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

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.

E. GRANT INFORMATION SESSION: A virtual grant information session will be held on Wednesday, April 20 at 11 am. To receive an invite, please RSVP to Vanessa.Farny@mass.gov by Friday, April 15. While not required, it is recommended that applicants attend the workshop.

F. APPLICATION DEADLINE: Thursday, May 19 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 $15,000. 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, 2023 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, 9th 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, which encourage residents of the designated planting zones to participate in the program. 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 maurbancanopy.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 $15,000. 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 begins when EEA signs a Standard Contract with a selected applicant (the contract execution date) and ends at the close of business on June 30, 2023.

Only project costs incurred directly by the applicant and for which the applicant provides documentation 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 the date of execution of the contract by EEA and will end on June 30, 2023. 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 last 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 and Project Cost Worksheet (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 EAA 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 natural environment, with a focus on the urban forest
   • Project will communicate the opportunity and benefits provided by the GGCP via diverse communication channels.
   • Project generates interest in the program and new tree planting opportunities aligned with GGCP goals
   • 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, May 19 at 3:00 pm to Vanessa Farny at 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
   • Commonwealth W-9 Request for Taxpayer Identification Number and Certification
   • Contractor Authorized Signature Verification Form
   • Authorization for Electronic Funds Payment

4. Deadlines and Procurement Calendar

A. RELEASE OF BID: April 7, 2022

B. APPLICATION DUE DATE: Thursday, May 19 at 3:00 pm

C. GRANT INFORMATION SESSION: A virtual grant information session will be held on Wednesday, April 20
at 11:00 am. To receive an invite, please RSVP to Vanessa.Farny@mass.gov by Friday, April 15. While not required, it is recommended that applicants attend the workshop.

**D. 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.

**E. 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 September 2022.

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 23 GGCP Partnership Grant Program – Response Review Rating System
APPLICATION FORM

FY 23 GGCP PARTNERSHIP GRANT PROGRAM
Executive Office of Energy and Environmental Affairs

SUBMIT: Applications must be received by 3:00 pm, Thursday, May 19, 2022. 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: __________________________ State: _______ Zip: __________

Project Title: ____________________________________________________________
Project Location (Municipality): _____________________________________________
Requested grant amount: $__________________________

B. CONTACT PERSON

Name: __________________________ Title: __________________________
Mailing Address: _________________________________________________________
City/Town: __________________________ State: _______ Zip: __________
Email address: ___________________________________________________________
Telephone: __________________________

C. ORGANIZATIONAL CAPACITY

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

☐ Yes  ☐ No

If yes, describe briefly.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________


2.) Briefly list any significant, longer-term projects or programs your organization is pursuing related to the goals of the GGCP.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

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

☐ 1-3
☐ 4-6
☐ More than 7

4.) 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:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

3.) Does your organization provide 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)? _____________________________________________________

5.) Briefly describe a recently completed project that demonstrates your organization’s prior work in the community the proposed project would serve:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

**H. PROJECT DESCRIPTION**

Please provide a 2-3 page description of the proposed project. At a minimum, include:

a. The scope of work and deliverables.
b. A timeline with the anticipated start and end of project components required to successfully complete the proposed project before June 30, 2023.

c. How the project will communicate GGCP objectives, communicate program benefits and enhance resident understanding of and engagement with tree planting activities.

d. Whether the project will include a focus on Environmental Justice Communities.

e. Whether translational services will be required/provided for communications or outreach to communities with limited English proficiency.

f. If the project is positioned to support and/or achieves other environmental justice objectives.

g. Whether the project will help inform or identify priority tree planting locations, and if so, how.

**I. PROJECT BUDGET**

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

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

Please describe any financial constraints to incurring project costs prior to reimbursement:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

**J. CERTIFICATION STATEMENT**

This application was prepared by:

Name:______________________________________________________________

Title:______________________________________________________________

Mailing Address:____________________________________________________

City/Town:_________________________ State:_______ Zip:___________

Email address:_____________________________________________________

Telephone:_________________________ Fax:___________________________

To the best of my knowledge, the information and data which has been submitted to qualify for the FY23 GGCP Partnership Grant are true and correct.

Signed:_________________________________________ Date:______________

**K. ATTACHMENT CHECKLIST**

Please include the following supporting documentation with your application:

□ Attachment I: Project narrative

---

8
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.

Additional Forms required if selected for funding:

The following forms are available at the Commonwealth’s Operational Services Division website at 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.
Attachment B
GGCP PARTNERSHIP GRANT PROGRAM – SAMPLE BUDGET

<table>
<thead>
<tr>
<th>Item</th>
<th>Expense Description</th>
<th>Units</th>
<th>Per Unit Cost</th>
<th>Total Cost</th>
<th>GGCP Request</th>
<th>Match</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Web design - Tech assist</td>
<td>6.5 hrs</td>
<td>$75</td>
<td>$487.50</td>
<td>$487.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Translational service contract</td>
<td>1</td>
<td>-</td>
<td>$1,000</td>
<td>$1,000</td>
<td></td>
<td>To be hired via UMass Lowell, CMAA</td>
</tr>
<tr>
<td>3</td>
<td>Printing; tri-fold brochures</td>
<td>250</td>
<td>$4.18</td>
<td>$1,045</td>
<td>$1,045</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Volunteers (door knocking)</td>
<td>80 hrs</td>
<td>$27.25</td>
<td>$2,180</td>
<td></td>
<td>$2,180</td>
<td>10 volunteers; 8 hrs/volunteer</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Grant Request $2,532.50

In-Kind Match $2,180
1. Organizational Capacity (15 points maximum)

1.) Applicant has successfully completed grant funded projects with GGCP in the past.
   Yes = 2 pts
   No = 0 pts

2.) Applicant has successfully completed work similar to the proposed project:
   Yes = 4 pts
   No = 0 pts

3.) Applicant has full-time community engagement staff:
   Yes = 3 pts
   No = 0 pts

4.) Number of full-time equivalent (FTE) staff:
   1-3 FTE = 2 pts
   4-6 = 4 pts
   7+ = 6 pts

2. Community Investment & Outreach (20 points maximum)

1.) Organization has an office within the community:
   Yes = 5 pts
   No = 0 pts

2.) Applicant has prior experience conducting outreach in the applicable municipality:
   Yes = 5 pts
   No = 0 pts

3.) Organization has staff that are fluent in languages other than English spoken within the local community and/or reliable translational services:
   Yes = 5 pts
   No = 0 pts

4.) Organization has successfully completed project in the community that they propose to serve with the project:
   Yes = 5 pts
   No = 0 pts

3. Environmental Justice (15 points maximum)

1.) Project focuses on an Environmental Justice population:
   Yes = 5 pts
   No = 0 pts

2.) Project will support or otherwise promote other community goals, particularly within Environmental Justice populations:
Yes = 5 pts
No = 0 pts

3.) Project will help identify high priority planting locations:
   Yes = 5 pts
   No = 0 pts

6. Overall Project Quality and Importance (50 points)

1.) Project will promote appreciation for the natural environment, with a focus on the urban forest:
   Yes = 5 pts
   No = 0 pts

2.) Project will communicate the opportunity and benefits provided by the GGCP:
   Yes = 5 pts
   No = 0 pts

3.) Project communicates using diverse communication channels (e.g. mailings, events, web-based outreach):
   High impact = 8-10 pts
   Medium impact = 4-7 pts
   Low impact = 0-3 pts

4.) Project is designed to generate interest in the program:
   High impact = 8-10 pts
   Medium impact = 4-7 pts
   Low impact = 0-3 pts

5.) Project 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

6.) What is the overall quality and importance of the proposed project?
   High = 8-10 pts
   Medium = 4-7 pts
   Low = 0-3 pts