



## EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Bethany A. Card, Secretary  
Grant Announcement

**BID ENV 24 DCS 01**

**Dated: November 1, 2022**

**Greening the Gateway Cities Municipal Partnership Grant Program  
FY 24**

**BID #:BD-23-1042-ENV-ENV01-81031**

### I. GRANT OPPORTUNITY SUMMARY

**A. PROPOSALS SOUGHT FOR:** Municipal assistance for urban tree planting in coordination with the Greening the Gateway Cities Program (GGCP) and the Department of Conservation and Recreation (DCR) Urban and Community Forestry program.

**B. OVERVIEW AND GOALS:** The program is part of the Commonwealth's commitment to land conservation, tree planting and parks. The GGCP is designed to bring the environmental, public health, and energy efficiency and benefits of expanded tree canopy to Gateway Cities, which are former industrial cities identified by the Baker administration for targeted redevelopment efforts. So far, nearly 35,000 trees have been planted throughout 18 Gateway Cities. GGCP is a partnership between the Executive Office of Energy and Environmental Affairs (EEA), the Department of Conservation and Recreation (DCR) Urban & Community Forestry Program, the Department of Energy Resources (DOER) and the Department of Housing and Community Development (DHCD), along with Gateway Cities and local grassroots organizations. To fulfill the goals of the program, this program provides funding for projects that prepare areas for tree planting and support local GGCP activities. This is a reimbursement grant.

**C. ELIGIBLE PROJECTS:** Projects must be in Gateway Cities with active DCR tree planting crews in order to be eligible. Grant funds will support work to identify and prepare urban areas for GGCP tree planting work in partnership with DCR to achieve enhanced tree canopy cover, for benefits including improved air quality, reduced stormwater runoff, and overall community beautification.

**D. ELIGIBLE APPLICANTS:** This grant program is open to Gateway City municipalities where DCR is actively planting in FY24.

**E. APPLICATION DEADLINE:** Thursday, February 2, 2023 at 3:00 pm. See further detail on deadlines and grant program calendar in Section 4.

**F. FUNDING AVAILABILITY:** Maximum reimbursement is \$30,000. Exceptions may be made at the discretion of the Executive Office of Energy and Environmental Affairs (EEA). See further detail on Funding Availability in Section 2C.

**G. BUDGET REQUIREMENT:** This grant is a reimbursement program. Applicants must be prepared to incur proposed project costs prior to reimbursement. Only approved project costs incurred within the contract period with the Commonwealth will be eligible for reimbursement. See further detail on budget requirements in Section 2D.

**H. TOTAL ANTICIPATED DURATION OF CONTRACT(S):** The contract period will begin on the date that EEA signs the contract. Project work must be completed and costs must be incurred on or before June 30, 2024, to be eligible for reimbursement. See further detail on anticipated duration of contract(s) in Section 2F.

**I. CONTACT INFORMATION:** Vanessa Farny  
Executive Office of Energy and Environmental Affairs  
100 Cambridge Street – Suite 900  
Boston, MA 02114  
(857) 330-1978  
vanessa.farny@mass.gov

## 2. Performance and Contract Specifications

**A. ELIGIBLE APPLICANTS:** The following Gateway City municipalities where DCR is or plans to be actively planting trees in FY24 are eligible for funding:

Brockton	Fitchburg	Leominster	New Bedford	Taunton
Chelsea	Haverhill	Lowell	Quincy	Worcester
Chicopee	Holyoke	Lynn	Revere	Westfield
Everett	Fall River	Malden	Salem	Springfield

**B. ELIGIBLE PROJECT(S)/SCOPE(S) OF WORK:** Grant funding is available to reimburse municipalities for costs associated with; (i) identifying and preparing sites for tree planting including, but not limited to installation of catch basin tree pits, removal and replacement of impervious surfaces, stump removal required for tree planting, and soil enhancement; and (ii) stewardship activities including watering recently planted trees. See detailed descriptions below.

For projects to be deemed eligible, municipalities must:

- 1.) Identify the streets or locations within the DCR designated GGCP planting zone proposed for planting preparation work. Please submit a map that identifies:
  - Proposed streets for planting preparation with cross streets referenced and/or the public properties with locations currently available for tree planting (parks, schools etc.)
  - Location of any overhead or underground utilities; applicants should contact DigSafe to ensure underground utilities are identified appropriately if excavation is proposed.

See Attachment C for a sample GGCP Tree Planting Plan.

- 2.) Review proposed tree planting site preparation work with the assigned DCR Forester to confirm proposed locations appear feasible and appropriate for planting in FY24, as well as with the Municipal Planning Department to identify any planned activities that could conflict with planting.

The project budget may include the following costs incurred to directly enhance tree canopy:

- Creating tree pits. Tree pits must conform to ADA requirements for sidewalk clearance. Preferred tree pit width is 5 feet and length is 10 feet. Where possible, tree pits should be connected to form a continuous planting strip.
- Concrete, asphalt, or other impervious material removal to facilitate tree planting and/or improve the health of trees.
- Remediation or replacement of soil to increase tree health. Clean loam and/or mulch for purposes of planting new trees or improving existing tree health are eligible for reimbursement on a per-unit cost. Costs should reflect volumes estimated to be utilized directly in planting activities.
- Disposal costs for soils and/or impervious materials removed during the installation of tree pits or preparation of tree planting sites.

- Stump removal if necessitated by planting site preparation. Per unit costs for stump removal must be based on stump diameter. *Please note that stump grinding is ineligible for reimbursement unless approved in advance by EEA/DCR.*
- Costs for the use of heavy equipment necessary to assist GGCP tree planting crews.
- Tree maintenance, including watering of trees planted through the GGCP. Tree watering should reflect the cost of weekly watering of 15-gallons per tree. Adequate soil berms must be established prior to watering and maintained to ensure water is percolating. This prevents runoff and soil loss.
- Outreach materials to promote GGCP tree planting efforts approved by EEA and DCR, such as direct mailers, including utility bill inserts to residents in designated planting zones.

**C. FUNDING AVAILABILITY, BUDGETING GUIDELINES & ALLOWABLE EXPENDITURES:** The GGCP Grant Program is a reimbursement grant program. Maximum reimbursement is \$30,000. Exceptions may be made at EEA's discretion. Costs must be incurred between the selected applicant's contract execution date and June 30, 2024 to be eligible for reimbursement. Costs of work performed prior to receiving an executed contract from DCS **will not** be eligible for reimbursement.

Only EEA approved project costs will be eligible for reimbursement. Costs must be incurred by grant applicant as demonstrated by canceled check or other proof of payment.

Ineligible project costs include, but are not limited to, staff salaries, equipment, labor, or goods that do not directly support tree planting activities related to GGCP purposes, or any other costs as determined by EEA.

All contracts shall be subject to available funding, whether through the appropriation and authorization of sufficient funds or the receipt of sufficient revenues. If available funding ceases for any reason, a contract shall be deemed under suspension and contract performance must halt. A contractor will not be entitled to compensation for any performance provided during the period of contract suspension. EEA may lift the suspension if available funding is received. In the absence of foreseeable available funding, EEA may terminate the contract.

**D. BUDGET REQUIREMENT:** Applicants must submit an itemized project budget and specific grant request. EEA can only reimburse the total amount spent as shown through invoices and municipal funding allocations for the GGCP Grant Program. Reimbursement requests must be reviewed and approved by the assigned DCR urban forester. The application budget should reflect any in-kind funding that applicant will provide.

**E. PROJECT TERMS:** If awarded, all projects will be required to abide by the Standard Commonwealth of Massachusetts Terms and Conditions. All final contracts are subject to successful negotiation of a final scope of services.

EEA does not guarantee that any contracts may result from this bid or that funding will be awarded. It is anticipated that projects could commence soon after EEA's awards announcement. The awarded contracts will be reviewed during their course and, upon request by the Contractor, may be extended or otherwise amended only at the sole discretion of EEA. Any extensions granted will not necessarily change, or increase, the monetary value of the contract.

**F. ANTICIPATED DURATION OF CONTRACTS:** Contracts will begin on July 1, 2023 or the date of execution of the contract by EEA whichever is later and will end on June 30, 2024. Extension of the contract is at the sole discretion of EEA.

**G. DELIVERABLES, OWNERSHIP, AND CREDIT DUE:** EEA and DCR representatives must be invited to any public events sponsored by the applicant in celebration of a GGCP grant award.

**H. REPORTING:** Grant recipients will be required to submit periodic reports to the local DCR urban forester reflecting work performed to date.

**I. INVOICING:** The GGCP Grant Program is a reimbursement program. Billing forms will be sent to grant awardees upon execution of the State Standard Contract. Only approved expenses incurred during the period of contract are eligible for reimbursement. Grant recipients must provide the following documentation when filing for reimbursement:

- Reimbursement Billing Form (provided with the executed contract)
- Proof of payment in the form of cancelled checks from the grant recipient (both sides), wire transfer statements, bank statements, or attested statement of Treasurer indicating the amount of payment authority of payment and date paid, associated check or transaction numbers.

### 3. Instructions for Application Submission

**A. EVALUATION CRITERIA:** Each application will be scored using the following measures:

- The application's clarity and the merits of activities proposed for funding (40%)
- The proposed activities' overall contribution to GGCP tree planting and improved urban canopy density in populated areas, and/or climate change resilience. (40%)
- The value of municipal contributions to the overall project, whether in direct costs or long-term stewardship and overall commitment to the objectives of the GGCP (20%)

To support the Municipal Vulnerability Program (MVP), applications received from MVP communities that rank in the top two-thirds of applications received will have the potential to receive up to five bonus points, if the proposed activities are part of a priority implementation project within the municipality's MVP plan. More information on the MVP can be found online here: <https://www.mass.gov/municipal-vulnerability-preparedness-program>.

A grant application review team composed of EEA and DCR staff will review all applications. After completing preliminary review, staff will develop draft funding recommendations, with or without conditions, to the Secretary of EEA. Draft recommendations are subject to further review, including by EEA senior management and by the Secretary of EEA, prior to final approval.

**B. APPLICATION SUBMISSION INSTRUCTIONS:** Applications must be received in electronic form by 3:00 pm, Thursday, February 2, 2023. Applications received after the deadline will be rejected. Submit one electronic copy of the application via email to [Vanessa.Farny@mass.gov](mailto:Vanessa.Farny@mass.gov). The subject line should read "GGCP BID [municipality]".

A complete application package includes a completed GGCP Grant Program Application Form with supporting documentation. Failure to provide any of the application materials requested may result in disqualification of the proposal.

Note: The Application Form must be signed by an authorized signatory for the applicant municipality.

Please note that all responses and information submitted in response to this bid are subject to the Massachusetts Public Records Law, M.G.L. c. 66, s. 10, and to c. 4, s. 7, ss. 26. Any statements in submitted responses that are inconsistent with these statutes, including marking of information as confidential, shall be disregarded. Please do not submit any information that the applicant may not wish to disclose publicly, such as home addresses or personal telephone numbers, social security numbers, or other similar information.

**C. ADDITIONAL REQUIRED DOCUMENTATION:** If selected, the Commonwealth Standard Contract Form, Commonwealth Scope and Budget Form, and Contractor Authorized Signatory Listing will be required. Respondents are encouraged to review these documents prior to submission of a Response. They are available under the Forms and Terms tab of this Commbuys posting, as well as <http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/osd-forms.html> .

## 4. Deadlines and Procurement Calendar

**A. RELEASE OF BID:** November 1, 2023

**B. APPLICATION DUE DATE:** Thursday, February 2, 2023 at 3:00 pm.

**C. ESTIMATED AWARD DATE:** Awards are estimated to be announced on or about 60 days after the grant application deadline, with contract negotiations to begin immediately thereafter. Please note this is an estimated timeframe, subject to change based on availability of funds and other factors.

**D. ESTIMATED CONTRACT START DATE:** Notwithstanding any verbal representations by the parties, or an earlier start date listed in the Standard Contract Form, the effective start date of a contract shall be the latest of the following dates: the date the Standard Contract Form has been executed by an authorized signatory of the contractor and the procuring department; the date of secretariat or other approval(s) required by law or regulation; or a later date specified in the Standard Contract Form. The estimated start date for contracts is July, 2023 subject to change as noted above.

## 5. Miscellaneous

**A. TYPE OF PROCUREMENT:** Grant

**B. USE OF THIS PROCUREMENT BY SINGLE OR MULTIPLE DEPARTMENTS:** This bid is a single department procurement. All contracts awarded under this bid will be utilized by EEA & DCR.

**C. REQUEST FOR SINGLE OR MULTIPLE CONTRACTORS:** This bid may result in multiple contracts.

**D. BID DISTRIBUTION METHOD:** This bid has been distributed electronically using the Commbuys system. It is the responsibility of every applicant to check Commbuys for any addenda or modifications to a bid to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to applicants who fail to check for amended bids and submit inadequate or incorrect responses. Potential respondents are advised to check the "last change" field on the summary page of bids for which they intend to submit a response to ensure they have the most recent bid files. The application and answers to questions will also be posted on the DCS website at [www.mass.gov/eea/dcs-grants](http://www.mass.gov/eea/dcs-grants).

**E. LIST OF ATTACHMENTS:**

- A. Application Form
- B. Sample Budget
- C. Sample GGCP Tree Planting Plan

**Attachment A**

**APPLICATION FORM  
FY 24 GATEWAY CITIES MUNICIPAL PARTNERSHIP GRANT PROGRAM**

**Executive Office of Energy and Environmental Affairs**

Applications must be received by 3:00 pm, Thursday, February 2, 2023. Applications received after the deadline will be rejected. Submit one electronic copy of the application via email or file share service to: [Vanessa.Farny@mass.gov](mailto:Vanessa.Farny@mass.gov), with the subject line “GGCP BID [municipality]”.

**A. APPLICANT INFORMATION**

Municipality: \_\_\_\_\_

Official Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Requested Grant: \$ \_\_\_\_\_

**B. APPLICATION CONTACT / PROJECT COORDINATOR**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**C. PROJECT DESCRIPTION**

I.) Please provide a 1-2 page description of the project and the applicants capacity to achieve the objectives. The description should include:

- a. The project goals, a brief description of work and timeline proposed. Please identify the components of the project for which EEA reimbursement will be requested, as well as supplemental materials, equipment, or labor to be contributed by the municipality (for which EEA reimbursement is not requested);
- b. Past and current projects that demonstrate the municipality’s capacity to complete the work proposed;
- c. How the proposed project will support the GGCP.

**C. PROJECT BUDGET**

I.) Please provide a brief project budget that includes:

- An itemized list of estimated project costs
- Total anticipated project cost
- Total grant request amount
- Value of any in-kind or other funding contributions that will be contributed to total project costs

**D. CERTIFICATION STATEMENT**

This application was prepared by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

To the best of my knowledge, the information submitted to qualify for the FY24 Greening the Gateway Cities Grant Program are true and correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

<b>E. ATTACHMENT CHECKLIST</b>
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Please include the following attachments with your application:

- Attachment 1:** Project narrative
- Attachment 2:** Project budget.

**Additional Forms required if selected for funding:** The following forms are available at the Commonwealth's Operational Services Division website <http://www.mass.gov/osd>.

- Commonwealth Terms and Conditions
- Contractor Authorized Signature Verification Form
- Authorization for Electronic Funds Payment *Note: this form must be completed online.*

**Attachment B**

**SAMPLE BUDGET**

*From: City of Holyoke's GGCP Municipal Assistance Grant Application  
August 27, 2020*

**Street Tree Stump Removal and Tree Pit Creation in Downtown Holyoke:  
Budget Proposal and Project timeline**

**Itemized List of Estimated Project Costs**

<b>Direct Costs (Grant)</b>				
Activity	Unit	Quantity	Unit Cost	Total
Stump Removal (Scope 5)	Removal Per Stump (6-11 inch diameter)	32	\$150	\$4,800
Stump Removal (Scope 5)	Removal Per Stump (12-24 inch diameter)	8	\$300	\$2,400
Impervious Surface Removal (Scope 1 & 2)	Removal Per Square Foot	1,150	\$9	\$10,350
Soil Remediation (Scope 3)	Remediation per cubic yard	30	\$50	\$1,500
Material Disposal (Scope 4)	Material per cubic yard	30	\$30	\$900
<b>Total Cost (Grant):</b>				<b>\$19,950</b>

<b>Supporting Costs (Municipal Match)</b>				
Activity	Unit	Quantity	Unit Cost	Total
Dead Tree Removal	Removal Per Tree >40 ft.	4	\$500	\$2,000
Conservation Director	Staff Hours	40	\$35	\$1,400
DPW Superintendent	Staff Hours	25	\$50	\$1,250
City Forester	Staff Hours	16	\$35	\$560
<b>Total Cost (Municipal Match):</b>				<b>\$5,210</b>

**b) Estimated Total Project Cost:** **\$25,160**

**Grant Request Amount:** **\$19,950**



# Attachment C

## SAMPLE PLANTING PLAN

Prepared by Holyoke Department of Conservation and Sustainability  
August 27, 2020

### Immediate Tree Planting Opportunities on Public Land

#### Tree Belt and open Tree Pits

- High St. and Maple St, between Lyman St. and Essex St. (more information is still needed on underground street light electric lines on these streets)
- Charles St. between Laurel St. and South St.
- Canal St., between Mosher St. and
- S. Elm St. between Wolcott St. and Park View Terrace

