

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

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:

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 maintenance and long-term sustainability of drinking water or wastewater utilities, including cybersecurity assessments, and stormwater infrastructure. 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 promoting AMPs by offering grants. This financial assistance program is also aimed at helping communities and their utilities meet the engineering plan and Financial Sustainability Plan requirements for SRF construction loans.

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 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.

General Eligibility – 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 is required to provide the remaining amount with in-kind services (IKS), a capital contribution, or a Clean Water SRF or Drinking Water SRF loan. The program will follow the same process and procedures of other SRF financial assistance programs. If awarded a grant, the recipient utility will be required to supply documentation of a full appropriation of funding mechanisms for the entire cost of the project to qualify. The applicant will also be required to submit the "Application for Financial Assistance" (the Application) for Asset Management.

MassDEP will give priority to AMP proposals that include an inventory and condition of current assets, level of services, criticality analysis, life cycle costs, and long-term financial planning. In addition, a strong commitment by the applicant to participate in the development and implementation of the AMP is important to its success. MassDEP will score and rank proposals to determine the distribution of grant awards. Participation by small communities and utilities (population less than 10,000 or service connections of less than 3,300) is strongly encouraged.

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) and, with respect to a drinking water project, a local governmental unit or any other person, public or private, authorized to own, operate, finance or otherwise implement such drinking water project (LGU and privately owned community water system). 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 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: **June 30, 2025**

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

The Asset Management Grant Program is intended for projects designed to be completed within two years of the execution of the Grant Agreement. Work scopes with longer implementation schedules may be approved by MassDEP on a case-by-case basis with proper justification provided in the Application.

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](#) as soon as 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 can request reimbursement no more frequently than once per month for the work completed and a payment request schedule will be established for each project as part of the grant process. 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, monthly 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 may also be submitted along with reimbursement requests if they are being submitted monthly. Disbursements will not be approved by MassDEP unless the grantee is up to date with the monthly 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, discuss any revisions to the SOW that were made during implementation of the project, 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. The Project Closeout Certificate is a separate form that MassDEP will supply 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 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

Robin McNamara, Deputy Director - Division of Municipal Services

Robin.Mcnamara@mass.gov

ASSET MANAGEMENT PLANNING INFORMATION

Asset Management Plan Core Components

Asset Management - is an effort undertaken by an applicant/utility, usually assisted by outside expertise to initiate, refine, or expand an AMP. The applicants are expected to include the following core components in their grant proposal. If a proposal includes any additional activities not referenced below, their function in supporting the applicant's AMP must be clearly described in the proposal narrative. General planning activities are not appropriate for an asset management planning project and are ineligible for AMP grant funding [AMP Grant Program Eligible Activities Summary.pdf | Mass.gov](#) Please refer to [AMP report sample outline and links to useful websites.](#)

Asset Inventory and Condition - The applicant's asset information will include creating or expanding an inventory, documenting its condition, verifying available inventory information, adding depth of information and attributes assigned to inventoried assets, assessing asset remaining useful life, determining asset values and replacement costs, and mapping 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 based on changing conditions (such as customer demand, source water quality, regulatory requirements, climate change and resiliency, etc.). The applicant should strive to identify goals that are clearly defined, realistic, and measurable. Energy consumption and water conservation should be included as metrics. Other eligible Level of Service activities include analyzing 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 analysis that contributes to the applicant's understanding of the different ways their assets might fail and the analysis of the probability of failure based on inventory data such as age, material, expected useful life, maintenance history, operational conditions, elevation, and vulnerability to flooding, etc. 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 are an important 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 replacement/rehabilitation.

EPA offers free assistance with cybersecurity evaluations, assessments, planning and training. More information 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. This may involve a review of pre-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 overall AMP.

ASSET MANAGEMENT PLANNING INFORMATION

Asset Management Plan Core Components

Funding Analysis - Creating a sustainable financial structure for the utility includes determining the full cost of service over the long term and creating a rate structure that is suitable for the utility. 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. Programming funding for ongoing operational tasks such as permitting and reporting requirements should also be included in reviewing the rate structure.

Preparing a report of the results of long-term funding requirements and rate adjustments is one way to satisfy SRF Fiscal Sustainability requirements for construction projects.

Asset Management Software and Training - All activities required to select, purchase, install, integrate, and successfully run AM Software are eligible for grant funds. This includes associated training. When selecting software, the applicant may want to consider factors such as:

- current and projected size of the utility's asset database
- compatibility with existing asset management tools and practices
- asset inventory format
- data collection capability
- condition inspection results integration capability
- prioritizing capability
- report generation capability
- work order generation capability
- service request generation capability
- valuation and budgeting capability
- user friendliness
- technical support
- flexibility
- cost (purchase, development, training, and on-going technical support)

Ineligible Activities

Activities that are not eligible for grant funds under the Asset Management Planning Grant Program include the purchase of cybersecurity equipment, implementation of cybersecurity controls, upgrades, or revisions or any infrastructure equipment, the creation and field verification of a hydraulic simulation model of water distribution systems, the annual reporting requirements of CMOM, MS4, NPDES permits, ongoing monitoring or operational tasks such as permitting and reporting requirements or other activities typically included in traditional water infrastructure planning projects. Police detail expenses are not eligible for IKS costs. [AMP Grant Program Eligible Activities Summary.pdf](#) | [Mass.gov](#)

ASSET MANAGEMENT PLANNING INFORMATION

Matching Contributions and In-Kind Services (IKS)

The Trust will provide a maximum grant award of \$150,000 or 60% of the total estimated project cost, whichever is less, with the applicant providing the remaining amount with IKS, a capital contribution, or Clean Water SRF or Drinking Water SRF loan. Therefore, the minimum funding match contribution that the applicant will be required to make is 40% of the total estimated project cost. The IKS contribution is limited to 50% of the funding match (which is 20% of the total project), with the exception that small systems will be allowed to increase their IKS up to 70% of the required funding match (which is 28% of the total project).

Furthermore, small systems may request a waiver to increase the IKS contribution to cover 100% of the required funding match. The waiver request must justify the IKS increase and is subject to review by MassDEP and approval by the Trust's Board of Trustees.

Applying for the Small System IKS Waiver: A waiver request may be submitted to the Director of the Division of Municipal Services at the time the Application is filed by identifying that 100% of the 40% funding match contribution is requested to be IKS.

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 included in the project as a valid contribution, the activities must be both planned and accounted for in detail. The proposal for the project must identify the tasks within the SOW that will use IKS. The detailed cost breakdown in the proposal must, at a minimum, provide the position and hourly wage (including benefits) of the proposed personnel. The applicant should be prepared to keep consistent and accurate records related to the IKS once the project is underway. 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 detail costs are not eligible charges for IKS.

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 their choice 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). Be prepared to provide additional documentation regarding the source of cash contributions if the project is selected to receive a grant.

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](#).

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

Project Cost	\$260,000		\$260,000	\$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

**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. Links for sample [clean water AMP descriptions](#) and [drinking water AMP descriptions](#).

7. Small System – are defined as small communities and utilities with population less than 10,000 or service connections of less than 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 – 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
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PART III – PROJECT EVALUATION

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

Project Narrative - The narrative should be a detailed description 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. State whether this a new AMP or revision/update of existing AMP. Describe the current level of asset inventory (identification, age, location, mapping, etc.); 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 a community or utility specific scope of work which includes a description of the AMP core components, software purchases, training, reports, plans, and public presentations, as applicable, and who will likely perform the tasks, including any In-Kind Services (IKS). [See sample AMP report outline.](#)

The SOW should include a discussion of the data collection process, level of effort in determining number/condition of horizontal assets, use of mapping/GIS, methodology and quantity of vertical assets to be evaluated regarding condition, and criticality analysis. The SOW should state whether a Capital Improvement Plan or a new/revised rate structure will be included as part of the AMP. The SOW must include a proposed schedule.

Detailed Cost Breakdown - assign time and rate of pay estimates to the SOW tasks so that the Detailed Cost Breakdown is organized to match the SOW. 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 RANKING

Scoring System

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

- Identifies the specific needs of the subject utility and how the AMP will assist in addressing these needs.
- Addresses the core components of an AMP and plans to produce a full report.
- Submitted by small or rural communities/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](#)
- Has applicant participation in the project.
- Has a high probability of resulting in a sustainable AMP that will continue to develop and be applied after the project is completed.
- There is a strong likelihood that the AMP will be used to make decisions to finance infrastructure improvements and satisfy future SRF planning and Fiscal Sustainability requirements.

The highest possible total score to be assigned by the applicant will be 60 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.

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 3. Assign 0, 3, 6, or 9 points. [The Disadvantaged Community Program | Mass.gov](#)

2. Is this a Small System? (population less than 10,000 or service connections of less than 3,330)

Assign 10 points if the applicant is a small community/utility.

3. Is this a new AMP or revised/upgraded AMP for this utility?

Assign 10 points if this proposal is for a new AMP for this utility.

Assign 5 points if this is a revised/upgraded AMP for a utility where an AMP was previously completed.

4. How many types of water utilities will the proposed project be addressing?

Assign 1 point for every type of water utility the project will be addressing (1, 2 or 3 points)

5. How many staff members are included under In-Kind Services as listed in the Detailed Cost Breakdown?

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

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

6. If the proposed Scope of Work includes creating a new user rate system or generates a review and update of an existing user rate system, assign 8 points (new) or 4 points (updated) (0, 4, or 8 points)

7. 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 after the proposals have been reviewed, as follows:

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

- Are the project objectives clear, practical, focused, and specific to the utility? (maximum 4 points)
- Does the community profile or population served by the utility adequately describe the existing utility? (maximum 2 points)
- Is the current level of asset management for the utility properly defined? (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 5 points)
- Is the SOW specific to the community/utility needs? (maximum 5 points)
- Does it include the AMP core components? (maximum 5 points)
- Will the potential AMP provide the tools/resources for the community/utility to properly manage its assets in the future? For example, does it include the software/training for staff to update the AMP, allow for scheduling /monitoring of operation and maintenance activities, prepare Capital Improvement Plans, and evaluate rate structures. (maximum 5 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? (maximum 2 points)
- Does the Detailed Cost Breakdown include all activities identified in the SOW? (maximum 2 points)
- Does the Detailed Cost Breakdown include costs for procurement and purchase of services from subcontractors/software suppliers needed to support the SOW? (maximum 2 points)
- Does the Detailed Cost Breakdown accurately account for the total project cost? (maximum 2 points)

END OF PROJECT RANKING AND EVALUATION