



## EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Bethany A. Card, Secretary  
Grant Announcement

BID ENV 24 DCS 02

Dated: November 1, 2022

Greening the Gateway Cities Non-Profit Partnership Grant  
FY 24

Bid Document # BD-23-1042-ENV-ENV01-81034

### I. GRANT OPPORTUNITY SUMMARY:

**A. PROPOSALS SOUGHT FOR:** Financial assistance to non-profit 501(c) organizations to support the Greening the Gateway Cities Program (GGCP).

**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 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. This grant program assists not-for-profit 501(c)(3) organizations in conducting outreach, education and community engagement in support of the GGCP. This is a reimbursement grant.

**C. ELIGIBLE PROJECTS:** Projects must support the objectives of the GGCP by raising awareness and encouraging residents of the designated planting zones to participate in the program.

**D. ELIGIBLE APPLICANTS:** This grant program is open to non-profit 501(c)(3) organizations. See further detail on eligible applicants in Section 2A.

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

**G. FUNDING AVAILABILITY:** Maximum reimbursement for a single project is \$20,000. Exceptions may be made at EEA's discretion. There is no guarantee that monies will be awarded. See further detail on Funding Availability in Section 2C.

**H. BUDGET REQUIREMENT:** This is a reimbursement grant. Applicants selected to receive grant funding must be prepared to incur costs detailed in the scope of their applications and then seek reimbursement. Only approved project costs incurred within the contract period will be eligible for reimbursement. See further detail on budget requirements in Section 2C.

**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 incurred on or before June 30, 2024 to be eligible for reimbursement. See further detail on anticipated duration of contract(s) in Section 2E.

**J. CONTACT INFORMATION:**

Vanessa Farny  
Executive Office of Energy and Environmental Affairs  
100 Cambridge Street, 9<sup>th</sup> Floor  
Boston, MA 02114  
(857) 330-1978  
Vanessa.Farny@mass.gov

**2. Performance and Contract Specifications**

**A. ELIGIBLE APPLICANTS:** This bid is open to qualified not-for-profit 501(c)(3) organizations.

**B. ELIGIBLE PROJECT(S)/SCOPE(S) OF WORK:** EEA seeks projects that will support the GGCP through outreach and education in gateway cities that DCR is actively planting, that informs residents within DCR designated planting zones of program benefits and opportunities to participate in the program. The DCR anticipates active planting in the following Gateway Cities in 2023-2024:

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

The project scope should identify measurable goals and/or deliverables (e.g. number of community events that will be hosted, type and number of materials for distribution, total number of households contacted etc.). The scope of work may include:

- 1.) Community outreach events that promote the GGCP.
- 2.) Distributing GGCP information to residents of the planting zone, including mailers; disseminating other marketing materials to residents; or staff time for calls to residents to provide them with information about the GGCP.
- 3.) Translational services, including the cost of hiring translators or staff time, required to translate GGCP written materials into languages spoken within the community, and to provide translation at tree planting visits or related events.
- 4.) Coordinating with GGCP to promote program objectives and generate interest in [maurbanacanopy.org](http://maurbanacanopy.org) via social media
- 5.) Training and/or educational programs hosted in coordination with DCR and the host community to support neighborhood residents in properly caring for trees planted by GGCP.
- 6.) Additional outreach activities that support the GGCP by directly supporting or expanding interest in tree planting or tree care in the neighborhoods.

**C. FUNDING AVAILABILITY, BUDGETING GUIDELINES & ALLOWABLE EXPENDITURES:** The maximum award under this grant program is \$20,000. Exceptions may be made at EEA's discretion. EEA does not guarantee that any contracts may result from this bid, or that any funding amount will be awarded.

The GGCP Partnership grant program is a **reimbursement** program. Applicants must submit an itemized project budget and specific grant request. A sample budget is provided as Attachment B. Project costs are subject to approval by EEA. Only project costs approved by EEA will be considered for reimbursement.

Only eligible expenses incurred during the grant recipient's contract period will be reimbursed. Expenses incurred before the execution of a contract with EEA will not be reimbursed. The contract period ends at the close of business on June 30, 2024.

Only documented project costs incurred directly by the applicant are eligible for reimbursement.

Ineligible project costs include, but are not limited to, costs associated with the preparation and submission of an application in response to this bid, staff salaries not related to tree planting support, or equipment and goods used for non-tree related purposes.

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. 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.

**E. 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. Awarded contracts will be reviewed during their course and, upon request by the Contractor, may be extended or otherwise amended at the sole discretion of EEA. Extension of the contract is at the sole discretion of EEA and will not affect the amount awarded.

**F. REPORTING:** Grant recipients will be required to submit periodic reports to the local DCR urban forester reflecting work performed to date. A final project report submitted with the final reimbursement request should reflect whether each project goal or deliverable identified in the project proposal was achieved.

**G. INVOICING:** Applicants selected to receive grant funding will be required to provide the following documentation when filing for reimbursement:

- ☐ Reimbursement Billing Form (forms will be provided after contract has been executed). These will be submitted to and approved by the DCR Urban Forester assigned who will then send approved reimbursement requests to EEA grant manager to be processed.
- ☐ For each expenditure, cancelled checks from the Applicant (both sides), paid invoices, or other proof of payment that reflects the unit cost, total payment, date paid, and method of payment.

### **3. Instructions for Application Submission**

**A. EVALUATION PROCESS:** A project selection committee composed of EEA and DCR staff will score and rank all applications using the measures below. The detailed distribution of these points is included as Attachment C: Response Review Rating System.

**1. Organizational Capacity (15%)**

- Applicant has demonstrated capacity to carry out the proposed project
- Number and type of full-time equivalent staff

**2. Local Community Investment & Outreach (20%)**

- Organization has an office located within the community
- Applicant has prior experience conducting outreach in the community
- Staff are fluent in the applicable language(s) and/or have reliable translational services
- Applicant has demonstrated success working within the community

**3. Environmental Justice (15%)**

- Project will engage residents in Environmental Justice populations
- Project overlaps with other community goals in Environmental Justice neighborhoods
- Project will assist in identifying high priority planting locations

**4. Project Quality and Importance (50%)**

- Project promotes appreciation for the urban forest
- Project will communicate the opportunity and benefits provided by the GGCP via diverse communication channels.
- Project generates interest in the GGCP and new tree planting opportunities
- Project will communicate tree planting opportunities to residents that have not been previously engaged in DCR activities.
- Overall quality and importance of the proposed project

**B. APPLICATION SUBMISSION INSTRUCTIONS:** Applications must be submitted by email not later than Thursday, February 2 at **3:00 pm** to Vanessa Farny at [Vanessa.Farny@mass.gov](mailto:Vanessa.Farny@mass.gov). Any application received after the deadline will be rejected. Applications should be submitted in PDF format, and may not exceed 20 MB. The email heading should include “GGCP Partnership BID [applicant name]”.

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 DOCUMENTATION:** If selected, the following forms will be required to execute a contract. They are available from the Commonwealth’s Operational Services Division website (<https://www.mass.gov/lists/osd-forms>) and Respondents are encouraged to review these forms prior to submission of a bid.

- Commonwealth Standard Contract Form
- Commonwealth Terms and Conditions
- Contractor Authorized Signature Verification Form
- Authorization for Electronic Funds Payment

## **4. Deadlines and Procurement Calendar**

**A. RELEASE OF BID:** November 1, 2022

**B. APPLICATION DEADLINE:** Thursday, February 2, 2023 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. Contracts resulting from this bid are estimated to start in July 2023.

## **5. Miscellaneous**

**A. TYPE OF PROCUREMENT:** Grant

**B. USE OF THIS PROCUREMENT BY SINGLE OR MULTIPLE DEPARTMENTS:** This bid is 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.

**E. LIST OF ATTACHMENTS:**

- A. Application Form
- B. Sample Budget Template
- C. FY 24 GGCP Partnership Grant Program – Response Review Rating System

**Attachment A**

**APPLICATION FORM**

**FY 24 GGCP NON-PROFIT 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 not be accepted. Submit one electronic copy of the application via email or file share service to Vanessa.Farny@mass.gov, with the subject line "GGCP Partnership BID [applicant name]".

**A. APPLICANT INFORMATION**

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

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

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Location (Municipality): \_\_\_\_\_

Requested grant amount: \$ \_\_\_\_\_

**B. CONTACT PERSON**

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

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

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

**C. ORGANIZATIONAL CAPACITY**

I.) Has your organization previously received GGCP funding or other grants to complete urban forestry work?

☐ Yes ☐ No

If yes, please identify the year(s) GGCP funding was awarded: \_\_\_\_\_

If your organization has received other grants from DCR to complete urban forestry work, please describe:

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

2.) What is the total number of full-time equivalent staff employed by your organization?

- ☐ 1-3
- ☐ 4-6
- ☐ More than 7

3.) Does your organization have full-time community engagement staff? ☐ Yes ☐ No

#### **D. COMMUNITY INVESTMENT & OUTREACH**

1.) Does your organization have an office in the community? ☐ Yes ☐ No

2.) Has your organization conducted prior work with/in the applicable municipality? ☐ Yes ☐ No

If yes, please briefly describe:

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3.) Does your organization have prior experience providing translational services in language(s) spoken by residents of the local community? ☐ Yes ☐ No

If yes, which language(s)? \_\_\_\_\_

4.) Does your organization have staff fluent in any of the above languages? ☐ Yes ☐ No

If yes, which language(s)? \_\_\_\_\_

#### **E. PROJECT DESCRIPTION**

Please provide a 1-2 page description of activities and/or outreach that grant funding would support. At a minimum, include:

- a. A clear statement of work to be performed and deliverables, including specific neighborhoods, streets or locations within the designated planting zone anticipated for targeted outreach.
- b. A timeline with the anticipated start and end of outreach activities and components required to successfully complete work before June 30, 2024.
- c. How the project will communicate GGCP objectives and program benefits as well as enhance resident understanding of and engagement with tree planting activities
- d. Whether translational services will be required/provided for communications or outreach to communities with limited English proficiency.

## F. PROJECT BUDGET

1.) Please provide a project budget that reflects the estimated total project cost and grant request, as well as proposed in-kind or other funding sources. Costs should be itemized where appropriate.

2.) Is your organization positioned to incur up-front project costs pending re-imbursement? ☐ Yes ☐ No

## G. CERTIFICATION STATEMENT

This application was prepared by:

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

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

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

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

To the best of my knowledge, the information and data which has been submitted to qualify for the FY24 GGCP Partnership Grant are true and correct.

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

## H. ATTACHMENT CHECKLIST

Please include the following supporting documentation with your application:

- ☐ **Attachment 1:** Project narrative
- ☐ **Attachment 2:** Project budget
- ☐ **Attachment 3:** A brief letter of support from the municipality.
- ☐ **Attachment 4:** Articles of Incorporation and IRS 501(c)(3) letter.



**Attachment B**  
**GGCP PARTNERSHIP GRANT PROGRAM – SAMPLE BUDGET**

Item	Expense Description	Units	Per Unit Cost	Total Cost	GGCP Request	Other project funding	Notes
1	Web design -Tech assist	6.5 hrs	\$75	\$487.50	\$487.50		
2	Translational service contract	1	-	\$1,000	\$1,000		To be hired via UMass Lowell, CMAA
3	Printing; tri-fold brochures	250	\$4.18	\$1,045	\$1,045		
4	Volunteers (door knocking)	80 hrs	\$27.25			\$2,180	10 volunteers; 8 hrs/volunteer
5							
6							
7							
8							
9							
				Total Grant Request	\$2,532.50		
				Additional project funds		\$2,180	

**Attachment C**  
**FY 24 GGCP PARTNERSHIP GRANT PROGRAM - RESPONSE REVIEW RATING SYSTEM**  
**100 TOTAL POINTS**

**1. Organizational Capacity (30 points maximum)**

- 1.) Applicant has successfully completed grant funded projects with GGCP in the past.  
Yes = 5 pts  
No = 0 pts
- 2.) Applicant has successfully completed work similar to the proposed project:  
Yes = 5 pts  
No = 0 pts
- 3.) Number of full-time equivalent (FTE) staff:  
1-3 FTE = 2 pts  
4-6 = 6 pts  
7+ = 10 pts
- 4.) Applicant has full-time community engagement staff:  
Yes = 10 pts  
No = 0 pts

**2. Community Investment & Outreach (25 points maximum)**

- 1.) Organization has an office within the community:  
Yes = 10 pts  
No = 0 pts
- 2.) Applicant has prior experience conducting outreach in the applicable municipality:  
Yes, significant experience = 10 pts  
Yes, some experience = 5 pts  
No = 0 pts
- 3.) Organization has staff that are fluent in languages other than English spoken within the local community:  
Yes = 5 pts  
No = 0 pts

**3. Overall Project Quality and Importance (45 points)**

- 1.) Project will promote appreciation for the natural environment, with a focus on the urban forest:  
Yes, this is a significant objective of the project described = 5 pts  
Yes, this is part of the project described = 3 points  
No = 0 pts
- 2.) Project will communicate the opportunity and benefits provided by the GGCP:  
Yes, this is a significant objective of the project described = 10 pts  
Yes, this is part of the project described = 5 points  
No = 0 pts

3.) Project communicates using diverse communication channels (e.g. mailings, events, web-based outreach):

Yes – Utilizes 3 or more methods of communication = 8-10 pts

Yes, however, relies primarily on a single method of communication = 4-7 pts

No, or minimal plan for effective outreach = 0-3 pts

4.) Project demonstrably targets residents that have not previously received outreach around urban forestry topics or opportunities:

High impact = 8-10 pts

Medium impact = 4-7 pts

Low impact = 0-3 pts

5.) What is the overall quality and importance of the proposed project?

High = 8-10 pts

Medium = 4-7 pts

Low = 0-3 pts