

**Commonwealth of Massachusetts**

**Executive Office of Public Safety and Security  
State 911 Department**



**State 911 Department**

**Regional Public Safety Answering Point and Regional Secondary Public Safety Answering  
Point and Regional Emergency Communication Center  
Development Grant Application**

**Fiscal Year 2025**

**All applications must be received by 5:00 P.M. on Thursday, March 7, 2024.**

For the FY 2025 Development Grant cycle, applications will be accepted by mail, hand delivery at the address below, or COMMBUYS ([www.Commbuys.com](http://www.Commbuys.com)). All applications must be received by the deadline of 5:00 PM on Thursday, March 7, 2024. It is the responsibility of the applicant to ensure its application is received, regardless of the manner of delivery, by the application deadline.

**State 911 Department  
151 Campanelli Drive, Suite A  
Middleborough, MA 02346  
Attn: Regional PSAP and RECC Development Grant Program**

FISCAL YEAR 2025 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL  
SECONDARY PSAP AND RECC DEVELOPMENT GRANT

*Applying to be: (please check one)*

☐ *Regional Emergency Communication Center*  
☐ *Regional PSAP*  
☐ *Regional Secondary PSAP*

**1. Name of Entity**

Address

City/Town/Zip

Telephone Number

Fax Number

Website

**2. Name/Title of Authorized Signatory**

Telephone Number

Fax Number

Email Address

**3. Name/Title of Program/Contract Manager**

Telephone Number

Fax Number

Email Address

**4. Total Grant Program funds requested.**

**\$** \_\_\_\_\_

**Authorization and Certification**

**Through its submission of this application to the State 911 Department, the applying governmental entity and the authorized signatory of the applying governmental entity affirms and declares that all information submitted to the State 911 Department regarding the application, reimbursements, budget modifications, reporting, and any and all other submissions required throughout the duration of the grant process, its award and execution shall be true and verifiable through source documentation. The above noted documents, excluding this application, will no longer require a signature at the time of submission. Submission of this application by the applying governmental entity and authorized signatory shall be applicable to any and all transactions submitted under a contract awarded as the result of this application.**

*Sign below to acknowledge having read and agreed to the grant conditions and reporting requirements listed in the grant guidelines.*

***Signed under the penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_***

\_\_\_\_\_  
**ORIGINAL SIGNATURE OF AUTHORIZING SIGNATORY**

FISCAL YEAR 2025 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL  
SECONDARY PSAP AND RECC DEVELOPMENT GRANT

**BUDGET WORKSHEET**

<b>CATEGORY</b>	<b>TOTAL</b>
A. PSAP 911 CPE for Regional Secondary PSAPs <b>Current Regional Secondary PSAPs only and requires pre-approval.</b>	\$
B. Professional Services	\$
C. Project Management Services	\$
D. Transition Expenses	\$
E. Architectural and Engineering Services	\$
F. Construction	\$
G. Equipment	\$
H. Purchase of a Building	\$
<b>TOTAL*</b>	<b>\$</b>

\*Total amount must exactly match amount requested on application cover page

## INSTRUCTIONS FOR APPLICATION NARRATIVE

### DO NOT COPY QUOTES AND PASTE INTO NARRATIVE

Application should include, at a minimum, the following sections:

- **Section 1: Project Overview**
  - Proposed Project
  - Project Timeline
  - Positive impact on regional/multi-community public safety
  - Wireless Direct Plan
  - Emergency Medical Dispatch
  - Status and Completion Date of Active Development Grant Awards
- **Section 2: Funding Request**
  - ❖ Provide detailed description and cost, including price per unit, quantity, brand, model, and any other pertinent and available information for each requested item by:
    - Category
    - Sub-Category
- **Section 3: Priority**
  - Category
  - Within Each Category
  - Prioritized List of Requested Items Form **(REQUIRED)**
- **Section 4: Supporting Documentation**
  - Quotes
  - Statement of Work
  - Contract(s)
  - Inter-municipal Agreement
  - Letter(s) of Attestation
- **Section 5: Forms**
  - Commonwealth Standard Contract Form
  - Contractor Authorized Signatory Listing Form
  - Proof of Authentication of Signature Forms (notary form) for each authorized signatory, including the individual who executed the Contractor Authorized Signatory Listing Form

## INSTRUCTIONS FOR APPLICATION SUBMISSION

- ❖ Application submitted by 5:00 p.m. on Thursday, March 7, 2024
- ❖ **(1) Original single-side application (unbound, unstapled or 3-hole punched, as it contains legal documents that must be scanned)**

**REMINDER: IF SUBMITTING YOUR GRANT APPLICATION VIA COMMBUYS, YOU MUST MAIL THESE ORIGINAL SIGNED AND NOTARIZED PAGES TO THE DEPARTMENT: APPLICATION COVER PAGE, STANDARD CONTRACT FORM, AUTHORIZED SIGNATORY AND NOTARY FORMS.**

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**PRIORITIZED LIST OF REQUESTED ITEMS**

**REQUIREMENT FOR EVERY APPLICANT**

**Section 3: Priorities – Every applicant must list each requested item by the applicant's priority, the funding category it falls under, include the vendor, vendor quote # and the amount.**

**As example, if your #1 priority is your RECC community annual assessments, you would list it on line #1, D, Communities A. B. & C. @ \$500,000 each, = \$1,500,000.**

PRIORITY	FUNDING CATEGORY	ITEM, QUANTITY, VENDOR NAME & VENDOR QUOTE #	AMOUNT
# 1			
# 2			
# 3			
# 4			
# 5			
# 6			
# 7			
# 8			
# 9			
# 10			
# 11			
# 12			
# 13			
# 14			
# 15			
# 16			
# 17			
# 18			
# 19			
# 20			
# 21			
# 22			
# 23			
# 24			
# 25			
# 26			
# 27			
# 28			
# 29			
# 30			
# 31			
# 32			
# 33			
# 34			
# 35			
		TOTAL AMOUNT REQUESTED	

Please use an additional form if needed.

FISCAL YEAR 2025 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL  
SECONDARY PSAP AND RECC DEVELOPMENT GRANT

**COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

**Contractor Legal Name:**

**Contractor Vendor/Customer Code:**

**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

**NOTICE:** *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

\_\_\_\_\_  
Signature

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

**Name & Title:** \_\_\_\_\_

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

Fax: \_\_\_\_\_

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

[Listing cannot be accepted without all of this information completed.]  
A copy of this listing must be attached to the "record copy" of a contract filed with the department.

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**REMINDER**

THE STATE 911 DEPARTMENT REQUIRES A **NOTARIZED PROOF OF  
AUTHENTICATION OF SIGNATURE FORM** FOR THE **PERSON** WHO **SIGNS** THE  
**CONTRACTOR AUTHORIZED SIGNATORY LISTING FORM** AND FOR **EACH**  
**PERSON** LISTED AS AN AUTHORIZED SIGNATORY.

FISCAL YEAR 2025 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL  
SECONDARY PSAP AND RECC DEVELOPMENT GRANT

**COMMONWEALTH OF MASSACHUSETTS**  
**CONTRACTOR AUTHORIZED SIGNATORY LISTING**

**Contractor Legal Name:**

**Contractor Vendor/Customer Code:**

**PROOF OF AUTHENTICATION OF SIGNATURE**

This page is optional and is available for a department to authenticate contract signatures. It is recommended that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing.

**This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.**

Signatory's full legal name (**print or type**): \_\_\_\_\_

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

X \_\_\_\_\_

Signature as it will appear on contract or other document (**Complete only in presence of notary**):

**AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned notary public, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

\_\_\_\_\_  
Notary Public Signature

My MA Commission expires on: \_\_\_\_\_

AFFIX NOTARY SEAL

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned corporate clerk, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

\_\_\_\_\_  
Corporate Clerk Signature

AFFIX CORPORATE SEAL



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**COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

**Contractor Legal Name:**

**Contractor Vendor/Customer Code:**

**PROOF OF AUTHENTICATION OF SIGNATURE**

This page is optional and is available for a department to authenticate contract signatures. It is recommended that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing.

**This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.**

Signatory's full legal name (**print or type**): \_\_\_\_\_

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

X \_\_\_\_\_

Signature as it will appear on contract or other document (**Complete only in presence of notary**):

**AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned notary public, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

\_\_\_\_\_  
Notary Public Signature

My MA Commission expires on: \_\_\_\_\_

**AFFIX NOTARY SEAL**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned corporate clerk, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

\_\_\_\_\_  
Corporate Clerk Signature

**AFFIX CORPORATE SEAL**

**FISCAL YEAR 2025 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL SECONDARY  
PSAP AND RECC DEVELOPMENT GRANT**

**COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM**



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

<b>CONTRACTOR LEGAL NAME:</b> (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> State 911 Department <b>MMARS Department Code:</b> EPS	
<b>Legal Address: (W-9, W-4):</b>		<b>Business Mailing Address:</b> 151 Campanelli Drive, Suite A, Middleborough, MA 02346	
<b>Contract Manager:</b>	<b>Phone:</b>	<b>Billing Address (if different):</b>	
<b>E-Mail:</b>	<b>Fax:</b>	<b>Contract Manager:</b> Cindy Reynolds	<b>Phone:</b> 508-821-7299
<b>Contractor Vendor Code:</b> VC		<b>E-Mail:</b> 911DeptGrants@mass.gov	<b>Fax:</b> 508-947-1452
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD ____ (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> CT EPS RDEV	
<b>X NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <b>Department Procurement</b> (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget) <input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<b>____ CONTRACT AMENDMENT</b> Enter <b>Current Contract End Date</b> <u>Prior</u> to Amendment: ____, 20 ____. Enter <b>Amendment Amount:</b> \$ _____. (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> <input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <input type="checkbox"/> <a href="#">Commonwealth IT Terms and Conditions</a>			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a> . <input type="checkbox"/> <b>Rate Contract.</b> (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <b>new</b> total if Contract is being amended). \$ _____			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) <b>Contract is to support regionalization efforts to maximize effective emergency 911 and dispatch services as well as regional interoperability in compliance with the State 911 Department FY 2025 Regional PSAP and Regional Secondary Public Safety Answering Point and Regional Emergency Communication Center Development Grant and the awarded proposal attached hereto.</b>			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <b>PRIOR</b> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>June 30, 2025</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the " <b>Effective Date</b> " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b>  X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) <b>Print Name:</b> _____ <b>Print Title:</b> _____		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b>  X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) <b>Print Name:</b> Frank Pozniak <b>Print Title:</b> Executive Director	

FISCAL YEAR 2025 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL SECONDARY  
PSAP AND RECC DEVELOPMENT GRANT

Instructions on how to complete the Commonwealth of Massachusetts - Standard Contract Form, can be found on the State Comptroller's website at:

[http://www.macomptroller.info/comptroller/docs/forms/contracts/StandardContractForm\\_Instructions.pdf](http://www.macomptroller.info/comptroller/docs/forms/contracts/StandardContractForm_Instructions.pdf)