



EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Rebecca L. Tepper, Secretary

Grant Announcement

BID ENV 26 DCS 07

Dated: June 4th, 2025

Cooling Corridors Tree Planting Grant

FY 26

BID #: BD-25-1042-ENV-ENV01- 117585

I. GRANT OPPORTUNITY SUMMARY:

A. PROPOSALS SOUGHT FOR: Financial assistance to municipalities, non-profit 501(c)(3) organizations, federally recognized tribes, state housing authorities, and/or public & private schools and universities to conduct tree planting and related activities to assist with mitigating extreme heat and to enhance the tree canopy within neighborhoods and public spaces.

B. OVERVIEW AND GOALS: The Executive Office of Energy and Environmental Affairs (EEA) protects, conserves, and restores the natural resources of the Commonwealth. To fulfill this mission and align with goals identified in 2025-2030 Clean Energy & Climate Plan, the EOEEA is making funding available for community tree planting projects, specifically targeting neighborhoods with documented urban heat islands, hotspots and/or areas that suffer from surges of extreme heat. This grant program is intended to provide support for municipalities, non-profit 501(c) organizations, and other eligible entities to pursue impactful tree planting projects. This is a reimbursement grant.

C. ELIGIBLE PROJECTS:

Projects must achieve tree planting, tree watering, tree maintenance & stewardship and/or impervious surface removal that will have a measurable impact on the present and future tree canopy within a specified area. Projects should focus tree planting efforts on locations with limited tree canopy, particularly within areas experiencing documented urban heat island effects and in high pedestrian traffic areas with significant amounts of vulnerable populations present (i.e., walking routes to schools, nursing homes, transit stops, health centers). Other eligible activities that increase and improve the community tree canopy are impervious surface removal that results in trees planted or reduction in a localized heat sink, installation of green infrastructure, painting of dark surfaces with light colors to reduce heat-energy absorption, tree maintenance and stewardship and planning & installation of micro forests.

D. ELIGIBLE APPLICANTS: This grant program is open to municipalities, non-profit 501(c)(3) organizations, federally recognized tribes, state housing authorities, and/or public & private schools and universities with demonstrated experience in tree planting, and tree stewardship capacity. Eligible applicants 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.

If a Gateway City (defined in M.G.L Chapter 23A, Section 3A), intends to apply for a Cooling Corridors grant, proposed planting projects must occur **outside** of the designated planting zones of the Greening the Gateway Cities Program. However, Gateway city applicants may apply for a Cool Corridors grant to compliment ongoing

GGCP tree planting efforts within the designated planting zone (i.e. impervious surface removal to facilitate tree planting by GGCP, tree watering, tree maintenance, installation of green infrastructure).

The Cool Corridors grant program will take compliance with [Section 3A of MGL c. 40A](#) into account when making grant award recommendations.

E. APPLICATION DEADLINE: July 11th, 2025 at 4 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 Tuesday, June 17th at 12pm. To receive a Teams invitation, please RSVP to hilary.m.dimino@mass.gov by Monday, June 16th. While not required, it is recommended that applicants attend the workshop. Questions received during the information session will be posted to Commbuys and the EEA website at [Division of Conservation Services | Mass.gov](#).

G. FUNDING AVAILABILITY: Maximum reimbursement for a single project is \$100,000, and minimum eligible project budget is \$30,000. Funding must be spent over two fiscal years, and the project budget must include allocation of funding towards a 2-year tree watering plan for all trees planted utilizing grant funding. 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. Interim billing to reduce total required outlay is permitted. 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, 2027, to be eligible for reimbursement. See further detail on anticipated duration of contract(s) in Section 2E.

J. CONTACT INFORMATION:

Hilary Dimino, Tree Planting Program Manager
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, 10th Floor
Boston, MA 02114
(857) 207-1912
Hilary.M.Dimino@mass.gov

2. Performance and Contract Specifications

A. ELIGIBLE APPLICANTS: This Bid is open to municipalities, non-profit 501(c)(3) organizations, federally recognized tribes, federal & state housing authorities, public & private schools and universities with demonstrated experience in tree planting, and tree stewardship capacity. Eligible applicants are encouraged to partner to achieve the greatest impact and ensure watering and care of trees planted. If planting on municipal land, non-profit applicants must secure a letter of endorsement from the municipality in which they have proposed project work.

If a Gateway City (defined in M.G.L Chapter 23A, Section 3A), intends to apply for a Cooling Corridors grant, proposed planting projects must occur **outside** of the designated planting zones of the Greening the Gateway Cities Program. However, Gateway city applicants may apply for a Cooling Corridors grant to compliment ongoing GGCP tree planting efforts within the designated planting zone (i.e. impervious surface removal to facilitate tree planting by GGCP, tree watering, tree maintenance).

The Cooling Corridors grant program will take compliance with [Section 3A of MGL c. 40A](#) into account when making grant award recommendations.

B. ELIGIBLE PROJECT(S)/SCOPE(S) OF WORK: EOEEA seeks projects that will achieve high-impact community tree plantings that advance the environmental, public health, and energy efficiency goals of the Executive Office of Energy & Environmental Affairs. Projects should aim to increase tree canopy cover within neighborhoods that have identified ‘hotspots’, and that align with the **right tree in the right place** concept. Project applications must include a planting plan (using ArcGIS or Google “My Maps”) and identify measurable goals and/or deliverables (e.g. number of trees planted, quantity of impervious surfaces removed, tree watering and stewardship plans, etc.). When determining tree species for a planting plan, site conditions should be considered, including environmental and streetscape factors (salt tolerance, air pollution tolerance, flood tolerance, etc.) Planting plans should focus on planting large canopy shade trees whenever appropriate. **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 and/or a map specifying locations where impervious surfaces will be removed and the corresponding tree that will be planted in the location. The map **must** identify:

- Proposed streets for planting and cross streets.
- Documented heat islands and/or hotspots present.
- 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.
- Location and dimension of current impervious cover proposed to be removed, as well as the purpose of such removal (ex.: reduction of heat sink,
- 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.
- Residential addresses identified and/or confirmed for tree planting.

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. Underwire species should have a mature height not greater than 30 feet.
- **Shade trees/Tall canopy trees should be sited in all locations that are appropriate.**
- Due to emerald ash borer, grant funds may not be used to plant any species of Ash (*Fraxinus*) or fringetree (*Chionanthus*).
- Due to Beech leaf disease, grant funds may not be used to plant any species of Beech (*Fagus*).
- 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>

- Due to its invasive tendencies, grant funds may not be used to plant any varieties of *Pyrus calleryana*.
- A list of suggested treescape species for different settings is provided in Attachment D. When selecting tree species to plant, biodiversity of tree species within a community should be considered.

Tree planting activities should focus on areas of limited tree canopy, community walking routes within identified hotspots and/or urban heat islands and areas within residential settings. 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 and April– June. Trees planted under this grant opportunity, should be watered for two consecutive years, from the beginning of the spring season (early April) through the fall season (early November).

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 to execute strategic community tree planting. Costs must reflect volumes estimated to be utilized directly in planting activities. Trees for purchase must be $\geq 1''$ and $\leq 2.5''$ DBH to be eligible for reimbursement.
- 2.) Costs for watering trees throughout the contract period, including purchase of equipment (water tank, hoses, tree watering bags) needed to water trees. **All trees planted utilizing EEA grant funding must be watered for a minimum of two consecutive years after planting.** All trees should be watered once a week and be given a minimum of 20 gallons per tree. Newly planted trees must be watered slowly, allowing for water to infiltrate into the soil surrounding the tree; use of tree watering bags is recommended. Adequate soil berms and mulch coverage must be established prior to watering and maintained to ensure water is percolating. This prevents runoff and soil loss.
- 3.) Tree pit creation, excavation, extension or restoration to facilitate tree planting. Tree pits must conform to ADA requirements for sidewalk clearance. Preferred minimum tree pit width is 5 feet and preferred length is 10 feet or larger to provide adequate soil volume to support tree growth and health. Where possible, existing tree pits should be connected to form a continuous planting strip.
- 4.) Cost associated with the planning, design and planting of micro forests within identified urban heat islands or 'hotspots.'
- 5.) Concrete, asphalt, or other impervious material removal associated with urban heat mitigation and heat sink reduction, in correlation with proposed tree planting projects.
- 6.) Vacant lot restoration conducted along with tree planting on vacant lots owned by applicants, such as debris removal, removal of impervious surfaces, and planting costs must be approved in advance by EEA. A site plan establishing the number of trees and location proposed on the lot(s) shall be developed and approved in coordination with the EEA Tree Planting Manager. 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.
- 7.) 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.
- 8.) Disposal costs for soils and/or impervious materials removed during the installation of tree pits or preparation of tree planting sites.
- 9.) Implementation of cooling services, including painting of dark surfaces with a light color and/or installation of light permeable surfaces to reduce heat-energy absorption, associated with a tree planting project.

- 10.) Purchase & installation of green infrastructure that accompanies tree planting. Projects must include green infrastructure that allows for larger soil volume, remediates soil compaction and/or facilitates water permeability. Structural soils, silva cell structures, flex pavement, and permeable pavement are all potentially eligible for funding.
- 11.) Costs for the use of heavy equipment necessary to excavate and remediate soils, associated with tree planting.
- 12.) Stump removal only if necessitated by planting site preparation. Per unit costs for stump removal must be based on stump diameter. *Stump removal will be funded only if necessary to increase tree canopy within an area and must be approved by EEA prior to removal.*
- 13.) Community outreach events that promote tree planting or raise awareness of the benefits of an expanded urban canopy. *Outreach events must be identified and approved by EEA prior to attending.*
- 14.) Training and/or educational programs hosted in coordination with tree planting to ensure property owners, employees of grant applicants, and neighborhood residents who have received trees are empowered to properly provide ongoing care for trees planted utilizing grant funds.

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 \$30,000. 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 Cool Corridors grant program is a **reimbursement** program. Only eligible expenses incurred by applicant during the grant recipient's contract period will be reimbursed. Grantees need not have expended all funding before seeking reimbursement. 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 planted 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 representatives must be invited to any public events sponsored by the applicant in celebration of a Cooling Corridors grant award. Receipt of funding from the

EEA grant 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 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, 2027. 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 quarterly reports, typically accompanied by a request for reimbursement of costs incurred over the prior quarter, to the EEA Tree Planting grant manager, reflecting work performed to date, including finalized planting locations, tree species request list from tree nurseries and tree nursery purchase invoices. A final project report, ARC GIS tree planting map, and tree maintenance plan 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 EEA Tree Planting Program Manager will meet with the project manager to inspect the trees and confirm plantings are done correctly.

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 EEA Tree Planting Program Manager.
- ☐ 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:

All applications to the DCS Cooling Corridors grant program must now be submitted through the Executive Office of Energy and Environmental Affairs (EEA) new [EEA Grant Management System](#) (GMS), a user-friendly platform designed to enhance the experience for applicants seeking grants. To submit a FY 26-27 Cooling Corridors, please create a username and password and start the validation process, which could take several days to complete. Please note that at least one representative from the municipality, nonprofit, tribe or other eligible organization must have a valid account to apply for the grant.) Please refer to Attachment D for further instructions regarding the new EEA Grant Management System. **Applications must be submitted via the Grant Management System, by July 11, 2025.**

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 the owner of any property on which tree planting is proposed, that is not owned by the applicant.
5. Letter of support from Municipal Tree Warden or appropriate Commission (if planting occurs on municipal land).
6. Planning Board meeting minutes that reflect planting plan approval (if planting occurs on municipal land).

C. EVALUATION PROCESS: A project selection committee comprised of EEA staff will score and rank all applications using the measures below. The EEA Tree Planting Program Manager may contact applicant for a site visit and/or to solicit additional information, or necessary clarifications 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 (20%)

- Applicant has demonstrated capacity to carry out the proposed project
- Applicant has experience planting trees and/or projects with the goals of enhancing the urban tree canopy, urban heat mitigation and climate resilience.
- Applicant has the resources and has shown capacity to steward newly planted trees for a minimum of 2 years

Environmental Justice (25%)

- Project targets tree planting, impervious surface removal and/or related activities in Environmental Justice designated population areas.

Overall Project Quality (55%)

- Project achieves plantings of trees between 1-2.5" DBH that will demonstrably increase tree canopy cover in residential areas that currently have minimal canopy.
- Project includes comprehensive tree watering for all trees planted for two full years after planting occurs.
- Project achieves targeted plantings within areas surface temperature 'hotspots' and/or identified urban heat islands.
- Project achieves plantings within neighborhood walking routes, specifically near schools, daycare facilities, transit stops, elderly care facilities & medical facilities.
- Planting Plan reflects the principles of "**right tree, right place.**"
- Planting plan proposes planting a majority of shade tree species.
- Project has a realistic and achievable timeline with strong project deliverables.
- Budget demonstrates that in-kind contributions or other funding sources will be used to leverage an EEA grant award and maximize impact.
- Overall cooling impact and quality of the proposed project.
- For municipal applicants, compliance with G.L. c. 40A, sec. 3A.

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: June 4th, 2025

INFORMATION SESSION: A virtual grant information session will be held on Tuesday, June 17th at 12pm. To receive a Teams invitation, please RSVP to Hilary.M.Dimino@mass.gov by Monday, June 16th. While not required, it is recommended that applicants attend the workshop. Questions received during the information session will be posted to Commbuys and the EEA website at [Division of Conservation Services | Mass.gov](#).

B. APPLICATION DEADLINE: Friday, July 11th at 4 pm.

C. ESTIMATED AWARD DATE: Awards are estimated to be announced on or about 90 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 August/September 2025.

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.

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 26-27 Cooling Corridors 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 26-27 COOLING CORRIDORS GRANT PROGRAM
Executive Office of Energy and Environmental Affairs**

SUBMIT: Applications must be received by Friday, July 11th, 2025. Applications received after the deadline will not be accepted. All applications must be submitted via the new [EEA Grant Management System](#). Please reach out to Hilary Dimino, Tree Planting Program Manager, with any questions: hilary.m.dimino@mass.gov or 857-207-1912.

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 federal or state funding or other grants to complete urban forestry work?

☐ Yes ☐ No

If yes, describe briefly.

3.) Does your municipality or organization have a qualified urban forestry program manager on staff, available to provide oversight? ☐ Yes ☐ No

If yes, please provide the staff name, certification type (ISA, MCA, MQTW) and number:

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

☐ Yes ☐ No

If yes, describe briefly.

5.) Has your municipality or organization conducted a recent tree inventory and/or created or updated a public tree maintenance plan?

☐ Yes ☐ No

If yes, describe briefly.

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

D. ENVIRONMENTAL JUSTICE

1.) Does the project propose tree planting, tree maintenance/stewardship, cooling services, and/or impervious surface removal 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>]

E. 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, 2027. Please specify project items that will be completed in FY 26 versus FY 27;
- c. 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;
- d. The potential walking routes of vulnerable populations where trees will be planted for heat mitigation;
- e. A comprehensive list of cooling efforts that will be utilized implemented, including, removal of impervious surfaces, utilization of white and/or reflective paint, and implementation of light impervious surfaces.
- f. The Environmental Justice communities that will be served, as applicable;
- 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. The applicant should identify a clear tree watering plan that starts at the time of tree planting and spans 2 consecutive years after planting. Watering costs for two years 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 tree 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.)
- EJ population data (available at: [Massachusetts 2020 Environmental Justice Populations \(arcgis.com\)](https://maps.massgis.digital.mass.gov/MassMapper/MassMapper.html))
- The ‘hot spots’ or urban heat island boundaries in which the tree planting will be occurring in the data layer provided in Section F (available via link embedded).

Applicants are encouraged to 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:

[Hot Spots | Hot Spots | ResilientMass Climate Hub \(arcgis.com\)](#)

[ArcGIS - Urban heat island severity for U.S. cities](#)

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 municipality 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 detailed project budget that reflects the estimated total project cost and grant request, as well as any in-kind contributions or other sources of funding. Specific costs for FY 26 & FY 27 should be identified within the budget. Costs should be itemized where appropriate.

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

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 for FY 26 & FY 27
- ☐ **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 (if planting occurs on municipal land).
- ☐ **Attachment 7:** Planning Board meeting minutes, or documentation that reflects planting plan approval (if planting occurs on municipal land).
- ☐ **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
COOLING CORRIDORS GRANT PROGRAM - RESPONSE REVIEW RATING SYSTEM
100 TOTAL POINTS

1. Applicant Capacity (20 points maximum)

1.) Applicant has demonstrated experience with tree planting projects or with programs related to urban canopy enhancement:

Yes, significant experience with tree planting = 4 pts

Yes, some experience = 2

Limited or no experience = 0 pts

2.) Applicant has a qualified project manager on staff:

Yes = 5 pts

No = 0 pts

3.) 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, arborist, or tree warden; 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

4.) Applicant has capacity, equipment, and resources to steward newly planted trees for a minimum of 2 years:

Yes = 5 pts

No = 0 pts

2. Environmental Justice (25 points maximum)

1.) Proposed projects (tree planting, tree maintenance/stewardship, cooling services) target designated Environmental Justice population areas:

100% of project is located within EJ neighborhood = 25 pts

99-75% of project located within EJ neighborhood = 20 pts

74%- 50% of project located within EJ neighborhood = 15 pts

49%-25% of project located within EJ neighborhood= 5 pts

Under 25% of project located within EJ neighborhood= 0pts

4. Overall Project Quality (80 points)

1. Project achieves strategic plantings that will demonstrably increase canopy cover in residential areas and/or within neighborhood walking routes, specifically near schools, daycares, transit stops, elderly care facilities & medical facilities that currently have minimal canopy:

Yes, tree planting will occur entirely within residential neighborhoods and walking routes with low tree canopy = 10 pts
Yes, some tree planting targets will occur within residential neighborhoods and walking routes with low tree canopy = 7 pts
No, tree planting will occur outside of residential neighborhoods and walking routes targets with low tree canopy = 0-3 pts
2. Project achieves plantings within surface temperature 'hotspots' and/or identified urban heat islands (see Section F):
Yes, all tree planting is within a delineated 'hotspot' and/or identified urban heat island = 10 pts
Yes, some tree planting is within a delineated 'hotspot' and/or identified urban heat island = 5 pts
No, tree planting is not within a delineated 'hotspot' and/or identified urban heat island = 0 pts
3. Project includes a comprehensive tree watering plan that identifies strategy to provide a weekly watering of 20 gallons to all trees planted, for 2 consecutive years.
Yes, project includes a tree watering plan that will span 2 years after planting = 10 pts
No, project does not include a tree watering plan that will span 2 years after planting = 0 pts
4. Tree Planting Plan reflects principles of "right tree, right place" and emphasizes planting large canopy shade trees:
Yes = 5
No = 0
5. Project proposes cooling services in tandem with tree planting efforts (i.e. impervious surface removal, use of white/reflective paint, use of light impervious surfaces).
Yes, two or more cooling services will be implemented = 5 pts
Yes, one cooling service will be implemented = 3 pts
No cooling service will be implemented = 0 pts
6. Project has a realistic and achievable timeline with strong project deliverables:
Yes = 5 pts
No = 0 pts
7. Project budget reflects in-kind contributions and/or leverages additional sources of funding to maximize EEA grant funding:
Yes = 5
No = 0
8. Overall quality and importance of the proposed project?
High = 5 pts
Medium = 3 pts
Low = 1 pts

Attachment C

REQUIRED SPECIFICATIONS FOR CONTRACTUAL TREE PLANTING AND CARE

EEA wants 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 the DCR Urban & Community Forestry Program 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. The EEA Tree Planting Program Manager is available to meet with the City periodically during the 2 year after-care to review and confirm ongoing care and maintenance performed.

- All tree planting will adhere to the current American National Standards Institute (ANSI): Standard A300 Part 6: Tree, Shrub, and Other Woody Plant Management – Standard Practices (Tree Planting)
- 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 is available on-site to supervise tree planting work performed.
- Tree planting work is guaranteed for two years 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 ensure replacement materials, as well as labor to address any defect that may have occurred during planting without additional cost to 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.
- Completed plantings should contain a circular berm extending to the tree drip line, that is covered with mulch in order to assist with water absorption.
- Trees used for plantings should be nursery grown under climatic conditions similar to those in Massachusetts; trees should be healthy and free from injuries such as disfiguring knots, girdling roots, sun scald, and injuries or abrasions of the bark; as well as free of plant diseases, pests, scale, etc..
- Planting takes place from April through June during the Spring plan, and September through November for Fall planting.
- Drip irrigation bags are installed at the time of planting and water provided twice a week for a minimum of 30 days from the date of planting. Trees are watered during the 2-year after-care period once per week or as needed from May 1 through November 30.

Attachment D

EEA GRANT MANAGEMENT SYSTEM USER INSTRUCTIONS

To create an applicant profile:

1. Visit [Grants Management System \(GMS\) | Mass.gov](#)
2. Click on “Login to Applicant Portal”,
3. Select “Login/Register”
4. Select “Create a Business Account”
5. Follow the instructions provided.
6. For help, see EEA’s Grant Management System User Guide or Instructional Videos.

The user profile may require one or more days to receive verification. Once verified, you will receive an email notification and access to the Grant Management System for your organization. This portal will serve as your locale to view all grant information. You may then view the FY26-27 Cooling Corridors Grant Program funding opportunity and apply through the Grant Management System.

Applicants may save a draft application and return to modify and/or submit until the application deadline. After the deadline, applicants will not be able to edit, add files or submit materials. Please note that the “Grant Primary Contact” must be a valid system user and will receive all relevant notifications and updates to the grant record.

The online application with supporting documents must be submitted on or before Friday, July 11th, 2025 at 4:00 PM. Submissions through the site will be digitally time stamped. EEA shall make no allowance for technical difficulties or inability of the respondents to utilize the online system. No applications will be accepted after the deadline for any reason.

Digital files uploaded to the application site must be provided in Microsoft Office compatible format or unlocked Adobe Acrobat.

A few tips:

- Filter and sort programs by Program Name or Agency to navigate to EEA’s FY26 Cooling Corridors Grant Program.
- To start an application, click the “Apply” button to enter the application form for the grant program.
- The “Summary” tab will show the general grant program information. The “Policies and Procedures” tab will show the program procedures, custom application questions, and required documentation.
- Click on the “Start Grant Application” button on the top right to enter the grant application form.
- In the “Upload Documentation” section, download, complete, and re-upload the required Scope and Budget template. Upload any supporting documentation or materials within the Additional Documentation upload tool. Please refer to the Application Checklist (Attachment L) for a list of forms that may need to be uploaded to complete your application.
- Once complete, submit your grant application. No additional project information or documentation changes can be made after submitting.