



*The Commonwealth of Massachusetts*  
*Executive Office of Environmental Affairs*  
*100 Cambridge Street, Suite 900*  
*Boston, MA 02114*

Mitt Romney  
GOVERNOR

Kerry Healey  
LIEUTENANT GOVERNOR

Stephen R. Pritchard  
SECRETARY

Tel: (617) 626-1000  
Fax: (617) 626-1181  
<http://www.mass.gov/envir>

June, 2006

Re: Executive Office of Environmental Affairs  
Office of Public Private Partnerships (OPPP)  
FY '07 "Fix-it-First" Friends Matching Funds Program

Dear Past, Present and Prospective Partners:

Over the past three years, the Executive Office of Environmental Affairs has successfully pursued new models of stewardship for the parks, open spaces and facilities held in trust by EOEA for the citizens of the Commonwealth. I am pleased to announce my continuation of the cornerstone of this new stewardship model: the Office of Public Private Partnerships (OPPP) matching funds program for fiscal year 2007.

Since 2004, OPPP has provided more than \$1.9 million leveraging matches of more than \$2.4 million in private and other non-state investments by more than 41 partners in 67 capital projects on 36 facilities managed by the Department of Conservation and Recreation. These "Fix-it-First" projects ranged in dollar amount from \$250 to \$1.7 million and included installation of new interpretive signs, major field improvements and significant building renovations among others.

As we commence the third year of the program, we continue to strive to improve on the already remarkable successes we have had. We are accelerating the timeline of the project approvals in an effort to begin, and therefore complete, projects sooner and to allow us to take on projects of a larger scale. We will consider applications for projects that may require more than one year to plan and complete. Finally, we hope that the enclosed answers to frequently asked questions will clarify for partners the criteria, application process, and project management of the matching funds program.

The fundamental operation of the matching funds program remains the same this coming year. OPPP may provide an equal match to non-state funds for capital projects on state land. Only monetary contributions (not in-kind) will be matched, and the funds must be deposited with the state's environmental agency. Project management will be provided by the state in close consultation with the partner(s) providing funds. See the enclosed frequently asked questions for more details.

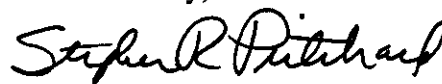
We have found that the most successful projects executed in the first two years of the matching funds program are those of shared priority to all partners. I encourage you to contact a representative of the EOEa constituent agency with whom you wish to partner at your earliest convenience to discuss project ideas. Before you submit your application you should have had a chance to review your project ideas with agency staff, increasing the likelihood that the application you then submit will be supported by the agency and approved by OPPP.

The environmental assets of the Commonwealth are vast and precious. Their protection, enhancement, restoration and maintenance require a shared effort between those who manage them and those who enjoy and benefit from them. We have made tremendous progress thanks in large part to the assistance of many of you, but much more remains to be done. We welcome the opportunity to partner with you in this essential work.

I encourage you to contact Betsy Shure Gross, OPPP's Executive Director, at (617) 626-1117 or [betsy.shuregross@state.ma.us](mailto:betsy.shuregross@state.ma.us) or Ethel Woodard at (617) 626-4917 or [ethel.woodard@state.ma.us](mailto:ethel.woodard@state.ma.us) for further information. If you are interested in discussing specific matching funds project ideas with the Department of Conservation and Recreation, contact Margie Lynch, DCR Partnership Director at 617-626-1315 or [margie.lynch@state.ma.us](mailto:margie.lynch@state.ma.us). Please visit OPPP's website at [www.mass.gov/envir/opp](http://www.mass.gov/envir/opp) to view a list and photographs of previous projects.

I look forward to working with you to improve and sustain our resources.

Sincerely,



Stephen R. Pritchard  
Secretary

Enclosures

**FY'07 "FIX-IT-FIRST" FRIENDS  
MATCHING FUNDS PROGRAM FAQs**

**Executive Office of Environmental Affairs  
Office of Public Private Partnerships  
100 Cambridge Street, Suite 900, Boston, MA 02114**

**FREQUENTLY ASKED QUESTIONS**

***Who can be an OPPP partner?***

Partners may be community groups, friends groups, park advocacy groups, corporations, institutions, and dedicated individuals with an interest in improving the Commonwealth's environmental, historic and cultural resources. OPPP welcomes applications from multiple partners working collaboratively to complete a project.

***What projects are eligible for matching funds?***

Matching funds are available for **capital projects on state land** managed by any of the four agencies within the Executive Office of Environmental Affairs (Department of Conservation and Recreation, Department of Environmental Protection, Department of Agricultural Resources, Department of Fish and Game). Capital projects generally include construction and/or restoration of physical features on state land and the planning required for such projects, including resource management plans. They do not include land acquisition, staff, or operational maintenance activities.

***What type of contributions can be matched?***

**OPPP will match only monetary contributions that are deposited in a state trust fund.** In-kind donations of materials, services, and labor, while much appreciated, are not eligible for this matching funds program. OPPP will match private contributions from individuals, organizations (e.g., friends groups, civic organizations), institutions or businesses, or contributions from a non-state governmental entity (e.g., federal, municipal). It will not match money from any state source. Matching funds are typically awarded on a dollar-for-dollar basis.

***What types of projects will be approved?***

In prior years, partnership projects have included major field reconstructions, building restorations, interpretive signs, planning efforts and more. Matching funds awards have ranged from \$250 to \$325,000. More information about completed projects is available on OPPP's website at: [www.mass.gov/envir/opp](http://www.mass.gov/envir/opp) .

## FY'07 "FIX-IT-FIRST" FRIENDS MATCHING FUNDS PROGRAM FAQs

Generally, eligible projects are reviewed with the following considerations:

- Projects that address the deferred maintenance needs of the agencies are strongly encouraged (i.e. "Fix-It First").
- Projects should meet management goals of the agencies as expressed by a master plan, management plan or by agency staff in the absence of such plan.
- Projects that would require ongoing dedication or redeployment of substantial additional agency staff time or other resources are a lower priority for agency approval. However, partnerships formed to support a capital project that are extended to address the capital project's long-term maintenance requirements are strongly favored.
- Projects with solely aesthetic benefit are a lower priority for agency approval.
- Projects must not infringe on public use and enjoyment.
- OPPP will consider projects that will require funding for more than one year.

### *How does the application process work?*

Interested applicants are **strongly encouraged** to initiate a conversation with a representative of the EOE agency in which their project is located before submitting an application.

- If the property and project are within any EOE agency other than the Department of Conservation and Recreation (DCR), please contact Betsy Shure Gross, Executive Director of the Office of Public Private Partnerships, at 617-626-1117 or [betsy.shuregross@state.ma.us](mailto:betsy.shuregross@state.ma.us)
- If the property and project are within DCR, contact Margie Lynch, Director of Partnerships, at 617-626-1315 or [margie.lynch@state.ma.us](mailto:margie.lynch@state.ma.us)

During the initial discussion with agency staff (in person, on the telephone, or in writing), applicants should share information about their organization, one or more project concept ideas, and the funds the partner(s) are prepared to provide for the project. Once the project ideas are refined in discussion with agency staff, applicants should complete the application (available at [www.mass.gov/envir/opp](http://www.mass.gov/envir/opp)), contacting the agency representative with any questions.

**Applications are due by September 15, 2006**, but OPPP strongly encourages earlier submission to facilitate agency review.

Applications may be mailed, emailed or faxed using the contact information below:  
Ethel Woodard, Office of Public Private Partnerships, Executive Office of Environmental Affairs, 100 Cambridge Street, Suite 900, Boston, MA 02114.  
[ethel.woodard@state.ma.us](mailto:ethel.woodard@state.ma.us), 617-626-4917 (telephone), 617-626-1027 (fax)

Applications will be reviewed by a team of agency staff. **OPPP will distribute notices regarding the disposition of applications by October 27, 2006.**

**FY'07 "FIX-IT-FIRST" FRIENDS  
MATCHING FUNDS PROGRAM FAQs**

***How will the project be managed?***

The agency with which you are partnering will manage the project. The project officially begins with the deposit of the partner's funds in a state trust account. Instructions on how to do this will be included with the letter approving your project. **These funds must be deposited at the latest by December 1, 2006.** OPPP **strongly encourages** partners to deposit their funds as soon as they are available to increase the likelihood that project work may begin more quickly and to allow more time for project completion.

The project will be assigned a project manager at the partner agency, and the project manager will work with the partner(s) to implement the project. The project manager is responsible for overseeing hiring of the contractor or vendor if one is needed and must comply with applicable state laws regarding bidding and contracting. The project managers will conduct meetings with the partners, as well as other parties whose input is necessary to carry out the project.

With very few exceptions, projects must be completed by the end of the state's fiscal year, which is June 30, 2007.

***Once an application is approved, what further reviews and approvals are required?***

The agency partner will seek appropriate public participation in partnership decisions to promote a shared sense of responsibility for public resources and environmental assets. A public meeting will be held to discuss any proposed partnerships projects that involves character-altering changes at a property or facility under the agency's stewardship. For projects of a lesser scale, the agency partner may consult with other stakeholders with an interest in the project such as friends groups formed to support a particular park or forest.

The agency partner will comply with applicable laws and/or policies pertaining to public review and comment. Some projects may require review and/or approval of another agency (e.g., Massachusetts Historical Commission, local conservation commissions, environmental reviews). The agency partner will be responsible for securing these approvals.

***Will partner contributions be publicly recognized?***

All OPPP partners will receive a certificate of appreciation from the Commonwealth for their contributions.

***Summary of schedule***

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|---|--|
| <b>Applications due</b>                   | <b>No later than September 15, 2006*</b> |
| <b>Partner notifications distributed</b>  | <b>October 27, 2007</b>                  |
| <b>Partner funds deposited with state</b> | <b>No later than December 1, 2006*</b>   |
| <b>Projects completed</b>                 | <b>June 30, 2007</b>                     |

\* Earlier submission is strongly encouraged if possible.

**FY '07 "FIX-IT-FIRST" FRIENDS  
MATCHING FUNDS APPLICATION**

**Executive Office of Environmental Affairs  
Office of Public Private Partnerships  
100 Cambridge Street, Suite 900, Boston, MA 02114**

**Return by September 15, 2006 to:  
Ethel Woodard ([Ethel.Woodard@state.ma.us](mailto:Ethel.Woodard@state.ma.us)) or Fax (617) 626-1027**

**Please Print or Type in All Sections**

**PRIVATE PARTNER INFORMATION**

Name of Organization \_\_\_\_\_

Name of Primary Contact Person \_\_\_\_\_

Mailing Address (please include any Apartment # or P.O. Box)

Street \_\_\_\_\_

2<sup>nd</sup> Street \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Cell Number \_\_\_\_\_

Email Address \_\_\_\_\_

Brief Description of Organization (Mission, By-Laws, Size, History, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARK AND/OR FACILITY INFORMATION**

Name of Park/Facility where project is proposed \_\_\_\_\_

Location of Park/Facility (Town or City) \_\_\_\_\_

# FY '07 "FIX-IT-FIRST" FRIENDS MATCHING FUNDS APPLICATION

## PROPOSED PROJECT INFORMATION

Brief Description of Project. If more than one, please list in order of priority. Please attach any additional information if available (e.g., photos, maps, design drawings) to assist in evaluation of application.

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Budget estimate for project, if available. Please attach any additional budget information if space is not adequate.

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Amount of Funds you will Contribute to the project (\$) \_\_\_\_\_

Amount of Matching Funds requested (\$) \_\_\_\_\_

## AGENCY CONTACT HISTORY

Please list Environmental Agency staff with whom you have communicated about this proposed project \_\_\_\_\_

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## ADDITIONAL PARTNERS

Please list any additional partners and their anticipated participation \_\_\_\_\_

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## PRIOR PARTNER INFORMATION

Please list prior projects funded through the '05 or '06 OPPP program \_\_\_\_\_

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# FY '07 "FIX-IT-FIRST" FRIENDS MATCHING FUNDS APPLICATION

## ADDITIONAL INFORMATION

Please list any additional pertinent information **Not Included Above** \_\_\_\_\_

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## REVIEW OF IMPORTANT PROGRAM INFORMATION

### Submit the OPPP Matching Funds Application by September 15, 2006

- Applications are due by September 15, 2006. However, OPPP strongly encourages earlier submission to facilitate review.
- Applications may be mailed, emailed or faxed using the contact information below:  
Ethel Woodard, Office of Public Private Partnerships, Executive Office of Environmental Affairs,  
100 Cambridge Street, Suite 900, Boston, MA 02114.  
[ethel.woodard@state.ma.us](mailto:ethel.woodard@state.ma.us), 617-626-4917 (telephone), 617-626-1027 (fax)

### Project approval from OPPP

- Applications will be reviewed by a team of agency staff who will be involved with the proposal, if approved.
- By October 27, 2006 OPPP will issue a Letter of Approval or a Letter of Non-Approval to the applicant.

### Submit project funds to OPPP by December 1, 2006

- Partner funds must be deposited in a state trust account by December 1, 2006.
- Instructions regarding submitting your funds will be included in your project approval package.
- An early deposit of partner funds increases the likelihood that project work will begin more quickly. Please deposit your funds as soon as they are available.

### Work closely with agency staff

- Projects will be managed by agency staff pursuant to all applicable state laws.
- The project will be assigned a project manager at the partner agency, and the project manager will work with you to implement the project.
- The project manager may request meetings with you and other partners, as well as other parties whose input is necessary to carry out the project.

For partnerships with EOEAs other than the Department of Conservation and Recreation (DCR), contact Betsy Shure Gross at 617-626-1117 or [Betsy.Shuregross@state.ma.us](mailto:Betsy.Shuregross@state.ma.us).

For further information about partnering with the Department of Conservation and Recreation (DCR), contact Margie Lynch, 617-626-1315 or [Margie.Lynch@state.ma.us](mailto:Margie.Lynch@state.ma.us).

For assistance in completing the application, contact Ethel Woodard, 617-626-4917 or [Ethel.Woodard@state.ma.us](mailto:Ethel.Woodard@state.ma.us)



**Bourre, Richard (ENV)**

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**From:** Woodard, Ethel (ENV)  
**Sent:** Wednesday, July 05, 2006 12:34 PM  
**To:** Bourre, Richard (ENV)  
**Subject:** Request to put the FY'07 OPPP Letter from Secretary Pritchard on the Environmental Monitor  
**Follow Up Flag:** Follow up  
**Flag Status:** Red  
**Attachments:** Secretary's OPPP FY07 Matching funds letter - 6-28-06.doc; OPPP FY'07 Matching Fund FAQs Final - 6-29-06.doc; OPPP FY'07 Matching Fund Application - Final - 6-20-06.doc

Hi Richard:

It's that time again, we have sent out a communication for our FY'07 "Fix-it-First" Friends Matching Fund Program which included the following:

1. Secretary's Letter
2. Frequently Asked Questions (FAQs)
3. FY'07 "Fix-it-First" Friends Matching Fund Application

We also reference our web page - [www.mass.gov/envir/opp](http://www.mass.gov/envir/opp) for additional information etc.

If you would please submit this to the Environmental Monitor for publication and advise me as to when we should expect to see it appear.

Thank you and I'll talk with you later.

*Ethel Woodard*

*Special Assistant to the Executive Director  
Office of Public Private Partnerships (OPPP)*

*Executive Office of Environmental Affairs*

*100 Cambridge Street Suite 900*

*Boston, MA 02114*

*Telephone: (617) 626-4917*

*Fax: (617) 626-1027*

*Email: [Ethel.Woodard@state.ma.us](mailto:Ethel.Woodard@state.ma.us)*

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**From:** Bourre, Richard (ENV)  
**Sent:** Friday, March 24, 2006 5:55 PM  
**To:** Woodard, Ethel (ENV)  
**Subject:** RE: Request to put the FY'07 OPPP Letter from Secretary Pritchard on the Environmental Monitor

Ethel,

FYI - The letter should appear in the Environmental Monitor sometime on Monday the 27<sup>th</sup>.

Rick Bourré

Assistant Director - MEPA

Executive Office of Environmental Affairs

7/10/2006