S5005-022
February 15, 2023

Ed Gibson, Town Administrator/Chief Financial Officer
Town of Southampton
210 College Highway, Suite 7
Southampton, MA 01073

Re: **2023 Southampton Asset Management Planning Grant Award Notice**

Dear Ed:

Congratulations, we have been notified that the Town of Southampton's submission for the Stormwater Asset Management Planning Grant has been selected to receive financial assistance through MassDEP's Clean Water State Revolving Fund (CWSRF). Your project is listed on MassDEP's Draft Intended Use Plan (IUP), which is anticipated to be finalized in February 2023. Southampton will be receiving a grant from the Massachusetts Clean Water Trust totaling $84,000. This grant amount represents funding for 60% of the total project cost ($140,000). The remaining balance of the total project cost will be made up by a 25% ($35,000) local contribution of cash and in-kind services valued at 15% or $21,000. As noted below, the Town will be required to provide MassDEP with proof of an appropriation of local funds for the entire project cost ($140,000). The Town will be reimbursed for the grant amount in two installments, one at 50% project completion and the second at 100% project completion. More details and the next steps for the grant process are presented.

Anticipated Funding Timeline and Next Steps

- **December 2022**: MassDEP Published Draft Intended Use Plan
  - No action required by the Town or Tighe & Bond
- **January 19, 2023**: Oral or written testimony to be provided to MassDEP
  - No action recommended for the Town or Tighe & Bond
- **February March or April 2023**: CWSRF Intended Use Plan is finalized
  - No action required by the Town or Tighe & Bond
- **By June 30, 2023**: Town needs to provide proof of Local Appropriation of Funds or have committed to a schedule to obtain those funds for the **Total Project Cost including Match and In-Kind services** ($140,000).
  - This can come in the form of a letter demonstrating that sufficient funds are available to cover the total Asset Management project costs including in-kind services and the projected grant amount.
  - Proof of Local Appropriation of Funds can be submitted as soon as the Intended use Plan is finalized should the Town wish to begin the project sooner.
  - This may require a warrant article at spring Town meeting

- **By October 13, 2023:** Financing Application Submittal due to MassDEP
  - Tighe & Bond helps the Town complete the Application for Financial Assistance for Asset Management Planning.
  - Application will be made available once Intended Use Plan is finalized
  - Application can be submitted as soon as the Intended use Plan is finalized and Proof of Local Appropriation of Funds has been established should the Town wish to begin the project sooner.
  - Professional Services Agreement Between Town and Tighe & Bond is often executed at this step for the AMP work.

- **By December 31, 2023 (or within 30 days of Financing Application Submittal):** MassDEP Review and Project Approval
    - MassDEP provides a review of Financing Application and notifies Town and Tighe & Bond of any deficiencies
    - Approval of application material is signified by issuance of a Project Approval Certificate (PAC) and Notice to Proceed (NTP) to the Town and Tighe & Bond
    - Project work can begin
- **By March 2024 (or with 2 months of Notice to Proceed):** Grant Agreement with Clean Water Trust Executed
    - Town may then seek reimbursement at 50% and 100% project completion milestones
- **By December 2025 (or within 2 years of Project Commencement)**: Work on and complete project
    - Town will need to track in-kind services hours throughout the project. Tighe & Bond has generated an hour tracking template spreadsheet if needed

As noted above, the timelines presented above and in the enclosed timeline can be expedited to work with the Town's schedule, and we would encourage and support you in commencing the project this FY23.

We are looking forward to working with you on this exciting Asset Management Planning Project. Please do not hesitate to reach out to me with questions at 413-572-3255 or DSHolmes@tighebond.com.

Very truly yours,

TIGHE & BOND, INC.

Daniel S. Holmes, PE, LEED AP
Senior Project Manager

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