

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 2026

All applications must be received by 5:00 P.M. on Thursday, March 6, 2025.

For the FY 2026 Development Grant cycle, applications will be accepted by mail, hand delivery at the address below, or COMMBUYS (www.Commbuys.com). Commbuys bid #BD-25-1044-EPS90-1044E-110163 All applications must be received by the deadline of 5:00 PM on Thursday, March 6, 2025. 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**

Application Checklist

- ☐ Signed and Dated Development Grant Application Cover Page
- ☐ Completed Budget Worksheet
- ☐ Completed Prioritized List of Requested Items
- ☐ Completed Detailed Project Narrative
- ☐ Detailed Quotes/Statements of Work Attached
- ☐ Signed ICIP for Radio Projects/Consoles, if applicable
- ☐ Fully Executed Commonwealth of Massachusetts Contractor Authorized Signatory Listing Form signed by a City or Town Official **AND** each listed signatory must sign next to their name on the form
- ☐ Commonwealth Standard Contract Form Completed Highlighted Sections, Signed and Dated by an Authorized Signatory
- ☐ Regional & RECC: Intermunicipal Agreements/Governing Document
- ☐ Proposed Regionals/RECCs Letters of Attestation
- ☐ Most Recent Approved Audit Report

Applications failing to provide all of the required documentation shall be considered incomplete and will not be reviewed until such time as the needed documentation is received. Failure to submit the required documentation may result in an application being ineligible for an award.

FISCAL YEAR 2026 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

Email Address

3. Name & Title of Contract Manager

Telephone 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 2026 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL
SECONDARY PSAP AND RECC DEVELOPMENT GRANT

BUDGET WORKSHEET

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

*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**

- Detailed Quotes
- Statement of Work
- Contract(s)
- Inter-municipal Agreement
- Letter(s) of Attestation
- Most Recent Audit Report

All applicants shall submit its most recent approved audit report with its application. If the most recent approved audit report is not for fiscal year 2023, in addition to providing the most recent approved audit report, the applicant shall provide information relative to the status of its fiscal year 2023 audit report and said 2023 audit report shall be provided upon completion of said audit report.

- **Section 5: Forms**

- Commonwealth Standard Contract Form
- Contractor Authorized Signatory Listing Form

INSTRUCTIONS FOR APPLICATION SUBMISSION

- ❖ Application submitted by 5:00 p.m. on Thursday, March 6, 2025
- ❖ (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 PAGES TO THE DEPARTMENT WITHIN ONE (1) WEEK:

APPLICATION COVER PAGE

STANDARD CONTRACT FORM

AUTHORIZED SIGNATORY LISTING FORM

FISCAL YEAR 2026 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL
SECONDARY PSAP AND RECC DEVELOPMENT GRANT

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			
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# 28			
# 29			
# 30			
# 31			
# 32			
# 33			
# 34			
# 35			
		TOTAL AMOUNT REQUESTED	

Please use an additional form if needed.

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division 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](#), 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 forms at macomptroller.org/forms or mass.gov/lists/osd-forms.

CONTRACTOR INFORMATION			COMMONWEALTH INFORMATION		
Contractor Legal Name		d/b/a	Department		MMARS Code
Legal Address As entered on Form W-9 or Form W-4			Contract Manager Name		Business Mailing Address
Contract Manager Name			Billing Address If Different		
Phone	Email	Fax	Phone	Email	Fax
Vendor Code VC			MMARS Doc ID(s) CT EPS RDEV		
Vendor Code Address ID AD e.g. "AD001". Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.			RFR/Procurement or Other ID Number		
NEW CONTRACT			CONTRACT AMENDMENT		
Procurement or Exception Type (Check one option only) Statewide Contract (OSD or an OSD-designated department.) Collective Purchase (Attach OSD approval, scope, and budget.) Department Procurement - Includes all Grants 815 CMR 2.00 . (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.) Emergency Contract (Attach justification for emergency, scope, and budget.) Contract Employee (Attach Employee Status Form, scope, and budget.) Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget.) Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)			Current Contract End Date PRIOR to Amendment		
			Amendment Amount Or Enter "No Change"		
			Amendment Type (Check one option only. Attach details of amendment changes.) Amendment to Date, Scope, or Budget (Attach updated scope and budget.) Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget.) Contract Employee (Attach any updates to scope or budget.) Other Procurement Exception (Attach authorizing language/justification and updated scope/budget.)		
TERMS AND CONDITIONS					
The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding (Check ONE option): Commonwealth Terms and Conditions Commonwealth Terms and Conditions for Human and Social Services Commonwealth IT Terms and Conditions					
COMPENSATION (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 815 CMR 9.00 . Rate Contract (No Maximum Obligation). (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) Maximum Obligation Contract. Total maximum obligation for total duration of this contract (or new total if contract is being amended):					
PROMPT PAYMENT DISCOUNTS (PPD)					
Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See Prompt Pay Discounts Policy .					
Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within: 10 days % PPD. 15 days % PPD. 20 days % PPD. 30 days % PPD. If PPD percentages are left blank, identify reason:					
Statutory/legal		Ready Payments (M.G.L. c. 29, § 23A)		Agree to standard 45-day cycle Only initial payment	
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT					
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. 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 2026 Regional PSAP and Regional Secondary Public Safety Answering Point and Regional Emergency Communication Center Development Grant and the awarded proposal attached hereto.					
SUPPLIER DIVERSITY PROGRAM (SDP) PLAN					
Does the Supplier Diversity Program apply?		YES If YES, the Contractor's annual SDP commitment for this Contract is NO If NO, and the department is an Executive Department, enter the appropriate exemption:			
ANTICIPATED START DATE (Complete ONE option only.)					
The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:					
1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.					
2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.					
3. were incurred as of _____, 20____, a date PRIOR 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.					
CONTRACT END DATE					
Contract performance shall terminate as of _____, 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.					
CERTIFICATIONS					
Notwithstanding verbal or other representations by the parties, the "Effective Date" 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 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.					
AUTHORIZING SIGNATURE FOR THE CONTRACTOR			AUTHORIZING SIGNATURE FOR THE COMMONWEALTH		
Signature and date must be captured at time of signature.			Signature and date must be captured at time of signature.		
Signature	Date		Signature	Date	
Print Name	Print Title		Print Name	Print Title	

FISCAL YEAR 2026 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:

[Forms - Office of the Comptroller](#)

FISCAL YEAR 2026 STATE 911 DEPARTMENT REGIONAL PSAP AND REGIONAL SECONDARY
PSAP AND RECC DEVELOPMENT GRANT

Please note when completing the Contractor Authorized Signatory Listing form, there must be at least two (2) people noted as signatories and each person must sign next to their name. The individual signing the form can also be listed above as a signatory.



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company (must match Form W-9 tax classification)

Contractor Legal Name	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number or Social Security Number) VC
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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.)

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.

There are three types of electronic signatures that will be accepted on this form: **1) Traditional "wet signature" (ink on paper);** 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address

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.

I certify that I am a responsible authorized officer of 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 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.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature	Date
Print Name	Phone Number
Title	Email Address

A copy of this listing must be attached to the "record copy" of a contract filed with the department.