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 energy efficiency and environmental benefits of a healthy tree canopy to Gateway Cities, which are former industrial cities identified by the Baker administration for targeted redevelopment efforts. So far, over 32,000 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 grant is a reimbursement program.

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 FY23.

E. APPLICATION DEADLINE: Thursday, May 19, 2022 at 3:00 pm. See further detail on deadlines and grant program calendar in Section 4.

F. INFORMATION SESSION: A virtual information session will be held on Wednesday, April 20 2022 at 1:30 pm. Please email Vanessa Farny (vanessa.farny@mass.gov) by Friday, April 15, 2022 to register. Potential applicants are strongly encouraged to attend.

G. FUNDING AVAILABILITY: Maximum reimbursement is $20,000. 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.

H. 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.
I. **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, 2023, to be eligible for reimbursement. See further detail on anticipated duration of contract(s) in Section 2F.

J. **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 FY23 are eligible for funding:

<table>
<thead>
<tr>
<th>Brockton</th>
<th>Fitchburg</th>
<th>Leominster</th>
<th>Pittsfield</th>
<th>Worcester</th>
</tr>
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<tbody>
<tr>
<td>Chelsea</td>
<td>Haverhill</td>
<td>Lowell</td>
<td>Quincy</td>
<td>Westfield</td>
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<tr>
<td>Chicopee</td>
<td>Holyoke</td>
<td>Lynn</td>
<td>Revere</td>
<td>Springfield</td>
</tr>
<tr>
<td>Everett</td>
<td>Lawrence</td>
<td>Malden</td>
<td>Salem</td>
<td></td>
</tr>
<tr>
<td>Fall River</td>
<td>New Bedford</td>
<td>Taunton</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 and urban canopy enhancements 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. Additionally, vacant lot reclamation activities may be eligible if planned in consultation with a DCR Urban and Community Forester.

For projects to be deemed eligible, municipalities must:

1.) Submit, or have on file with EEA, a tree planting plan that identifies streets within the proposed planting zone with GGCP tree planting opportunities shown. The plan must identify:

- Proposed streets for planting with cross streets referenced
- Location of any overhead or underground utilities; applicants are encouraged to contact DigSafe to ensure underground utilities are identified appropriately if excavation is proposed.
- Public properties or land with locations currently available for tree planting (parks, schools etc.)
- If the municipality has a designated DCR planting zone, the plan should identify where proposed tree planting overlaps with DCR planting zones to better ensure GGCP objectives are met.
- Properties or proposed locations that present future planting opportunities the City anticipates pursuing.

See Attachment C for a sample GGCP Tree Planting Plan.

2.) Coordinate review of proposed tree planting plans with their Planning Department as well as DCR Forester to ensure locations do not present concerns for utility or other infrastructure.

3.) If applying for funding to pursue vacant lot restoration, applicant must also include a list of municipal vacant properties identified for tree planting. Properties will be considered eligible if they are located within the DCR planting zone.
The project budget may include the following costs incurred in project work that will directly benefit and 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, existing 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.

- Heavy equipment costs for the use of equipment necessary to assist GGCP tree planting crews.

- Tree maintenance, including watering of trees planted through the GGCP, as well as pruning of established trees. Pruning shall follow the ANSI A300 pruning standard. Costs should be scaled based on DBH of the tree. 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.

- Costs associated with tree planting on city-owned vacant lots, such as debris removal, removal of impervious surfaces, loam and seeding or planting costs will be considered, however, a site plan establishing the number and location of trees must be developed in coordination with the GGCP forester and approved by DCR and EEA in advance of the application deadline.

C. FUNDING AVAILABILITY, BUDGETING GUIDELINES & ALLOWABLE EXPENDITURES: The GGCP Grant Program is a reimbursement grant program. Maximum reimbursement is $20,000. Exceptions may be made at EEA’s discretion. Costs must be incurred between the selected applicant’s contract execution date and June 30, 2023 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 incurred during the executed contract period 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, application preparation and submission, 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. Use of approved grant funds will be coordinated with the local DCR urban forester. Reimbursement requests must be reviewed and approved by a DCR urban forester. The application budget should reflect any in-kind match of GGCP tree planting 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 the date of execution of the contract by EEA and will end on June 30, 2023. 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 and Project Cost Worksheet (provided with the executed contract)
- Evidence that project costs have been reviewed and approved by the DCR urban forester assigned.
- 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 conduct site visits to verify the proposed project aligns with GGCP objectives and 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, May 19, 2022. Applications received after the deadline will be rejected. Submit one electronic copy of the application via email or file hosting service to 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.

C. ADDITIONAL REQUIRED DOCUMENTATION: If selected, the Respondent will be required to submit the following forms to complete a contract:

- Commonwealth Standard Contract Form
- Commonwealth Scope and Budget Form
- Contractor Authorized Signatory Listing

Respondents are encouraged to review the Commonwealth Standard Contract Form, Commonwealth Scope and Budget Form, and Contractor Authorized Signatory Listing 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.

D. APPLICATION STEPS AND PROCEDURES:

1. Municipality submits an application.
2. DCR urban forester contacts applicants to arrange in-person site visits.
3. Projects are evaluated by EEA and DCS staff and scored according to GGCP Grant Program evaluation criteria.
4. Staff develop draft recommendations. Recommendations are subject to review, including by EEA senior management, and by the Secretary of EEA prior to final approval.
5. Awards are announced and grantees are sent an approval letter, State Standard Contract, Contractor Authorized Signatory Listing, and billing forms. Applicants not selected to receive funding will receive a notification letter.
6. Contract is signed by municipality, submitted to EEA for execution. Municipality will be contacted once contract is executed by EEA. Upon execution of contract documents, state funds are then obligated by the Commonwealth for approved projects. Please note that project funding can be revoked at any time.
7. Projects must adhere to the state’s procurement laws, M.G.L. Chapter 30B. Applicants should work with their municipal procurement officer to ensure that their project conforms to the procurement law. State procurement law also prohibits EEA from reimbursing any costs incurred prior to the state standard contract starting date. Do not incur costs for which you plan to request reimbursement until you have a fully executed state standard contract.
8. Participant begins project activities.
9. Grantee submits billing forms with required documentation to an assigned DCR forester for approval. Once approved by the forester, forester will submit requests for reimbursement and billing forms to EEA grants manager to ensure costs are reimbursed. Partial payments may be requested. Billing form and documents must be reviewed by EEA for any changes from the project application. A final inspection of the project by DCR foresters is conducted prior to final payment.
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.

4. Deadlines and Procurement Calendar

A. **Release of Bid:** April 8, 2022

B. **Application Due Date:** Thursday, May 19, 2022 at 3:00 pm.

C. **Estimated Award Date:** Awards are estimated to be announced on or about 30 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 September, 2022 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
FY 23 Gateway Cities Municipal Grant Program  

Executive Office of Energy and Environmental Affairs  

Applications must be received by 3:00 pm, Thursday, May 19, 2022. 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, with the subject line “GGCP BID [municipality]”.

### A. Applicant Information

<table>
<thead>
<tr>
<th>Municipality:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Project Title: |  |

| Project Location: |  |

| Requested Grant: | $___________ |

### B. Application Contact

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
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</table>

| Mailing Address: |  |

<table>
<thead>
<tr>
<th>City/Town:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Zip:</td>
<td></td>
</tr>
</tbody>
</table>

| Email address: |  |

| Telephone: |  |

### C. Project Coordinator

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
</tbody>
</table>

| Email address: |  |

| Telephone: |  |

### C. Project Description

1.) Please provide a 2-3 page description of the project and the applicant’s capacity to achieve the objectives. The description should include:

   a. The project goals and a brief description of work 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;

   d. Whether the project will engage or serve Environmental Justice populations;

   e. A description of related program outreach to be conducted with the project.
C. PROJECT BUDGET

1.) 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 matching contributions that will be contributed to total project costs

2.) Please identify the methods or sources of financing proposed project costs prior to reimbursement.

3.) A brief timeline that reflects the anticipated start and end date of project activities as necessary to ensure project completion on or before June 30, 2023.

D. CERTIFICATION STATEMENT

This application was prepared by:

Name: ____________________________________________
Title: ____________________________________________
Mailing Address: ____________________________________

___________________________
City/Town: ___________________________ State: ________ Zip: ________

Email address: ______________________________________

Telephone: ____________________________

To the best of my knowledge, the information submitted to qualify for the FY23 Greening the Gateway Cities Grant Program are true and correct.

Signed: ________________________________ Date: ____________________

E. ATTACHMENT CHECKLIST

Please include the following attachments with your application:

☐ Attachment 1: Project narrative
☐ Attachment 2: Project budget, funding sources, and project timeline.

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
☐ Commonwealth W-9 Request for Taxpayer Identification Number and Certification
☐ Contractor Authorized Signature Verification Form
☐ Authorization for Electronic Funds Payment  Note: this form must be completed online.
**Street Tree Stump Removal and Tree Pit Creation in Downtown Holyoke:**

**Budget Proposal and Project timeline**

**Itemized List of Estimated Project Costs**

<table>
<thead>
<tr>
<th>Direct Costs (Grant)</th>
<th>Activity</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Stump Removal (Scope 5)</td>
<td>Removal Per Stump (6-11 inch diameter)</td>
<td>32</td>
<td>$150</td>
<td>$4,800</td>
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<td></td>
<td>Stump Removal (Scope 5)</td>
<td>Removal Per Stump (12-24 inch diameter)</td>
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<td>Impervious Surface Removal (Scope 1 &amp; 2)</td>
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<td></td>
<td>Soil Remediation (Scope 3)</td>
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<td></td>
<td>Material Disposal (Scope 4)</td>
<td>Material per cubic yard</td>
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**Total Cost (Grant):** $19,950

<table>
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<tr>
<th>Supporting Costs (Municipal Match)</th>
<th>Activity</th>
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<th>Unit Cost</th>
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<tbody>
<tr>
<td></td>
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<td>Staff Hours</td>
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<td></td>
<td>City Forester</td>
<td>Staff Hours</td>
<td>16</td>
<td>$35</td>
<td>$560</td>
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</table>

**Total Cost (Municipal Match):** $5,210

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

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

**Description of the methods/sources of financing for the proposed project:**

All funds for this proposed project are available within the Holyoke FY 2021 budget, as confirmed by the City Auditor. Matching funds for staff time and tree removal are covered by the salary and expense lines of their respective departments, while direct project costs will be covered by the existing Conservation Department expense account, to be reimbursed by the GGCP at the completion of project activities.
Introduction

This document illustrates potential planting opportunities for the Greening the Gateway Cities Program in Holyoke. These include 1) Immediate tree planting opportunities on City Property, 2) Long term and upcoming planting opportunities, and 3) Planning documents and municipal protocols in place for identifying future planting sites.

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

Long Term Tree Planting Opportunities in the Municipal Pipeline

CSO Separation/ Resurfacing

- Resurfacing project on sections of Maple, Dwight, and Heritage streets shown in the map below. Construction is underway with GGCP slated to plant trees after repaving is completed in Fall 2020.
Public Parks

- Pina Park, following water spray upgrade at a date TBD
- Pocket park at corner of Dwight and Center St., pending City Forester approval
- Kosciuszko Park at corner of Lyman and Maple Streets, pending historic restoration plans
- Highland Park (shade tree planting inside playground area)
- Morgan Street Park (expansion of fruit and nut tree planting)
- Ingleside Park (shade tree planting)
- Community Field (shade tree planting within the dog park)

Planning and Economic Development Project

- Commercial St. area Revitalization, with sites for possible future tree planting identified by Planning and Economic Development staff in the below map.

Holyoke Housing Authority

- Library Commons Phase II, consisting of redevelopment of 41 residential units on Chestnut St., Elm St., and Appleton St. Work is set to be completed this fall with arrangements in place for GGCP to plant trees in Spring 2021

Planning Documents and Municipal Protocols

Conway School Holyoke Green Streets Guidebook (2014): Outlines green streets principles and how they can be implemented in Holyoke. Revitalization Efforts and CSO separation projects, once implemented, could open up new tree planting opportunities for GGCP.

Harvard Graduate School of Design Holyoke Option Studio (2020): Master plan and park designs for Holyoke’s downtown core, incorporating green infrastructure and stormwater storage. Currently under review, implementation of any of the parks would offer expanded tree planting areas.
**Holyoke Impervious Surface Mitigation Plan (2020):** Assessment of priority risk areas for hazards associated with impervious surface cover. Offers strategies and funding sources for removal and mitigation, including tree planting and other green infrastructure.

**Site Plan Review:** During the site plan review process for new building permits or city special permits, any projects occurring within the GGCP planting zone are directed to the contact information of the Holyoke urban forester.

**Street Tree Planting Policy and Procedure** DPW is preparing a policy and procedures for residents to request and have trees planted within the right-of-way in front of their property. The guidelines will include the space requirements, bedding and backfill construction, and surface restoration.