

Application Checklist

- ☒ Annual Certification of Compliance Form submitted
- ☒ Signed and Dated Emergency Medical Dispatch Grant Application Cover Page
- ☒ Completed Emergency Medical Dispatch Grant Budget Worksheet, to include requested funding by category and **detailed narrative**
- ☐ CEMDR Agreement/Contract if requesting funds under this category
- ☐ Medical Director Contract/Agreement if requesting funds under this category
- ☒ Completed Contractor Authorized Signatory Listing Form signed by a City or Town Official
 - ☒ Completed and Notarized Proof of Authentication of Signature Form for the City or Town Official who signed the Contractor Authorized Signatory Listing Form
- ☒ Completed and Notarized Proof of Authentication of Signature Form for **each** Signatory listed
- ☒ Completed Highlighted Sections, Signed and Dated Standard Contract Form

Commented [91]: We must receive AND approve your annual Certification of Compliance Form **BEFORE** your grant application(s) can be reviewed and executed. We recommend you submit your grant application(s) at the time you submit your annual Certification of Compliance Form. **YOU DO NOT HAVE TO WAIT UNTIL THIS FORM IS APPROVED BEFORE SUBMITTING YOUR GRANT APPLICATION(S)**

DO NOT SUBMIT DOUBLE-SIDED APPLICATIONS

All applications with original signatures shall be submitted to:

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

FY 2020 Emergency Medical Dispatch Grant

Name of City / Town / Municipality City of Anytown
Address 15 Main Street
City/Town/Zip Anytown, MA 01234
Telephone Number 617-555-1234
Fax Number 617-555-4321
Website www.anytown-ma.org

Commented [92]: This section is where you enter your City or Town information.

Name of Eligible Entity/PSAP Anytown Police Department

Commented [93]: Name of your PSAP / Regional / RECC

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

Commented [94]: Name of the Authorized Signatory who signs the application.
Applicant must complete each section / line item.

Name/Title Program/Contract Manager Kyle Sampson, Lieutenant
Telephone Number 617-555-1214
Fax Number 617-555-1213
Email Address ksampson@anytownpd-ma.org

Commented [95]: Name of the person the State 911 Department can contact and/or the person working on the grant.
Applicant must complete each section / line item.

Total Grant Funds Requested: \$ 6,025.25

Applicant meets the EMD requirements established by the State 911 Department as follows
(*Complete either a or b*)

a) Provide EMD in-house utilizing certified emergency medical dispatchers using the following
Emergency Medical Dispatch Protocol Reference System (EMDPRS):

☐ APCO ☐ PowerPhone ☐ Priority Dispatch

b) Provide EMD utilizing a Certified EMD Resource:

Name of Certified EMD Resource: _____

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 1 day of July, 2019.

Chief Shawn Grant

ORIGINAL SIGNATURE OF AUTHORIZING SIGNATORY (*Blue Ink*)

**FY 2020 Emergency Medical Dispatch Grant
Budget Worksheet**

Funding Category	Amount Requested	Detailed Narrative
1. Certified EMD Resource	\$	<p>Name of CEMDR:</p> <p>(Attached copy of the current contract with CEMDR)</p>
2. Emergency Medical Dispatch Protocol Reference System	\$1,598.00	<p>PowerPhone Total Response Bronze Package</p> <p>EMD Software or EMD Guide/Cardsets, Annual License, Annual Maintenance, Q/A Annual Maintenance</p> <p>(Attach quote for this category)</p>
3. Other Emergency Medical Dispatch and Quality Assurance of Emergency Medical Dispatch Services	\$4,429.25	<p>Lt. Kyle Sampson conducting EMD Q/A review on 10% of 1,500 EMD calls (amount reported on annual Certification of Compliance form), 30 minutes per call = 75 hours x \$46.75/hr. OT = \$3,506.25</p> <p>Call Assessment recertification vendor fee \$129 plus 8 hours OT for training course \$374 = \$503</p> <p>Police Department's CPR certified training instructor conducting (3) 4-hour CPR courses at \$35/hr. = \$420</p> <p>For Q/A, PSAPs must provide name of the individual(s), overtime rate and number of Q/A review hours you are requesting.</p> <p>(Attach contract for Medical Director or Third-party vendor conducting EMD case review for this category)</p>
Total Amount of Emergency Medical Dispatch Grant Funding Requested	\$6,027.25	

Commented [96]: Costs associated with EMD Guide/Cardsets or EMD Software and Annual Maintenance Fees of EMD/QA

Commented [97]: Annual Medical Director Fee; 3rd Party Q/A Costs; Non-certified personnel CPR instructor costs and non-certified personnel EMD/QA recertification expenses; Certified personnel conducting QA/QI review

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	
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 EMDG	
		RFR/Procurement or Other ID Number: FY20 EMDG	
<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (Includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form , scope, budget) <input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)		<input type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date Prior to Amendment: _____, 20____ Enter Amendment Amount: \$ _____, (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Legislative/Legal or Other: (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. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> 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. <input type="checkbox"/> 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.) <input checked="" type="checkbox"/> Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended) \$ 6,027.25			
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: <input checked="" type="checkbox"/> 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 2020 Emergency Medical Dispatch 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: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date . <input type="checkbox"/> 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 . <input type="checkbox"/> 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 June 30, 2020 , 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:		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:	
X: <u>Shawn Grant</u> Date: <u>7/1/2019</u> (Signature and Date Must Be Handwritten At Time of Signature)		X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: <u>Shawn Grant</u>		Print Name: <u>Frank Pozniak</u>	
		Print Title: <u>Executive Director</u>	

Commented [98]: The LEGAL Contractor is your City or Town **NOT** the PSAP

Commented [99]: (d/b/a) Doing Business As = Your PSAP/Department

Commented [910]: Enter the legal address of your City or Town **NOT** the PSAP address.

Commented [911]: 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.

Print Title: Chief of Police

SAMPLE

**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 [912]: 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 Date: 7/1/2019
Signature

Commented [913]: The State 911 Department requires 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
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 [914]: 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.

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 ABOVE AND FOR EACH PERSON** LISTED AS AN AUTHORIZED SIGNATORY.

SAMPLE

**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.

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, 2019 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

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 [915]: 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 [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.

FY 2020

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.

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, 2019 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

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]: 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.

FY 2020

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.

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, 2019 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 [919]: 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 [920]: 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.



1321 Boston Post Rd
Madison, CT 06443

Quote

Quote Number: 111111
Date: 06/07/2019

Valid Until: 10/31/2019

Bill To Ship To

Anytown Police Department Anytown Police Department
25 Police Street
Anytown, MA 01234

Quantity	Part Number:	Product	List Price	Unit Price	Ext. Price	Discount
1	TRBRONZE	Total Response Bronze Package Includes: 2 CACH Lite full service licenses to support emergency medical, law enforcement and fire service calls, and user training	\$1,998.00	\$1,998.00	\$1,998.00	\$0.00
2	TRBMAINT	Annual Software Maintenance Due 13 months after software delivery	\$99.90	\$99.90	\$199.80	100.00%
2		Credit For current digital license customer	\$0.00	\$200.00	\$-400.00	\$0.00
Subtotal:						\$1,797.80
Discount:						\$199.80
Discounted Subtotal:						\$1,598.00
Tax:						\$0.00
Shipping:						\$0.00
Total:						\$1,598.00
Grand Total						
Currency:			USD	Subtotal:		\$1,797.80
				Discount:		\$199.80
				Discounted		\$1,598.00
Tax Rate :			0.00%	Tax:		\$0.00
Shipping Provider:				Shipping:		\$0.00
Total:						\$1,598.00