on a full evaluation of the utility's assets. AMP grant funding does not support this task as a stand-alone project.

**GUIDANCE AND INSTRUCTIONS TO COMPLETE THE  
PROJECT EVALUATION FORM FOR SRF FINANCIAL ASSISTANCE  
ASSET MANAGEMENT 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.

**7. Small System** – are defined as small communities and utilities with population less than or equal to 10,000 or service connections of less than or equal to 3,300. If yes, enter the **Number of Utility Connections** and **Corresponding population served by the project**.

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**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, the proposed funding match and the estimated IKS amount (if applicable). [AMP Grant Program Eligible Activities Summary.pdf | Mass.gov](#)

Please refer to the provided link for the [Excel Macro-Enabled file](#) for download which contains the **AMP Calculator and IKS Reporting tool** for your use in performing Asset Management Plan calculations and [generating reports for the IKS](#).

**3. Local Funding Authorization** or Grant Acceptance – If the project is funded with a grant, cash, and/or IKS, acceptance of the terms and conditions of the grant by the governing body of the community or utility, by way of the execution of a grant agreement, will be required. If the grant recipient is also applying for an SRF loan, documentation of a local appropriation for the cost of the project will be needed. If local funding has not been authorized, provide the planned date of when this will be provided. If local authorization has been approved, provide the authorized amount, date of authorization, and include a certified copy of the appropriation document. Note: the local funding authorization must be for the total project cost (Grant + In-kind services + Cash and/or Loan).

**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.



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**PART III – PROJECT EVALUATION**

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

**Project Narrative** - The narrative will be a detailed description tailored for the individual applicant's needs and must include a discussion of each of the following topics:

- An **objective statement** that includes the reason for completing an AMP and what the community hopes to accomplish with the AMP.
- A community profile that includes the system population, system description that includes the history and relative age of components, and current management/organization structure.
- Identification of the applicant as a small or rural community/utility or disadvantaged community classified as Tier 1, 2, or 3 based on the Trust's annual affordability calculation: [The Disadvantaged Community Program | Mass.gov](#)
- A discussion of the applicant's current level of asset management for the submitted utility. Include a description of the current level of asset inventory (identification, age, location, mapping, etc.); software; levels of service documentation and tracking; failure/criticality analysis; life cycle costs (operation/maintenance/replacement tracking, evaluation, planning); and funding considerations (user rate/fee structure).

**Project Team** - Provide a list identifying individuals proposed to participate in this project by name, organization, position, and their role in the project. This list should identify both consultant and applicant members planning to participate, and include, at a minimum, those in leadership and oversight positions.

**Scope of Work (SOW)** – Provide an applicant specific scope of work which includes a detailed and full discussion of tasks to complete all five AMP core components and other eligible activities, as applicable, along with who will likely perform the tasks, including any In-Kind Services (IKS). [See sample AMP report outline.](#) Applicants must clearly identify previously completed core tasks supported by this AMP grant program in preceding IUPs. That information must be incorporated in this SOW; the previously completed tasks are not eligible costs in this application.

Applicants are encouraged to refer to the [sample AMP report outline](#) for SOW detail guidance.

The SOW will also include a plan for how the applicant will independently update the AMP once it is created.

**The SOW must include a proposed schedule and projected cash flow.**

Provide a month-by-month project cashflow schedule covering the entire duration of the project, from start to completion.

**Detailed Cost Breakdown** - assign time and rate of pay estimates to each of the SOW tasks so that the Detailed Cost Breakdown is organized to match the SOW. Additionally, the detailed cost breakdown of expenses will include, but not be limited to, software licenses and license duration. The SOW must identify the tasks that will use IKS and provide a detailed cost breakdown by position with hourly wage (including benefits) of the proposed personnel.

**GUIDANCE AND INSTRUCTIONS TO COMPLETE THE  
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**PART IV – PROJECT PROPOSAL RANKING**

**Scoring System**

The scoring system is designed to prioritize proposed projects that have the following characteristics:

- Addresses the five core components of an AMP and produces a full report
- Identifies the specific needs of the existing utility and how the AMP will assist in addressing these needs
- Submitted by small systems/utilities or disadvantaged communities classified as Tier 1, 2, or 3 based on the Trust's annual affordability calculation: [The Disadvantaged Community Program | Mass.gov](#)
- Demonstrates a strong commitment to participate in the development and implementation of the AMP through staff contribution of In-kind Services
- Has a high probability of resulting in a sustainable AMP that the utility will independently maintain and apply after the project is completed
- Exhibits a strong likelihood that the AMP will be used to make decisions to finance infrastructure improvements and satisfy most of the SRF planning and Fiscal Sustainability requirements

The highest possible total score to be assigned by the applicant is 68 points.

**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. If reference support page numbers are not supplied, the question(s) is/are not eligible to receive any points.**

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

Multiply the community's Tier Classification as assigned by the Trust's Affordability Criteria calculations by 2. Assign 0, 2, 4, or 6 points. [The Disadvantaged Community Program | Mass.gov](#)

**2. Is this a Small System?**

(population less than or equal to 10,000 or service connections of less than or equal to 3,330)

Assign 12 points if the applicant is a small community/utility.

**3. Has Applicant previously received an AMP Grant?**

(Yes 0 points, No 20 points)

**4. How many staff positions are included under In-Kind Services as listed in the Detailed Cost Breakdown?**

Assign 2 points for every staff position included under In-Kind Services as listed in the Detailed Cost Breakdown. (up to 10 points)

**5. Does the Scope of Work include all 5 core components, with a full description of each component, and a final report? (No 0 points, Yes 10 points)**

**6. If the applicant plans to use In-Kind Services as part of their matching contribution, assign points based on the percentage of the matching contribution as follows:**

over 50% (10 points)	over 30 to 35% (6 points)	over 10 to 15% (2 points)
over 45 to 50% (9 points)	over 25 to 30% (5 points)	between 1 and 10% (1 point)
over 40 to 45% (8 points)	over 20 to 25% (4 points)	<1% (0 points)
over 35 to 40% (7 points)	over 15 to 20% (3 points)	

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

An additional 40 points will be assigned by MassDEP SRF staff after the proposals have been reviewed, as follows:

**1. Evaluation of Project Narrative (up to 10 points)**

- Does the objective statement include the applicant's reason for completing an AMP and what it hopes to accomplish in a clear, practical, focused manner specific to the utility(ies)?  
(maximum 4 points)
- Does the applicant adequately describe the system's population, existing utility(ies), history, and current management/organization structure?  
(maximum 2 points)
- Does the applicant define the current level of asset management for the utility(ies), including a description of the current level of asset inventory (identification, age, location, mapping, etc.); software; levels of service documentation and tracking; failure/criticality analysis; life cycle costs (operation/maintenance/replacement tracking, evaluation, planning); and funding considerations (user rate/fee structure)?  
(maximum 4 points)

**2. Evaluation of Project Scope of Work (up to 20 points)**

- Does the proposed SOW include activities that will achieve the project objectives?  
(maximum 4 points)
- Is the SOW specific to the community/utility needs?  
(maximum 3 points)
- Does the SOW include a proposed schedule, projected cash flow, and fully address the work that will be undertaken for all five AMP core components and the production of a report?  
(maximum 5 points)
- Does the SOW provide the foundation for the applicant to properly manage its assets in the future and include a plan for how the applicant will independently update the AMP once it is created?  
(maximum 8 points)

**3. Evaluation of Detailed Cost Breakdown (up to 10 points)**

- Does the Detailed Cost Breakdown document estimated hours for all team members?  
(maximum 2 points)
- If In-Kind Services (IKS) are proposed, does the Detailed Cost Breakdown include a delineation of the IKS including the task, number of hours, position and hourly wage of each of the proposed personnel?  
(maximum 2 points)
- Does the Detailed Cost Breakdown include all activities and expenses identified in the SOW?  
(maximum 2 points)
- Does the Detailed Cost Breakdown accurately account for each task and the total project cost?  
(maximum 4 points)

**END OF PROJECT RANKING AND EVALUATION**

## SRF FINANCIAL ASSISTANCE PROCESS INFORMATION

The Application for Financial Assistance for Asset Management Planning (the Application) will be accessible on the State Revolving Fund [website](#) after the Final Intended Use Plan (IUP) is published. The projects listed in Table 2 of the Final IUP will be eligible to apply for the grant. These communities/utilities will submit a financial assistance application by the specified deadline.

MassDEP reviews applications for administrative and technical completeness to ensure consistency with program requirements. Upon satisfactory completion of the application review, MassDEP will issue a Project Approval Certificate (PAC) and Project Regulatory Agreement (PRA) to the Massachusetts Clean Water Trust for a vote. Grant commitments will then be made to the applicant by the Trust, pending an affirmative vote from the Board of Trustees. Following the affirmative vote, the process to execute the grant agreement begins and MassDEP issues to the applicant the PAC and a Notice to Proceed with the project. If the applicant is borrowing the funds from SRF, a Financing Agreement will be executed.

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 must request reimbursement for work completed no more frequently than once per month, or less frequently than every 3 months. Reimbursement requests will be submitted to MassDEP for payment approval and must include at a minimum the required forms, consultant/supplier invoices, IKS records, and cash contribution records. In addition, progress summary reports will be required to be submitted to MassDEP for all projects and an example format will be provided in the Application. These must also be submitted along with reimbursement requests. Disbursements will not be approved by MassDEP unless the grantee is up to date with the progress report submittals.

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 Completion Statement and Project Closeout Certificate.** The Project Completion Statement should be in a technical memorandum format. It must restate the original objective statement and describe the degree to which the tasks have been met by the project. It should be prepared by a knowledgeable community/utility member or consultant who has been involved in the implementation of the project. The Project Completion Statement is in addition to the Asset Management Plan document/report. Once MassDEP has acknowledged that the SOW has been satisfactorily completed, MassDEP will supply a Project Closeout Certificate form, usually 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 both MassDEP and the grantee has certified that the project scope of work was completed in accordance with the grant agreement through the Project Closeout Certificate process, the final grant reimbursement will be made, and the project will be considered completed. The remainder of the project cost, if borrowed through the Trust as a loan, will be placed in repayment for a term of 5 years at 2% interest or may be paid in full earlier.

Please feel free to contact any of the following MassDEP contacts with questions regarding the AM Planning Grant Program:

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

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