RFA# 202106082

2021 Grants for Stream Crossing Infrastructure Improvements

REQUEST FOR APPLICATIONS

# APPLICATION DETAILS AND INSTRUCTIONS

1. **Municipal Stream Crossing Applications**

The Maine Department of Environmental Protection (Department) is seeking applications to provide grants for public infrastructure improvements and culvert upgrades at stream crossings on municipal roads as defined in this Request for Applications (RFA) document. This document provides instructions for submitting applications, the procedure and criteria by which the Provider(s) will be selected and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Applicant(s).

## **Eligibility to Submit Application(s)**

To be eligible, the project must be for the replacement or upgrade of culvert, as defined by this RFA, passing a stream through a municipal road in the State of Maine. Crossings owned by, or located on property owned by private individuals, State, and federal agencies are not eligible recipients.

Multiple applications may be submitted within any municipality; however, a maximum of two projects may be awarded within a single municipality.

Grant awards cannot be given on culvert replacements that have already occurred, nor for projects that have received grant funding in a previous round. Additionally, monies from this grant cannot be used for any permanent land acquisitions, conservation easements, or other purposes.

Eligible project sponsors for Stream Crossing Public Infrastructure Improvement funds are: local governments, municipal conservation commissions, soil & water conservation districts, and private non-profit organizations.

## **Awards**

The Department anticipates making multiple awards as a result of this RFA process.

Funds for awards were allocated by the Legislature and approved by voters through a bond measure. A total of $4 Million is available for this 2021 round. The Department will administer grant funds to align with fund availability and whether the project meets grant program goals.

The maximum award for each proposed project is $125,000 and if multiple applications are submitted, only the top two scoring projects from a single municipality may be selected. The Department reserves the right to revise the size of the grants and offer the grants over more or fewer application cycles. Grant awards cannot be used to cover the full cost of the proposed projects.

Any person aggrieved by the award decision that results from this Request for Applications may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: [Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120)).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

1. **Contract Term**

The Department is seeking application(s) to provide cost-efficient services, as defined in this RFA, with an anticipated contract period defined in the table below. Please note that the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFA and the contracting process. The actual contract start date will be established by a completed and approved contract.

|  |  |
| --- | --- |
| **Estimated Contract Start Date** | **Contract End Date** |
| March 1, 2022  | 2 years from start date |

Applicants may schedule work to be conducted for up to two years.  The Department recognizes that unforeseen delays or extenuating circumstances sometimes occur that require additional time to complete a project.  If this is necessary, the Department may approve a no-cost time extension for up to one year beyond the original project completion date.

1. **Chapter 532**

To fund these improvements, the Maine Legislature allocated bond money through the passage of [Public Law, Chapter 532, LD 1850, 129th Maine State Legislature “An Act To Authorize a General Fund Bond Issue To Improve Highways, Bridges and Multimodal Facilities](https://legislature.maine.gov/legis/bills/getPDF.asp?paper=SP0634&item=2&snum=129) ”. In Public Law, Chapter 532, the Department is charged with disbursing funds that match local funding for vital public infrastructure improvement projects involving stream crossings and culvert upgrades.

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# KEY PROCESS EVENTS

## **Submitting Questions about the Request for Applications**

Any questions must be submitted by e-mail to the Grant Coordinator identified on the [Grant RFPs and RFAs webpage](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) by November 2, 2021 at 11:59 p.m. local time. Submitted Questions must include the subject line: “RFA# 202106082 Questions”. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

Question & Answer Summary: Responses to all questions will be compiled in writing and posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary, which will be posted no later than 7 days before the application due date. Only those answers issued in writing on this website will be considered binding.

## **Amendments to the Request for Applications**

All amendments (if any) released in regard to this Request for Applications will be posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

## **Submitting your Application**

1. **Applications Due:** Applications must be received by November 16, 2021 at 11:59 p.m. local time. Applications received after the 11:59 p.m. deadline will be ineligible for award consideration for that annual application enrollment period.
2. **Submission Instructions:** Applications are to be submitted to the State of Maine Division of Procurement Services, via email, to Proposals@maine.gov.
	1. Only applications received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
	2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
	3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
	4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
	5. Applicants are to insert the following into the subject line of their email submission: **“RFA# 202106082 Submission [#] – [Applicant’s Name]”**
	6. Applicants must submit a separate proposal for each project. Each application is to be submitted as a single, typed PDF file with all the proposal package contents outlined below. Submit each application with a file name:

*“[Town Name]\_ [Road Name]\_*Proposal *[ #202106082].pdf”*

# **D. Proposal Package Contents**

Each proposal package must include all applicable items listed below:

# 1. 2021 Grants for Stream Crossing Public Infrastructure Improvements Application with completed “Cost Proposal Form” and “Debarment, Performance and Non-Collusion Certification Form” *(must include pages 12-25 of this RFA document)*.

2. Location Map and aerial photo:

* A location map with the project location clearly marked, including the water body(s), town(s), and road names
* An aerial photo showing the location of the crossing with **all bankfull width reference locations shown.** *Note: Averaged field measurements of bankfull width are considered the most accurate and greater confidence in the measurements will positively affect scoring where applicable.*

3. Photos of the stream crossing:

* Photos showing the condition of culvert crossing.
* Photos from downstream side looking at the crossing and looking downstream from the crossing
* Photo of the water level at downstream end of culvert. If possible, include photos of the inside of the crossing structure to show condition.
* Photos from upstream side looking at the crossing and looking upstream from the crossing (including water level at inlet end of culvert/crossing).
* Photos showing safety conditions such as failures, flooding, sinkholes, collapsing structures, erosion undermining, etc., if available.

4. Diagrams, plans, and additional information

* A plan view sketch or plan of the existing and proposed crossings showing, at a minimum: the roadway, culvert location, and stream to show the alignment of the stream and culvert with respect to the roadway (include arrows showing the direction of stream flow), and the proposed location of any cofferdams and dewatering areas; Plans with greater detail are preferred.
* A longitudinal profile used to determine the stream slope (%), recommend 20-30 times bankfull width upstream and downstream.
* A cross section along the length of the proposed culvert showing the roadway, embedment amount, location of any footings, and amount of road cover; or any conceptual or engineering plans developed. Inclusion could result in additional points, where applicable.

5. Stream Stats Basin Characteristics Report for the site (*see instructions in the “Stream Crossing Resources” section, below*). Attach a copy of the StreamStats Basin Characteristics Report for “Bankfull Statistics” and “Peak-Flow Statistics” at the crossing location

6. *OPTIONAL*: [DOT 100-year flooding criteria worksheet](https://www.maine.gov/dep/land/grants/MaineDOT-Q100-Guidance.pdf)

7. *OPTIONAL*: Any notable letters of support for the project

8. *OPTIONAL*: Detailed project budget with additional breakdown of costs beyond required application items.

**E. Selection and Award**

The final decision regarding the award of the contract will be made by representatives of the Department and is subject to approval by the State Procurement Review Committee.

Notification of grantees selection or non-selection will be made in writing by the Department.

Issuance of this RFA in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel, or any other costs incurred by the Applicant.

The Department reserves the right to reject any and all applications or to make multiple awards.

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# RFA DEFINTIONS & ACRONYMS

The following terms and acronyms shall have the meaning indicated below as referenced in this RFA:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Agency** | Maine DEP, Maine IF&W, Maine DMR, USFWS, or other public environmental, wildlife, or fisheries agency |
| **Bankfull Stage** | The point or stage where the stream flow fills the stream channel before overtopping its banks  |
| **Bankfull Width** | The maximum width the stream attains before spilling to its floodplain at bankfull stage. Bankfull width is typically marked by a change in vegetation, topography, or texture of sediment. Field measured, averaged bankfull width measurements are considered the most accurate. Calculated or estimated bankfull width values are available using StreamStats and Maine Stream Habitat Viewer, however, these values are not considered as accurate and should be used to corroborate field measurements. |
| **Bridge** | A structure designed to span a portion or all of a stream. Bridges consist of a deck supported by abutments. It may have more than one cell or section separated by piers. ***NOTE: this definition is in the context of this RFA; MaineDOT has a separate legal definition*** |
| **Culvert** | A structure surrounded by soil or other fill materials that allows water to pass under a road or similar obstruction. A culvert may take the form of a pipe, arch, or box made from metal, plastic, reinforced concrete, stone, or other materials and can have a bottom or consist of a natural bottom |
| **Cut off** | Unable to travel by motor vehicle to any location other than the immediate area where the road crossing has failed, in other words, the number of homes that will be stranded by the failure without vehicular access or egress  |
| **Department** | Department of Environmental Protection |
| **Diadromous fish species**  | Fish species that migrate between freshwater and saltwater environments during their life cycle. These species include Atlantic salmon, shortnose sturgeon, Atlantic sturgeon, alewife, American eel, rainbow smelt, sea lamprey, blueback herring, and American shad |
| **Heritage Ponds** | Lakes and ponds that contain state heritage fish, as defined in Title 1, Chapter 9 Section 212-A. [This list](http://www.maine.gov/sos/cec/rules/09/137/137c001-A.docx) includes waters identified as eastern brook trout waters and arctic charr waters that have never been stocked |
| **MaineDOT** | Maine Department of Transportation |
| **Maine DMR** | Maine Department of Marine Resources |
| **Maine IF&W** | Maine Department of Inland Fisheries and Wildlife |
| **Matching Local Funding** | Funding provided from non-state sources used to match the amount of grant funding. In this context it does not necessarily mean a 1:1 match of the funding request |
| **NOAA** | National Oceanic and Atmospheric Administration |
| **RFA** | Request for Applications |
| **State** | State of Maine |
| **USFWS**  | United States Fish and Wildlife Service |

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# APPLICATION EVALUATION AND PROJECT SELECTION

## **Scoring Weights and Process**

1. **Grant Scoring Overview**: The Department is inviting applications for projects to implement public infrastructure improvements at stream crossings on municipal roads to upgrade culverts in order to improve fish and wildlife habitat and increase community safety.

Project applications must provide for local matching funds and address improvements, modifications, repairs, or upgrades to existing culverts or stream crossings. Project selection will be based upon the degree to which the proposed project meets the following criteria:

**A. Public Infrastructure Information, Safety, & Community Impact**

Scoring will consider the extent to which the proposed project allows communities to more effectively prepare for storm and flood events. Review and scoring will take into account the degree of urgency of the proposed project based on the culvert’s age, location within a watershed or reach, or severe flood history. In addition, scoring will consider the project’s contribution to stormwater and flooding management, reduction in frequency or severity of flooding for upstream and downstream communities, and the new crossing’s ability to meet or exceed the Department of Transportation's 100-year flood standard.

**B. Project Represents a Cost Effective & Efficient Investment**

Scoring for this section includes the extent to which the proposed project represents an efficient and cost-effective investment, including the proportion of total project funding that will be provided from other sources and the potential avoided costs associated with the proposed project. Grant funds may not be used to cover all of the costs associated with a proposed project.

**C. Fish & Wildlife Habitat Improvement/ Environmental Benefit**

Scoring for this section will consider the extent to which the proposed project advances the goals of restoring habitat for fish (including sea-run fish and native brook trout) and wildlife, including the priority status of the culvert to be upgraded or replaced for native brook trout and sea-run fish restoration. This status is based upon available stream survey data, statewide prioritization for aquatic connectivity, and presence in priority watersheds of salmon, alewives and other diadromous fishes. Scoring will also consider the extent to which the proposed project meets a Stream Smart design standard of 1.2 times the stream's bankfull width, with a natural stream bottom, embedded and backfilled structure with bed material closely resembling the material found in the natural stream bed.

1. **Scoring Weights**: The score will be based on a 100-point scale and will measure the degree to which each application meets the following criteria.

|  |  |
| --- | --- |
| **Scoring Criteria** | **Maximum Points Available** |
| A. Public Infrastructure Information, Safety, & Community Impact | 25 points |
| B. Project Represents a Cost Effective & Efficient Investment | 25 points |
| C. Fish & Wildlife Habitat Improvement/ Environmental Benefit | 50 points |
| **Total Points** | **100 points** |

# For more detailed information related to scoring, see our [2021 Stream Crossing Upgrade Grant Scoring Guidance](https://www.maine.gov/dep/land/grants/2021ScoringBreakdown.pdf) Document

**3. Scoring Process:** A Grant Review Team, comprised of qualified reviewers, will judge the merits of the proposal(s) received in accordance with the criteria defined in the RFA.

The Grant Review Team will use a consensus approach to evaluate and score all sections listed above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.

Regarding the proposed funds requested and the proposed work, the Grant Review Team will take into account all information provided in the application (including any requested or additional supplemental information about the project, history, or location), level of detail and completeness of the application, inclusion of plans and field work information, and other information gathered regarding the proposed project for the each of the three scoring categories.

The Department reserves the right to communicate and/or schedule interviews/presentations with Applicants if needed to obtain clarification of information contained in the proposals received, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process.

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STREAM CROSSING RESOURCES

# [**Maine DEP Municipal Stream Crossing Upgrade Grants Program**](https://www.maine.gov/dep/land/grants/stream-crossing-upgrade.html)

# [Stream Crossing Upgrade Grant Resources Page](https://www.maine.gov/dep/land/grants/resources.html)

# [2021 Stream Crossing Upgrade Grant Scoring Guidance](https://www.maine.gov/dep/land/grants/2021ScoringBreakdown.pdf)

# **2021 Municipal Stream Crossing Grants Online Workshop Videos**

# A series of informational videos created by the department with assistance from Maine Audubon, Army Corps of Engineers, Maine DEP Land Bureau, Land Use Planning Commission, and Maine DOT to give potential applicants an idea of the grant goals and expectations, guidance on regulations and permitting, as well as how to collect certain field and engineering data required for this RFA.

# [Video #1 - Applying for a Municipal Stream Crossing Grant](https://youtu.be/XRPWTuhGMdg)

# [Video #2 - Stream Smart Road Crossings and Basic Project Design](https://youtu.be/W_sA_ouGVs0)

# [Video #3 - Regulations Pertaining to Stream Crossings in Maine](https://youtu.be/MNZ0IzdrPK0)

# [Video #4 - MaineDOT (recommended for all crossings 10 feet and over)](https://youtu.be/RMZE7Oflk_I)

* 1. [**Maine Stream Smart Program & Resources**](http://maineaudubon.org/streamsmart/)

Stream Smart is a training program and resource for anyone responsible for constructing road-stream crossings. The goals of Stream Smart are to connect fish and wildlife habitat while protecting roads and public safety and to prepare for the large and frequent storm events that have been washing out roads around the state and the northeast.

* [Stream Smart Principles Video](https://youtu.be/4VXY-AHvGVE)
* [Stream Smart Field Work Video](https://www.youtube.com/watch?v=LQzV3L0iAd4&feature=youtu.be)

**Stream Smart 2021 Phase I Pre-recorded workshop videos:**

* [Part 1, Value of Stream Smart and Legal Requirements](https://www.youtube.com/watch?v=heErzd7HyOQ&t=1s)
* [Part 2, Stream Smart Demonstration Table](https://www.youtube.com/watch?v=xCh1l5unRVI)
* [Part 3, How to Create and Pay for Stream Smart Crossings](https://www.youtube.com/watch?v=6dvRpJnawS8&t=1s)

[Technical Assistance with Stream Smart Crossings](https://www.maineaudubon.org/wp-content/uploads/2018/11/SS-Technical-assistance-5.pdf)

Sample Data Collection Sheets

* [Longitudinal Profile Survey Data Sheet](https://www.maineaudubon.org/wp-content/uploads/2018/11/Survey_Forms_datasheets_LongitudinalProfile.pdf)
* [Cross-Section Survey Data Sheet](https://www.maineaudubon.org/wp-content/uploads/2018/11/Survey_Forms_datasheets_CrossSection.pdf)
* [Pebble Count Data Sheet](https://www.maineaudubon.org/wp-content/uploads/2018/11/Survey_Forms_datasheets_PebbleCount.pdf)
* [Photo Monitoring Data Sheet](https://www.maineaudubon.org/wp-content/uploads/2018/11/Survey_Forms_datasheets_PhotoMonitoring.pdf)
* [Site Monitoring Data Sheet](https://www.maineaudubon.org/wp-content/uploads/2018/11/Survey_Forms_datasheets_SiteMonitoring.pdf)
* [Sketch Map Data Sheet](https://www.maineaudubon.org/wp-content/uploads/2018/11/Survey_Forms_datasheets_SketchMap.pdf)
* [Stream Barrier Removal Monitoring Guide](https://www.maineaudubon.org/wp-content/uploads/2017/09/Stream-Barrier-Removal-Monitoring-Guide.pdf)
	1. [**Maine Stream Habitat Viewer**](https://webapps2.cgis-solutions.com/MaineStreamViewer/)

The Stream Habitat Viewer displays habitats for several stream-dependent species important to Maine’s economy, ecology, and way of life. It also provides locations and information about dams and road crossings, which can act as barriers to the movements of fish and wildlife.

* 1. [**StreamStats**](https://streamstats.usgs.gov/ss/)

Stream Stats is a model developed by USGS. Allows you to calculate drainage area, estimate bankfull width, etc. just by clicking on a stream-road crossing. See application materials for further instructions on how to incorporate this information into proposals.

**How to Create a Basin Characteristics Report using Stream Stats**

**Step 1:** Go to <https://streamstats.usgs.gov/ss/>

**Step 2:** Use the map to find your stream crossing of interest or use the search tool by typing the location in the left hand search bar. Zoom to the location of the stream crossing.

**Step 3:** Select the State for your Study Area. Click “Maine” in the blue button/

**Step 4**: Zoom to the location of the stream crossing, click the blue “Delineate” button

**Step 5**: Click the location of the stream crossing on the map and wait for the basin delineation, then click “continue”

**Step 6**: Under “Regression Based Scenarios” select “Bankfull Statistics” and “Peak-Flow Statistics”, then click “Continue”

**Step 7**: Select “Basin Characteristics Report” and click “Continue”

**Step 8**: Print the Stream Stats Report

* 1. [**Maine Stream Smart Road Crossing Pocket Guide**](https://www.maine.gov/mdot/publications/docs/brochures/pocket_guide_stream_smart_web.pdf)

This guide was developed to provide basic explanations for installing and replacing crossings in an effective and cost-efficient manner, meeting goals of restoring and maintaining stream habitat connectivity, and enhancing the stability of roads and the crossings. See Appendix A of this pocket guide for worksheets to assist with assessing your crossing site, including bankfull width and stream slope measurements.

* 1. [**Maine Tidal Restriction Atlas**](https://maine.maps.arcgis.com/apps/webappviewer/index.html?id=8f7fc922c464482d8fe946ca5b17c7ea)- Maine Tidal crossings restrictions and barriers

[CoastWise Approach to Tidal Crossings](file:///C%3A%5CUsers%5CJohn.Maclaine%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CE3EVDAVD%5Ccoastwise-short-brief-20200901.pdf%20%28maine.gov%29)

* 1. [**Maine Beginning with Habitat Program**](https://www.beginningwithhabitat.org/)

Beginning with Habitat (BwH) is a collaborative program of federal, state and local agencies and non-governmental organizations. BwH compiles habitat information from multiple sources, integrates it into one package, and makes it accessible to towns, land trusts, conservation organizations and others to use proactively. Accompanying information depicts and describes various habitats of statewide and national significance found in a town.

[Beginning with Habitat Maps & Map Viewer](https://www.maine.gov/ifw/fish-wildlife/wildlife/beginning-with-habitat/maps/index.html)

# **Maine Department of Transportation Resources:**

* [Maine DOT Public MapViewer](https://www.maine.gov/mdot/mapviewer/)
* [MaineDOT Bridge Design Guide](https://www.maine.gov/mdot/bdg/)
* [Maine DOT Hydraulic Capacity Standard & Guidance](https://www.maine.gov/dep/land/grants/MaineDOT-Q100-Guidance.pdf) *(100 year flood sizing):*
* [MaineDOT Policies and Laws Related to Bridges in Maine](https://www.maine.gov/mdot/bridges/docs/bridge-upgrade-fact-sheet_July2020.pdf)

#  **Regulations & Permits**

# **Maine DEP**

* [NRPA](http://www.mainelegislature.org/legis/statutes/38/title38sec480-B.html) – Natural Resources Protection Act
* [NRPA Chapter 305- Permit By Rule](https://www.maineaudubon.org/wp-content/uploads/2017/09/DEP-Chapter-305-2013.pdf) (see Section 10 for new stream crossings)
* [NRPA Exemptions](http://www.mainelegislature.org/legis/statutes/38/title38sec480-Q.html) (see #2-D for 'existing crossings')

### **Army Corps of Engineers**

* [Maine Project Office](https://www.nae.usace.army.mil/Missions/Regulatory/) ; (207) 623-8367
* Maine General Permit [Department of the Army General Permit State of Maine](https://www.maineaudubon.org/wp-content/uploads/2017/09/Army-Corps-of-Engineers-General-Permit.pdf)
* [Endangered Species Act Section 7 Consultation Info](https://atlanticsalmonrestoration.org/projects/stream-crossing-project)

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APPLICATION COVER PAGE

**Handwritten Applications Will Not Be Accepted**

|  |
| --- |
|  **Applicant Information** |
| Applicant Organization Name |
| Applicant Mailing Address | City | State | Zip |
| Applicant Contact | Applicant Contact Phone # | Contact Email Address  |
| **Agent/Consultant/Engineer Information** [ ]  *Check if not applicable*Agent is: [ ]  Agent for Application only [ ]  Project Engineer only [ ]  Agent and Project Engineer |
| Agent Name |
| Agent Mailing Address | City | State | Zip |
| Agent Phone # | Agent Email Address |

* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s application.
* No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an application.
* The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded a contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.

|  |  |
| --- | --- |
| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

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APPLICATION

Please complete all fields in this application to the best of your ability and include all applicable supplemental attachments listed (see “Key Process Events” Part D) with the proposal package.

For additional information and resources for your application, please see “Stream Crossing Resources” on Page 9 of this RFA and utilize resources from the Department’s [Stream Crossing Resources Page](https://www.maine.gov/dep/land/grants/resources.html) and [2021 Scoring Guidance Document](https://www.maine.gov/dep/land/grants/2021ScoringBreakdown.pdf).

|  |
| --- |
| **I. Project Identification** |
| **Name of Proposed Project** *(Town Name- Road Name)* |  |
| **II. Applicability** |
| Please indicate the ability to demonstrate the following: The proposed structure to be upgraded is located on a municipal road, is not owned by a private or state entity, and is not located on a road segment classified as a “State-Aid” road. The proposed project includes matching funds from local or other sources. The proposed project is for the upgrade of a culvert, not currently a bridge as defined by the RFA. |
| **III. Stream Crossing Location** |
| **1. Municipality or Unorganized Territory where project will take place**: |  |
| **2. GPS Location of crossing** - Decimal degrees preferred. *­­­­­­­­­­­­­­­­­Available on Google Maps by clicking the location on the map* | North | West |
|  |  - |
| **3. Culvert/crossing location** Name of the road on which the culvert/crossing is located and the nearest intersection. |  |
| **4. Stream name at project location:** |  |
|  **5. “Project Stream” drains to** *(stream/river name):* |  |

|  |
| --- |
| **IV. Failure Risk, Location, and Reduction in Flooding** |
| **1. Has the crossing caused flooding or overtopping of the road in the last 10 years?** | [ ]  Yes | [ ]  No |
|  If yes, How many times? (indicate if approximate) |  |
| **2. Does this crossing regularly become obstructed by debris or require cleaning?**  | [ ]  Yes | [ ]  No |
|  How often? |  |
| **3. Has the crossing been damaged by flooding in the last 10 years?** | [ ]  Yes | [ ]  No |
| **4. Do you have any photos of the flooding or damage? Please provide if available.** | [ ]  Yes | [ ]  No |
| **5. Has the crossing ever partially or fully washed-out or become unsafe for traffic in the last 10 years?** | [ ]  Yes | [ ]  No |
| **6. Is the current crossing undersized?** | [ ]  Yes | [ ]  No |
|  If yes, how was this determined and what was the metric used? |  |
| **7. List any dates and describe the severity of flooding/damage associated with the crossing. Include the duration of any full or partial road closures.** |  |
| **8. Describe any other problems or issues with the current condition of the crossing. Include photos if available.** |  |
| **9. In how many years from now do you estimate the culvert/crossing would have a complete failure, a complete collapse, or total washout?**  | <1 year | 1-3 years | 3-5 years | 5-10 years | 10+ years |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **10. How was the estimated time to failure determined?** |
|  |
| **11. Discuss any future flooding concerns regarding the existing culvert/crossing** |
|  |

|  |
| --- |
| **V. Safety & Impact to Community** |
| **1. Would any homes, businesses, or critical infrastructure be completely cut-off from access if the crossing were to completely fail?** | [ ]  Yes | [ ]  No |
| 2. **If the culvert/crossing fails, how many businesses, or other critical infrastructure would be completely cut off or require a detour?** *(Note: see definition of “cut off” in this RFA)* | Homes | Businesses | Critical Infrastructure\* |
| Detour | Cut-off | Detour | Cut-off | Detour | Cut-off |
|  |  |  |  |  |  |
| **3. Using the space below, discuss what impacts would occur if the culvert/crossing were to fail. For instance, are there critical public services (fire or police station, hospital, school, public works facility) or \*details on critical infrastructure noted above that would be cutoff or required to detour?**  |
|  |
| 4. **Approximately how many vehicles per day travel this road (if known)?** [Maine DOT Public Map Viewer](https://www.maine.gov/mdot/mapviewer/) (see “Factored AADT” by clicking on road segment) |  |
| **5. If an alternate route exists, what is the minimum distance to travel from one side of the crossing along a detour to access the other side of the crossing?** |  |
| **6. Are there any other safety concerns or community impacts regarding the existing culvert crossing?** |
|  |

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| --- |
| **VI. Improvement to Fish & Wildlife Habitat** [2021 Municipal Stream Crossing Grants Guidance Video #2: Stream Smart Basics & Project Design](https://youtu.be/W_sA_ouGVs0) |
| NOTE: For information and potential guidance on local fisheries information, it is highly recommended that you contact your regional [Inland Fisheries and Wildlife Office](https://www.maine.gov/ifw/about/contact/department-directory.html) Fisheries Biologist, and Department of Marine Resources.  |
| **1. Has this crossing been surveyed and identified on the Maine Stream Habitat Viewer?** *If “No” see “Alternate Maine Stream Habitat Viewer Information” worksheet at the end of application* | [ ]  Yes | [ ]  No |
| **2. What is the Maine Stream Habitat Viewer ID#?**  |  |
| **3. Have you contacted MDMR regarding this stream and crossing?** | [ ]  Yes | [ ]  No |
| If yes, please include any relevant information they provided or attach letter of support. |  |
| **4. Have you contacted MDIFW regarding this stream and crossing?** | [ ]  Yes | [ ]  No |
| If yes, please include any relevant information they provided or attach letter of support. |  |
| **5. Describe any reasons the crossing or the waterbody should be considered a priority for restoration, including any input from Maine DMR or Maine IF&W Biologists:** |
|  |
| **6. Are fish present in the stream?** | [ ]  Yes | [ ]  No |
| **7. Have any of the following species been identified within this stream by MDMR, MDIFW, USFWS, NOAA, or another reputable resource?** *(Presence, not modelled habitat)* |
| [ ]  Wild brook trout [ ]  Sea-run brook trout [ ]  Atlantic salmon (sea-run) [ ]  Atlantic salmon (landlocked)  | [ ]  Alewives (sea run) [ ]  Blueback herring [ ]  American eels [ ]  Sea-run rainbow smelt  | [ ]  other diadromous (sea-run) species (list):  |
| **8. List the source(s) of above fish information:**  |
|  |
| **9. Select any habitats below that have been identified by MDIFW, MDMR,** [**Maine Stream Habitat Viewer**](http://webapps2.cgis-solutions.com/MaineStreamViewer/)**,** [**Beginning with Habitat Map Viewer**](https://webapps2.cgis-solutions.com/beginningwithhabitat/)**, or other resources near or at the crossing location.** | [ ]  N/A |  |
| [ ]  Atlantic Salmon Critical Habitat[ ]  Atlantic Salmon DPS[ ]  Atlantic salmon modelled habitat *Type:* \_\_\_\_\_\_\_\_\_\_\_\_ *# units*: \_\_\_\_\_\_\_\_\_\_\_\_[ ]  Brook trout habitat[ ]  Within the drainage of a state “heritage” water[ ]  Within the drainage of an alewife pond[ ]  Significant Vernal pools within 1 mile[ ]  Other Significant Wildlife Habitats (Tidal/Inland waterfowl, etc.) List:  | [ ]  State Endangered, Threatened, or Special Concern species (aquatic or terrestrial) within 1 mile. List: |
|  | [ ]  Federal Endangered, Threatened species (aquatic or terrestrial) within 1 mile. List: |
|  | [ ]  Other priority habitats such as spawning areas, etc., List:  |
| **10. Is the crossing located on a stream or reach where other culvert/crossing upgrades have been performed within the last 5 years leading to improved fish passage?** | [ ]  Yes | [ ]  No |
| If yes, describe any additional biological, ecological, or cost-saving benefits that could result from the current project: |  |
| **11. Provide other information about the design or importance of the proposed project that benefits fish and/or wildlife such as terrestrial passage, stream banks within the structure, stream simulation design, or other factors:** |
|  |

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| --- |
| **VII. Stream Measurements and Field Work***For fieldwork techniques, see:* [*Stream Smart Field Work Video*](https://www.youtube.com/watch?v=LQzV3L0iAd4&feature=youtu.be)*and* [Maine Stream Smart Road Crossing Pocket Guide](https://www.maine.gov/mdot/publications/docs/brochures/pocket_guide_stream_smart_web.pdf)*.**Proper field work and measurements are crucial to project success and must be completed prior to construction. Projects that have completed the fieldwork prior to applying will score higher in several areas.* |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Measured Bankfull Width** *(field measured beyond culvert influence, min. of 3 upstream and downstream measurements)* | Upstream Widths (US) | 1. | 2. | 3. | 4. | 5. | **Average US** | **Average of US & DS**  |
|  |  |  |  |  |  |
| Downstream Widths (DS) | 1. | 2. | 3. | 4. | 5. | **Average DS** |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **2. Estimated/Modelled Bankfull width** *(NOTE: measured average bankfull width values are the most accurate method)* | Maine Stream Habitat Viewer<http://webapps2.cgis-solutions.com/MaineStreamViewer/> |  |
| StreamStats<https://streamstats.usgs.gov/ss/> |  |
| Other Hydraulic & Hydrologic Analysis (if performed) |  |
| **3. Bankfull width used for structure sizing** |  |
| **4. If Bankfull width is other than average of field measurements, explain rationale:** |
|  |
| **5. Does this structure experience any tidal effects? Is it expected to experience tidal action in the future? Explain.** |
|  |
| **6. Have you surveyed a longitudinal profile of the stream? (recommend 20-30 x BFW up- and downstream of crossing)** | [ ]  Yes | [ ]  No |
| **7. Based on stream longitudinal profile measurements, what is the stream’s slope (%)?** |  |
| **8. Has a Stream Bed Substrate analysis been performed?** | [ ]  Yes | [ ]  No |
| **9. Type of analysis performed or to be performed?** |  |
| **10. Type of stream bed material to be installed:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **11. Size of DS scour pool**  [ ]  N/A, No scour pool present | Width | Length | Max Depth |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **12. Is the crossing back-watered or impounding water upstream?** | [ ] Yes | [ ] No |
| **13. Is another downstream crossing potentially causing impounded water to occur at this crossing location?** | [ ] Yes | [ ] No |
| **14. Is the upstream or downstream habitat degraded due to this crossing’s orientation, slope, or sizing that will be corrected by the new crossing? (e.g. large scour pool, instability or stream bank erosion, significant downstream sedimentation, etc.)** | [ ] Yes | [ ] No |
| Explain: |
|  |

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| --- |
| **VIII. Existing Culvert Crossing Information** |
| **Structure Dimensions as Intended by MSCG Application:** |
| Closed Bottom Structures“Plan” ViewOpen Bottom Structures |

|  |  |  |
| --- | --- | --- |
| **Culvert/Crossing Shape** | **Culvert Material** | **Stream Bed Material in Culvert** |
| [ ]  Closed bottom Box | [ ]  Corrugated Metal Pipe | [ ]  none  |
| [ ]  Open bottom box | [ ]  Smooth Metal Pipe | [ ]  Partial |
| [ ]  Circular | [ ]  Concrete | [ ]  Continuous |
| [ ]  Open bottom arch | [ ]  Plastic |  |
| [ ]  Closed bottom arch (pipe arch) | [ ]  Stone |  |
| [ ]  Oval | [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| [ ]  Bridge or span |  |
| **How many culverts are there at this crossing?** If more than 3, list 3 primary structures below |  |
| Culvert  | Crossing Width (“W”) *diameter if round* | Culvert Clearance *(from stream bed/pipe bottom to highest inside point)* | Culvert Length (“L”) under Road | Approximate Culvert Age |
| **#1** |  |  |  |  |
| **(#2)** |  |  |  |  |
| **(#3)** |  |  |  |  |

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| **IIX. Proposed Crossing Structure Information**NOTE: Pursuant to 32 MRSA §1254, a licensed professional engineer is required when the completed project cost estimates exceed $100,000 and does not create an undue risk to public safety or welfare. |

|  |  |  |
| --- | --- | --- |
| **1. Has an engineer been retained to assist with the project’s design?** | [ ]  Yes | [ ]  No |
| **2. Do you have engineered design plans and construction specifications for the replacement culvert/crossing?**  | [ ]  Yes | [ ]  No |
| If yes, identify who designed the plans, and when the plans were completed; or who has been retained to complete engineering plans. |  |
| **3. Indicate the level of plans attached and submitted with this application** | [ ]  Final, stamped engineering plans & specifications[ ]  Site-specific plans at 90%+ Completion[ ]  Preliminary Design Plans[ ]  Conceptual Plan[ ]  Plan View Sketch & Cross Section[ ]  Plan View Sketch[ ]  None |
| **4. Will final plans be stamped by a Maine Licensed Engineer prior to construction?**  | [ ]  Yes | [ ]  No |

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| **IX. Proposed Crossing Structure Design**NOTE: Be sure to watch the 2021 Stream Crossing Grant Workshop Videos and other resources found in Section II:B  |
| **Culvert/Crossing Shape** | **Culvert Material** |
| [ ]  Closed bottom Box[ ]  Open bottom Box[ ]  Circular[ ]  Oval | [ ]  Open bottom arch[ ]  Pipe arch (closed bottom arch)[ ]  Bridge or span | [ ]  Corrugated Metal Pipe[ ]  Concrete[ ]  Stone | [ ]  Smooth Metal Pipe[ ]  Plastic |
| [ ]  Other (describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  Other (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Proposed Crossing Width “W”  | Proposed Crossing Clearance | Proposed crossing Height “H” (or to top of footing) | Crossing Length “L” under Road | *If proposing a bridge/span, what is the*Clear Span (measured abutment to abutment) |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Open Bottom Crossings** | **Closed Bottom Crossings** |
| Includes footings below scour potential? | [ ]  Yes | [ ]  No | Embedded? | [ ]  Yes | [ ]  No |
| Depth of embedment *(from inside of culvert/invert)* |  |
| **Performance Criteria & Commitments in project design/installation** The project will: |
| ☐ Meet Maine DOT 100-year flood criteria (*for crossings with clearance <6’, include* [*DOT worksheet*](https://www.maine.gov/dep/land/grants/MaineDOT-Q100-Guidance.pdf)with this application)☐ Be sized at least 1.2 time bankfull width of the stream as determined by field measurements (or modelling, if justified)☐ Be aligned (skewed) to match the stream☐ Include a longitudinal profile survey to determine the stream and structure’s slope  ☐ Longitudinal profile is compete ☐ Longitudinal profile will be completed prior to design | ☐ Contain stream material within structure closely matching native stream bed as: ☐ Open, natural stream bottom *OR*☐ Embedded closed bottom with backfilled stream material☐ Include constructed stream banks through the structure☐ Have properly-designed and engineered footings and/or structure bottom elevation accounting for potential scour  |

|  |
| --- |
| **X. Maine Department of Transportation Notification & Inspections** See [MaineDOT’s Bridge Upgrade Fact Sheet](https://www.maine.gov/mdot/bridges/docs/bridge-upgrade-fact-sheet_July2020.pdf) and [Guidance Video #4: Maine DOT Responsibilities & Requirements](https://youtu.be/RMZE7Oflk_I)  |
| **For Crossings with a clear span 10 feet or greater** [ ]  *This section is not applicable* *the proposed structure is less than 10 feet in width measured along the road centerline between both abutment faces underneath, or spring lines of arches, or has an opening of less than 80 square feet in area.* *NOTE: Maine DOT defines culverts and bridges differently than in the context of this RFA.* |
| 1. In determining the proposed structure’s width, was all necessary field work, including stream profile survey and multiple averaged field bankfull width measurements completed? | [ ]  Yes | [ ]  No |
| 2. Have you made initial contact with MaineDOT Bridge Maintenance Division (207-624-3600) to discuss the structure’s potential requirements and inform them of the town’s intention to replace the crossing with a span 10 feet or greater?  | [ ]  Yes | [ ]  No |
| **If No**, please indicate when you intend to contact Maine DOT Bridge Maintenance Division?  |  |
| **For Crossings with a clear span 20 feet or greater** [ ]  *This section is not applicable, the proposed structure is not more than 20 feet in width, measured between both abutment faces underneath, or spring lines of arches or the extreme ends of openings for multiple boxes.**NOTE: Examples of design elements not recommended by MaineDOT are aluminum box culverts, precast block abutments, metal bin abutments, bridge foundations that are scour critical, bridges that do not have designed or crash tested bridge rail. See* [*MaineDOT’s Bridge Upgrade Fact Sheet*](https://www.maine.gov/mdot/bridges/docs/bridge-upgrade-fact-sheet_July2020.pdf) *for more information. MaineDOT recommends that bridge designs be completed by design firms found on the department’s prequalification website:* [*Consultant Prequalification | MaineDOT*](https://www.maine.gov/mdot/cpo/prequal/#prequal4) |
| 3. If the new crossing will be 20 feet or over in width, are you planning to request that the MaineDOT take responsibility for the structure?  | [ ]  Yes | [ ]  No |
|  **If Yes**, please indicate you are aware that for MaineDOT to accept responsibility for a structure, there are additional design, safety, and other review criteria that may affect the final design of the structure. Meeting these criteria are the responsibility of the applicant.  |  [ ]  Yes, this is understood |
| 4. Have you had the design reviewed by MaineDOT’s Bridge Maintenance Division?  | [ ]  Yes | [ ]  No |
| **Important Note:** For all crossings proposed to be 20 feet or greater, please refer to [Maine DOT’s Bridge Design Guide](https://www.maine.gov/mdot/bdg/) and contact MaineDOT Bridge Division for requirements and limitations. |
| **XI. Project Efficiency and Avoided Costs** |
| **1. Size of previous year’s municipal road maintenance budget:** |  |
| **2. Amount of annual maintenance budget dedicated to non-winter maintenance:** |  |
| **3. How much money has been spent on physical repairs within the last 10 years on this culvert crossing?** |  |
| **4. How much money has been spent on road closures or other costs associated with the culvert crossing?** |  |
| **5. Describe the types of expenditures made on repairs or other costs listed above.** |
|  |
| **6. This project will likely require a permit from the Army Corps of Engineers. Have you contacted Army Corps regarding this project? (see** [**Guidance Video #3**](https://youtu.be/MNZ0IzdrPK0)**)** | [ ]  Yes | [ ]  No |
| **7. Have you submitted an application to Army Corps of Engineers?** | [ ]  Yes | [ ]  No |
| **8. Do you already have a permit in-hand from Army Corps of Engineers?** | [ ]  Yes | [ ]  No |
| **9. What is the anticipated construction duration?** |  |
| **10. If awarded, when is construction anticipated to begin (month/year)?** *(Keep in mind that the typical window for in-water work is July 15-October 1)* | Start Date: | Completion Date: |
|  |  |
| **11. Provide any additional information regarding the efficiency and cost-effectiveness of the project:** |
|  |
| **12. Provide any additional information as to why this project should be funded by a public infrastructure grant:** |
|  |
| **XII. Alternate Maine Stream Habitat Viewer Information**Complete this section if the crossing location for this proposalis not mapped on the Maine Stream Habitat Viewer[ ]  *This section is not applicable (the Maine Stream Habitat Viewer ID for this site is available and listed in Application Section VI)* |
| **If the existing culvert/crossing is NOT surveyed on** [**Maine Stream Habitat Viewer**](file:///%5C%5Csom.w2k.state.me.us%5Cdata%5CDEP-DATA%5COC%5CInnovation%20%26%20Assistance%5CStream%20Crossing%20Grants%5CGrant%20Rounds%20%28Pre-award%29%5C2021%20Award%5C%29%3F%20http%3A%5C%5Cwebapps2.cgis-solutions.com%5CMaineStreamViewer%5C)**, what is the closest Crossing ID# to the structure on this stream** *(same stream preferred, or stream system if not available* |  |
| **Describe the proximity of this reference crossing to the proposal location?** |  |
| **4. If they exist, what is the Maine Stream Habitat Viewer Crossing ID# for the crossings upstream and downstream of the proposed upgrade?** | **Upstream Crossing ID#**[ ]  N/A | **Downstream Crossing ID#** [ ]  N/A |
|  |  |
| **Are these considered to be a barrier to fish passage?** | [ ]  Barrier[ ]  Partial/Potential Barrier[ ]  Not a Barrier | [ ]  Barrier[ ]  Partial/Potential Barrier[ ]  Not a Barrier |
| **5. Approximate distance to the next barrier identified by the Maine Stream Habitat Viewer?** *(in miles, along stream***)** Use a map measure tool to approximate the distance along the stream to the next crossing on a road. | Upstream | Downstream |
|  |  |
| **Does this crossing appear to be able to pass fish in its current state?** | [ ]  Yes | [ ]  No | [ ]  Maybe |
| **Has this crossing been confirmed by a fisheries biologist or DEP staff as a barrier to fish passage? Explain.**  |  |
| **Explain reasoning for fish passage assessment** (be sure to include good photos with the application) |  |

From the stream viewer map of the area:

* Use the layers to determine if the area falls within a mapped habitat. List any habitat indicated in the Fish & Wildlife Section of the Application:
* Use the Beginning with Habitat Maps to determine if there are any nearby endangered species or other habitats
* Barrier status: Discuss the project with a fisheries biologist or with DEP staff to see if the crossing would likely impede fish passage. Look for clear features such as outlet drops or perched culverts and other features that would prevent a fish from moving through the culvert. List any indications or additional information about the culvert’s ability to allow fish movement. Take good photos of the crossing for your application, be sure to clearly show the inlet and outlet and inside the structure.
* Make sure to contact fisheries agencies to find out what information they might have about the resource, fisheries, and habitats.

RFA# 202106082

2021 Grants for Stream Crossing Infrastructure Improvements

COST & BUDGET INFORMATION

|  |  |
| --- | --- |
| **Applicant Organization’s Name:** |  |

The requested funds may not exceed $125,000. The Department cannot fund 100% of any project; local matching funds must be included

|  |  |
| --- | --- |
| **1. Total Amount of Funds being Requested** | **$** |
| **2. Total Matching Funds Committed to Project** | **$**  |
| **Source of Project Cost Estimate** |  |
| **Source(s) and types of Local Matching Funds proposed** |  |
| **What is the status of any proposed matching funds (e.g. approved, planned, committed, uncertain, etc.)** |  |

|  |
| --- |
| **Selected Budget Items** |
| **5. Total Engineering Costs** |  |
| **6. Permitting and Bidding** |  |
| **7. Erosion & sediment controls (including de-watering, stream bypass, cofferdams, temporary and permanent stabilization measures)** |  |
| **8. All other items** |  |

RFA# 202106082

2021 Grants for Stream Crossing Infrastructure Improvements

DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION

|  |  |
| --- | --- |
| **Applicant’s Organization Name:** | Click or tap here to enter text. |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
	1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
	2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
4. *Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default*.
5. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Applicant’s application, at the discretion of the Department.**

|  |  |
| --- | --- |
| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |