



## EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Bethany A. Card, Secretary  
Grant Announcement

BID ENV 24 DCS 03

Dated: November 1, 2022

Greening the Gateway Cities Implementation Grant  
FY 24

BID #: BD-23-1042-ENV-ENV01-81036

### I. GRANT OPPORTUNITY SUMMARY:

**A. PROPOSALS SOUGHT FOR:** Financial assistance to Gateway City municipalities and non-profit 501(c) organizations to conduct tree planting in support of the Greening the Gateway Cities Program (GGCP) objectives of enhancing urban tree canopy.

**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. So far, nearly 35,000 trees have been planted in 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 provides support for Gateway City municipalities and not-for-profit 501(c)(3) organizations to pursue tree planting, and community outreach in support of the GGCP objectives. This is a reimbursement grant.

**C. ELIGIBLE PROJECTS:** Projects must achieve tree planting and conduct related activities that will have a measurable impact on the present and future urban canopy in Gateway Cities. In Gateway City communities where DCR has active planting crews, tree planting should focus on areas with limited tree canopy, particularly residential areas *outside* the DCR designated planting zones. Applicants are encouraged to contact the appropriate DCR Urban Forester to discuss opportunities.

**D. ELIGIBLE APPLICANTS:** This grant program is open to Gateway City municipalities and non-profit 501(c)(3) organizations with demonstrated experience in tree planting, and tree stewardship capacity. Municipalities and non-profit organizations are encouraged to consider opportunities to partner, leveraging the unique abilities of each to achieve the greatest impact and ensure the watering and care of trees planted.

**E. APPLICATION DEADLINE:** Thursday, February 23 at 3:00 pm. See further detail on deadlines and grant program calendar in Section 4.

**F. INFORMATION SESSION:** A virtual grant information session will be held on Thursday, December 1 at 11:00am. To receive a Teams invitation, please RSVP to Vanessa.Farny@mass.gov by Wednesday, November 30 at 12:00 pm. While not required, it is recommended that applicants attend the workshop. Questions received during the information session will be posted to Commbuys and the DCR website at <https://www.mass.gov/service-details/greening-the-gateway-cities-program>.

**G. FUNDING AVAILABILITY:** Maximum reimbursement for a single project is \$100,000. The minimum eligible project budget is \$20,000. Exceptions may be made at the Secretary's discretion. 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. Contracts issued pursuant to this Bid must expend all approved project costs associated with the approved project 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 Gateway City municipalities and qualified 501(c)(3) organizations with demonstrated experience in tree planting, and tree stewardship capacity. Municipalities and non-profit organizations are encouraged to partner to achieve the greatest impact and ensure watering and care of trees planted. Non-profit applicants must secure a letter of endorsement from the Gateway City municipality in which they have proposed project work.

**B. ELIGIBLE PROJECT(S)/SCOPE(S) OF WORK:** EEA and DCR seek projects that will achieve high-impact community tree plantings that advance the environmental, public health, and energy efficiency goals of the GGCP, strengthen community engagement with tree care and tree planting, and achieve plantings of **the right tree in the right place**. Project applications must include a planting plan and identify measurable goals and/or deliverables (e.g. number of trees planted, community events that will be hosted, type and number of informational materials for distribution, etc.). **Applications must articulate how the applicant will ensure watering and related tree stewardship in the first two years.**

All applications **must** include a map identifying the specific locations of trees to be planted, as well as a list of species, and sizes proposed for planting. The map **must** identify:

- Proposed streets for planting and cross streets.
- Location of any overhead or underground utilities; applicants are required to contact DigSafe to ensure underground utilities are identified appropriately if excavation is proposed, and to certify notification of gas, electrical, water, sewer, and communication utilities as necessary.
- Municipal properties or other land with locations currently available for tree planting (parks, schools etc.); applicants are encouraged to coordinate with non-profit or municipal partners to identify and secure permission for tree planting on partner properties. If a non-profit applicant is proposing tree planting opportunities on municipal lands, letters of endorsement are required from an authorized representative of the City, as well as the municipal Tree Warden.
- If the community has a designated DCR planting zone, the plan should ensure that proposed tree planting is proposed to minimize overlap with DCR planting zones.

Additionally, planting projects must follow the restrictions below to adhere to ‘**right tree, right place**’ policies:

- Only approved low-growing species may be planted in proximity to over-head utility lines or infrastructure.
- Due to emerald ash borer, grant funds may not be used to plant any species of ash (*Fraxinus*) or fringetree (*Chionanthus*).
- In the Asian long horned beetle regulated region of Worcester County, grant funds may not be used to plant host species. For the list of host tree species see: <http://massnrc.org/pests/albdocs/ALBtreeguide.pdf>
- Please be aware that the following species (and all cultivars) are prohibited for purchase in Massachusetts, and therefore ineligible for purchase with grant funds: Norway maple (*Acer platanoides*), sycamore maple (*Acer pseudoplatanus*), tree of heaven (*Ailanthus altissima*), Amur corktree (*Phellodendron amurense*), and black locust (*Robinia pseudoacacia*). For more information on prohibited plants, please see <http://www.mass.gov/eea/agencies/agr/farm-products/plants/massachusetts-prohibited-plant-list.html>
- A list of suggested treescape species for different settings is provided in Attachment D.

Tree planting activities should focus on areas of limited tree canopy in residential settings. Applicants are encouraged to contact the appropriate DCR Urban Forester to discuss opportunities for collaboration and/or project proposals in advance. Municipalities are requested to coordinate review of proposed tree planting plans with their Planning Department as well.

Planting work is to primarily take place from September – November (Fall planting season) and April– June (Spring planting season).

The scope of work may include:

- 1.) Purchase of trees and associated materials, including clean loam and/or mulch, watering bags, stakes etc. for purposes of planting new trees. Costs must reflect volumes estimated to be utilized directly in planting activities. Trees for purchase must be >1.5” dbh to be eligible for reimbursement.
- 2.) Tree pit excavation, or restoration. 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.
- 3.) Concrete, asphalt, or other impervious material removal to facilitate tree planting and/or improve the health of trees.
- 4.) Stump removal if necessitated by planting site preparation. Stump grinding is generally **ineligible** for reimbursement, since the site must be suitable for a new tree’s root growth. Exceptions may be granted by DCR foresters on a case-by-case basis.
- 5.) Community outreach events that promote tree planting, or raise awareness of the benefits of an expanded urban canopy.
- 6.) Costs incurred for distributing tree planting information to residents, including mailers, or utility bill inserts or required site visits that facilitate tree planting on privately owned properties.
- 7.) Vacant lot restoration conducted with tree planting on city-owned vacant lots, such as debris removal, removal of impervious surfaces, and planting costs approved in advance by EEA and DCR. A site plan establishing the number of trees and location proposed on the lot(s) shall be developed in coordination with the assigned DCR forester and approved by DCR and EEA. The site plan must identify buffer area to protect trees from potential impacts from site development, such as the perimeter of the lot, that will be agreed to and recorded, in writing, by the city to ensure new trees are permanently protected from potential impacts of site development.
- 8.) Training and/or educational programs hosted in coordination with tree planting to ensure neighborhood residents are empowered to properly provide ongoing care for trees planted.

Municipal applicants may elect to sub-contract planting or other work with private contractors including local

non-profit organizations. All sub-contractors responsible for tree planting or tree care must have a Massachusetts Certified Arborist (MCA) or International Society of Arboriculture (ISA) Certified Arborist on staff to provide oversight and direction for tree planting. Please see Exhibit C for additional contractor requirements to ensure exceptional planting is achieved and tree survival is maximized.

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 unrelated purposes.

**C. FUNDING AVAILABILITY, BUDGETING GUIDELINES & ALLOWABLE EXPENDITURES:**

The maximum award under this grant program is \$100,000. The minimum budget for eligible projects is \$20,000. Exceptions may be made at EEA's discretion. Applicants must submit an itemized project budget and specific grant request. Municipalities may sub-contract to a qualified contractor, with EEA approval.

The GGCP Implementation grant program is a **reimbursement** program. Only eligible expenses incurred by applicant during the grant recipient's contract period will be reimbursed. Expenses incurred before the execution of a contract with EEA will not be reimbursed. Project costs are subject to approval by EEA. Only project costs approved by EEA will be reimbursed.

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. DELIVERABLES, OWNERSHIP AND CREDIT DUE:**

Trees resulting from this grant program on public lands shall be public property but may be privately maintained. All materials, reports and other products produced through the grant program shall be considered in the public domain and thus available at the cost of production. EEA and DCR representatives must be invited to any public events sponsored by the applicant in celebration of a GGCP grant award. Receipt of funding from the GGCP program must be acknowledged in any press issued by the applicant or its partners.

**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 any particular funding amount will be awarded.

**F. ANTICIPATED DURATION OF CONTRACTS:**

Contracts will begin on the date of execution of the contract by EEA and will end on June 30, 2024. Upon request by the Contractor, awarded contracts may be extended or otherwise amended at the sole discretion of EEA. Extension of the contract will not affect the amount awarded.

**G. REPORTING:**

Grant recipients will be required to submit periodic reports to the local DCR urban forester or EEA grant program administrator reflecting work performed to date. A final project report will be required with the final reimbursement request to indicate project deliverables identified in the project proposal achieved. At the end of the project, the DCR urban forester will meet with the project manager to inspect the trees and confirm plantings are acceptable.

**H. 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 grant program administrator in coordination with the DCR urban forester assigned.
- 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. APPLICATION SUBMISSION INSTRUCTIONS:** Applications must be received electronically by Thursday, February 23, 2023 at **3:00 pm**. Applications may be submitted via email 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, with the email heading "GGCP Implementation Bid [applicant name]". The application should not exceed 20 MB.

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.

**B. REQUIRED DOCUMENTS:** A complete application package includes the completed Application Form and applicable supporting documentation as follows:

1. Letter from CEO authorizing the application and identifying project manager
2. Project narrative and budget (section H of Application Form)
3. Tree planting plan (section I of Application Form)
4. Letter of Endorsement from non-profit partner(s) if municipal applicant proposes planting on non-municipal, partner-held lands OR from an authorized representative of the municipality if applicant is a non-profit proposing planting on City land
5. Letter of support from Municipal Tree Warden or appropriate Commission
6. Planning Board meeting minutes that reflect planting plan approval

**C. EVALUATION PROCESS:** A project selection committee comprised of EAA and DCR staff will score and rank all applications using the measures below. The grant program administrator or DCR Forester may contact applicant for a site visit and/or to solicit additional information, or necessary revisions to the proposal. After rating, the Selection Committee will make funding recommendations to the Secretary based on the rating system below. A detailed distribution of these points is included as Attachment B: Response Review Rating System.

#### **Applicant Capacity (30%)**

- Applicant has demonstrated capacity to carry out the proposed project
- Applicant has experience planting trees and projects or programs related to the goals of the GGCP and/or urban canopy enhancement
- Applicant has the resources and has shown capacity to steward newly planted trees for a minimum of 2 years

#### **Community Engagement & Support (15%)**

- Project includes both municipal participation and community partners
- Project effectively communicates project goals and benefits to the community in which tree planting will take place

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

**Environmental Justice (15%)**

- Project targets tree planting in Environmental Justice designated population areas
- Applicant has staff fluent in the applicable language(s) and/or demonstrated experience providing outreach in languages other than English.

**Overall Project Quality (40%)**

- Project achieves plantings of trees of >1.5” dbh that will demonstrably increase tree canopy cover in residential areas that currently have minimal canopy
- Planting Plan reflects the principles of “**right tree, right place**”
- Project achieves plantings within surface temperature ‘hotspots’
- Project has a realistic and achievable timeline with strong project deliverables
- Project provides training and/or employment opportunities to community members
- Budget demonstrates that in-kind contributions or other funding sources will be used to leverage a GGCP grant award and maximize impact.
- Overall quality and importance of the proposed project

**D. 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 Signatory Listing Form
- Authorization for Electronic Funds Payment

**4. Deadlines and Procurement Calendar**

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

**INFORMATION SESSION:** A virtual grant information session will be held on Thursday, December 1st at 11:00am. To receive a Teams invitation, please RSVP to Vanessa.Farny@mass.gov by Wednesday, November 30 at 12:00pm. While not required, it is recommended that applicants attend the workshop. Questions received during the information session will be posted to Commbuys and the DCR website at <https://www.mass.gov/service-details/greening-the-gateway-cities-program>.

**B. APPLICATION DEADLINE:** Thursday, February 23 at 3:00 pm.

**C. ESTIMATED AWARD DATE:** Awards are estimated to be announced on or about 60 days after 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; 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. FY 24 GGCP Implementation Grant Program – Response Review Rating System
- C. Recommended specifications for contractual tree planting and care
- D. DCR’s Recommended Tree List: Selecting Trees for Your Urban Forest

**Attachment A**

**APPLICATION FORM**

**FY 24 GGCP IMPLEMENTATION GRANT PROGRAM  
Executive Office of Energy and Environmental Affairs**

**SUBMIT:** Applications must be received by 3:00 pm, Thursday, February 23, 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 Implementation Bid [applicant name]”.

**A. APPLICANT INFORMATION**

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

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

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

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

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

**B. CONTACT PERSON**

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

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

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

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

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

**C. MUNICIPAL/ORGANIZATIONAL CAPACITY**

1.) Has your municipality or organization conducted prior tree planting work?  Yes  No

If yes, please briefly describe:

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

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

Yes  No



If yes, describe briefly.

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3.) Does your municipality or organization have a certified arborist on staff available to provide oversight during tree planting activities?  Yes  No

Explain:

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4.) Does your municipality or organization have equipment, staff and/or volunteers to conduct tree watering following planting?

Yes  No

If yes, describe briefly.

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5.) Please identify the municipal division or FTE staff positions dedicated to stewarding public tree resources with your municipality or organization.

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**D. COMMUNITY ENGAGEMENT & SUPPORT**

1.) Does your project propose to develop and/or distribute outreach materials or conduct community engagement activities?  Yes  No

If so, describe the materials, activities, and target audience:

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**E. ENVIRONMENTAL JUSTICE**

1.) Does the project propose tree planting within an Environmental Justice community (defined in Chapter 8 of the Acts of 2021)?

Yes  No

If yes, please attach a map to showing the Environmental Justice community that the planting plan is proposed in. [See 2020 Environmental Justice Populations at:

<https://maps.massgis.digital.mass.gov/MassMapper/MassMapper.html>]

2.) Does your project anticipate providing translational services in language(s) spoken by residents of the local community, if applicable?  Yes  No

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

3.) Does your municipality or organization have experience providing translational services in this community?  Yes  No

If yes, describe briefly:

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

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

#### **F. PROJECT DESCRIPTION**

Please provide a 1-3 page description of the proposed project. The description should provide:

- a. The scope of work and deliverables. Please identify any in-kind contributions or other sources of funding the applicant is prepared to contribute to the project. If this is a joint application between a municipality and non-profit, identify the components of the project the Municipality will be responsible for, as well as the role and responsibilities of the partner;
- b. A timeline with the anticipated start and end of project components as required to successfully complete the proposed project before June 30, 2024;
- c. If/how the project will communicate program benefits, and enhance resident understanding of and engagement with tree planting activities;
- d. Whether the proposed project is located within a 'hotspot' (as designated in the map layer provided [here](#). [To search by address, open in 'Map Viewer Classic' view.] Please incorporate this data layer in maps of tree planting, or submit separately if necessary.
- e. The Environmental Justice communities that will be served, as applicable;
- f. If translational services will be required/provided for communications or outreach to communities with limited English proficiency;
- g. Whether the project provides training and/or employment opportunities to community members;
- h. How follow-up tree care, particularly watering, will be addressed in the first two years. If the applicant is seeking these costs in the first year, this should be reflected in the budget.

#### **G. TREE PLANTING PLAN**

Provide a Tree Planting Plan that includes a map of specific planting locations, as well as a list of the species to be planted. Maps must identify:

- Proposed streets for planting and cross streets;
- Location of any overhead or underground utilities; applicants are encouraged to contact DigSafe to ensure underground utilities are identified appropriately if excavation is proposed.

- Municipal properties or land with locations currently available for tree planting (parks, schools etc.)
- If the plan abuts a designated DCR planting zone, please identify the zone on the map.
- EJ population data (available at: <https://maps.massgis.digital.mass.gov/MassMapper/MassMapper.html>)
- Whether the planting plan is located within the 'hot spots' boundary in the data layer provided in Section F (available via link embedded).

Applicants may incorporate additional data or submit additional maps that illustrate heat vulnerability, or other socio-demographic data to underscore the proposals contribution to reducing heat impacts of climate change, reducing energy consumption, and improving other public health criteria.

The following links may provide additional useful information:

American Forest's Tree Equity Score: <https://www.treeequityscore.org/>  
 i-Tree Landscape: <https://landscape.itreetools.org/>

If vacant lot restoration activities are proposed, include a diagram, map or survey showing lot boundaries, location of trees proposed. The City will be required to enter into agreements with EEA to ensure long-term protection for trees planted.

Please note that all plantings should adhere to 'right tree, right place' principles as described in this Bid document.

## H. PROJECT BUDGET

- 1.) Provide a project budget that reflects the estimated total project cost and grant request, as well as any in-kind contributions or other sources of funding. Costs should be itemized where appropriate.
- 2.) Is your organization positioned to incur up-front project costs pending re-imburement?  Yes  No

## I. 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 FY24 GGCP Partnership Grant are true and correct.

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

## L. ATTACHMENT CHECKLIST

Please include the following supporting documentation with your application:

- Attachment 1:** Letter from CEO authorizing application and identifying project manager
- Attachment 2:** Project narrative
- Attachment 3:** Tree Planting Plan
- Attachment 4:** Project budget
- Attachment 5:** Letter(s) of endorsement from Municipality and/or other partners (if proposal includes plantings on partner held property).
- Attachment 6:** Letters of support from Municipal Tree Warden or appropriate commission
- Attachment 7:** Planning Board meeting minutes, or documentation that reflects planting plan approval
- Attachment 8:** Articles of Incorporation and IRS 501(c)(3) letter (non-profit applicants)

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 Standard Contract
- Contractor Authorized Signatory Listing Form
- Authorization for Electronic Funds Payment (*Note: this form must be completed online.*)

**Attachment B**  
**FY 24 GGCP IMPLEMENTATION GRANT PROGRAM - RESPONSE REVIEW RATING SYSTEM**  
**105 TOTAL POINTS**

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

- 1.) Applicant has prior tree planting experience:
  - Yes, significant experience with tree planting = 6 pts
  - Yes, some experience = 4
  - Limited or no experience = 0-2 pts
- 2.) Applicant has a MA Certified Arborist on staff:
  - Yes = 7 pts
  - No = 0 pts
- 3.) Applicant has demonstrated experience with projects or programs related to the goals of the GGCP and/or urban canopy enhancement:
  - Yes, significant experience = 5
  - Yes, some experience = 3
  - No or limited experience = 0-2
- 4.) Applicant has demonstrated capacity to achieve proposed project goals:
  - Significant capacity = 6 pts  
(e.g. 2+ FTE staff to support tree stewardship and/or project; well-developed volunteer network; knowledge of “right tree, right place” tree planting principles; access to necessary equipment etc.)
  - Moderate capacity = 4 pts  
(e.g. 1 FTE staff such as a forester, or community engagement specialist; experience recruiting volunteers; capacity to engage partners for project support; prior tree planting experience)
  - Minimal capacity = 2 pts  
(e.g. <1 FTE staff to support project; limited experience within the community, etc.)
  - No relevant experience = 0 pts
- 5.) Applicant has capacity, equipment, and resources to steward newly planted trees for a minimum of 2 years:
  - Yes = 6
  - No = 0

**2. Community Engagement & Support (15 points maximum)**

- 1.) Project includes both municipal participation and community partners:
  - Yes =5
  - No =0
- 2.) Project includes outreach to effectively communicate project goals and benefits to the community in which tree planting will take place:
  - Yes = 5
  - No =0
- 3.) Project communicates using diverse communication channels (e.g. mailings, events, web-based outreach):
  - 3+ communication channels = 5 pts
  - 2 channels = 2 pts
  - 1 channel = 1pt

### 3. Environmental Justice (15 points maximum)

- 1.) Project targets designated Environmental Justice designated population areas:
  - Yes, entirely located within EJ community = 8 pts
  - Yes, mostly located within EJ community = 6 pts
  - Yes, partially located within EJ community = 4 pts
  - No = 0 pts
- 2.) Applicant has identified services to ensure outreach to non-English speaking residents as needed:
  - Yes = 4
  - No = 0
- 3.) Applicant has staff that are fluent in non-English languages spoken in the neighborhood (as applicable):
  - Yes = 3
  - No=0

### 4. Overall Project Quality (40 points)

- 1.) Project achieves strategic plantings that will demonstrably increase canopy cover in residential areas that currently have minimal canopy:
  - Yes, tree planting is entirely within residential neighborhoods with low canopy = 5
  - Yes, tree planting targets low canopy areas and includes residential neighborhoods = 3
  - Tree planting targets a low canopy area, but is not within a residential neighborhood = 0-2
- 2.) Project achieves plantings within surface temperature 'hotspots' (see Section F):
  - Yes, tree planting is within a delineated 'hotspot' = 5
  - No, tree planting is not within a delineated 'hotspot' = 0
- 3.) Tree Planting Plan reflects principles of "right tree, right place":
  - Yes = 10
  - No = 0
- 4.) Project has a realistic and achievable timeline with strong project deliverables:
  - Yes = 5 pts
  - No = 0 pts
- 4.) Project provides for training and/or employment opportunities:
  - Yes = 5
  - No =0
- 5.) Project budget reflects in-kind contributions and/or leverages additional sources of funding to maximize GGCP funding:
  - Yes = 5
  - No =0
- 6.) Overall quality and importance of the proposed project?
  - High = 5 pts
  - Medium = 3 pts
  - Low = 1 pts

**5. Bonus Points (5 points)**

I.) Applicant has submitted an FY24 Partnership Grant application: Yes = 5 No = 0

## Attachment C

### **REQUIRED SPECIFICATIONS FOR CONTRACTUAL TREE PLANTING AND CARE**

DCR and EEA want to ensure that tree planting work completed creates an opportunity for trees to thrive, not just survive, in urban areas. The guidelines articulated below reflect DCR's standards for planting, watering, and protection for new trees. Grant recipients will be required to adhere to these guidelines and incorporate them in any sub-contract agreements for tree planting.

Additionally, a two-year period of tree after-care is expected, including watering, staking, protective measures and mulching as needed. A DCR urban forester is available to meet with the City periodically during the 2 year after-care to review and confirm ongoing care and maintenance performed.

- Planting locations must be provided to Dig-Safe to review for utility conflicts before excavation or pavement removal is started and to certify notification of gas, electrical, water, sewer, and communication utilities as necessary. Any other affected utilities should be contacted in accordance with requirements of Massachusetts law.
- A Massachusetts Certified Arborist (MCA) or International Society of Arboriculture (ISA) Certified Arborist must be available to supervise tree planting work performed.
- Tree planting work must be guaranteed for one year after completion. If within this period, replacement trees, replacement protection methods or other materials are required to address any defect in planting or installation, the City should be prepared to obtain replacement materials, as well as labor to address any defect that may have occurred during planting without additional cost to DCR or EEA.
- Certification statements and/or analytical results for materials such as topsoil, mulch or other fill materials used on-site must be available and provided as requested to demonstrate materials are not excessively acid or alkaline nor contain toxic substances or contaminants.
- Plantings are recommended to be protected by a barrier raised at tree installation and maintained for two-years.
- Trees used for plantings should be >1.5" dbh and nursery grown under climatic conditions similar to those in Massachusetts; trees should be healthy and free from injuries such as disfiguring knots, sun scald, and injuries or abrasions of the bark; as well as free of plant diseases, pests, scale, etc..
- Planting must take place primarily in April through June for spring planting, and September through November for fall planting.
- Drip irrigation bags are to be installed at the time of planting and water provided twice a week for a minimum of 30 days from the date of planting. Tree watering during the 2-year after-care period should take place once per week. Watering is to be provided from May 15 through November 15.



# Attachment D

## DEPARTMENT OF CONSERVATION AND RECREATION

### GREENING THE GATEWAY CITIES PROGRAM

## TREE CATEGORIES

### Preferred Urban Canopy Trees

- *Aesculus hippocastanum*
- *Betula nigra* (N)
- *Carpinus betulus* cultivars
- *Celtis occidentalis* (N)
- *Cercidiphyllum japonicum*
- *Cladrastis kentukea* (M)
- *Corylus colurna*
- *Eucommia ulmoides*
- *Ginkgo biloba*
- *Ginkgo biloba* PRINCETON SENTRY
- *Ginkgo biloba* 'Magyar'
- *Gleditsia triacanthos* var. *inermis* (M)
- *Gymnocladus dioicus* (M)
- *Juniperus virginiana* (N)
- *Liquidambar styraciflua* (M)
- *Liriodendron tulipifera* (N)
- *Maclura pomifera* 'White Shield' (M)
- *Magnolia acuminata* (N)
- *Metasequoia glyptostroboides*
- *Nyssa sylvatica* (N)
- *Pinus nigra*
- *Platanus x acerifolia*
- *Quercus acutissima*
- *Quercus alba* (N)
- *Quercus bicolor* (N)
- *Quercus coccinea*
- *Quercus imbricaria* (N)
- *Quercus macrocarpa* (N)
- *Quercus palustris* (N)
- *Quercus rubra* (N)
- *Styphnolobium japonicum*
- *Taxodium distichum* (M)
- *Tilia americana* (N)
- *Tilia cordata*
- *Tilia cordata* 'Harvest Gold'
- *Tilia tomentosa*
- *Tilia x euchlora*
- *Ulmus americana* (N)
- *Ulmus parvifolia*
- *Zelkova serrata*

### Use Sparingly

- *Abies balsamea* (N)
- *Amelanchier* spp. (N)
- *Cercis canadensis* (N)
- *Cornus kousa*
- *Cornus mas*
- *Crataegus crus-galli* (M)
- *Crataegus viridis* 'Winter King'
- *Heptacodium miconioides*
- *Koelreuteria paniculata* GOLDEN CANDLE 'Golcanzam'
- *Magnolia stellata*
- *Magnolia virginiana* (N)
- *Malus* spp.
- *Pinus strobus* (N)
- *Populus tremuloides* (N)
- *Prunus* spp.
- *Prunus virginiana* (N)
- *Styrax japonicus*
- *Syringa reticulata*

### Secondary Consideration

#### Medium Canopy

- *Acer griseum*
- *Acer miyabei*
- *Acer rubrum* (N)
- *Acer saccharum* (N)
- *Aesculus x carnea* 'Briotii'
- *Aesculus x carnea* 'Fort McNair'
- *Carpinus caroliniana* (N)
- *Carpinus caroliniana* PALISADE
- *Cercidiphyllum japonicum* HANNA'S HEART 'Biringer'
- *Cercidiphyllum japonicum* 'Rotfuchs' ('Red Fox')
- *Fagus grandifolia* (N)
- *Fagus sylvatica*
- *Halesia carolina* (M)
- *Koelreuteria paniculata*
- *Maackia amurensis*
- *Nyssa sylvatica* GUM DROP
- *Ostrya virginiana* (N)
- *Oxydendrum arboreum* (M)
- *Parrotia persica*
- *Sassafras albidum* (M)
- *Sorbus x hybrida*
- *Stewartia pseudocamellia*
- *Tilia cordata* SUMMER SPRITE 'Halka'
- *Zelkova serrata* WIRELESS 'Schmidtlow'

#### Evergreens

- *Abies concolor* (N)
- *Abies fraseri* (M)
- *Ilex opaca* (N)
- *Picea abies*
- *Picea glauca* (N)
- *Picea omorika*
- *Picea orientalis*
- *Picea pungens* (M)

#### Fastigiates

- *Acer rubrum* 'Bowhall'
- *Acer x freemanii* 'Armstrong'
- *Celtis occidentalis* PRAIRIE SENTINEL
- *Fagus sylvatica* 'Fastigiata'
- *Ginkgo biloba* 'Fastigiata'
- *Ginkgo biloba* GOLDSPIRE
- *Liquidambar styraciflua* 'Slender Silhouette'
- *Liriodendron tulipifera* 'Fastigiatum'
- *Quercus bicolor* BEACON 'Bonnie and Mike'
- *Quercus palustris* GREEN PILLAR 'Pringreen'
- *Quercus x robur* cultivars
- *Zelkova serrata* 'Musashino'

(N) = Native to Eastern North America  
(M) = Native to N. America; Assisted Migration