

Application Checklist

- Annual Certification of Compliance Form **submitted**
- Signed and Dated Training Grant and EMD/Regulatory Compliance Grant Application Page
- Completed Training Grant Budget Worksheet; to include requested funding by category and narrative
- Completed EMD/Regulatory Compliance Grant Budget Worksheet, if applicable, to include requested funding by category and narrative
- Completed EMD/Regulatory Compliance Grant **narrative and budget worksheet**, if applying for supplemental funding under the EMD/Regulatory Compliance Grant
- Completed Appendix A – Listing of Certified Telecommunicators and if applicable, Page Two, New Personnel in the Process of Obtaining Certification
- Completed Contractor Authorized Signatory Listing Form signed by a City or Town Official
- Completed and Notarized Proof of Authentication of Signature Form for **each** Signatory **and** for the City or Town Official who signed the Contractor Authorized Signatory Listing Form, one notarized form for each
- Signed and Dated Standard Contract Form

Commented [91]: We must receive **AND** approve of your annual Certification of Compliance Form **BEFORE** your grant application(s) can be reviewed and executed.

Commented [92]: If applicant is applying for supplemental funding under the EMD/Regulatory Compliance Grant they are **REQUIRED** to submit an additional justification narrative explaining how they arrived at the additional funds they are requesting. Grantees are encouraged to use the budget worksheet to show the calculations.

Commented [93]: You must submit a notary page for the City or Town Official in addition to each authorized signatory listed on the grant.

DO NOT SUBMIT DOUBLE-SIDED APPLICATIONS

OR

BLANK PAGES FOR WHICH NO FUNDING IS REQUESTED

All applications with original signatures shall be submitted to:

**State 911 Department
151 Campanelli Drive, Suite A
Middleborough, MA 02346**

FY 2019 Training Grant and EMD / Regulatory Compliance Grant

Name of City/Town/Municipality City of Anytown
Address 15 Main Street
City/Town/Zip Anytown, MA 01234
Telephone Number 617-555-1234
Website www.anytown-ma.org

Name of Eligible Entity Anytown Police Department
Name/Title of Authorized Signatory Chief Shawn Grant
Address (if different from above) 25 Police Street
Telephone Number 617-555-1212
Fax Number 617-555-1213
E-mail Address chief@anytownpd-ma.org

Program/Contract Manager Kyle Sampson, Lieutenant
Telephone Number 617-555-1214
Fax Number 617-555-1215
E-mail Address ksampson@anytownpd-ma.org

Requested Funding:

Training Grant Funds	<u>\$ 10,000.00</u>
EMD/Regulatory Compliance Grant Funding	<u>\$ 0.00</u>
Total Funds Requested	<u>\$ 10,000.00</u>

Applicant meets the EMD requirements established by the State 911 Department as follows
(Complete either 1 or 2)

- Provide EMD utilizing in-house certified emergency medical dispatchers using
 APCO EMDPRS PowerPhone EMDPRS Priority Dispatch EMDPRS
- Provide EMD utilizing a certified EMD Resource
Name of Certified EMD Resource: _____
Protocol being utilized:
 APCO EMDPRS PowerPhone EMDPRS Priority Dispatch EMDPRS

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

Signed under the penalties of perjury this 1 day of July, 2018.

Chief Shawn Grant

Original Signature of Authorized Signatory (Blue Ink)

FY 2019 Training Grant Budget Worksheet

Funding Category	Amount Requested	Narrative – Provide details on funding request
A. Fees	\$3,044.00	Fees associated with attendance at approved 911 training courses for certified Telecommunicators (or those working toward certification) for training and certification compliance, to include 16 hours of continued education.
B.1. Personnel	\$5,358.00	Overtime for participants, replacement costs associated with participant attendance, straight-time for part-time per diem for participation or replacement, associated with training and certification compliance, to include 16 hours of continuing education.
B.2. Fringe and/or Indirect costs associate with Personnel Costs	\$	
C. Training Software and other products	\$1,598.00	Total Response Bronze Package to support EMD calls only (Attach quote for this category)
D. Lodging	\$	
Total Amount of Training Grant Funding Requested	\$10,000.00	

Commented [94]: You must include a quote for items you are requesting under this category.

In order to receive reimbursement for allowable expenses relating to EMD and/or Quality Assurance of EMD programs, the applicant shall select and use a single EMD certification organization and a single EMDPRS.

Except as otherwise expressly noted herein for allowable expenses for administrator backroom training and for attendance at the State 911 Department Dispatch Academy, funding for the State 911 Department Training Grant shall first be used to meet minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department, and funding may be used for other purposes only after funding has been used to meet such requirements.

Sign Initials Here: _____ sg _____

FY 2019 Training Grant and EMD/Regulatory Compliance Grant

APPENDIX A: PAGE TWO

NEW PERSONNEL IN THE PROCESS OF OBTAINING CERTIFICATION AS AN ENHANCED 911 TELECOMMUNICATOR

PSAP: Anytown Police Department

Last Name, First Name (Alphabetical order)	Indicate Full (F) or Part-Time (P)	Hourly Pay Rate	Overtime Pay Rate
TBD	P	\$22.00	\$22.00

Commented [95]: (include only NEW personnel working toward certification as an E911 telecommunicator and/or denote new hires with the name TBD)

SAMPLE



COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under [Guidance For Vendors - Forms](#) or www.mass.gov/osd under [OSD Forms](#).

CONTRACTOR LEGAL NAME: City of Anytown (and d/b/a): Anytown Police Department	COMMONWEALTH DEPARTMENT NAME: State 911 Department MMARS Department Code: EPS
Legal Address: (W-9, W-4, T&C): 15 Main Street, Anytown, MA 07128	Business Mailing Address: 151 Campanelli Drive, Suite A, Middleborough, MA 02346
Contract Manager: Lt. Kyle Sampson	Billing Address (if different):
E-Mail: ksampson@anytownpd.org	Contract Manager: Cindy Reynolds
Phone: 617-555-1212 Fax: 617-555-1213	E-Mail: 911DeptGrants@mass.gov
Contractor Vendor Code:	Phone: 508-821-7299 Fax: 508-828-2585
Vendor Code Address ID (e.g. "AD001"): AD (Note: The Address Id Must be set up for EFT payments.)	MMARS Doc ID(s): CT EPS GRNT
X <u>NEW CONTRACT</u>	RFR/Procurement or Other ID Number: FY19 Training/EMD/Regulatory Compliance Grant
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <u>Statewide Contract</u> (OSD or an OSD-designated Department) <u>Collective Purchase</u> (Attach OSD approval, scope, budget) X <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <u>Contract Employee</u> (Attach Employment Status Form , scope, budget) <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)	CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____ Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <u>Contract Employee</u> (Attach any updates to scope or budget) <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <u>X</u> Commonwealth Terms and Conditions <u> </u> Commonwealth Terms and Conditions For Human and Social Services	
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. <u> </u> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) X <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new</u> Total if Contract is being amended). \$ <u>10,000.00</u>	
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated 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: <u>X</u> agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L.c. 29, § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy .)	
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 for the reimbursement of funds under the State 911 Department FY 2019 Training and EMD/Regulatory Compliance Grant as authorized and awarded in compliance with grant guidelines and grantee's approved application.	
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <u>X</u> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <u> </u> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <u> </u> 3. were incurred as of _____, 20____, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> 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 <u>June 30, 2019</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.	
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 makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, 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 including the Instructions and Contractor Certifications , the Request for Response (RFR) or other solicitation, the Contractor's Response, 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: X: <u>Shawn Grant</u> Date: <u>7/1/18</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Shawn Grant</u> Print Title: <u>Chief of Police</u>	AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Frank Pozniak</u> Print Title: <u>Executive Director</u>

Commented [96]: Name of the City or Town

Commented [97]: Legal Address of City or Town Hall

Commented [98]: Ensure you have the current Grant Year

Commented [99]: THIS IS A LEGAL DOCUMENT AND MUST BE 1 PAGE. If a PSAP cannot print this on 1 page, please contact the State 911 Department for help.

**COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Contractor Legal Name: City of Anytown
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
Shawn Grant	Chief of Police
Kyle Sampson	Lieutenant

Commented [910]: A community may list as many individuals as they deem necessary for effective management of the grant. The State 911 Department recommends at least two.

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.

Gerald Mayour _____
Signature

Date: 7/1/2018

Commented [911]: We require a separate notary form for the City / Town Official that signs the Contractor Authorized Signatory Listing Form above.

Name and Title: Gerald Mayour, Mayor **Telephone:** 617-555-1211

Commented [912]: MUST be signed by a City/Town Official i.e. Mayor, Town Manager/Administrator, City Solicitor, Chairperson – Board of Selectmen.

Fax: 617-555-1210 **Email:** Mayor@anytown-ma.org

[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.

Commented [913]: THIS IS A LEGAL DOCUMENT AND MUST BE 1 PAGE. If a PSAP cannot print this on 1 page, please contact the State 911 Department for help.

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Contractor Legal Name: City of Anytown
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. **THE STATE 911 DEPARTMENT REQUIRES THIS FORM FOR EACH PERSON LISTED AS AN AUTHORIZED SIGNATORY AS WELL AS THE PERSON WHO SIGNS THE CONTRACTOR AUTHORIZED SIGNATORY LISTING FORM.**

Commented [914]: THIS IS THE NEW NOTARY FORM. This form MUST be completed for each individual listed on the Contractor Authorized Signatory Listing form AND the person who signs that form.

Commented [915]: We require a separate notary form for the City / Town Official that signs the Contractor Authorized Signatory Listing Form above.

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

Signatory's full legal name (print or type): Shawn Grant

Title: Chief of Police

X Chief Shawn Grant

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 1 day of July, 2018 before me, the undersigned notary public, personally appeared Shawn Grant (name of document signer), proved to me through satisfactory evidence of identification, which was Massachusetts Driver's License, 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
Notary Public Signature

My MA Commission expires on: October 22, 2022

AFFIX NOTARY SEAL

Commented [916]: THIS IS A LEGAL DOCUMENT AND MUST BE 1 PAGE. If a PSAP cannot print this on 1 page, please contact the State 911 Department for help.

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

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Contractor Legal Name: City of Anytown
Contractor Vendor/Customer Code:

PROOF OF AUTHENTICATION OF SIGNATURE

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THE STATE 911 DEPARTMENT REQUIRES THIS FORM FOR EACH PERSON LISTED AS AN AUTHORIZED SIGNATORY AS WELL AS THE PERSON WHO SIGNS THE CONTRACTOR AUTHORIZED SIGNATORY LISTING FORM.

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

Signatory's full legal name (print or type): Kyle Sampson

Title: Lieutenant

X Kyle Sampson

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 1 day of July, 2018 before me, the undersigned notary public, personally appeared Kyle Sampson (name of document signer), proved to me through satisfactory evidence of identification, which was Massachusetts Driver's License, 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
Notary Public Signature

My MA Commission expires on: October 22, 2022

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

Commented [917]: THIS IS THE NEW NOTARY FORM. This form MUST be completed for each individual listed on the Contractor Authorized Signatory Listing form AND the person who signs that form.

Commented [918]: We require a separate notary form for the City / Town Official that signs the Contractor Authorized Signatory Listing Form above.

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FY2019

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Contractor Legal Name: City of Anytown
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. **THE STATE 911 DEPARTMENT REQUIRES THIS FORM FOR EACH PERSON LISTED AS AN AUTHORIZED SIGNATORY AS WELL AS THE PERSON WHO SIGNS THE CONTRACTOR AUTHORIZED SIGNATORY LISTING FORM.**

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Commented [921]: We require a separate notary form for the City / Town Official that signs the Contractor Authorized Signatory Listing Form above.

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

Signatory's full legal name (print or type): Gerald Mayour

Title: Mayor of Anytown

X Gerald Mayour

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 1 day of July, 2018 before me, the undersigned notary public, personally appeared Gerald Mayour (name of document signer), proved to me through satisfactory evidence of identification, which was Massachusetts Driver's License, 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
Notary Public Signature

My MA Commission expires on: October 22, 2022

AFFIX NOTARY SEAL

Commented [922]: THIS IS A LEGAL DOCUMENT AND MUST BE 1 PAGE. If a PSAP cannot print this on 1 page, please contact the State 911 Department for help.

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