

## Grant Completion Form : Entry # 2606

### Grant Information

Fund 1238, Urban and Community Forestry Grant, MA DCR

### Grant Period

4/13/22 - 6/30/23

### Grant Purpose

For use in expansion of Holyoke's Public Tree Inventory, begun in 2021, to cover all public trees in the City.

### Total Budget

\$30,000

### Actual Expenses

Contracted tree inventory services (5,370 Trees @ \$5.59/tree)

### Ending Fund Balance

\$0

### Additional Materials (if necessary)

- [Holyoke-UCF-Reimbursement-Request-Form-Complete-with-Attachments.pdf](#)

### Grant Manager

Yoni Glogower Conservation



# Massachusetts DCR Urban and Community Forestry Challenge Grant Reimbursement Request Form for Non-Planting Projects

(Page 1 of 2)

Holyoke 6/30/2023  
Name of Grant Recipient/Community Date

Yoni Glogower (413) 322-5615  
Name of Grant Contact Telephone

Total Amount of Grant Awarded \$30,000

Amount of Previous Reimbursements \$0

Total Remaining in Account \$30,000

Dates of Service for This Request (dd/mm/yy) through 06/30/23

**Grant - Request for Reimbursement: (Please place in the following broad categories)**

Salaries \$0

Contractual (Consultants, etc.) \$30,000

Supplies (Materials & Equipment) \$0

Administrative Expenses (Postage, etc.) \$0

Minus Any Program Income (registrations, etc.) - \$0

**Total Request:** \$30,000

Total remaining in balance of account \$0

Is this your final request for reimbursement?  **YES**  NO

**Massachusetts DCR Urban and Community Forestry  
Challenge Grant Reimbursement Request Form for Non-Planting Projects** (Page 2 of 2)

Match - Verification: Match to-date must equal or exceed Total Request. Please use *Expense and Match Documentation Form* to calculate and document expenses for reimbursement and match. That form and supporting documentation *must be submitted* along with this reimbursement request.

Number of Staff Involved \_\_\_\_\_

Staff Labor Hours \_\_\_\_\_

Hourly Rate \_\_\_\_\_

Value of Staff Labor Hours \$ \_\_\_\_\_

Number of Volunteers Involved 31 \_\_\_\_\_

Total Volunteer Hours 174 \_\_\_\_\_

Volunteer Rate (see instructions) \$31 \_\_\_\_\_

Value of Volunteer Labor Contribution \$5,394 \_\_\_\_\_

Value of In-kind Material Contribution \$ \_\_\_\_\_

Additional Expenditures, 'cash match' \$13,500 \_\_\_\_\_

Total Match for this Request: \$ \_\_\_\_\_

Amount of Match previously documented: \$0 \_\_\_\_\_

Total Value of Match to-date: \$24,288 \_\_\_\_\_

Inspected by \_\_\_\_\_ Date \_\_\_\_\_ Approved/Rejected

Inspector Comments:

Return to: [julie.coop@mass.gov](mailto:julie.coop@mass.gov) and Julie Coop, DCR Urban & Community Forestry, 251 Causeway Street, Suite 600, Boston, MA 02114-2124

## Expense and Match Documentation Form for DCR Urban and Community Forestry Challenge Grant

**Instructions:** Number each receipt or invoice to correspond with its item # and attach copies as well as proof of payment such as a cancelled check, pay stubs, etc. Duplicate this form/add rows as needed. **This form, along with supporting documentation, must accompany reimbursement request form.**

Expenses to be Reimbursed by Grant				
Item #	Date	Paid To	Items/Services Purchased	Cost
1	2/7/2023	Davey Resource Group	Tree Inventory (5,370 Trees @ \$5.59/tree)	\$30,000
			<b>TOTAL</b>	
Cash Match Description				
Item #	Date	Paid To	Description of items or services including time, rate, etc.	Cost
2	3/7/2023	Davey Resource Group	Tree Inventory (805 additional trees) (See Amendment to original \$30,000 PO, Increased to \$34,000)	\$4,500
3	6/6/2023	Davey Resource Group	Standard Tree Inventory Analysis & Maintenance Schedule, Tree Planting Plan, Public Presentation #1	\$7,500
4	6/22/2023	Davey Resource Group	Public Presentation #2	\$1,500
			<b>TOTAL</b>	<b>\$13,500</b>
In-Kind Match Description				
Item #	Date	Provider/Vendor	Description of items or services including time, rate, volunteer hours, etc.	Cost
5	10/7/2022	Holyoke Community College + Smith College	93 hours Public Tree Inventory Data Collection @\$31/Hour volunteer rate	\$2,883
6	10/14/2022	Holyoke Community College + Smith College	81 hours Public Tree Inventory Data Collection @\$31/Hour volunteer rate	\$2,511
			<b>TOTAL</b>	<b>\$5,394</b>



TIN: 82-1948528

**Invoice**

Invoice Number: 153385  
 Invoice Date: 2/7/2023

To: City of Holyoke  
 ATTN: Yoni Glogower  
 Conservation and Sustainability  
 20 Korean Veterans Plaza  
 Suite 412  
 Holyoke, MA 01040

Terms: Due on Receipt

Job: DRGMA193 Public Tree Inventory Phase II

PO#20230854

Inventory of 5,370 sites - \$30,000

Professional Services Rendered Through 1/28/2023

<u>Task</u>	<u>Title</u>	<u>Contract Amount</u>	<u>Fee Earned</u>	<u>Prior Billed</u>	<u>Current Billing</u>
01	Tree Inventory (5,370 Trees @ \$5.59/tree) (LS)	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
		\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
			<b>Invoice Amount</b>		<b>\$30,000.00</b>

Aged Receivables						
<u>Current</u>	<u>0 - 30</u>	<u>31 - 60</u>	<u>61-90</u>	<u>90-120</u>	<u>&gt;120 Days</u>	
\$30,000.00						

REMIT TO: 5300 Wellington Branch Drive, Suite 100, Gainesville, VA 20155

Payment Options: Check, ACH, or Credit Card via <http://secure.wetlandstudies.com/davey/invoice.asp>

Questions: [DRGaccounting@davey.com](mailto:DRGaccounting@davey.com) or Phone: 703-679-5775

Davey Resource Group, Inc.  
Project: DRGMA193

Invoice: 153385  
February 07, 2023

**Davey Resource Group, Inc.**  
**Detailed Invoice Backup**

Invoice Number: 153385  
Invoice Date: 02/07/23

To: City of Holyoke  
Conservation and Sustainability  
20 Korean Veterans Plaza  
Suite 412  
Holyoke, MA 01040

**Project: DRGMA193 Public Tree Inventory Phase II**

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Professional Services Rendered Through 1/28/2023

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Task: 01 Tree Inventory (5,370 Trees @ \$5.59/tree) (LS)

	<u>\$30,000.00</u>
<b>Invoice Amount</b>	<u>\$30,000.00</u>

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**REMIT TO: 5300 Wellington Branch Drive, Suite 100, Gainesville, VA 20155**

Payment Options: Check, ACH, or Credit Card via <http://secure.wetlandstudies.com/davey/invoice.asp>

Questions: [DRGaccounting@davey.com](mailto:DRGaccounting@davey.com) or Phone: 703-679-5775

B I L L T O

Holyoke Purchasing Department  
536 Dwight Street #15  
Holyoke, MA 01040  
Phone: (413) 322-5650  
Fax: (413) 322-5651

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS

Purchase Order # **20230854**

Delivery must be made to the ship to location specified. Additional work and charges must be approved by the Purchasing Department.

TAX ID#: 046-001-393

V E N D O R

DAVEY RESOURCE GROUP  
295 S. WATER STREET  
SUITE 300  
KENT, OH 44240

S H I P T O

CONSERVATION COMMISSION  
CITY HALL ANNEX  
20 KOREAN VETERANS PLAZA  
HOLYOKE, MA 01040

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
				20230992			
Date Ordered	Vendor Number	Vendor Email				Department/Location	
10/06/2022	36897					CONSERVATION COMMISSION	
Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price		
1	Professional Tree Inventory Services per Bid 2022-030  ***** GL SUMMARY ***** 1238 - 52000	1.0	EACH	\$30,000.00	\$30,000.00		
					\$30,000.00		

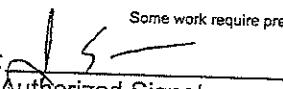
**COPY**

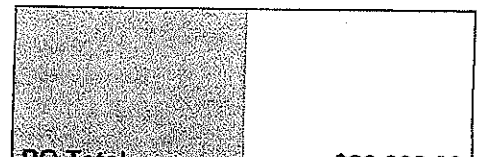
The City of Holyoke's Purchase Order Terms and Conditions can be viewed at:  
[www.holyoke.org/departments/purchasing](http://www.holyoke.org/departments/purchasing)

Any performance by vendor pursuant to this Purchase Order constitutes vendor's acknowledgement that vendor has read and agreed to the referenced Standard Terms & Conditions.

Contracts (if required) must be fully executed prior to the commencement of services and the purchase of goods/supplies associated with this Purchase Order.

Some work require prevailing wages. Contact the requesting department for more information.

By:   
Authorized Signature





02/10/2023 15:15  
glogowery

CITY OF HOLYOKE

P 1  
poinquiry

PURCHASE ORDER

20230854

-01 FY 20

BILL TO

CONSERVATION COMMISSION  
CITY HALL ANNEX  
20 KOREAN VETERANS PLAZA  
HOLYOKE, MA 01040

VENDOR

DAVEY RESOURCE GROUP  
295 S. WATER STREET  
SUITE 300  
KENT, OH 44240

SHIP TO

CITY HALL ANNEX  
20 KOREAN VETERANS PLAZA  
HOLYOKE, MA 01040

CONSERVATION

Requisition  
20230992

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
10/06/22	036897			CONSERVATION COMMISSION

LN	DESCRIPTION	QTY	UOM	UNIT PRICE	NET PRICE
001	Professional Tree Inventory Services per Bid	1.00	EACH	34500.000	34,500.00
				PO TOTAL	34,500.00

\*\* END OF REPORT - Generated by Yoni Glogowery \*\*



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Holyoke Purchasing Department  
536 Dwight Street #15  
Holyoke, MA 01040  
Phone: (413) 322-5650  
Fax: (413) 322-5651

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **20232076**

Delivery must be made to the ship to location specified. Additional work and charges must be approved by the Purchasing Department.

TAX ID#: 046-001-393

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DAVEY RESOURCE GROUP  
295 S. WATER STREET  
SUITE 300  
KENT, OH 44240

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CONSERVATION COMMISSION  
CITY HALL ANNEX  
20 KOREAN VETERANS PLAZA  
HOLYOKE, MA 01040  
Email: glogowery@holyoke.org

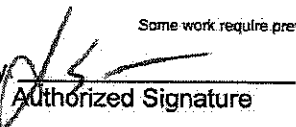
Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
				20232397			
Date Ordered		Vendor Number		Vendor Email		Department/Location	
02/16/2023		36897				CONSERVATION COMMISSION	
Item#	Description/PartNo			QTY	UOM	Unit Price	Extended Price
1	Blanket PO for Tree Inventory Analysis Services with Davey Resource Group			1.0	EACH	\$9,000.00	\$9,000.00
	***** GL SUMMARY *****						
	0058 - 52000						\$9,000.00

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Some work require prevailing wages. Contact the requesting department for more information.

By  Authorized Signature

PO Total	<b>\$9,000.00</b>
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# Urban and Community Forestry Challenge Grant Volunteer Labor Log

Project Title: Holyoke Public Tree Inventory Expansion  
 Work location: Holyoke Highlands Neighborhood  
 Date Work Performed: 10/7/2022

Project Sponsor: N/A  
 Group or organization completing the work: Holyoke Community College  
 Work/Task Performed: Public Tree Inventory Data Collection

Name (Print)	Name (Signature)	Hours	Hourly rate	Total \$
Kristin Davis / <i>[Signature]</i>	Katie Monahan / <i>[Signature]</i>	3 / 3	\$31	\$93
Ashley Ryan / <i>[Signature]</i>		/	"	"
Ariel Tourmaline / <i>[Signature]</i>		/	"	"
Gia Roberts / <i>[Signature]</i>		/	"	"
Lexi Harris / <i>[Signature]</i>		/	"	"
Sydney Plante / <i>[Signature]</i>		/	"	"
Cassidy Winters / <i>[Signature]</i>		/	"	"
Ashlee Rias / <i>[Signature]</i>		/	"	"
Lauren Perkins / <i>[Signature]</i>		/	"	"
Logan O'Neil / <i>[Signature]</i>		/	"	"
Total:				\$930

I certify that this is an accurate summary of the supplies used and that this claim is just and correct.

*[Signature]*  
 Signature of Project Manager











10/7/2023  
 Date



# Urban and Community Forestry Challenge Grant Volunteer Labor Log

Project Title: Holyoke Public Tree Inventory Expansion  
 Work location: Holyoke Highlands Neighborhood  
 Date Work Performed: 10/7/2022

Project Sponsor: N/A  
 Group or organization completing the work: Smith College  
 Work/Task Performed: Public Tree Inventory Data Collection

Name (Print)	Name (Signature)	Hours	Hourly rate	Total \$
CHASE RYAN-EMBRY		3	\$31	\$93
CAROLYN SICBARDI		3	"	"
Avery Maltz		3	"	"
Clara Sorenson		3	"	"
Isabel (Iz) Thompson		3	"	"
Emma King		3	"	"
Zoe Conl		3	"	"
Sam Tower		3	"	"
Silas Weden		3	"	"
Marge Poma Alarcon		3	"	"
Total:				\$930

I certify that this is an accurate summary of the supplies used and that this claim is just and correct.

Signature of Project Manager: Yuan Guo Date: 10/7/2022





**Urban and Community Forestry Challenge Grant  
Volunteer Labor Log**

Project Title: Holyoke Public Tree Inventory Expansion Project Sponsor: N/A  
 Work location: Holyoke Highlands Neighborhood Group or organization completing the work: Smith College  
 Date Work Performed: 10/14/2022 Work/Task Performed: Public Tree Inventory Data Collection

Name (Print)	Name (Signature)	Hours	Hourly rate	Total \$
Sydney Plante	<i>Sydney Plante</i>	3	\$31	\$93
Cassidy Wieringer	<i>Cassidy Wieringer</i>	3	\$31	\$93
Lili Roberts	<i>Lili Roberts</i>	3	\$31	\$93
Lexi Harris	<i>Lexi Harris</i>	3	\$31	\$93
Timothy Covel	<i>Timothy Covel</i>	3	\$31	\$93
Colin Dinn	<i>Colin Dinn</i>	3	\$31	\$93
Sonia Szala-Krotkov	<i>Sonia Szala-Krotkov</i>	3	\$31	\$93
Clare wood	<i>Clare wood</i>	3	\$31	\$93
Anna K-L	<i>Anna K-L</i>	3	\$31	\$93
Fsa Blumenfeld	<i>Fsa Blumenfeld</i>	3	\$31	\$93

I certify that this is an accurate summary of the supplies used and that this claim is just and correct.  
*[Signature]* 10/14/2022  
 Signature of Project Manager Date

Total: \$930





