# REQUEST FOR PROPOSALS (RFP)

## for

## IMPERIAL VALLEY URBAN FOREST PROJECT
## PROJECT MANAGEMENT
## SERVICES

This RFP includes an overview of Project Management services required on the City's "Imperial Valley Urban Forest Project". It provides information on the site, project schedule, as well as submittal procedures and selection criteria for interested candidates.

A mandatory pre-proposal conference is scheduled for 2:00 PM on Wednesday, November 15, 2017 at the Economic Development conference room located at 1249 W. Main Street, El Centro, CA. Candidate submittals must be received at the Economic Development Division no later than 5:00 PM Pacific Time Friday, December 8, 2017.

Requested by:

City of El Centro
Community Services Department
Economic Development Division
1249 W. Main Street
El Centro, CA 92243
Phone: (760) 337-4543

November 2017

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**CITY OF EL CENTRO**
**REQUEST FOR PROPOSAL**
**FOR PROJECT MANAGEMENT SERVICES**
**FOR THE CITY OF EL CENTRO**
**IMPERIAL VALLEY URBAN FOREST PROJECT**

## A. BACKGROUND

The City of El Centro is requesting proposals from Project Managers, hereinafter referred to as "PM" to perform project management services on a Department of Forestry and Fire Protection (Cal-Fire) grant in the City of El Centro and surrounding Imperial Valley cities. The firm ultimately selected will provide full project management services as directed by the City. The primary funding for this project is being provided through a grant received from the Department of Forestry and Fire Protection or "CAL FIRE".

Any contract emanating from this request shall be regulated according to the provisions of all Federal, State and local laws and ordinances that are applicable. The City requires evidence of insurance coverage: general liability, automobile liability, workers compensation, and professional errors and omissions as set out in the sample agreement attached as exhibit "C". If the respondent does not have coverage in accordance with the City's policies, then evidence must be submitted indicating that such coverage will be effective prior to entering into a contractual agreement with the City.

Per Public Contract code section 20103.6 and as otherwise applicable, the consultant is advised that **this project includes provisions requiring the contracting firm to indemnify and hold harmless the City of El Centro against any and all liability**. The requirement of this indemnification can be found in the sample contract agreement attached to this document.

The intent of this Request for Proposals is to obtain proposals from qualified project management firms to provide services for applicable grant services, community outreach, event coordination, stakeholder coordination, curriculum creation program creation, assist in developing the bid package, manage the bid process, oversee construction services, provide construction recommendations, and prepare closeout reports.

**The City anticipates the project duration to last between February, 2018 and March, 2020.**

The Request for Proposal (RFP) is available on our website (**www.cityofelcentro.org**) or the Economic Development Office at, 1249 W. Main Street, El Centro, CA 92243. **Any Addendums to this RFP will be posted on the City's web page. It is the responsibility of potential respondents to check the web page for any posted Addendums.**

## B. PROJECT DESCRIPTION

The City of El Centro received grant funding from CAL FIRE through the Greenhouse Gas Reduction Fund for the Imperial Valley Urban Forest Project. The project consists of the planting of 1,400 trees at various locations in the cities of El Centro, Calexico, Holtville, Imperial, and Brawley in the Imperial Valley. The continued success of the grant objectives will be done through the following activities:

- Training and education of all cities, partnering organizations, and community members through the "Imperial Valley Tree Steward" Program. Development and introduction of a "tree curriculum" into current elementary school science programs in the Imperial Valley.
- Creation of a methodology for tracking Green House Gas (GHG) benefits while addressing the challenge of sequestering carbon.
- Education of local school students with programs such as GHG monitoring, event planning, and "Imperial Valley tree steward" training.
- Strategic planting of trees to add foliage, shade, and aesthetic value to parks. Additionally, trees placed near building can increase cooling benefits and help reduce energy consumption.
- Selection of ecologically appropriate plant palette to increase tree vitality and survivability.

See Attachment "1" for full description of Project Objectives.

## C. SCOPE OF SERVICES

*The following is a representative sample of the scope of work for this project. It is not meant to be all-inclusive and the actual engagement will require additional duties of a similar nature to those summarized below as the need arises. Responses to this RFP are strongly encouraged to suggest other tasks and duties that may be applicable and useful to the City.*

The selected firm will provide project management services that include but are not limited to those listed in this section. No subcontractors shall be utilized without prior authorization by the City.

**This project is funded by a grant made available through CAL-FIRE. All services listed in the below Scope of Services are to be performed with the purpose of completing the project as described in the grant application in Attachment "1". Particular attention should be made to "Section 6. Narrative" of the grant which describes the Background of the project, Project Objectives, Scope of Work, Project Timeline, and Tree information.**

### a. GRANT SERVICES

1. Prepare all applicable grant progress reports for approval by the City and ensure that all reports are submitted to CAL-FIRE in a timely manner and in compliance with all grant requirements.

2. Establish and maintain a working relationship with the City's grant representative from CAL-FIRE.

3. Ensure that project is completed in a timely manner and as described in the grant application included in Attachment "1".

### b. EVENT PLANNING, COORDINATION AND DELIVERY SERVICES

The PM will handle all aspects of the tree planting events described in Attachment "1". This can include, but is not limited to the following:

1. Event coordination with the project contacts from the various cities involved with this grant and the contractor.

2. Preparation and dissemination of public notifications of each event such as newspaper articles, preparation of social media posts for the cities and coordination of news releases to local media. The PM is not authorized to conduct any interviews with news media or release information without the approval of the City.

3. Coordination with the Contractor to ensure the sites are prepped for tree planting and the event ahead of the scheduled events.

4. Coordination with the hosting City for the delivery and set up of items for the events such as a podium, speaker, chairs, tents, tables, and ice chests.

5. Perform master of ceremony duties at the events unless otherwise directed by the City. Contact and coordination with various officials as approved by the City for speaking at the tree planting events. If requested, the PM will provide written speeches for local officials that will provide project background and statistical information related to this project.

6. Supervision and coordination of the Imperial Valley Tree Steward volunteers who will be working at the tree-planting events.

7. Provide snacks and refreshments for all volunteers at the events.

8. Monitor the site for the safety of volunteers and project staff. Immediately report any safety concerns to the City and Contractor. If the safety concern poses an imminent threat to the safety of volunteers or project personnel, the PM is to immediately take action to mitigate the safety concern.

9. The PM must be on site from the start of set up through the clean-up of each event.

**c. OUTREACH AND EDUCATIONAL SERVICES**

1. Creation of an "Imperial Valley Tree Steward" program as described in Attachment "1" including training materials.

2. Training and education of all cities, partnering organizations and community members through the "Imperial Valley Tree Steward" program.

3. Training and certification of recreation staff of the partnering cities to facilitate their educating the public about the project's planting opportunity and offering in-the-field help during the actual tree planting.

4. Development of a "Tree Curriculum" for the local elementary schools.

5. Outreach and coordination with local elementary school officials to ensure implementation of the tree curriculum into the school classrooms.

6. Development and implementation of a training program for upper division high school students that includes, intern training, tree steward training, Greenhouse Gas monitoring techniques, and event planning.

**d. GREENHOUSE GAS SEQUESTRATION SYSTEM**

1. Development of a user friendly and accurate process for monitoring and documenting greenhouse gas benefits from this project through an ArcGIS based mapping tool.

2. Coordinate the purchase of handheld tablets to be used by City staff and interns for the mapping.

3. Training of City staff and interns in the use of the program and process of conducting an inventory of established trees by recording and measuring tree statistics in the field.

**e. PRECONSTRUCTION SERVICES**

1. Assist in Developing the Bid Package

   Main effort for front end documents will lie with the City of El Centro. However, the PM shall provide written recommendations to be considered for incorporation. These shall be based on past control management specifications that may have been developed through "lessons learned" from past projects.

   The PM will also provide input on trees and planting locations that are conducive to the Imperial Valley climate.

2. Manage the Bid Process/ Project Document Control System

   Take the lead in developing and instituting the complete bid process from advertisement through City staff recommendation to Council for approval of award.

**f. SERVICES DURING CONSTRUCTION**

1. Provide training to the contractor on the environment/community atmosphere of the Imperial Valley.

2. Coordinate the efforts of the contractor and project contacts from the various cities participating in this project to ensure proper communications and progress of the project. Act as liaison to the City through the City's Project Manager.

3. Provide on-site coordination to assure that the project meets the Plans and Specifications and stays on budget and schedule.

4. Review, evaluate, and furnish recommendations to the City regarding contractor's performance, construction schedule, and any other matters related to compliance with the contract.

5. Provide a daily log of events and activities when onsite to secure the City's interests and monitor work accomplished in accordance with the contract.

6. Provide a monthly update outlining project status, schedule, submittals, and change order issues. Include any pertinent photos or documents. The report should include an analysis of any potential delays and their actual relevance. The report should be suitably formatted to share with the City Manager's Office.

7. Review and furnish contract correspondence, minutes of meetings and directives to be issued to secure the interests of the City.

8. Review and make recommendations regarding payments to contractor including Change Orders, when applicable, and recommendations regarding any proposed changes. Prepare and provide cost analysis where necessary to verify change order costs generated by the Contractor are reasonable and correct in scope.

9. Attend all construction - related site meetings with the City's representatives, contractors, and other meetings between related parties as required. Maintain separate notes on such meetings.

10. Assist with providing any information to the City Departments as required.

11. Oversee the general contractor and subcontractor's scope of work to ensure the General Contractor is providing proper site supervision and coordination for the execution of the project work.

12. Upon completion of the project work, provide a punch list review and recommendation of project acceptance.

13. Upon completion of the project work, review all of the Contractor's final submittals to ensure their compliance with final project close-out requirements.

14. Monitor cities and contractor compliance with City of El Centro as well as with all grant requirements.

**g. POST CONSTRUCTION SERVICES**

1. Prepare a closeout report.

2. Coordinate, monitor and resolve all contract issues, warranties, bonds, etc.

3. Provide the final consolidation and compilation of the project files and documents both in hardcopy and CD.

4. Remain available for any post-completion grant audit.

## D. PROJECT DELIVERY METHOD

The project delivery method will be design, bid, and delivery for the project.

## E. CONSULTANT CONTRACT ADMINISTRATION

All consultant work will be authorized on an hourly rate not to exceed for each of the tasks above. The consultant is and will be an independent contractor who must devote sufficient time and resources to complete the assigned tasks in a timely manner. The City will not provide work space, internet, equipment, a vehicle or mileage reimbursement.

## F. RFP CONTENT

***The submittals in response to this solicitation shall not exceed 25 total pages*** *in length including cover letter, proposed staffing plan, previous experience, proposed approach, Levine Act Disclosure and labor rate sheet.* ***No appendices or elaborate brochures or other presentation material are desired.*** The RFP submittal content and format should demonstrate ability to follow direction set forth in this RFP. The RFP should be organized in the following sequence:

**Cover Letter** - Describe the firm or team's interest in and commitment to the project.

**Proposed Approach -**Provide a detailed explanation of the approach you would take for completing the work described in the Scope of Services and discussing the issues, challenges and solutions you would employ during the engagement. *In particular, describe what issues you foresee in your role as PM.* Please also describe your overall approach to this role and how you anticipate interacting with the entire team including the CITY project manager, committee of stakeholders from cities involved in the grant, the CAL-FIRE representative, as well as the contractors.

**Proposed Staffing Plan -**Designate the Principal, Project Manager in charge of the project, and the CITY contact throughout the duration of the contract. The submittal should describe the individuals, their roles on the team, and rate schedule. Identify key staff members and a brief resume describing *similar projects* on which they have been involved, availability of the staff member over the duration of the project, and a description of the benefits the person brings to the team. Indicate recent, relevant experience and references on similar projects where a similar role was performed. Proposals shall clearly establish principal team member firms and sub consultants. An organization chart should be included. Any substitution of key staff during the project will require approval from the CITY. Evaluation of this segment of the proposals will be focused on individual members as well as the depth of your proposed team.

**Previous Experience** – Include descriptions of *similar projects* previously performed by the staff proposed. The descriptions should include what services were performed, the date of the project, unique features of the project which would be beneficial to the CITY, and a client reference including email and phone contact information. Evaluation of this segment will be heavily weighted on your client reference remarks as solicited by the CITY.

**Agreement Exclusions –** Indicate in proposal any clauses, if any, in the City's proposed Agreement, which are unacceptable to the Proposer. Federal and State requirements are non-negotiable.

**Modified Scope of Services** – The Proposer should specifically indicate in its proposal any recommended changes for the "Scope of Services".

**Lawsuit History** – List any pending or settled lawsuits or professional liability claims in which the consultant was involved during the past ten (10) years.

Execution of the Non-discrimination certification (Attachment 4) and Drug-free Workplace certification (Attachment 5).

**Estimated Costs –** Submit with your response your hourly rate and overhead information in a **separate sealed envelope** clearly labeled as follows:

**Sealed Fee Schedule Proposal**
**Company Name**
City of El Centro
Project Management Services for the Imperial Valley Urban Forest Project
December 8, 2017

**Sealed fee schedule**

1. Develop costs and fees for the services based on hourly rates. Provide a clear breakdown of these costs by Task. Task order shall closely mimic the proposed scope. Each task shall include proposed staffing effort, with corresponding hourly rates. List all professional service expenses anticipated including insurance, printing, communications, and travel. Billing rates shall include provision for normal office costs, including but not limited to office rental, utilities, insurance, equipment, normal supplies and materials, in-house reproduction services and local travel costs. Indirect costs shall be based on undisputed audited records.

## G. SELECTION CRITERIA AND SCHEDULE

The CITY will hold a mandatory pre-proposal conference at 10:00 a.m. on Wednesday, November 15, 2017 at the Economic Development Division located at 1249 Main St., El Centro to review this RFP. Explanations or clarifications desired by respondents regarding the meaning or interpretation of this RFP may be requested at this conference or in written form by contacting CITY Economic Development Division at (760) 337-4543 or emailing at scox@cityofelcentro.org. The deadline for clarification requests is 5:00 PM on Tuesday, November 28, 2017.

The CITY specifically requests that any questions concerning this RFP be directed to Stacy Cox only. Please do not contact other CITY staff. The deadline for questions is 5:00 P.M. Tuesday, November 28, 2017. All questions are to be submitted by e-mail to scox@cityofelcentro.org.

Responses will be reviewed based on the following criteria as set out in Attachment 1 - attached and incorporated here:

- Proposed approach to the project.
- Previous experience with similar projects.
- Past success with managing all processes, procedures, and paperwork for similar projects.
- Qualifications of team members / Organizational chart with names and resumes.
- Satisfaction of previous clients.
- Project understanding and ability to work in a collaborative environment with other consultants, the contractor(s), regulatory and oversight agencies, etc. to help solve problems and deal in a constructive manner with issues and any conflicts that may arise during the entire design, procurement, and construction processes.
- Ability to provide justification for indirect costs through an undisputed audit conducted by a Federal or State agency.
- Compliance with State grant requirements.
- At interview, Power Point presentation highlighting the above criteria.

Final staff recommendations to the Council as to the proposed successful respondent to this solicitation will be based on rankings established by the evaluation committee.

The following **SCHEDULE** is targeted for consultant selection:

RFP release date: Wednesday, November 8, 2017

Mandatory pre-proposal conference 2:00 PM Pacific Time, Wednesday, November 15, 2017
Economic Development conference room
1249 W. Main Street, El Centro, CA 92243

Deadline to submit requests for clarifications, corrections or modifications 5:00 PM Pacific Time, Tuesday, November 28, 2017.

Submittals Due 5:00 PM Pacific Time, Friday, December 8, 2017.

Interviews December 18-22, 2017 (TENTATIVE)

Council Award January 17, 2018 (TENTATIVE)

Notice to Proceed February 17, 2018 (TENTATIVE)

## H. SELECTION PROCESS

The PM will be selected by a selection committee comprised of project staff. A summary of the City's selection process is as follows:

1. Qualifications will be reviewed and ranked by the selection committee.

2. A short-list will be created from the proposals.

3. Interviews may be requested from the short-list firms.

4. The selection committee will rank the firms that are the most highly qualified to perform the services and present its recommendation to the City Council for contact award.

The City of El Centro reserves the right to reject any and all proposals submitted and/or request additional information for clarification.

This RFP does not commit the City to award a contract or pay any costs associated with the preparation of a proposal. The City reserves the right to cancel, in part or in its entirety, this solicitation should this be in the best interest of the City.

Questions concerning the proposal should be sent to the City of El Centro Economic Development Division via electronic mail to scox@cityofelcentro.org.

## I. PROCEDURES FOR SUBMISSION

PM firms wishing to be considered should submit background materials in accordance with "RFP CONTENT" section of this RFP.

Responses should be submitted to:

City Of El Centro
Community Services Department
Attn: Stacy Cox
1249 W. Main Street
El Centro, CA 92243

Four copies and one original must be received at the above address no later than 5:00 PM Pacific Time December 8, 2017. The City will not accept electronic submissions.

The response shall be enclosed in a sealed envelope and be plainly marked on the upper left hand corner with the name and address of the bidder and bear the following:

City of El Centro
Community Services Department
Project Management Services for the Imperial Valley Urban Forestry Project
December 8, 2017
5:00 PM

Submit your fee schedule including your hourly rate and overhead information in a **separate sealed envelope** clearly labeled as follows:

**Sealed Fee Schedule Proposal**
**Company Name**
City of El Centro
Project Management Services for the Imperial Valley Urban Forestry Project
December 8, 2017

ATTACHMENT 1

# IMPERIAL VALLEY
# URBAN FORESTRY PROJECT

Grant Application

## 2016/2017 Urban & Community Forestry California Climate Investment Grants
## Project Application Form

Fill out the form completely. Please see the submittal instructions at the bottom of the form. The Project Tracking Number requested is listed in the letter of invitation you received.

**CAL FIRE Project Tracking Number:** 16-GHG-UF-01-UFEI-079

**Name of Organization** City of El Centro Parks and Recreation Department

**Project Title** Imperial Valley Urban Forest

**Project Type** Urban Forest Expansion & Improvement

**Requested Grant $** $665,028.00 **Matching $** $436,940.00 **Total Project $** $1,101,968.00

**Primary Source of Technical Advice** **ISA Certified Arborist** Explanation (if required):

Professional's First Name Mike Professional's Last Name Palat

**1. Applicant information -** Eligible applicants include cities, counties, qualifying districts, or nonprofit organizations qualified under section 501(c)(3) of the Internal Revenue Code.

**Type of Organization** City

**1A. Primary Project Contact information**

First Name Chris Last Name Legakes

Email CLegakes@ci.el-centro.ca.us Phone Number (760) 337-4553

Address 1 375 South 1st Street

Address 2

City El Centro County Imperial

State California Zip Code 92243

**1B. Secondary Project Contact information**

First Name Marcela Last Name Piedra

Email mpiedra@cityofelcentro.org Phone Number (760) 337-4543

Address 1 1249 Main Street

Address 2

City El Centro County Imperial

State California Zip Code 92243

**1C. Correspondence Details:** List any information needed for project contacts, invoicing, etc.

A contracted Project Manager will be designated at a later date.

**2. Partner information -** List primary project partners or co-sponsors. Applicants must provide a letter of commitment from each partner organization that affirms their role in the project.

**2A. Name of Organization 1** City of Brawley

First Name Rosanna Last Name Bayon Moore

Partner Contact Title Brawley City Manager

Email rbmoore@brawley-ca.gov Phone Number (760) 351-3048

Comments Brawley will cover all water charges and tree care costs associated with trees planted in their City.

**2B. Name of Organization 2** City of Calexico

First Name Sandra Last Name Tauler

Partner Contact Title Community Services Director

Email stauler@calexico.ca.gov Phone Number (760) 768-2170

Comments Calexico will cover all water charges and tree care costs associated with trees planted in their City.

**2C. Additional Partners:** list additional partner organizations with contact person, email address, and phone number.

City of Imperial - Stefan Chatwin - City Manager: schatwin@cityofimperial.org, (760) 355-4373; City of Holtville - Nick Wells - City Manager: NWells@Holtville.ca.gov, (760) 356-2912; Brawley High School District - Tony Leon - Director of Maintenance: tleon@brawleyhigh.org, (760) 312-6082; West Coast Arborists - Mike Palat - Area Manager: mpalat@wca.com, (858) 566-4204.

**3. Grant Period:** provide the estimated start and end dates of the grant project. This date cannot be after March 30, 2020. Final billing must be received within 30 days after the completion date.

Project Start Date Jun 5, 2017 Project Completion Date 2/28/2020

**4A. CES 2.0 Disadvantaged Communities (DACs):** Fill in the percentages below. In the larger box, describe what ARB criteria (see grant guidelines)are being met to be considered "in" or "providing benefits to" DACs. Reference Appendix L of grant guidelines.

Percentage of project meeting definition of "in" DAC 80 Percentage of project that "provides benefits to" DACs. 10

The Imperial County is made up of 5 main cities: El Centro, Calexico, Brawley, Imperial, and Holtville. In El Centro, plantings will take place "IN" DACs (5 DACs in El Centro ranging from 81-95%). In Calexico, plantings will take place "IN" DACs (2 DACs in Calexico ranging from 76-80%). In Brawley, plantings will take place "IN" a DAC (3 DACs in Brawley ranging from 76-85%). In Imperial, plantings will take place in area that "provides benefit to" a DAC (1 DAC in Imperial - 1/2 mile distance to DAC ranging 86-90%). In Holtville, plantings will take place in an area with a DAC ranging from 71-75% that is not within the mile requirements to benefit a DAC. Because of this we are not claiming these plantings as direct or indirect benefits to DACs.

**4B. DAC census tracts:** In the box below list DAC census tracts for the project that will meet the definition of being "in". Census tracts should be listed using the 10 digit number found for each tract on the map(s) at http://www.calepa.ca.gov/EnvJustice/GHGInvest/.

All Planting will take place in the Imperial County within the 5 main cities:
El Centro, CA: General Zip Code: 92243 Census Tracts: 6025011500: 76-80%, 6025011400: 81-85%, 6025011300: 81-85%, 6025011100: 81-85%, 6025011202_76-80%
Calexico, CA: General Zip Code: 92231: Census Tracts: 6025011900: 76-80%, 6025012100: 76-80%
Holtville: General Zip Code: 92250: Census Tract: 6025010800: 71-75%
Imperial, CA: General Zip Code: 92251: Census Tract: 6025010300: 6025011000: 71-75%
Brawley, CA: General Zip Code: 92227: Census Tracts: 6025010400: 81-85%, 6025010300: 76-80%, 6025010700: 81-85%

**5. GHG Methodology:** Fill in the GHG calculated amounts below. Describe the assumptions used to quantify GHG reductions using the ARB Quantification Methodology as required in the grant guidelines and found at: **https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/quantification.htm**. You are required to attach UTCC runs for species specified and the ARB calculator output.

| | |
|---|---|
| **5A. Estimated carbon stored (MT CO2e)** | 3,456 |
| **5B. Estimated avoided emissions (MT CO2e)** | 2,463 |
| **5C. Estimated project emissions (MT CO2e)** | 296 |
| **5D Net GHG benefit (MT CO2e).** (5A + 5B) - 5C = | 5,622 |

To calculate the estimated GHG numbers provided above, we utilized the CUFR Tree Carbon Calculator, i-Tree Streets Species Matching List and the ARB GHG Calculator. For our proposed project, we will plant 1400 trees in the Imperial County.

Our first step was to use the Carbon Calculator to estimate the amount of CO2 sequestered and stored by each tree, per species. Next, we used the Carbon Calculator to estimate the amount of CO2 avoided by our project. As we do not know the exact location of each tree, we used a gross estimate of 40 feet from each house/building. We then combined this projection with our climate and the azimuth of each tree, to estimate the amount of CO2 that each tree will reduce over the course of 40 years. To come up with our final numbers, we multiplied our initial calculations by the tree quantity per species. In the final step, we used our Carbon Calculator totals to populate the ARB GHG Calculator. The following information was included: tree species and site characteristics, quantity of trees, stored CO2, and GHG Emissions. We plan to provide replacement care for the project for a total of five years after the completion of our initial project.

Based on the ARB GHG Calculator, we project the following grand totals: 3,456 MT CO2e GHG Benefit of Carbon Stored in Live Project Trees, 2,463 MT CO2e GHG Benefit from Energy Savings (based on avoided emissions and a maintenance period of 2 years), and 296 MT CO2e GHG Emissions from Project Implementation. The Net GHG Benefit of our proposed project is 5,622 MT CO2e.
In the concept proposal phase of this project, we calculated GHG estimates for 1,500 trees. After reviewing our budget, we felt that a more realistic planting goal was 1,400 trees, which resulted in a slight decrease in our GHG numbers.

Our goal is to plant the majority of trees near buildings to increase shade benefits and reduce energy consumption. In addition, we aim to plant all trees on either the east or west side, to promote even greater shade benefits. As you will see in our tree list (included as attachment), our decision to plant east and west side, near buildings, positively influenced our GHG numbers.

We intend to utilize the process used in these initial calculations to track our GHG emissions and benefits through the duration of our project. We will create a system that allows employees to enter the information they acquire while in the field and provide a real time analysis of the trees and produce accurate numbers. This methodology, as stated, will create the most accurate calculations possible.

**6. Narrative.** In the sections below, please follow the prompts and provide all relevant information for the project.

**6A. Background.** Describe the situation in the project area(s) and problems in the project area(s) that need attention.

As the World enters 2017, Global Climate Change is the reality. CO2 levels are at an all time high, arctic ice is shrinking by 1.3% each year and summer temperatures are increasing at a rapid rate. With an average summer temperature of 115 degrees Fahrenheit, an unemployment rate of nearly 30%, and an average air pollution reading of .30 PPM, is the Imperial County aiding the problem rather than the solution? If population within this County increases at the same ratio, CO2 levels and unemployment are projected to inflate as well. How can we help solve the larger problem at hand? The answer is simple; change, in the most simplistic terms, must be initiated at a local level. We scale back the big picture to analyze the causal factors of regional areas. For the Imperial County, the main determinants of Global Climate Change are lack of education, poor air quality, and high production of agriculture. The County must unite to educate and empower residents to change their environment one small decision at a time.

The background of this Project was inspired by a partnership initiated in the Fall of 2016 between the the City of El Centro and non profit Tree San Diego. Through this partnership, 344 trees are scheduled for planting in City parks. Much to the City's surprise, this opportunity gained a lot of press attraction and evoked excitement amid the community with special attention from local elementary schools. Students were zealously optimistic about the planted trees, which in turn caused the City to analyze the opportunity at hand. While there is a dire need for greenery and tree canopy in the desert valley area, there is an even more pressing need for an increase in education and jobs, and a decrease in CO2 and air pollution.

Through the planting of 1,400 trees within the 5 cities of the Imperial Valley, the air will be cleaner, a considerable amount of Methane from animal production will be absorbed and tree canopy will drastically increase. Through the education and training provided by this project, environmental education programs will be developed and delivered, jobs will be created, and youth will be educated and empowered with modern STEM (Science, Technology, Engineering, & Mathematical) techniques for measuring GHG.

The Urban Forest Expansion and Improvement Grant provides an open door opportunity for widespread change across the Imperial County, as a community it is our responsibility to walk through it.

**6B. Project Objectives -** What are the objectives of the proposed project? How do they address the situations and problems identified in the background section?

Deliverable #1. Selected trees will be appropriate for the dry desert climate and will provide both environmental and human benefits. Environmental co-benefits of the carefully selected trees will include: cleaner air and water, reduced energy consumption, increased property values, improved storm water capture and water quality by reducing water pollution, increased soil moisture, and modification of temperature extremes in the desert valley. Human co-benefits include: community involvement, improved mental health, educational opportunities and shade.

Deliverable #2. Training and education of all Cities, partnering organizations, and community members through the "Imperial Valley Tree Steward" program. This educational deliverable will teach best planting practices and long term survivability care for trees in the desert region. Training material will be produced and then taught to City Recreation staff. Once certified, City staff will then train and certify community members and children. The "Imperial Valley Tree Steward program" will create life long, educated tree stewards to ensure the survivability of all planted trees and future trees to come in the Imperial Valley. The key to this project's success will be local community involvement, partnerships and education. If this project can bring the community together as a whole, show nominal figures for GHG benefits, and provide a tangible result (in the form of planted trees), the trees will be more likely to survive and thrive long term.

Deliverable #3. In partnership with local elementary schools, "tree curriculum" will be developed and introduced into current science programs. Education topics include: proper tree planting and care, drought tolerant watering practices, GHG sequestration, clean air and water, and energy resources. Students will take a hands on approach to learning and also participate in one of the 5 tree planting events. Through this curriculum, hundreds of elementary school children will receive knowledge on the importance of trees.

Deliverable #4. This project will create a precise and user friendly methodology for tracking GHG benefits in real time while addressing the challenge of sequestering carbon in an area with long term heat spells and a very low percentage of annual rainfall.

Deliverable #5. To educate and provide real life job training for students, the local school districts have agreed to work with the City of El Centro to offer school credited Senior internships. Programs include: GHG monitoring, event planning, and "Imperial Valley tree steward" training.

Deliverable #6. Many parks are located in population dense neighborhoods and have been left unfinished due to insufficient discretionary funds. Project planted trees will significantly add foliage, shade, and aesthetic value to these parks. In addition, planted trees will be strategically placed near buildings to increase cooling benefits and help reduce energy consumption during hot spells.

Deliverable #7. By choosing an ecologically appropriate plant palette, we will increase tree vitality and survivability rates while meeting other desired objectives.

**6C. Scope of Work** - Describe the approach to be used, the design (methods), and implementation of the project. Include who will be involved with specific tasks and justify why the approach, methods and implementation is the most effective way to accomplish the objectives. Include a description of project sign contents and their locations. *(continued on next page)*

Deliverable #1. Planting 1400 drought tolerant, 15 gallon trees across the Imperial County. Selected trees will be appropriate for the dry desert climate providing environmental and human benefits. Environmental co-benefits of the carefully selected trees will include: cleaner air and water, reduced energy consumption, increased property values, improved storm water capture and water quality by reducing water pollution, increased soil moisture, and modification of temperature extremes in the desert valley. Human co-benefits include: community involvement, improved mental health, educational opportunities and shade. The City of El Centro will serve as the "hub" for this project. They will be in charge of distributing an agreed upon amount of trees to the other main partnering cities within the Imperial Valley: Brawley, Calexico, Imperial and Holtville. Site Selection: All trees will be located within public City owned properties (such as public parks and streets). Because of the high annual temperature, the majority of trees will be planted near buildings to increase shade benefits and reduce energy consumption. The aim of this project is to select appropriate trees and sites that will show the community how beneficial, important and easy it is to plant and care for trees. If this project can provide a tangible result of beautiful, thriving trees, community members will be more likely to care for the trees long term. To accomplish this project, it is important that we understand the community and environment of which these trees will be planted. The "Imperial Valley Urban Forest" will be the first Urban Forestry program in the Imperial Valley. Proper tree care and planting is not common knowledge in this dry, desert area, and in truth, many community members do not see the importance of trees at all. Because of this, the City of El Centro has decided to hire one sole contractor to deliver trees, prepare sites, and conduct and assist in proper tree plantings for this project. The aim of hiring just one contractor (rather than 1 from each partnering City), is to show how easy and maintainable tree planting and care can be! We want to motivate the community to care and love the trees that will, as a result of this project, surround their homes and communities. After the City of El Centro carefully selects the tree planting/care contractor, the contractor will go through a training, with the Project Manager, on the environment/community atmosphere of the Imperial Valley. Throughout the project, the Contractor and Project Manager will work hand in hand. Together they will select the best tree stock, review planting locations, and handle all logistics of the project. As of now, there will be 5 main planting events, one for each partnering City. Although this number may increase, for now, the goal is to plant a large portion of each City's allocated tree amount on the day of their event. The contractor will do most manual labor: digging holes, prepping sites, staging trees, pruning, etc. They will also be on site to offer all technical assistance to tree planting volunteers the day of. The trees that are not planted during each City's event will be planted at an agreed upon date, by the contractor.

Deliverable #2. Community Engagement and Involvement: Training and education of all Cities, partnering organizations, and community members through the "Imperial Valley Tree Steward" program. This educational deliverable will teach best planting practices and long term survivability care for trees in the desert region. Training material (which will include best planting practices as identified by CAL FIRE planting requirements) will be produced and then taught to City Recreation staff. Once certified, City staff will then train and certify community members and children. Trained "Imperial Valley Tree Stewards" will assist in the community planting events by 1) educating the public about the project's planting opportunity and 2) offering in-the-field help during the actual tree planting. The "Imperial Valley Tree Steward program" will create life long, educated tree stewards to ensure the survivability of all planted trees and future trees to come in the Imperial Valley. The key to this project's success will be local community involvement, partnerships and education. If this project can bring the community together as a whole, show nominal figures for GHG benefits, and provide a tangible result (in the form of planted trees), the trees will be more likely to survive and thrive long term.
There are challenges to any kind of environmentally beneficial work in DAC's. The key to this project's success will be the local community involvement and partnerships. If this project can bring the community together as a whole, show nominal figures for GHG benefits, and provide a tangible result (in the form of planted trees), the trees will be more likely to survive and thrive long term.

Deliverable #3. Educating and engaging the 5 main cities within the Imperial County through planting and educational events within each partnering city. Each of these communities is considered to be an EnviroScreen identified DAC. Within these DAC zones, overpopulation is at an all time high while education and unemployment rates are at an all time low. In addition to the "Imperial Valley Tree Steward" training, education for this project will consist of the development of "tree curriculum" in local elementary schools. Education topics will consist of a combination of environmental issues where trees are proven to play an intrinsic role, including: proper tree planting and care, drought tolerant watering practices, GHG sequestration, clean air and water, and energy resources. Students will take a hands on approach to learning and also participate in one of the 5 tree planting events.
The aim of this project is to educate the Imperial Valley as a whole, creating stewards across city lines. Because the Imperial Valley is such a tight knit community, it is essential that education reaches farther than "Imperial Valley Tree Stewards", or adults receiving trees in their local communities. To make a lasting impact, tree education must start with the children, in the classrooms. Through this curriculum developed in partnership with local school districts, hundreds of elementary school children will receive knowledge on the importance of trees.

## 6C. Scope of Work - Continued from previous page

Deliverable #4. GHG sequestration tracking system. Developing a simple, accurate process for monitoring and documenting GHG benefits from this project. By developing upon an already accurate tracking system, this project will create a precise and user friendly methodology for tracking GHG benefits in real time. This project will address the challenge of sequestering carbon in an area with long term heat spells and a very low percentage of annual rainfall. To date, the City of El Centro does not utilize tree inventory software. Hundreds of trees located across the Imperial Valley are not accounted for, and because of this, tree maintenance is often lacking. Through this project, an extensive tree inventory of El Centro (and partnering Cities) will be taken. Through ArcGIS, the selected mapping tool, all trees will be documented, photographed, measured, and noted. This program will be utilized through in-the-field tablets accessible to City of El Centro Park staff at all times. Although ArcGIS methodology may not be the most technical inventory software for trees on them market, it accomplishes everything (and more) of what the City of El Centro needs. To make this inventory as efficient and accurate as possible, the Project Manager will train GHG interns to record and measure tree statistics in the field. Once understood, the interns will conduct in-the-field training where they will utilize their learned skills and practice before this project's mass tree plantings begin. If feasible, the interns will work with the City of El Centro Parks staff to inventory a portion of already established trees. Once the tree planting portion of this project begins, interns will work together to input all GHG information into the tablets. This information will be monitored by the Project Manager to ensure accuracy. In addition, portions of the ArcGIS software training will be explained in the "tree curriculum" created and taught in local classrooms. Students will have the opportunity to see the monetary benefit of the trees they are learning about. Because this software is user friendly, it provides a unique opportunity to educate young students and interested adults in GHG benefits. All information stored for GHG will be made public and will be advertised through the education programs. The public will be encouraged to view the planted trees and their environmental GHG benefit online. The GHG methodology being built upon in this project will be the most effective for the demographic of the community we are reaching. Education and tree care are priorities in this project. Through this GHG system, the public will gain a thorough understanding of just how beneficial, in monetary terms, trees can really be.

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Deliverable #5. Training upper division high school students as project interns. To educate and provide real life job training for students, the local school districts have agreed to work with the City of El Centro to offer school credited Senior internships. Programs include: GHG monitoring, event planning, and "Imperial Valley tree steward" training. Each of the 5 selected cities has an active "Green Club" within their local high school. In the first internship category, GHG monitoring, interns will be trained and educated on in-the-field GHG measurement and will actively input tree specific information as trees are planted. For more information on this specific internship, please see Deliverable #4, above. In the second internship category, event planning, interns will work directly with the selected event planner and appropriate City staff member to assist in planning one of the 5 scheduled tree planting events. This internship will include a unique glimpse into the connection between the Industries of Hospitality and Arboriculture. The third internship program offered will be education specific, geared towards the "Imperial Valley tree steward" training. Through this internship, students will assist City Recreation staff in training and teaching community members to become certified "Imperial Valley Tree Stewards".
By offering in-the-field internships, this project will directly benefit students (many of which live within DACs) with career-specific training. Because this project is the first Urban Forestry project in the Imperial Valley, there has been little to no education, understanding, or training in GHG, Arboriculture, or tree planting. This project provides students the unique opportunity to learn about an Industry they wouldn't have otherwise. In addition, it provides an excellent resume builder for students interested in pursuing education goals after high school. Although the interns will be split up based on the category they choose to specify in, all interns will come together on a select number of occasions to visit and assist local elementary schools in teaching the tree curriculum. This project's education component aims to reach across generations and city lines to teach tree care to the Imperial Valley at mass.

Deliverable #6. Revitalization of Park areas. A portion of the selected trees will be planted in already established parks within the 5 selected cities. Many of these parks are located in population dense neighborhoods but are unfinished due to insufficient discretionary funds and result in a lack of foliage, shade, and aesthetic value. There are proven positive psychological benefits to urban forests for neighborhoods, and adding greenery is a simple and effective way to allow the entire community to reap benefits from this project. Project planted trees will significantly add foliage, shade, and aesthetic value to these parks. In addition, planted trees will be strategically placed near buildings to increase cooling benefits and help reduce energy consumption during hot spells. As previously stated, the overall goal of this project is to educate the Imperial Valley communities on the BENEFIT of trees! What better way to accomplish this goal than by helping revitalize parks surrounding neighborhood homes? If we educate and include the community in this project and plant trees that will benefit their lives, I am confidant that the communities will respond in a positive way.

Deliverable #7. Tree selection, planting, and maintenance aimed to increase long term survivability of trees and build a permanent tree canopy in the Imperial Valley. Because we aim to benefit the areas of the Imperial Valley that in the most need, the majority of our trees will be planted in high scoring DACs. Through community education and the selection of an ecologically appropriate plant palette, we aim to increase tree vitality and survivability rates of the planted trees. In addition, we have chosen project partners that share our goal of creating an "Imperial Valley Urban Forest". Because of this, we are confidently committing to a 2 year "establishment and replacemen care" plan. Through this plan, the City of El Centro and each of our partners vow to do everything within our power to ensure the long term survivability of all 1400 trees planted through this project. Please note, all partners have verbally committed to project. Due to time constraints a few were unable to create letters of support, their participation is still fully anticipated.

**6D. Project Timeline -** Provide a project timeline. Do not list specific dates or months due to uncertainty in when projects may begin. Plan on projects ending no later than March 30, 2020.

June - July 2017 - Project begins. Contractors are hired and project plans are created. Initial meetings with Project Partners are conducted and a time-line for planting events is created. August - October 2017 - First kick-off planting event date is set, planting sites are located and recorded. Education material outline is created and time-line "Imperial Valley Tree Steward" Program is created. October - 2017 - Trees are located, checked and ordered. All event prep is coordinated and all logistics are taken care of. Mid November - 2017 - First tree planting event is scheduled in the City of El Centro as "kick off event". December - 2017 - Interns are selected for Spring 2018 semester. January - May 2018 - 2nd City tree planting event scheduled - plantings to continue during this time period
June - August 2018 - "Imperial Valley Tree Steward" material is finalized and program is initiated. "Tree curriculum" is developed and initiated in elementary schools. November 2018 - 3rd City tree planting event scheduled, education programs are continued. January - May 2019 - 4th and 5th tree planting events scheduled. September 2019 - February 2020 - Final touches on project completed, all trees in the ground before December 31, 2019.
*Please note - this time-line is subject to change, however the deadline of all trees being in the ground by December 31, 2019 is not projected to change.

**6E. Tree Information (if applicable) -** Provide the following information about any trees or plants to be planted as part of the grant project. Include information even if the trees or plants are not to be funded by CAL FIRE.

**Species List** - Provide a list of the tree and plant species for this grant project . Include common name, Genus, and species. Include the approximate number of each species to be used. List minimum planting stock size for each species.

There are 19 species total, all trees will be 15 gallon size. Quantity per species varies between 60-80 as identified below.

Acacia Salicina, 'Fabaceae' (Willow Arcacia): 80; Arcacia farnesiana, 'Fabaceae' (Sweet Arcacia): 75; Arcacia Stenophylla, 'Fabaceae' (Shoestring Willow): 75; Brachychiton populeus, 'Malvaceae' (Bottle Tree): 80; Cerecidium praecox, 'Fabaceae' (Palo brea): 65; Dalbergia Sisso, 'Fabaceae' (India Rosewood): 65; Ebenopsis ebano, 'Fabaceae' (Texas ebony): 75; Eucalyptus Microtheca, 'Myrtaceae' (Coolibah): 80; Fraxinus uhdei, 'Majestic Beauty' (Evergreen ash): 80; Fraxinus velutina, 'Oleaceae' (Arizona Ash): 80; Geijera parviflora, 'Rutaceae' (Australian willow): 70; Jacaranda mimosifolia, 'Bignoniaceae' (Jacaranda): 80; Parkinsonia microphylla, 'Fabaceae' (Yellow paloverde): 65; Pinus halepensis, 'Pinaceae' (Aleppo Pine): 80; Pistacia chinensis, 'Anacardiaceae' (Chinese Pistache): 60; Pyrus kawakamii, 'Rosaceae' (Evergreen pear): 75; Salix babylonica, 'Salicaceae' (Weeping willow): 80; Schinus molle, 'Anacardiaceae' (California peppertree): 60; Ulmus Parvifolia, 'Ulmaceae' (Chinese Elm): 75

**Total Project Trees:** 1,400 **Total *CAL FIRE Funded:*** 1,400

**6F. Other deliverables.** List all other project deliverables and quantities to be funded by CAL FIRE, as well as overall project totals.

N/A

## 7. Budget Information

**7A. Budget Detail -** Provide a specific budget for work to be done. The budget should be based on bid quotes and/or estimates from vendors or on actual costs that will be incurred. The line items listed should be specific enough to adequately describe project expenses. Use the Excel format CAL FIRE has provided for your budget, and follow the guidance in the Procedural Guide. You should note that applicants, if successful in being awarded a grant, will have to follow this budget and will only have the opportunity for minor budget adjustments. The total amount of the project can not be changed later.

**7B. Vendor List -** List the vendors that have provided you quotes or estimates for this project.

West Coast Arborists, Inc. (WCA) - Quoted for: Tree Purchase and Delivery - 1,400 trees @ $70/tree; Tree Planting Labor - 1,400 trees @ $100/tree; Quality Assurance of Planted Trees - $21/tree for checking on trees 2x/year and training City Parks & Recreation staff to perform QA. (Mike Palat - Area Manager - mpalat@wca.com)
Lowe's Home Improvement El Centro - Quoted for Tree Purchase - $1,400 trees @ $65/tree (on average). Trees are purchased from nurseries in San Diego and transported to Lowe's in El Centro. Lowe's does not provide further transportation. There is not an active nursery in the Imperial Valley, so all previous tree plantings done by City of El Centro have gone through Lowe's El Centro. (Victor Reyes - Nursery Manager - victor.m.reyes@store.lowes.com)
Local Water District (IID) - Quoted for average watering prices per unit - 1,000 Gallons = 1 unit water @ $3.75/unit (City of El Centro IID)

**7C. Explanation of Budget and Costs -** Describe the basis for the budget amounts listed above. Applicants will be expected to adhere to this budget (*Continued on next page*).

Contractual:
Project Manager(s): 40 hour/week @$37.50/hour for 3 years = $216,000. This position will be full time with the Project Manager being responsible for implementing this project in its entirety. Because this is the first Urban Forestry project within the Imperial Valley, this position will require a lot of time consuming, on the ground work to set up a successful, sustainable program. Matched Funds for this category will consist of donated Project Management time from the contractor at a higher, consulting rate of $50/hour at a rough average of 40 hours/month.

GHG Emission Tracking: $5,000 for Internship money + 5 hours/month @ $30/hour for supervision of intern work = $10,400. Internship programs will run through local high schools with a stipend of $500/student and an average of 10 semester long internships over the course of 3 years. Interns will assist in implementation, recording and monitoring of GHG tracking though ArcGIS program. Matched Funds for this category will consist of an average of 200 volunteer hours per Intern (10 total) @ $24.14/hour.

Tree Purchase and Delivery: 1400 trees @ average of $70/tree = $98,000. Trees will be purchased through the San Diego nursery offering the most competitive bid with the best stock. Trees will be delivered by the Contractor conducing tree planting labor of the Project.
Tree Planting Labor: 1400 trees @ $100/tree = $140,000. Labor will consist of digging proper tree holes, staging and preparing planting sites, proper tree planting, and technical assistance to volunteers during planting events. Matched Funds for this category will consist of Volunteer time donated by Contractor for attendance at planting events (5 total) + Donated Project Management time from contracting company's Area Manager.

Quality Assurance of Planted Trees: Approximately $21/tree over 3 years = $29,800. Tree planting contractor will be responsible for performing quality assurance of each tree an average of 10 times/year for 3 years. A portion of quality assurance work will be done by individual City's Parks & Recreation Crews, who will be trained by tree planting contractor beforehand.
Event Planning Services: 5 events @ $2,000/Event for 5 Events = $10,000. An event planner will be contracted to work with each individual City for each Event to ensure all details are taken care of. Matched Funds for this category will consist of 200 volunteers (4 hours/volunteer) @$24.14/hour for each of the 5 Events. Additional match will consist of donated professional event planning services at a consulting rate of $60/hour for an average of 80 hours/event for 5 events.

Travel:
Local Mileage Traveling to Planting Sites: 2000 miles over 3 years at $.54/mile = $1,080. Mileage will consist of contractor or City staff's ravel to neighborhoods, partner organizations, government offices, events, and neighborhood meetings for the purposes of this Project.

Supplies:
Water: All watering money will be in the form of matched funds. Each Tree will need 1-unit of water/year @ $3.75/unit for a total of 1400 trees for 3 years = $15,750. All 5 partnering Cities have committed to taking care of water bills for the lifetime of planted trees. Upon decision of tree quantity distribution, each City will sign an agreement taking on responsibility of tree watering and care.

**7D. Matching Funds** - List other non-GGRF funding sources, that will meet grant matching requirements.

| | | | |
|---|---|---|---|
| Source 1 | Supplies - Water | Amount | $15,750.00 |
| Description | Each Tree will need 1-unit of water/year @ $3.75/unit for a total of 1400 trees for 3 years = $15,750. All 5 partnering Cities have committed to taking care of water bills for the lifetime of planted trees. | | |
| Source 2 | Contractual: Tree Planting Labor | Amount | $90,000.00 |
| Description | Matched consists of volunteer time donated by Contractor for attendance at planting events (5 total) + Donated Project Management time from contracting company's Area Manager. | | |
| Source 3 | Contractual: Event Planning Services | Amount | $120,560.00 |
| Description | 200 volunteers (4 hours/volunteer) @$24.14/hour for each of the 5 Events and donated professional event planning services at a consulting rate of $60/hour for an average of 80 hours/event for 5events | | |
| Source 4 | Outreach/Education: Delivery of "IV Tree Steward" Material | Amount | $30,175.00 |
| Description | Matched Funds for this category will consist of 250 hours/City @ $24.14 by local Community Centers within each City to learn about, advertise, and then teach program within the community. | | |
| Matching funds comments | This project will claim a total match of $436,940 which equates to 40% of the total project cost. Matched will consist of volunteer professional time, planting/event volunteer time, outreach/ education with local teachers, and donated water costs from partnering Cities. A detailed description is in 7C's explanation of budget & costs and continued in the "Budget Continued" additional attachment. | | |

**3. Project Co-Benefits** - What co-benefits will the project have? Check the boxes below for the applicable co-benefits, then describe and/or quantify them. Describe how the project will achieve the co-benefits.

- [x] Stormwater reduction
- [x] Improved water quality
- [x] Improved air quality
- [x] Energy savings
- [ ] Biomass diverted from landfill
- [x] Improved public health
- [ ] Enhanced active transportation
- [ ] Reduced vehicle miles travelled
- [ ] Vacant lot(s) acquired
- [x] Improved urban forest management
- [x] Jobs created
- [x] Job training conducted
- [x] Community outreach conducted
- [x] Education tools/media produced
- [x] Other co-benefits

Stormwater reduction and management, cleaner water, and improved water quality: On average, rainfall in Imperial County is 5 in/year. Trees within this dry climate zone absorb 38% of rainfall accounting for 1.8 in of the 5 in. With a high percentage of farmland in the County, pesticides are a high hazard water pollutant. The planted trees will reduce and clean stormwater run-off by holding rainfall on the leaves, branches and bark, and by absorbing surface runoff making flash flooding less likely.

Cleaner air / Improved air quality / Improved public health: Imperial County has an average air quality level of .08 or 80% PPM. In recent years, the percentage of airborne illness due to poor air quality and pollution has increased. Two contributing factors to poor air quality i the Imperial Valley are 1) close proximity to dense population of Mexicali, Mexico where a large amount of gasoline is burned. 2) High production of agriculture: County is a farming based community where many crops and animal products are produced resulting in a large amount of $CO_2$. Unfortunately, most efforts to decrease air pollution have not resulted in a measurable positive significance to air quality. Planting trees is a simple and effective way to help solve this problem. Planted trees will help absorb $CO_2$ emitted into the atmosphere helping to provide cleaner air County wide.

Reduced energy savings: When the right tree is planted in the right place, the net cooling effect can be equivalent to 10 room-size air conditioners operating 20 hours a day. A mature tree can reduce peak summer temperatures by 2° to 9° F. With a climbing annual summer temperature averaging 115° F, the planted trees can produce significant energy savings.

**8. Project Co-Benefits** - continued from previous page.

Improved urban forest management: Aside from the Tree Advantage program, there are no active urban forest projects in the County. "Imperial Valley Urban Forest" will allow for the creation of a structured, manageable forestry program that will be recorded and maintained in a simplistic way for decades after the project completion date. In addition, collected tree data will will give both City staff and the public a more thorough understanding of the environmental (GHG) benefit of planted trees. GHG Data will be listed (through ArcGIS software) on the web.

Jobs creation and training / Internships: This project will support the contractual hiring of paid and volunteer work from local companies/organizations. In addition, the City of El Centro will also work with upper and lower division "Green Club" high school students from each city in for-credit internship programs. These programs will educate and provide real life job training for monitoring GHG benefits, event management and and program education.

Community outreach and involvement: Each City within the County will have a separate planting event in partnership with local schools, council offices, and police forces. Marketing and educational material will help City staff engage with community members to foster volunteer involvement and educational training prior and during scheduled events. Community members will leave each event with tangible educational materials and proper tree planting/care training.

Education tools / media produced: Education will be mandated for each tree program applicant but will also extend to the entire community. Material will cover environmental issues where trees are proven to play an intrinsic role, including: proper tree planting and care, drought tolerant watering practices, GHG sequestration, clean air and water, and energy resources. The aim of this project is to educate the Imperial Valley as a whole, creating stewards across City lines.

Other co-benefits / Benefits for Urban residents: A large percentage of the trees will be planted in public parks within communities. There are proven positive psychological benefits to urban forests for neighborhoods, and adding greenery is a simple and effective way to allow the entire community to reap benefits from this project.

**9. Certifications & Forms-** The following certifications must be filled out and signed by the appropriate person.

**9A. Certification of Party Responsible For Maintenance**

I, Appropriate representative Chris Legakes

certify that the Appropriate agency City of El Centro

will provide or be responsible for 100% of the maintenance for a minimum of 3 years after the end of the grant period in accordance with ANSI A-300 tree care standards, the accompanying ISA Best Management Practices and the standards outlined in the grant agreement and/or grant attachments with the California Department of Forestry and Fire Protection.

**Signature** Chris Legakes Date April 25, 2017

Title City of El Centro Parks Supervisor Phone Number (760)337-4553

**9B. Statement of Compliance With All Applicable Laws (all projects must fill out and sign)**

I, Appropriate representative Chris Legakes

certify that the Appropriate agency City of El Centro

will abide by all applicable federal, state, and local laws, ordinances, regulations and policies in carrying out this State bond-funded project. Failure to do so will lead to cancellation of the grant award.

**Signature** Chris Legakes Date April 25, 2017

Title City of El Centro Parks Supervisor Phone Number (760) 337-4553

**9C. Recycling Certification (all projects must fill out and sign)** - *This certification applies to all state contracts and, to the extent feasible, all federally funded contracts.*

Contractor certifies under penalty of perjury that percent 10 of the minimum, if not exact, percentage of recycled content, both post consumer waste and secondary waste as defined in the Public Contract Code, Sections 12616 and 12200, in materials, goods, or supplies offered or products used in performance of this Agreement, regardless of whether the product meets the required recycled product percentages defined in the Public Contract Code, Sections 12161 and 12200. Contractor may certify that the product contains zero recycled content. (PCC 10233, 10308.5, 10354)

**Signature** Chris Legakes Date April 25, 2017

Title City of El Centro Parks Supervisor Phone Number (760) 337-4553

**9D. Checklist of Necessary Forms To Be Completed.** Some may not be applicable to your project.

- ☒ CAL FIRE Urban Forestry Program Environmental Checklist
- ☒ Proof of CalEnviroScreen 2.0 community designation.
- ☒ Governing Body Resolution (must follow sample format)
- ☒ Representative project area maps with DAC information.
- ☒ Project sign schematic (including ***CAL FIRE*** and CCI logos)
- ☒ 5-10 representative site photos
- ☒ State of California Non-Discrimination Compliance (Std. 19)
- ☒ State of California Drug-Free Workplace Certification (Std. 21)
- ☒ State of California Payee Data Record (Std. 204)
- ☒ Signed letters of participation from listed partners.
- ☒ Urban and Community Forestry Project Budget
- ☒ UTCC runs for assumptions used, ARB Calculator filled in.
- ☐ Other:

List other attachments: Tree Distribution per City PDF, Tree Species Planting List PDF, Watering in Desert Climate PDF, Partner Info. PDF

**SIGNATURE: The authorized primary project contact for the applying organization must sign below. This must be the person, or person holding the position, that is mentioned in the required governing body resolution, and the same person or position signing all of the other required forms. The signature indicates that, to the best of the signer's knowledge, all of the information provided in this application and all attached required forms and documents is accurate and correct. The signer additionally acknowledges that they have read and understand the grant program RFP and the Procedural Guide common to all of the *CAL FIRE* Urban & Community Forestry grant programs.**

**Signature** Chris Legakes

**Printed Name** Chris Legakes

**Title** City of El Centro Parks Supervisor **Date** **April 25, 2017**

**Please fill out this form completely. Be sure to save a copy of this form for your records. Submit one (1) electronic copy in the fillable PDF format with all supporting materials to *CALFIRE.Grants@fire.ca.gov*. Please use "U&CF GGRF Project Application" in the E-mail subject line and include yourself as a cc. Your CC will be proof of your submittal. In addition, submit one (1) hard copy with signatures and all supporting materials to : California Department of Forestry and Fire Protection, Attention: Grants Management Unit/Urban and Community Forestry Greenhouse Gas Reduction Fund Grant, P.O. Box 944246, Sacramento, CA 94244-2460. Both hard copy and electronic copy must be postmarked no later than the due date in the invitation letter you received. If you would like to mail the hard copy via expedited/overnight mail, please E-mail *CALFIRE.Grants@fire.ca.gov* for the physical mailing address.**

Greenhouse Gas Reduction Fund - Urban and Community Forestry Program
Budget Proposal

GRANTEE NAME

| Budget Item | Description | Cost Basis | CAL FIRE Grant Share | Grantee Match | Total |
|---|---|---|---|---|---|
| *A. Salaries and Wages* | | | - | - | - |
| | | | | | - |
| *B. Employee Benefits* | | | - | - | - |
| | | | | | - |
| C. Contractual | | | *504,200.00* | *330,840.00* | *835,040.00* |
| | Project Manager | 40 hr/week @$37.50/hr for 3 years | 216,000.00 | 72,000.00 | 288,000.00 |
| | GHG Emission Tracking | $5,000 for internship money, 5 hr/month @ $30/hr for supersvision | 10,400.00 | 48,280.00 | 58,680.00 |
| | Tree Purchase and Delivery | 1400 trees @ $70/tree | 98,000.00 | - | 98,000.00 |
| | Tree Planting Labor | 1400 trees @ $100/tree | 140,000.00 | 90,000.00 | 230,000.00 |
| | Quality Assurance of Planted Trees | Approximately $21/tree over 3 years | 29,800.00 | - | 29,800.00 |
| | Event Planning Services | 5 events @ $2,000/event | 10,000.00 | 120,560.00 | 130,560.00 |
| D. Travel | | | *1,080.00* | - | *1,080.00* |
| | Local Mileage Traveling to Planting Sites | 2000 miles over 3 years @ $.54/mile | 1,080.00 | - | 1,080.00 |
| E. Supplies | | | *79,498.00* | *15,750.00* | *95,248.00* |
| | Water | Each Tree = 1 unit water/year, $3.75/unit, 1400 trees for 3 years | - | 15,750.00 | 15,750.00 |
| | Tree Stakes | 1400 @ $4.00/tree | 5,600.00 | - | 5,600.00 |
| | Tree Ties | 1400 @ $0.67/tree | 948.00 | - | 948.00 |
| | Mulch | 250 Yds. @ $15/Yd. | 3,750.00 | - | 3,750.00 |
| | Irrigation Equipment | $10,000 reimbursement per City @ 5 cities | 50,000.00 | - | 50,000.00 |
| | 3 Tablets with Phone Connection | $1500/tablet @ 3 tablets | 4,500.00 | - | 4,500.00 |
| | Shovels, Buckets, Gloves for Event(s) | 10 shovels per City @ $34/shovel for 5 Cities, + $1k additional planting supplies for Event(s) | 2,700.00 | - | 2,700.00 |
| | ArcGIS | Tree Inventory & GHG Collection Program | 12,000.00 | - | 12,000.00 |
| F. Equipment | | | - | - | - |
| | | | - | | - |
| G. Outreach/Education | | | *80,000.00* | *90,350.00* | *170,350.00* |
| | Event Outreach, Marketing Material | Creation (including Graphic & Digital Design) of Fliers, Event Brochures / Agendas, Banners, and all other marketing material for each City's Event. Includes all CAL FIRE required project signs. $5,000/City @ 5 Cities. | 25,000.00 | 30,175.00 | 55,175.00 |
| | "IV Tree Steward" Program Development | Development of "Imperial Valley Tree Steward" training material (including Graphic Design) = $15,000 | 15,000.00 | - | 15,000.00 |
| | "IV Tree Steward" Material Production | Printing and production of Tree Steward materials for use by Community Center/Recreation Departments: $1,000/City @ 5 Cities | 5,000.00 | - | 5,000.00 |
| | Delivery of "IV Tree Steward" Material | Teaching/training of Community Center/Recreation Departments to train community/children: $2k per City @ 5 Cities | 10,000.00 | 30,175.00 | 40,175.00 |
| | Classroom Program Development | Development, in partnership with school districts, of in-class tree care/planting lessons/material = $15,000 | 15,000.00 | 30,000.00 | 45,000.00 |
| | Classroom Teaching Material Production | Printing and production of tree care lessons and materials for local school district(s): $2,000 per City @ 5 City's | 10,000.00 | - | 10,000.00 |
| H. Other | | | *250.00* | - | *250.00* |
| | City Permits | | 250.00 | - | 250.00 |
| | | | | | - |
| **TOTAL DIRECT COSTS** | | | **665,028.00** | **436,940.00** | **1,101,968.00** |
| | | | | | |
| **INDIRECT COSTS** | | 10% | - | | - |
| | | | | | |
| **TOTAL PROJECT COSTS** | | | **665,028.00** | **436,940.00** | **1,101,968.00** |
| | | | | | |
| **LESS Program Income** | | | - | | - |
| **TOTAL GRANT PROPOSED COSTS** | | | **665,028.00** | **436,940.00** | **1,101,968.00** |
| | | | **60%** | **40%** | **100%** |

California Air Resources Board and
California Department of Forestry & Fire Protection

Greenhouse Gas Calculator Tool
Urban and Community Forestry Program
Greenhouse Gas Reduction Fund
Fiscal Year 2016-2017

Version 2 - December 8, 2016

**Read Me Worksheet**

The California Air Resources Board (ARB) is responsible for providing the quantification methodology to estimate greenhouse gas (GHG) emission reductions from California Climate Investment projects receiving monies from the Greenhouse Gas Reduction Fund (GGRF).

This Urban and Community Forestry (UCF) GHG Calculator Tool accompanies the draft quantification methodology for the fiscal year (FY) 2016-17 GGRF UCF Program available at: https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/quantification.htm

ARB released the draft FY 2016-17 quantification methodology and GHG emission reduction calculator for public comment in October 2016. The final draft was updated to reflect public input received and was released in November 2016. As of December 8, 2016, a technical error has been corrected in the UCF GHG Calculator Tool for FY 2016-17; Version 2, dated December 8, 2016, must be used for concept proposals and full applications submitted to CAL FIRE. CAL FIRE has extended the deadline for concept proposal submissions until December 30th to accommodate applicants (see http://calfire.ca.gov/resource_mgt/resource_mgt_urbanforestry_grants) The quantification methodology document has not been updated because the methods and equations remain unchanged.

Applicants must use this UCF GHG Calculator Tool to estimate the net GHG benefit associated with the Urban and Community Forestry projects. **Refer to the quantification methodology document for background and step-by-step detailed instructions.** To use this UCF GHG Calculator Tool, follow these steps:

**Step 1** Enter general project information: Enter the project name and the contact information for a person who can answer project specific questions from staff reviewers on the quantification calculations. Enter the date that the project completed the GHG calculations.

| | |
|---|---|
| **Project Name:** | **Imperial Valley Urban Forest** |
| **Grant ID, if applicable:** | **16-GHG-UF-01-UFEI-079** |
| **Contact Name:** | **Chris Legakes** |
| **Contact Phone Number:** | **(760) 337 - 4553** |
| **Contact Email:** | **Clegakes@ci.el-centro.ca.us** |
| **Date Completed:** | **4/25/17** |

**Step 2** Identify the project component(s): The applicant must select the appropriate project component(s) from the list of four eligible urban forestry project components listed in the quantification methodology.

**Step 3** Determine the inputs needed: The applicant will use the quantification methodology and the carbon calculator tools identified therein to determine the project information that must be input into this UCF GHG Calculator Tool for the applicable project component(s) selected in Step 2. Many of the inputs will come from the output of urban forest carbon calculators identified in the quantification methodology.

**Step 4** Estimate the net GHG benefit: The applicant will enter the project details identified in Step 3 into this calculator tool to calculate the net GHG benefit of the project.

**Step 5** Submit documentation: Save file for submittal. This file will be submitted with other documentation requirements. See Section C of the quantification methodology for additional documentation requirements.

This UCF GHG Calculator Tool allows users to estimate the net GHG benefit from a variety of specific urban forestry activities. Each eligible project component identified in Table 2 of the quantification methodology has a worksheet within the calculator (note: carbon stored in trees planted by the project and GHG emission reductions from energy savings as a result of strategically planting trees to shade buildings share a worksheet). Applicants must input data into the worksheets that apply to the proposed project. The UCF GHG Calculator Tool provides fields for users to input project specific information. User input fields are shaded yellow and calculator outputs of GHG emission reduction estimates are shaded grey After the user inputs are entered for each proposed project component, the GHG Summary worksheet displays the GHG benefit from each component, the GHG emissions from project implementation, the net GHG benefit over the project life, as well as the estimated total project GHG benefit per UCF GGRF funds requested and the estimated total project GHG benefit per total GGRF funds requested.

For more information on ARB's efforts to support implementation of Greenhouse Gas Reduction Fund investments, see:
https://www.arb.ca.gov/auctionproceeds.
Questions on this document should be sent to: GGRFProgram@arb.ca.gov
Questions on the Urban and Community Forestry Program should be sent to the CAL FIRE Urban Forestry Advisor nearest to the proposed project location. Contact information for Urban Forestry Advisors can be found at: http://calfire.ca.gov/resource_mgt/resource_mgt_urbanforestry_advisors

California Air Resources Board and
California Department of Forestry & Fire Protection

Greenhouse Gas Calculator Tool
Urban and Community Forestry Program
Greenhouse Gas Reduction Fund
Fiscal Year 2016-2017
Version 2 - December 8, 2016

California Environmental Protection Agency
Air Resources Board

| | |
|---|---|
| Project Name: | Imperial Valley Urban Forest |
| Grant ID, if applicable: | 16-GHG-UF-01-UFEI-079 |

## GHG Benefit of Tree Planting

Enter data below after using the CTCC to estimate tree carbon storage and, if applicable, GHG emission reductions from energy savings of individual trees.

| Tree & Tree Planting Site Characteristics | Quantity of Trees to be Planted with Tree & Tree Planting Site Characteristics | Carbon Stored in Individual Tree 40 Years After Project Start (kg $CO_2e$) | Annual GHG Emission Reductions from Energy Savings From Individual Tree (kg $CO_2e$) |
|---|---|---|---|
| ACSA3 or BEM | 80 | 3,446 | 105 |
| ACFA or BDS | 75 | 1,048 | 49 |
| ACSA3 or BES | 75 | 3,446 | 105 |
| BDM OTHER OR PRCH | 80 | 4,726 | 172 |
| BEM OTHER or BRPO | 65 | 910 | 98 |
| BEM OTHER or BRPO | 65 | 910 | 98 |
| BES OTHER or RHLA | 75 | 1,922 | 79 |
| EUF181 | 80 | 6,784 | 52 |
| FRUH | 80 | 3,827 | 118 |
| EUFI8I | 80 | 6,784 | 52 |
| BES OTHER or RHLA | 70 | 1,922 | 79 |
| BDM OTHER OR PRCH | 80 | 4,726 | 172 |
| BES OTHER or RHLA | 65 | 1,922 | 79 |
| CEL OTHER or PIHA | 80 | 3,607 | 214 |
| PICH | 60 | 1,346 | 137 |
| BES OTHER or RHLA | 75 | 1,922 | 79 |
| BDM OTHER OR PRCH | 80 | 4,726 | 172 |
| BEM OTHER or BRPO | 60 | 910 | 98 |
| ULPA or BDM | 75 | 2,411 | 155 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| SUBTOTAL FOR POPULATION | 1400 | 4409048 | 157118 |

| | |
|---|---|
| Years of Establishment and Replacement Care Provided by Project (years) | 2 |
| GHG Benefit of Carbon Stored in Live Project Trees (MT $CO_2e$) | 3455.562091 |
| GHG Benefit from Energy Savings (MT $CO_2e$) | 2,463 |
| GHG Emissions from Project Implementation (MT $CO_2e$) | 296 |

California Air Resources Board and
California Department of Forestry & Fire Protection

Greenhouse Gas Calculator Tool
Urban and Community Forestry Program
Greenhouse Gas Reduction Fund
Fiscal Year 2016-2017
Version 2 - December 8, 2016

| | |
|---|---|
| Project Name: | Imperial Valley Urban Forest |
| Grant ID, if applicable: | 16-GHG-UF-01-UFEI-079 |

## GHG Summary Worksheet

| | |
|---|---|
| GHG Benefit of Carbon Stored in Live Project Trees Estimated Using the CTCC (MT $CO_2e$) | 3,456 |
| GHG Benefit of Carbon Stored in Live Project Trees Estimated Using i-Tree Streets (MT $CO_2e$) | 0 |
| GHG Benefit from Energy Savings Estimated Using the CTCC (MT $CO_2e$) | 2,463 |
| GHG Benefit from Energy Savings Estimated Using i-Tree Streets (MT $CO_2e$) | 0 |
| GHG Benefit of Carbon Stored in Wood Products (MT $CO_2e$) | 0 |
| GHG Benefit from Utilizing Biomass for Energy Generation (MT $CO_2e$) | 0 |
| GHG Benefit from Preventing the Landfilling of Biomass (MT $CO_2e$) | 0 |
| GHG Emissions from Project Implementation (MT $CO_2e$) | 296 |

| | |
|---|---|
| Net GHG Benefit (MT $CO_2e$) | 5,622 |
| UCF GGRF Funds Requested ($) | |
| Total GGRF Funds Requested ($) | |
| Net GHG Benefit/UCF GGRF Funds Requested (MT $CO_2e$/$) | 0 |
| Net GHG Benefit/Total GGRF Funds Requested (MT $CO_2e$/$) | 0 |

# CUFR Tree Carbon Calculator

Developed by the Center for Urban Forest Research
Pacific Southwest Research Station
US Forest Service

In partnership with the California Department of
Forestry and Fire Protection

Figure 1

**Project Data entry**

| Data name | Data entry | Units | Description |
|---|---|---|---|
| Flag1 | 0 | | Tree age selected |
| Flag2 | 0 | | Shade only selected |
| Climate Zone | 5 (Desert) | | Desert |
| Electricity CO2 emissions factor§ | 395 | (kg/MWh) | |
| Electricity CH4 emissions factor§ | 0.0030 | (kg/MWh) | |
| Electricity N2O emissions factor§ | 0.0017 | (kg/MWh) | |

§required for energy project

**Help Commands**

Help for Selected Cell

Help Menu

Figures 6 & 9

**Tree and Building Data entry**

Enter Tree data below one tree at a time, then record results

| Data name | Data entry | Units | Description |
|---|---|---|---|
| Species code and scientific name | RHLA (Rhus lancea) | | african sumac |
| Age (years) | 43 | Age (years) | 22.1 in DBH & 30.1 ft high |
| Tree azimuth | 3 | | E |
| Tree distance class | 2 | | Near |
| Building vintage | 1 | | pre-1950 |
| air conditioning equip. | 1 | | Central air/heat pump |
| Heating equip. | 1 | | natural gas |
| Heating emissions factor- $CO_2$§ | 53.1 | (kg/MBtu) | |
| Heating emissions factor $CH_4$§ | 0.0059 | (kg/MBtu) | |
| Heating emissions factor $N_2O$§ | 0.0001 | (kg/MBtu) | |

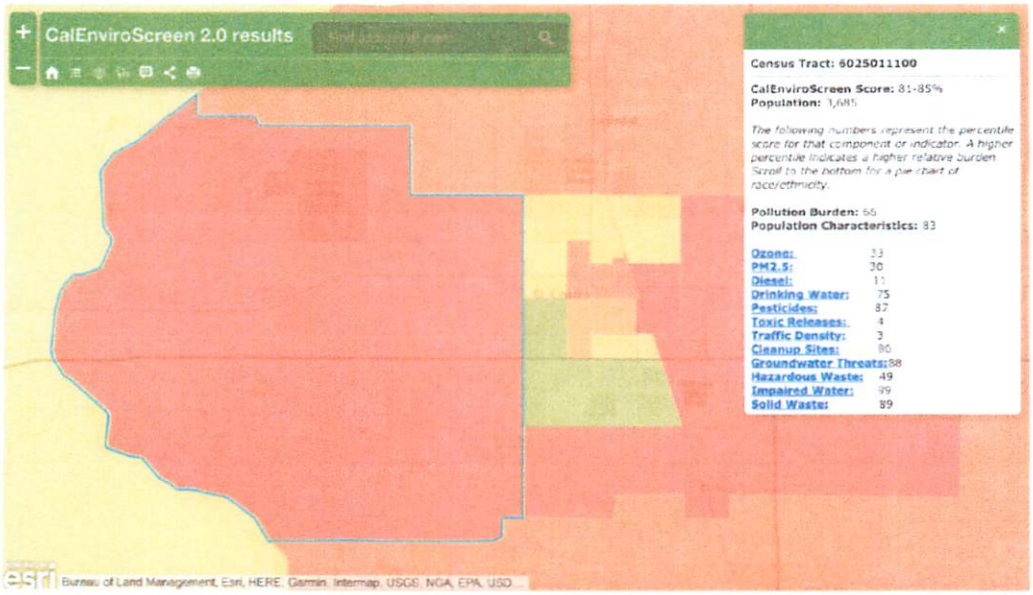
Output Help

Figures 7-10

**Carbon Calculator Results** (annual)

| Energy reductions | | Emission reductions ($CO_2$ equivalents) | | | $CO_2$ Sequestration | Total $CO_2$ Stored | Above ground biomass |
|---|---|---|---|---|---|---|---|
| Cooling kWh/tree | Heating MBtu/tree | Cooling (kg/tree) | Heating (kg/tree) | Cooling + Heating (kg/tree) | (A value of 0.0 indicates no tree growth) (kg/tree) | (kg/tree) | (dry weight) (kg/tree) |
| **207.03** | **-0.051** | **81.9** | **-2.7** | **79.2** | **98.4** | **1921.5** | **816.6** |
| kWh/tree | GJ/tree | lb/tree | lb/tree | lb/tree | (lb/tree/year) | (lb/tree) | (lb/tree) |
| 207.03 | -0.054 | 180.6 | -6.0 | 174.6 | 217.0 | 4,236.1 | 1,800.7 |

## 2.0_EC_6025011100_81-85%

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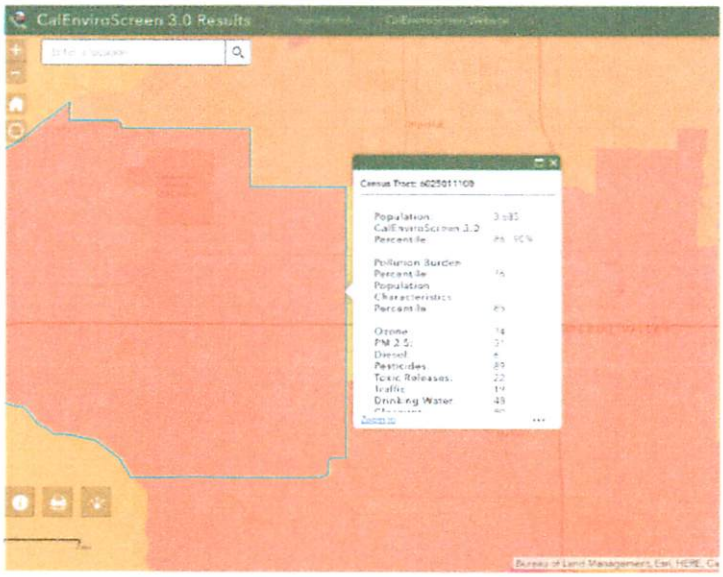


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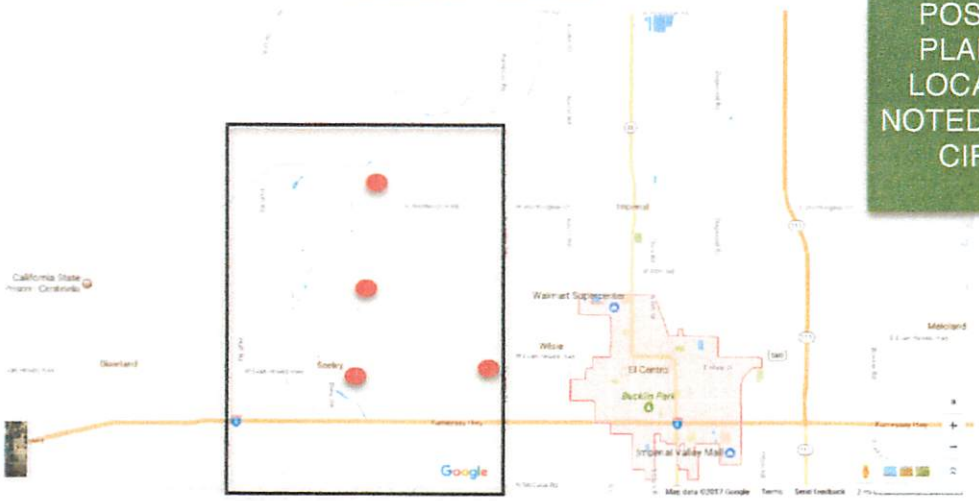

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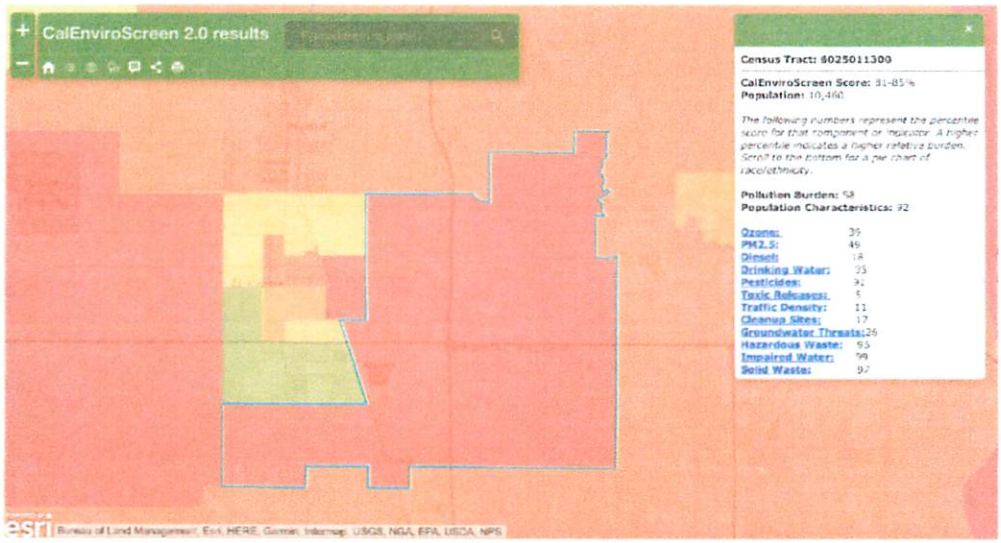


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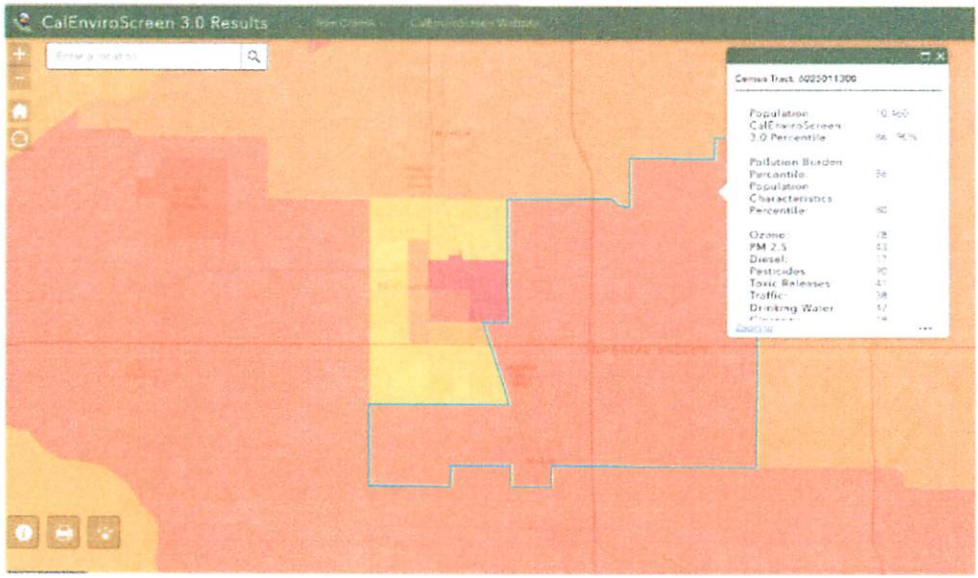


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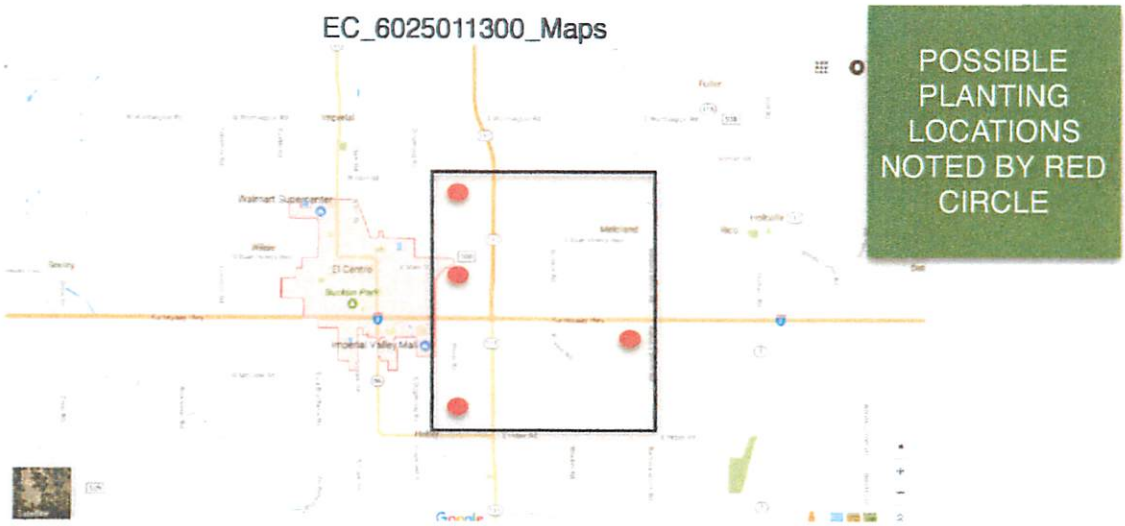

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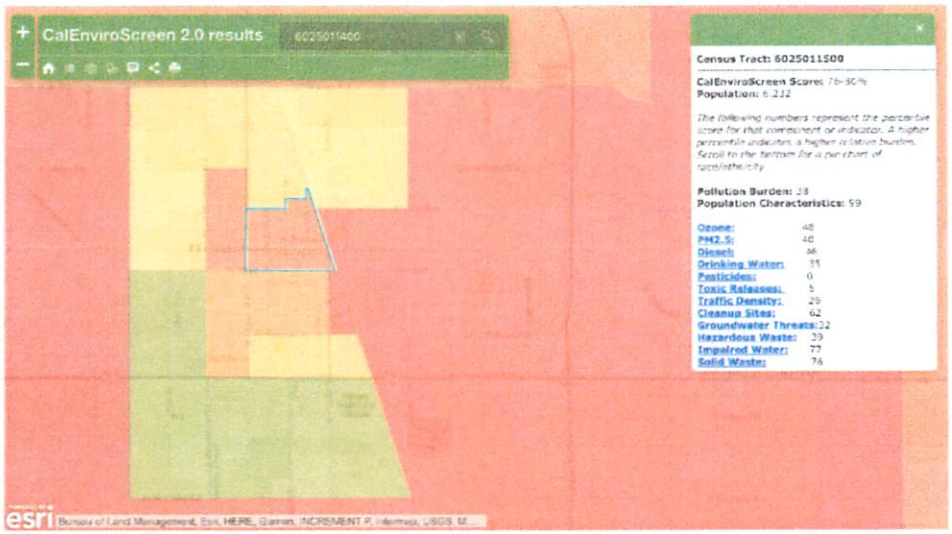
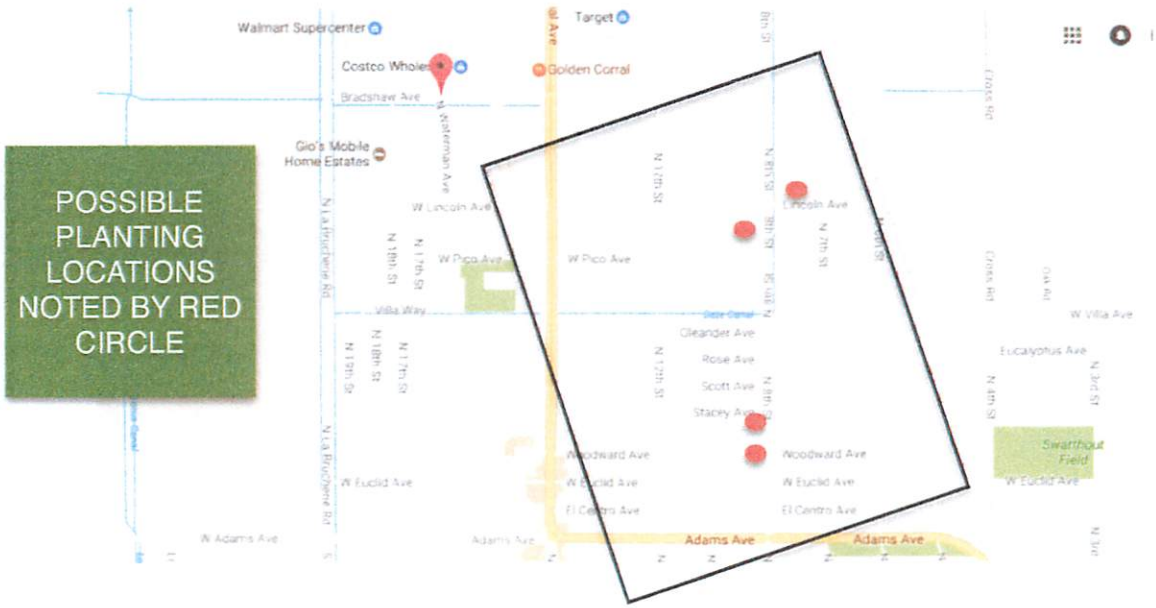



## 3.0_DAC AREA IS MERGED WITH ADJACENT DACS IN UPDATED ENVIROSCREEN (3.0)

## EC_6025011500_Map



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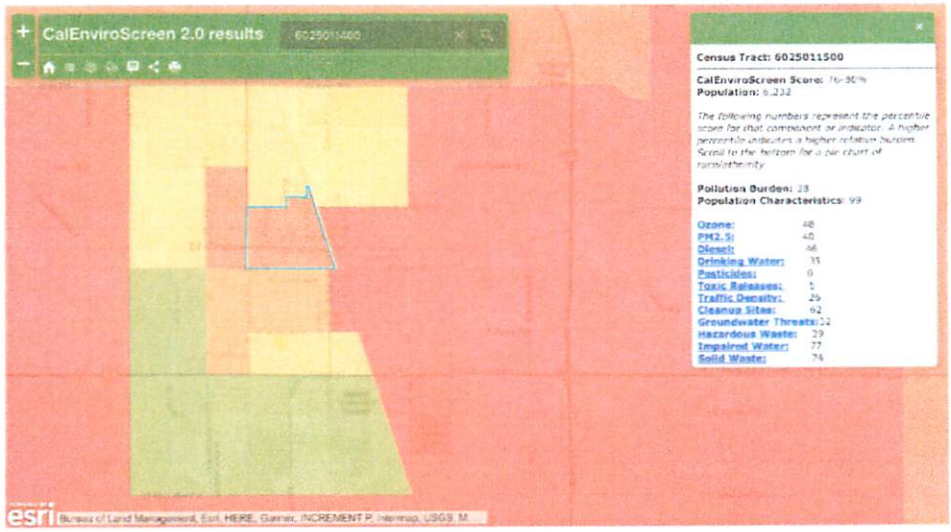


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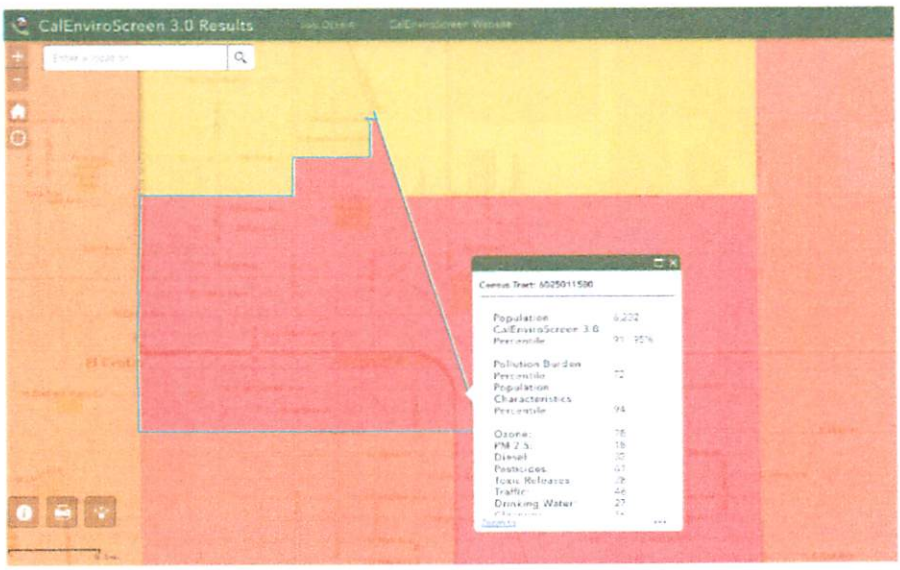


EC_6025011500_Maps

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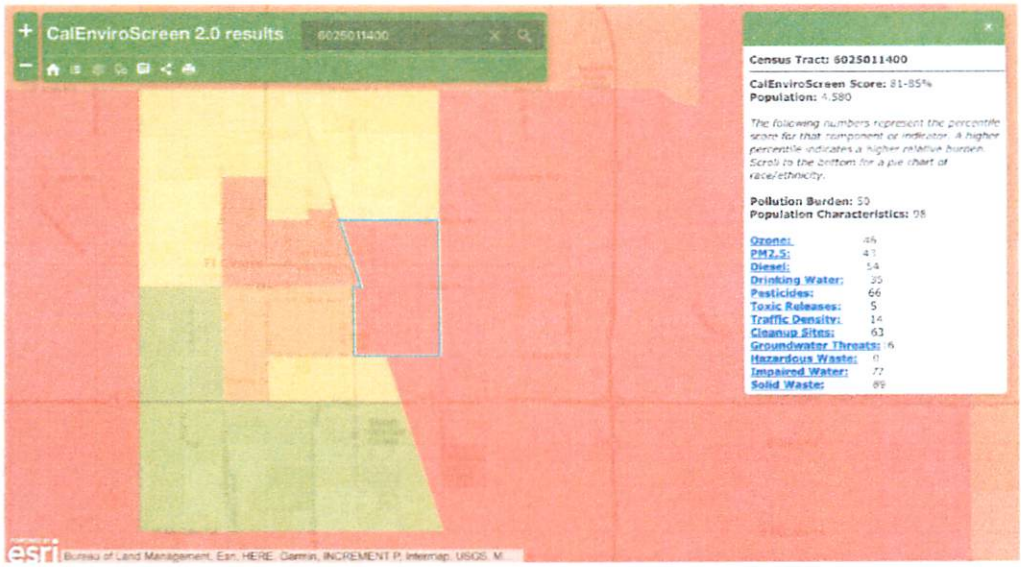


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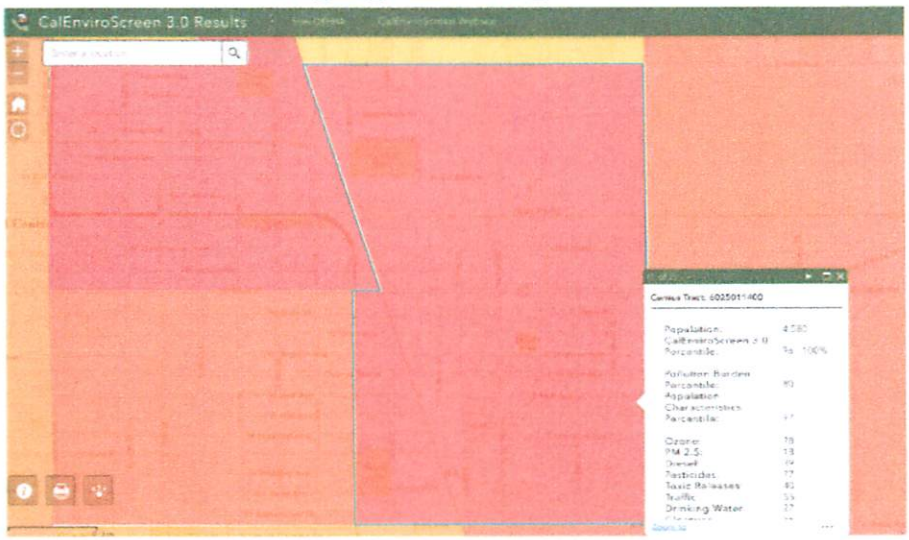


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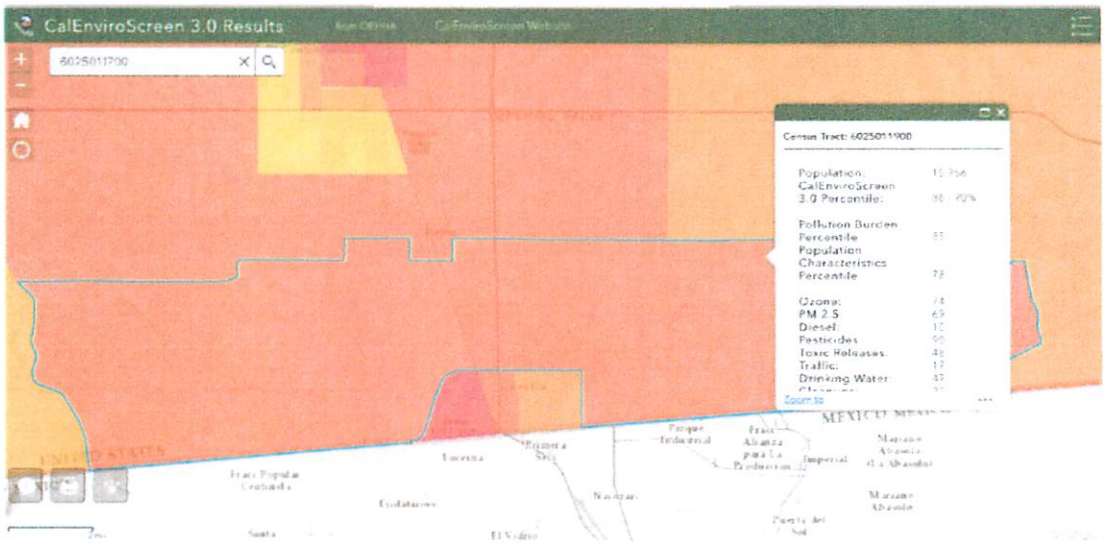


## CALEX_6025011900_Maps

POSSIBLE PLANTING LOCATIONS NOTED BY RED CIRCLE

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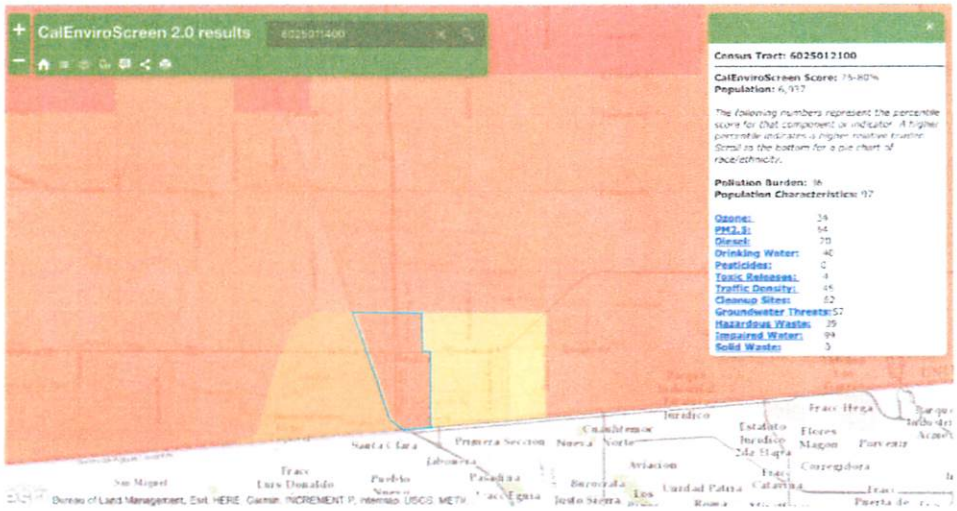


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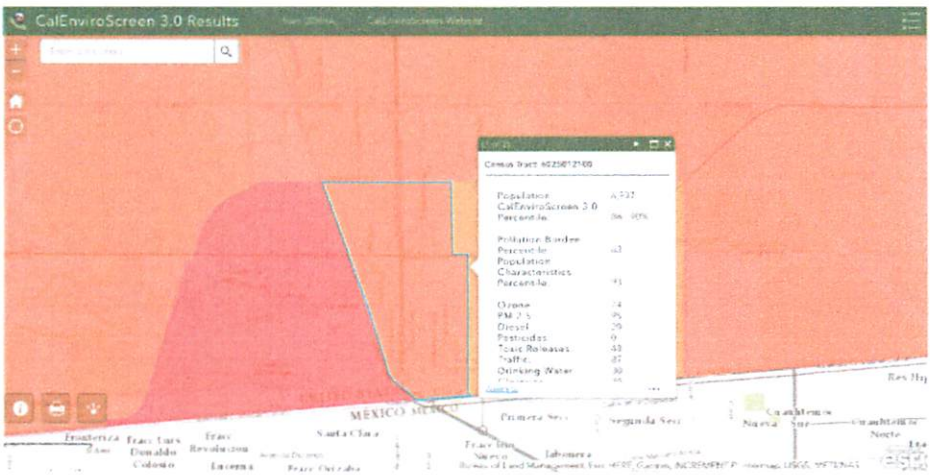


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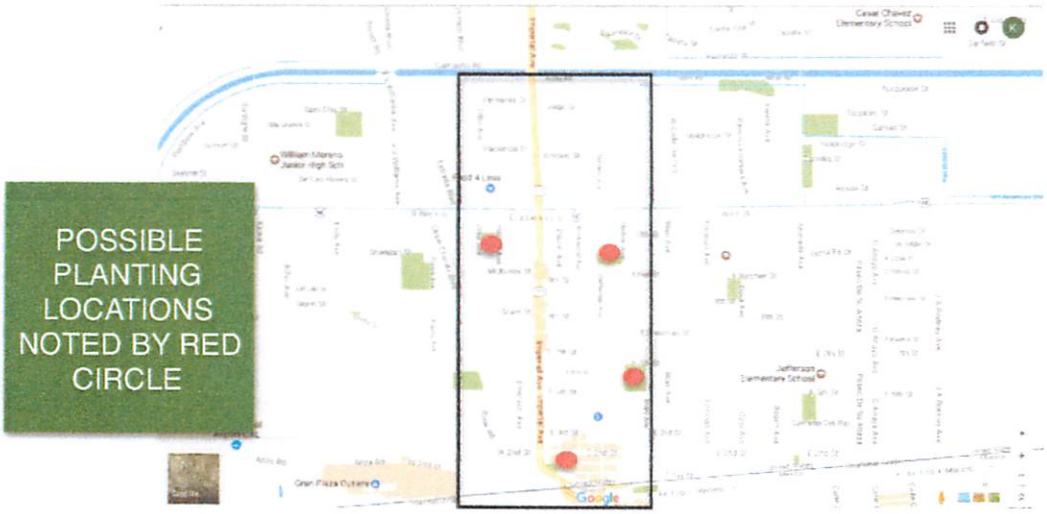

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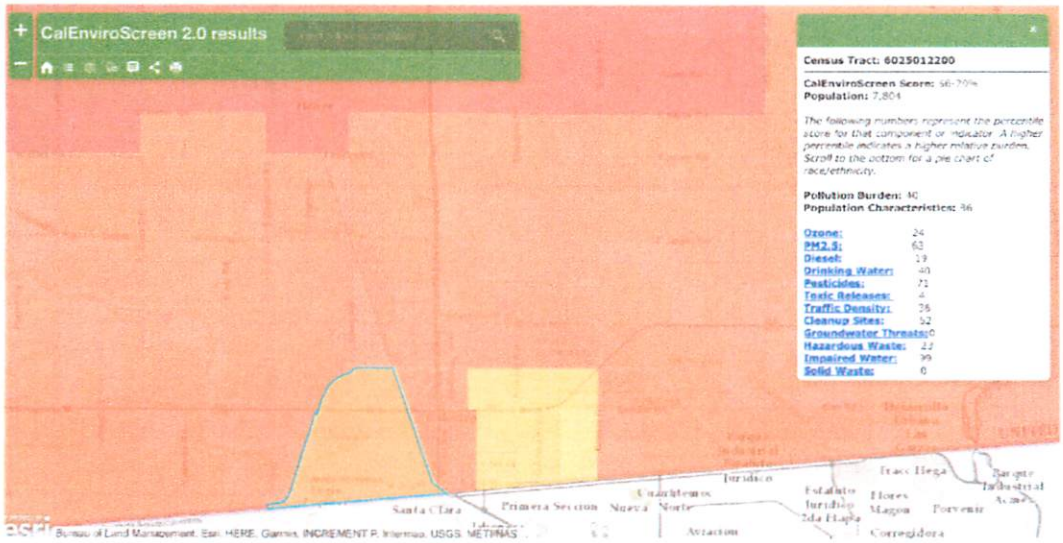


## 3.0_CALEX_6025012200_91-95%

## CALEX_6025012200_Maps

POSSIBLE PLANTING LOCATIONS NOTED BY RED CIRCLE

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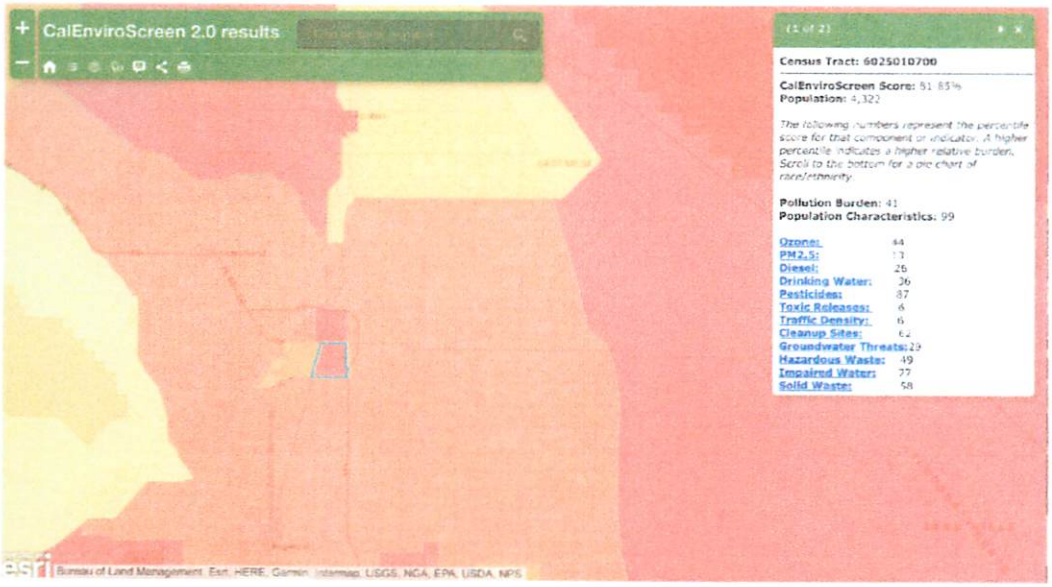
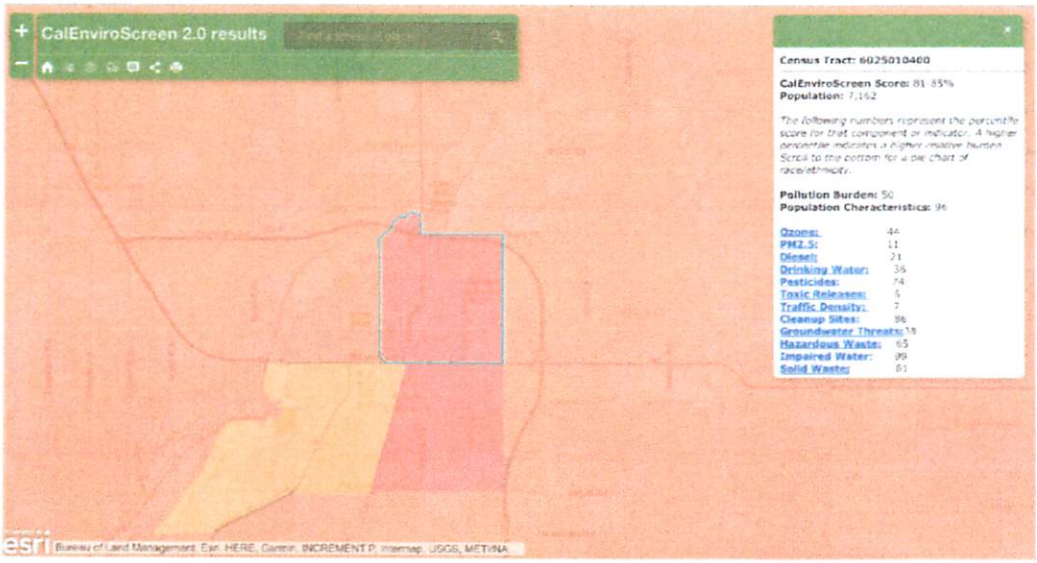



**3.0_DAC was merged with adjacent area in updated EnviroScreen (3.0)**

## BRAW_6025010400_Maps

## 2.0_BRAW_6025010400_81-85%

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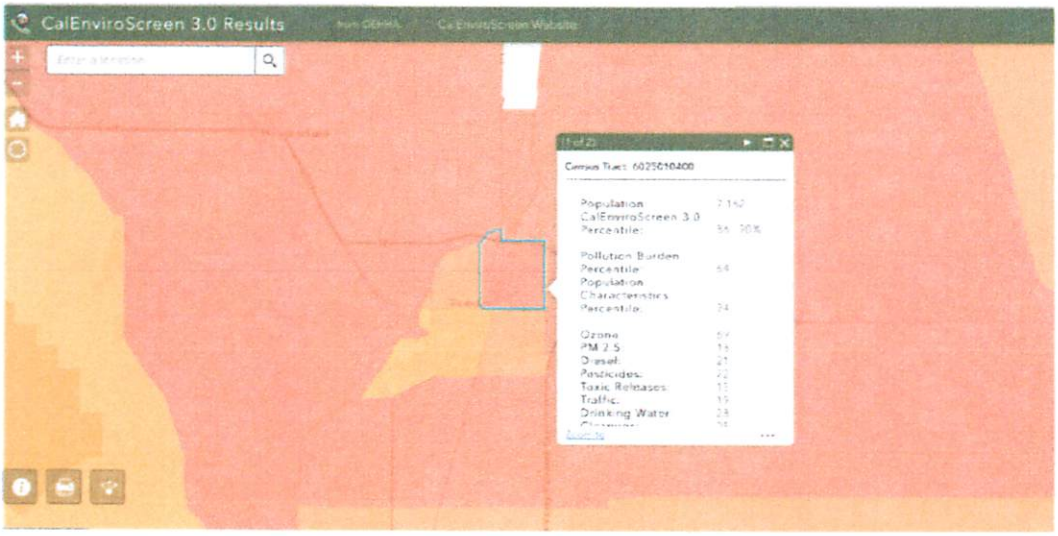
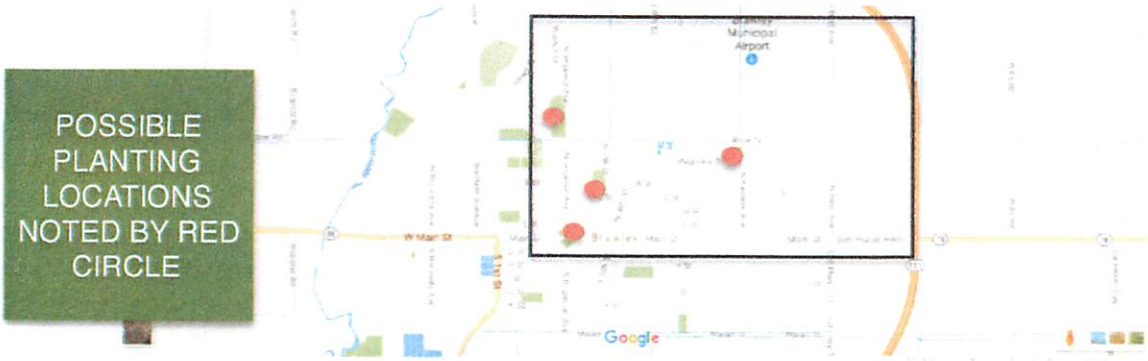
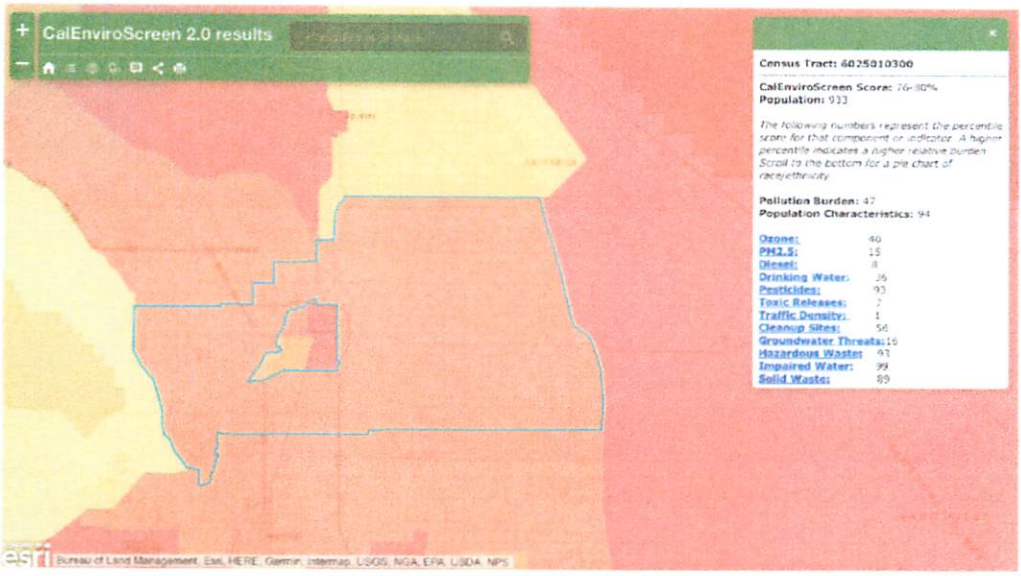



## BRAW_6025010400_Maps



## 2.0_BRAWLEY_6025010300_76-80%

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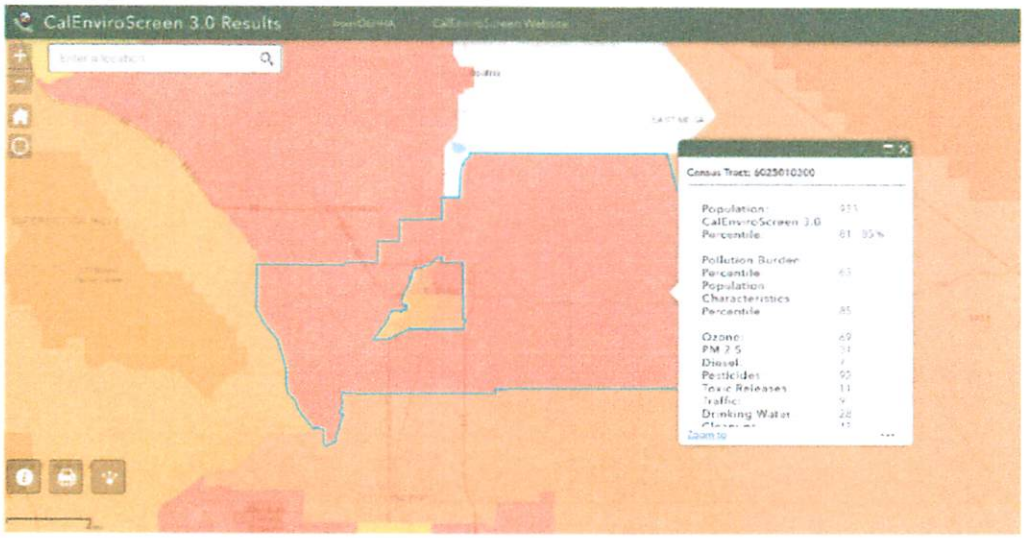


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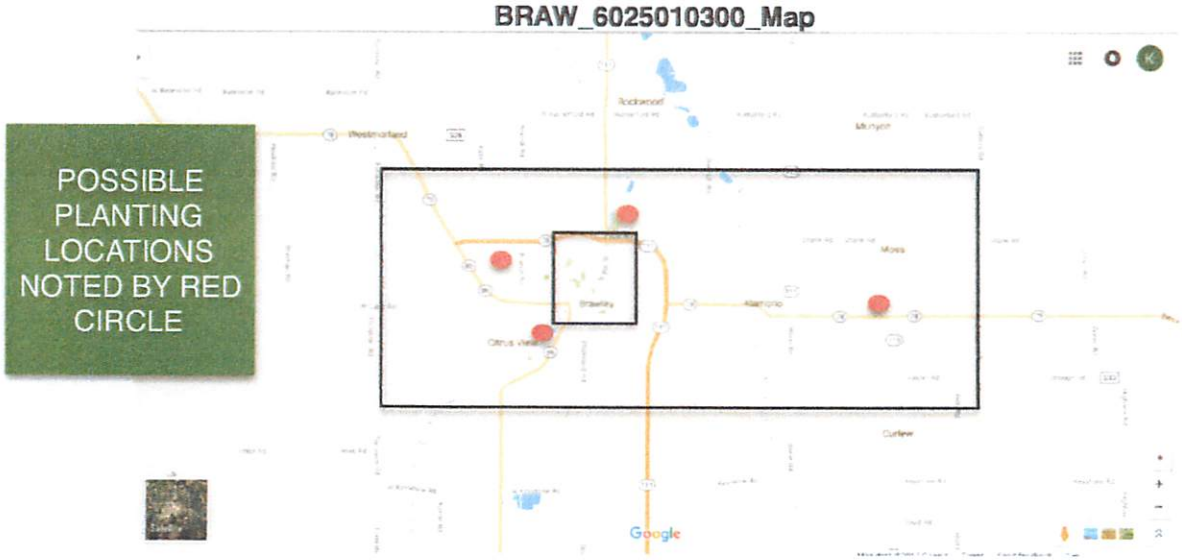

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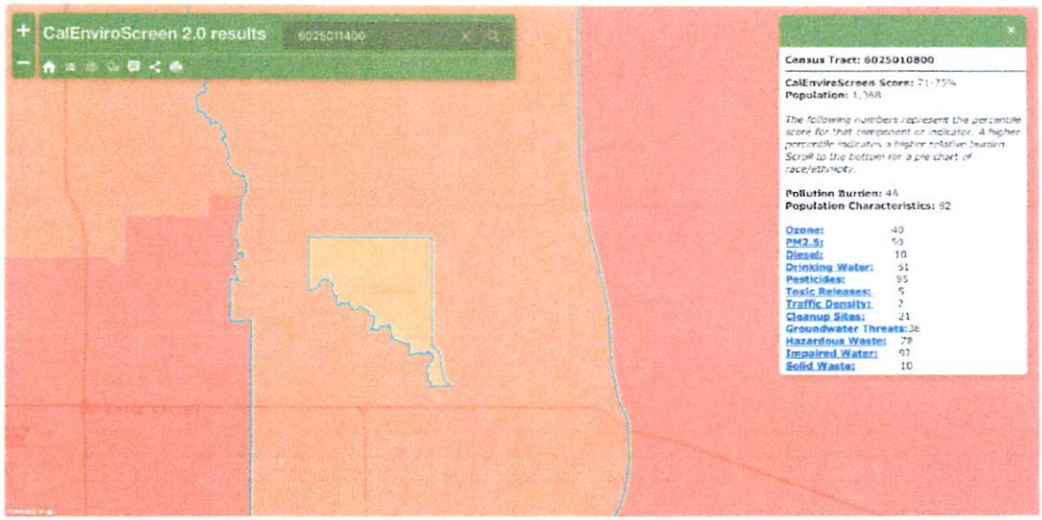
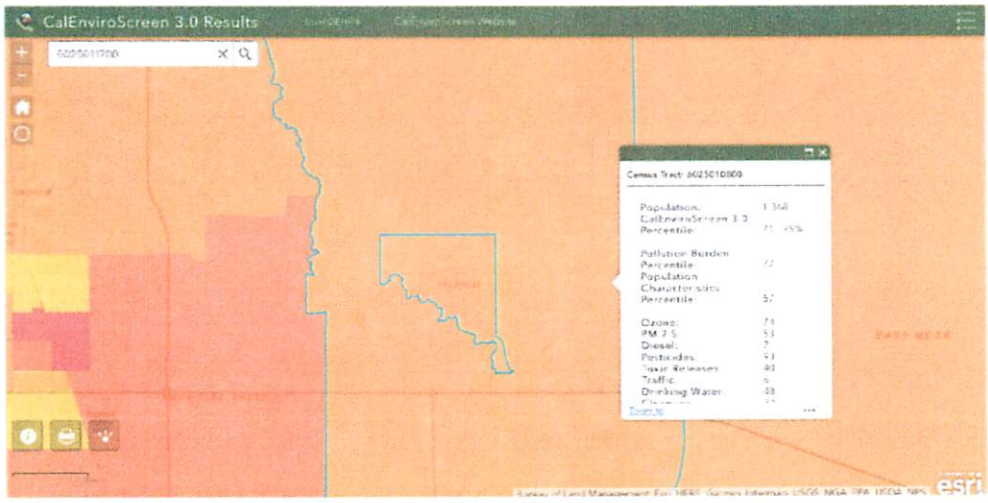
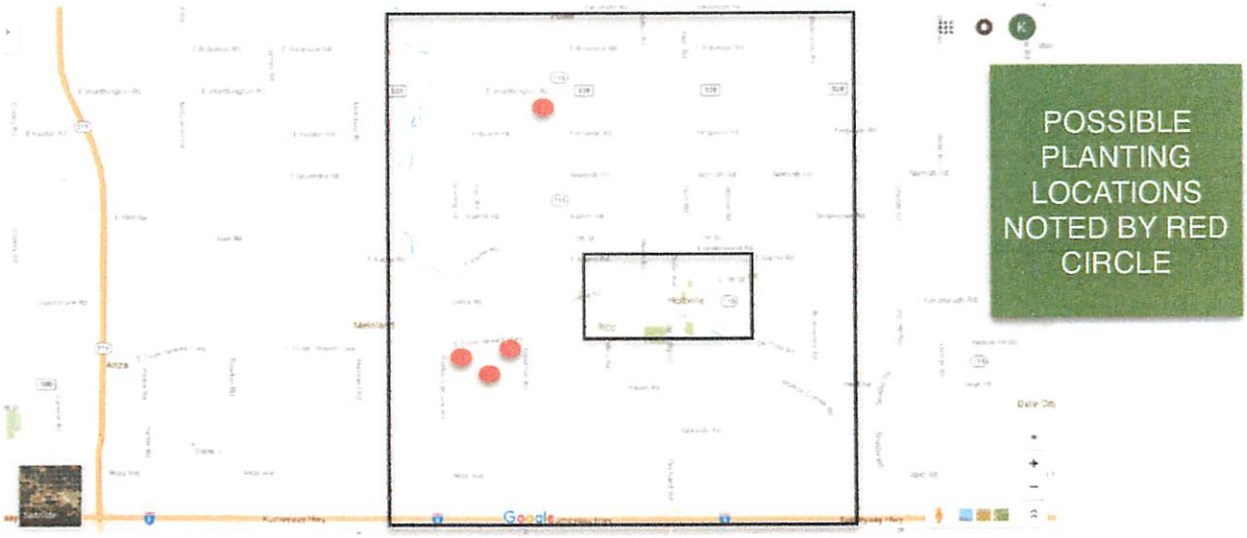


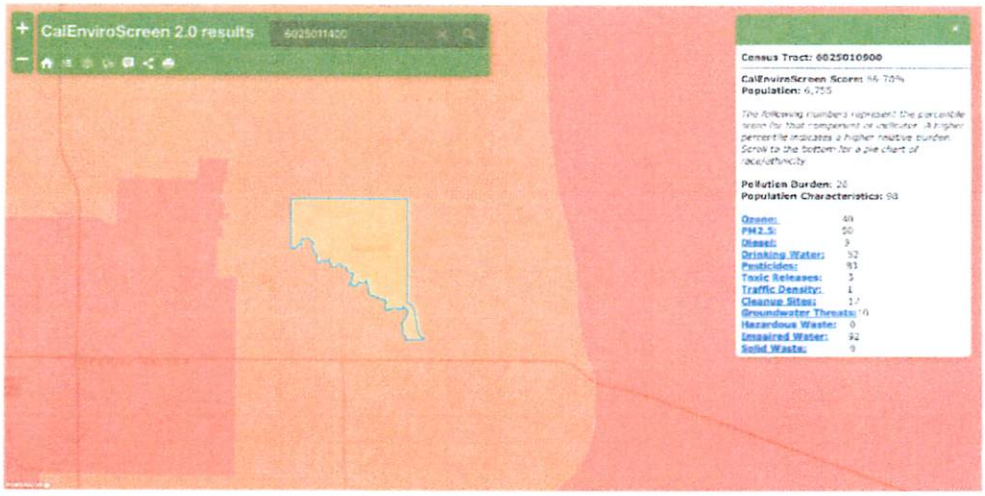

## 3.0_HOLT_6025010800_71-75%




## HOLT_6025010800_Maps



## 2.0_HOLT_6025010900_66-70%

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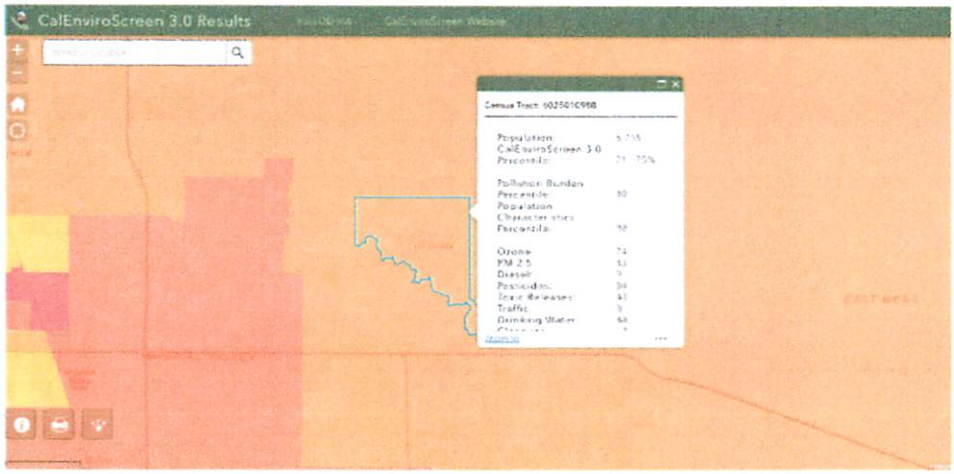
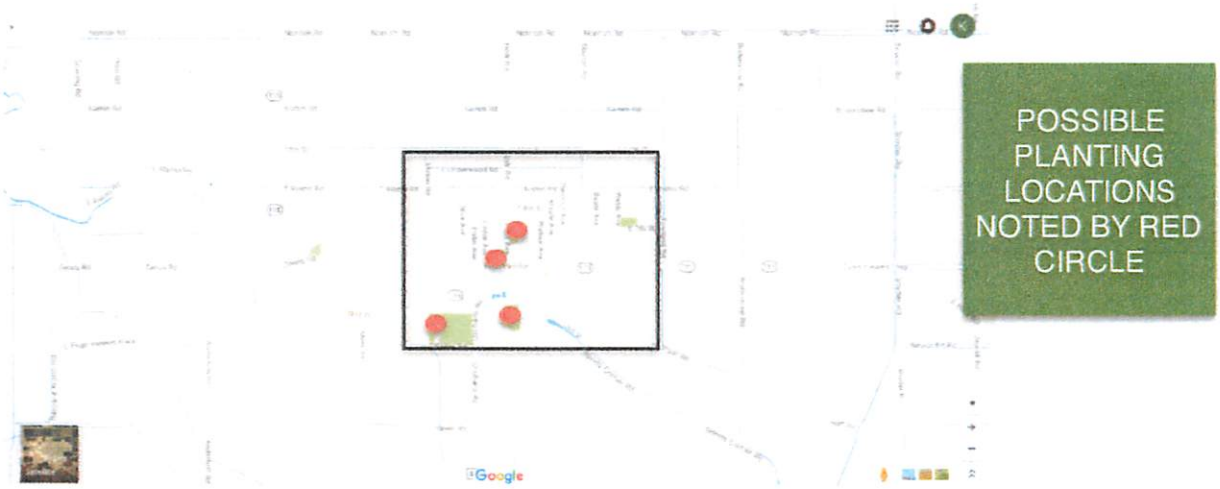
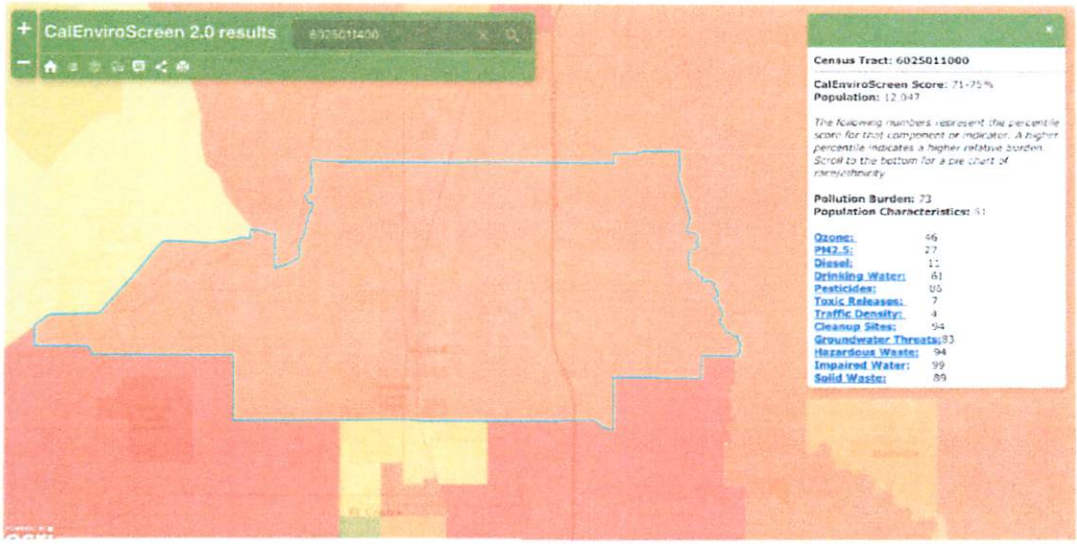


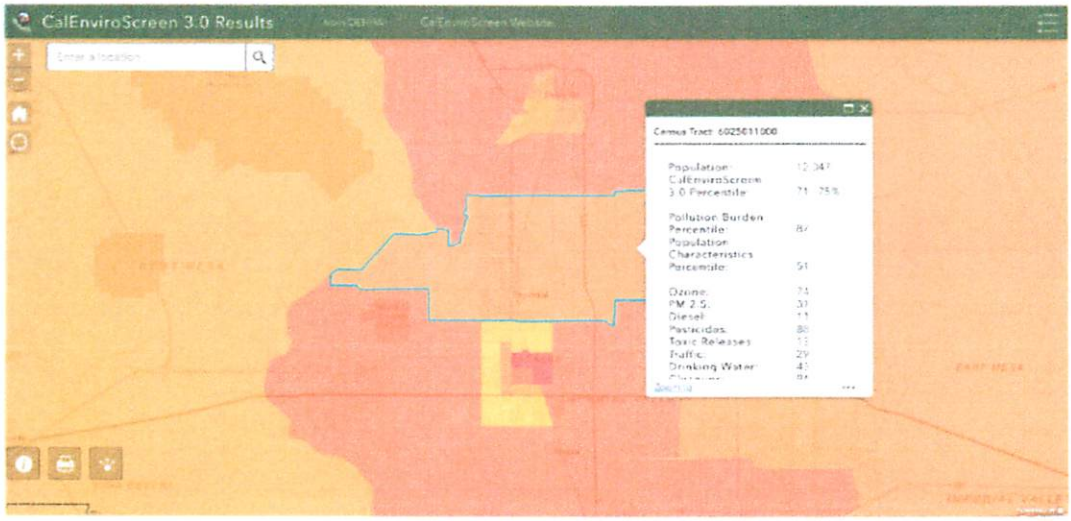

## HOLT_6025010900_Maps

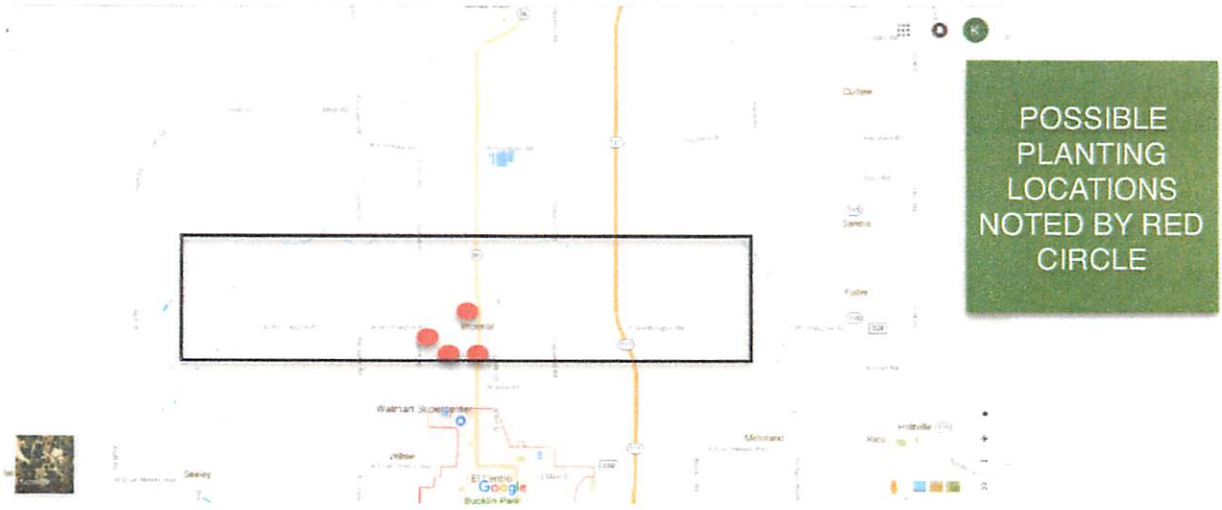


## 2.0_IMPE_6025011000_71-75%




## 3.0_IMPE_6025011000_71-75%




## IMPE_6025011000_MAPS